

INSTRUCTIONS FOR THE DEPARTMENT OF MICHIGAN, POST & DISTRICT INSPECTIONS

Inspectors must contact the Post or District Commander in advance of the proposed date and inform them of the forthcoming inspection.

Inspections must be performed at a regular meeting of the Post/District so that inspectors can observe the conduct of the meeting. Inspections will not be conducted by informal meetings with Post or District officers or any other means.

Inspectors should ensure that the Post or District Commander has a copy of the inspection form and understands the requirements of the inspection.

Inspectors must make themselves knowledgeable with Sections 202, 218, 219, 402, 418, 703, 704, 708, 709, and 710 of the VFW National Bylaws and Manual of Procedure before performing an inspection.

The Inspection Form requires inspectors to “inspect” certain documents and document on the form the required information. This requires that the necessary documents are in the possession of the Post / District officers at the time of inspection and that the inspectors have “eyes on” the documents to be inspected. Suppose the records exist but are not on hand. In that case, the inspection must be rescheduled until a complete inspection can be completed, or it is determined that a complete inspection cannot be completed.

Inspectors are not requested to obtain copies of any inspected documents for submission to the Department. Inspectors are to examine the referenced documents to ensure that the Post/District is in compliance with the National VFW Bylaws, MOP, and Department policy guidance.

Inspectors are not inspecting units to enforce compliance with National VFW Bylaws and MOP. Inspectors are responsible for checking the unit for compliance and reporting their findings to the State Commander through the State Inspector. Inspectors should make use of the comment section on the form to make such reports.

Both the Commander and the Inspector must sign inspection forms at the time of the Inspection. A copy of the completed inspection form should be left with the Commander or provided to them by the inspector as soon as possible. This is essential so that the Commander has verification that the inspection was completed and has been informed of any deficiencies identified and reported to the State Inspector.

Completed Post inspection forms must be forwarded to the District Commander for review and then forwarded to Department Headquarters via email, fax, or mail as soon as possible after completion. Inspectors will not hold complete inspection forms for batch submission to Department Headquarters. The timely receipt of completed inspections is essential for proper record-keeping and to provide timely assistance when needed. Completed District inspection forms must be submitted to Department Headquarters as soon as possible.

The State Inspector will provide copies of reviewed Inspection forms, along with appropriate comments or recommendations, to District Commanders promptly upon completion of the review.