

County Veterans Service Office Handbook



January 1, 2014

Introduction

The Ohio State Association of Veterans Service Commissioners, Ohio State Association of County Veterans Service Officers and the Ohio Department of Veterans Services, are proud to present to you this first edition of the County Veterans Service Office Handbook. It stands as a symbol of teamwork between Ohio's network of county veteran service offices and the State in their combined commitment to support the veterans who have served our state and nation proudly.

The purpose of this handbook is to provide County Veterans Service Offices with a single reference document that directs them to applicable law, rules, or policies relating to office activities and operation. Additionally the County Veterans Service Handbook provides recommendations and ideas to help county veterans service commissioners and officers develop the best system of operations for their respective counties.

Because this handbook is written for a statewide audience it is, by necessity, general in its approach. We have and will continue to try to gather recommendations and best practices from you, the user, to create the best resource possible. We recognize that each county is different in resources, needs and structure. You may even find that certain recommendations are not relevant to your county's situation. This handbook is best used as a tool to assist you locating existing statute / policy and developing your own local policies and procedures.

This reference guide, while containing legal information, is not intended as legal advice. Always refer to state and/or federal law and consult with your local prosecutor before implementing any action or change. In certain circumstances, CVSCs may retain separate legal counsel.

This document was developed through the collaborative efforts of the Ohio State Association of Veterans Service Commissioners, the Ohio State Association of County Veterans Service Officers, and the Ohio Department of Veterans Services. Recommendations for changes and comment may be forwarded to the Ohio Department of Veterans Service, 77 South High Street, 7th Floor, Columbus, Ohio 43215 or through either of the other creating partners.

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Appointment of County Veteran Service Commissioners (CVSC)

Requirements – CVSC Appointment

- Each member of the commission appointed under this section shall be an honorably discharged or honorably separated veteran. [ORC \(Ohio Revised Code\) 5901.02](#)
- Must be a resident of the county appointed. [ORC 5901.02](#)
- At the time of appointment or reappointment to the commission, no commission member appointed under this section shall be an employee of the commission or hold an elective or other appointive office of the county served by the commission. [ORC 5901.02](#)
- Within sixty days after the date of appointment, each such member shall file the member's form DD214 with the Ohio Department of Veterans Services in accordance with guidelines established by the director of that department. [ORC 5901.02](#)
- Information about the appointment process is provided in [ORC 5901.02](#) and [5901.021](#)
- CVSC, upon appointment, must file a signed standard of conduct. [OAC \(Ohio Administrative Code \) 5902-0-01](#) It is suggested that the form be provided with the Commissioner's appointment letter to Ohio Department of Veterans Services (See Appendix A & B)

Recommendations – CVSC Appointment

- ODVS (Ohio Department of Veterans Services) will forward a copy of the annually. The County Veteran Service Office may provide it to the judge (See Appendix A)
- County Veteran Service Office should consider attaching addresses of the appropriate Veteran Service Organization post eligible for appointment to the ODVS packet.
- Judges are encouraged to conduct interviews prior to appointing or reappointing a member to the commission.
- Judges and County Veterans Service Commissions are encouraged to hold yearly appointment ceremonies with a media release.

CVSC Duties, Responsibilities, and Compensation

Requirements – Duties, Responsibilities, and Compensation

- The prescribed duties of the CVSC are listed in [ORC 5901.03](#).
- The Board of County Commissioners (BoCC) establishes the compensation for the CVSC only. [ORC 5901.04](#)
- Union Compensation Rules – [ORC 4117.10](#)

Recommendations – CVSC Duties, Responsibilities, and Compensation

- CVSCs should familiarize themselves with “CVSC Standards of Conduct Form” (Appendix B) and [Title 59](#) of the Ohio revised Code (ORC).
- Although [ORC 5901.03](#) allows you the ability to determine your employees compensation County Veterans Service Commissioners should consider the county financial environment, local government funds, and the rate of inflation.
- County Veterans Service Commission should consider establishing a compensation scale for its employees.
- The presidents of the county veteran service commission should have their own office e-mail address.

Service Office Employees / Staff

Requirements – Service Office Employees / Staff

- CVSC is tasked with employing such staff as is necessary to carry out the commission's duties, and fixing their compensation. [ORC 5901.03 \(A\)](#)
- CVSC will establish written policies and procedures for the administration of the commission and the veterans' service office. [ORC 5901.03 \(B\)](#)
- Hiring County veteran service officers and assistants. [ORC 5901.07](#)
- Minimum qualification for hiring a CVSO. [OAC 5902-1-03](#)
 - Shall be veteran with an honorable discharge/separation.
 - Shall be a high school graduate or equivalent.
 - Shall satisfactorily complete a background investigation by a local law enforcement agency.
 - Service connected disabled shall be given special consideration.
- CVSC will notify ODVS in writing when a new CVSO is hired or promoted. [ODVS Training Guidance \[current edition\]](#)
- Hiring executive director, investigators and clerks. [ORC 5901.06](#)
- All employees of the county are civil service employees. [ORC 124.01](#)

Recommendations – Service Office Employees / Staff

- The CVSC should either establish their own written personnel policies or formally adopt in writing the county’s existing policy. Bargaining agreements apply to all employees covered there under.
- CVSC may forward all locally developed policies and procedures through their county prosecutor and human resource department for review prior to implementation. Some examples of local policies are:
 - Office Dress Code
 - Time and Attendance
 - Americans with Disabilities Act
 - Overtime & Compensatory Time
 - Travel
 - Internet, E-mail, Online Services Use and Abuse
 - Social Media
 - Discrimination & Sexual Harassment
 - Drug-free Workplace
 - Family & Med. Leave Act
 - Workplace Violence
 - Privacy
- All CVSC and employees should sign a statement acknowledging they have been made aware of workplace rules, restrictions, and requirements.
- CVSC may consider consulting with the subject matter expert (e.g., prosecutor, human resources) when dealing with employee policies. (hiring, firing, disciplinary actions, etc.)
- All employees should have a written job description.
- All employees should have at minimum an annual performance evaluation.
- Administration
 - CVSC should develop and maintain a mission statement.
 - CVS Commission should ensure that the office has a customer feedback system in place that will allow veterans to provide feedback directly to the CVS Commissioners.
 - It is suggested that all CVS Commissioners should have an active e-mail account with address on file with ODVS.
 - CVSC should work with the local emergency management for emergency preparedness.

CVSC & CVSO Training and Certification

Requirements – CVSC & CVSO Training and Certification

General Guidance

- CVSC will promote, monitor, and provide funding for ongoing education and training for veterans service commissioners and staff. [5901.03 \(F\)](#)
- No individual may assist claimants in the preparation, presentation, and prosecution of claims for VA (Department of Veterans Affairs) benefits as an agent or attorney unless he or she has first been accredited by VA for such purpose. [38 CFR \(Code of Federal Regulations\) Ch 1 14.629 \(b\) \(1\); 38 USC \(United States Code\) § 5901](#)

County Veteran Service Commissioners

- Newly Appointed Commissioners
 - Must sign a Standards of Conduct form (Appendix B) and submit it to ODVS. [OAC 5902-1-01](#)
 - Must attend the “New County Veteran Service Commissioner Course. [OAC 5902-1-01](#)
 - Shall complete annually a minimum of four continuing education credits (one of which must be at the regional or district level). [OAC 5902-1-02](#)
 - Must meet the minimum qualification for hiring. [OAC 5902-1-03](#)
- Reappointed Commissioners
 - Must attend the “Reappointed County Veteran Service Commissioner Course. [ODVS Training Guidance \[current edition\]](#)
 - Must sign a new Standards of Conduct form (Appendix B) and submit it to ODVS. [ODVS Training Guidance \[current edition\]](#)
 - Shall complete annually a minimum of four continuing education credits (one of which must be at the regional or district level). [OAC 5902-1-02](#)

County Veteran Service Officers

- Must meet the minimum qualification for hiring. [OAC 5902-1-03](#)
- CVSC must notify the ODVS in writing of the selection of a new service officer. [ODVS Training Guidance \[current edition\]](#)
- Must complete a “Skills Assessment Vehicle and return it to ODVS within thirty days of hire. [ODVS Training Guidance \[current edition\]](#)
- Must meet the U.S. Department of Veterans Affairs (VA) requirements for accreditation as defined in [38 CFR Ch.1 14.629 \(a\)](#)
- Shall be accredited with the U.S. Department of Veterans Affairs under the umbrella of ODVS. [OAC 5902-1-05](#)
- Shall have a minimum of 18 months on the job training prior to certification. [OAC 5902-1-05](#)
- Shall score a seventy or higher on the ODVS certification test. [OAC 5902-1-05](#)
- Shall earn five continuing educations credits per calendar year IAW (In accordance with) [OAC 5902-1-07](#)
- County Veterans Service Officers are required to obtain Public Key Infrastructure (PKI) certification through the VA **prior to ODVS certification.** [ODVS Training Guidance \[current edition\]](#) and [ODVS Policy Letter dtd Oct 19, 2012 Subject: Public Key Infrastructure / VA Access Policy](#)
- All new CVSO will obtain access to VA systems within one year of certification by ODVS. [ODVS Training Guidance \[current edition\]](#) and [ODVS Policy Letter dtd Oct 19, 2012 Subject: Public Key Infrastructure / VA Access Policy.](#)
- CVSOs are required to complete re-certification testing every five years. [ODVS Training Guidance \[current edition\]](#)
- ODVS certified CVSOs are required to apply for accreditation with the following veterans service organizations: American Legion (AL), Veterans of Foreign Wars (VFW), Disabled American Veterans (DAV), Vietnam Veterans American (VVA) and American Veterans (AMVETS). [ODVS Training Guidance \[current edition\]](#)
- Each CVSC Office will have at least one accredited service officer with Defense Personnel Records Information System (DPRIS) access by April 1, 2014. [ODVS Policy Letter dtd Jan 14, 2014 Subject: Defense Personnel Records Information Retrieval System \(DPRIS\) Policy](#)

Recommendations – CVSC & CVSO Training and Certification

- CVSC should strongly consider allowing CVSOs to attend national level CVSO training conducted by the National Association of County Veterans Service Officers Association (NACVSO).
- CVSCs and CVSO should try to attend every training opportunity, to ensure point requirements are met.

Public Meetings

Requirements – Public Meetings

Public Body

- The County Veterans Service Commission is a public body ([ORC 121.22 \(A\) \(B\) \(1\) \(a\)](#)).
- All meetings must be declared public open meetings at all times ([ORC 121.22 \(C\)](#)).
- As a public body CVSC is subject to the provisions of the Ohio Sunshine Law. A copy of the Ohio Sunshine Law is available at: <http://ohioattorneygeneral.gov/Files/Publications/Publications-for-Legal/Sunshine-Laws>
- CSVC as an appointed public official is subject to [Ohio Ethics Law](#). Information about Ohio Ethics law is available at <http://ethics.ohio.gov>

Organization of the Commission

- The veterans' service commission shall select one of its members as president, one as vice-president, and one as secretary. [ORC 5901.03](#)

Meeting Frequency

- The commission shall meet at least once each month. [ORC 5901.03](#)

Meeting Notification

- Every public body, by rule, shall establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings. [ORC 121.22\(F\)](#)
- Notifications for special meeting refer to [ORC 121.22\(F\)](#).
- Any person, upon request and payment of a reasonable fee, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. [ORC 121.22\(F\)](#)

Meeting Attendance

- Board members must be physically present to be considered in attendance. [ORC 121.22 \(C\)](#)
- Board members must be present in person to vote. [ORC 121.22 \(C\)](#).
- County Veterans Service Commissioners must attend at least three-fifths of regular and special meetings during any two year period or forfeit their position. [ORC 3.17](#)

Executive Session - Financial Assistance

- A veterans service commission shall hold an executive session for one or more of the following purposes unless an applicant requests a public hearing: [ORC 121.22 \(J\)](#)
 - Interviewing an applicant for financial assistance.
 - Discussing applications, statements, and other documents described in division (B) of section [5901.09](#) of the Revised Code.
 - Reviewing matters relating to an applicant's request for financial assistance under sections [5901.01](#) to [5901.15](#) of the Revised Code.
- CVSCs shall not exclude an applicant for, recipient of, or former recipient of financial assistance, and shall not exclude representatives selected by the applicant, recipient, or former recipient, from a meeting that the commission conducts as an executive session that pertains to the applicant's, recipient's, or former recipient's application for financial assistance. [ORC 121.22 \(J\)](#)
- CVSCs shall vote on the grant or denial of financial assistance only in an open meeting of the commission. [ORC 121.22 \(J\)](#)

Executive Session – General

- There are very limited topics that members of a public body may consider in executive session. While general topics are provided below a more thorough analysis is available in [ORC 121.22 \(G\)](#) and the [Ohio Sunshine Laws](#).
- Topics that may be considered in executive session include:
 - Certain Personnel Matters
 - The Purchase of Property
 - Pending or Imminent Litigation
 - Collective Bargaining Matters
 - Matters Required to be Kept Confidential
 - Security Matters
 - CVSC Applicants for Financial Assistance

Meeting Minutes

- Minutes of a regular or special meeting of any public body shall be promptly prepared, filed, and maintained and shall be open to public inspection. [ORC 121.22 \(C\)](#)
- Compliance with Ohio [Sunshine Laws](#)
 - Minutes for the meeting must be full and accurate
 - Minutes do not need to be word for word, but must convey the rationale for decisions made
 - Minutes of the meeting must be made available, but the medium is not specified
 - Both draft and final approved copies of minutes are public record
 - Audio recordings of meetings are public record
- Minutes for Executive Session Financial Assistance
 - The minutes of the meeting shall indicate the name, address, and occupation of the applicant whether the assistance was granted or denied, the amount of the assistance if assistance is granted, and the votes for or against the granting of assistance. [ORC 121.22 \(J\)](#)
- Minutes for Executive Sessions General
 - Minutes need only reflect the general subject matter of discussions in executive sessions authorized under division (G) or (J) of this section. [ORC 121.22 \(C\)](#)
 - General Subject can be conveyed in the motion to go into executive session
 - Including details of pre-vote discussion can be helpful in case of legal action

Records Retention

- Records must be retained in accordance with [ORC 149.38](#) and local records retention policy
- Paper Records vs. Electronic Records – in accordance with [ORC 304](#)
- Authorized Electronic filing to have same effect as paper filing – [ORC 304.03](#)

Recommendations - Public Meetings

- The CVSC should establish a written policy related to the conduct of meetings. The written policy should include as a minimum:
 - Procedures for conduct of meetings i.e. Robert's Rules of Order
 - Meeting notification Examples may include –
 - Website
 - Media Outlets
 - Social Media
 - Signage
 - Newsprint
 - Notifications included with Board of County Commissioners meetings
- CVSC are encouraged to establish a records retention policy that satisfies law.
- CVSC should review policies and procedures regularly and update when necessary - at a minimum annually
- CVSC should notify the appointing judge, local board of county commissioners, and ODVS of the selection of a new board president, vice president, and/or secretary.
- CVSC should provide the appointing judge and Board of County Commissioners both monthly minutes and an annual report.

CVSC Budget

Requirements – CVSC Budget

- Causing the budgets of the veterans service commission and veterans service office to be presented to the board of county commissioners for approval. [ORC 5901.03 \(D\)](#)
- On or before the last Monday in May in each year, the veterans service commission shall meet and determine in an itemized manner the probable amount necessary for the aid and financial assistance of persons entitled to such aid and assistance and for the operation of the veterans service office for the ensuing year. After determining the probable amount necessary for such purposes, the commission shall prepare and submit a budget in the manner specified in division (C) of section [5705.28](#) of the Revised Code to the board of county commissioners which may review the proposed budget and shall appropriate funds to the commission pursuant to Title III, section [5705.05](#), and sections [5705.38](#) to [5705.41](#) of the Revised Code. The board, at its June session, shall make the necessary levy, not to exceed five-tenths of a mil per dollar on the assessed value of the property of the county, to raise the amount that the board approves. The veterans service commission may, prior to the first day of October in any year, submit to the board of county commissioners a written request for a hearing before the board to discuss the commission's budget request for the ensuing fiscal year. Upon receiving this request, the board shall provide for such a hearing at a regular or special meeting of the board to be held no later than fourteen days prior to the board's adoption of a permanent appropriation measure under section [5705.38](#) of the Revised Code. [ORC 5901.11](#)
- Key Budget References
 - Annual and supplement appropriations. [ORC 5705.38](#)
 - Limited by estimated revenue. [ORC 5705.39](#)
 - County spending plans (quarterly spending plans). [ORC 5705.392](#)
 - Amending / supplementing budgets. [ORC 5705.40](#)
 - Appropriation and expenditure of money. [ORC 5705.41](#)
 - Unexpended funds return to county general fund. [ORC 5705.40](#)

Recommendations – CVSC Budget

- CVSC should submit a written request for a budget hearing IAW [ORC 5901.11](#) if necessary.
- CVSC should contact their county auditor / tax assessor and request in writing the value of .5mil of assessed value of property before submitting the CVSC budget.
- CVSC may provide an annual briefing to the Board of County Commissioners regarding veterans services.

Financial Assistance

Requirements – Financial Assistance

- VSC shall request the amount necessary for financial assistance expenditures [ORC 5901.11](#)
- [ORC 5901.01\(B\)](#), [5901.08-09](#), [5901.11-15](#) list mandated requirements and procedures related to financial assistance.
- County Veterans Service Commissioners will establish local policies and procedures for the administration of assistance. [ORC 5901.03 \(C\)](#)
- The department of veterans' services shall adopt no guidelines or rules regulating the purposes, scope, duration, or amounts of financial assistance provided to applicants pursuant to sections [5901.01](#) to [5901.15](#) of the Revised Code. [ORC 5902.02\(K\)](#)
- Financial Assistance Policy will be available for review upon request.

Recommendations – Financial Assistance

- Written financial assistance policy may include items such as:
 - Eligibility requirements
 - How often a veterans can apply
 - Application process
 - Program limits and restrictions
 - Financial need and circumstances
 - Appeals process
 - Waiver of policies
 - Delivery of assistance
 - Resources and Referrals

VA Claims Processing

Requirements – VA Claims Processing

- Anyone presenting frivolous claims/positions/arguments before the VA may be subject to suspension of their accreditation. [38 CFR 14.633\(c\)\(4\)](#)

Recommendations – VA Claims Processing

- All claims generated by CVSOs shall be electronically generated except in emergency circumstances.
- Applicants for any benefits will be assisted with the completion of all required forms.
- The CVSC should use all County Veteran Service Commissioners who represent a veteran service organization (VSO) as a feedback mechanism to the veterans' service organizations and their Power of Attorney Offices.
- All CVSO will submit claims for VA benefits on the correct forms.
- Whenever possible CVSOs should submit "Fully Developed Claims" (FDC) IAW the Cleveland VARO (VA Regional Office) Fully Developed Claims Guide.
- Documents in VA compensation claims should be submitted in the standard order as prescribed by the Cleveland VA Regional Office.
- Recommend that all counties have an electronic claims management system.

Transportation of Veterans

Requirements – Transportation

- CVSC will establish regularly scheduled transportation for veterans to and from veterans administration medical centers whose districts the county is within, through contractual agreements or through other arrangements determined by the commission to be most cost-effective. [ORC 5901.03 \(H\)](#)
- Establishing policies and procedures for the administration of the commission and the veterans' service office. [ORC 5901.03 \(B\)](#)
- When a veteran is entitled to admission into a veterans' home, the chairperson of the veterans service commission of the county in which the veteran resides, upon application, may furnish the veteran transportation to the home by the most direct route from the veteran's residence. The transportation shall be paid from the veterans' service commission fund of the county. [ORC 5907.07](#)
- A VSC should be aware of applicable insurance policies with its county for the purposes of transportation liability.

Recommendations – Transportation

- Establish a written transportation policy.
 - The policy may include:
 - Eligibility standards
 - Rules for riders
 - Cancellation procedure
 - Transportation schedule including
 - Pick up locations
 - Destinations
 - Times
 - Limits and restrictions
 - Riders List/Passengers Manifest
 - That riders are not entitled to VA travel pay
- VSCs may consider transportation beyond minimum requirements as the commission determines necessary. (e.g. VARO, C & P Exams, VES Exams)
- Transportation schedule should be readily available to veterans.

Indigent Burials

Requirements – Indigent Burials

- Applies to burial of veteran, parent, or spouse when the family is without means to defray burial expenses [ORC 5901.25](#), [ORC 5901.27](#)
- [ORC 5901.16](#) through [5901.37](#) list the mandated requirements and procedures related to veteran burials.
- Duties of commission as to burial of indigent, not to exceed \$1,000 VSC Cost [ORC 5901.26](#)
- Application process and form (Funeral Director's Blank) for indigent burial [ORC 5901.25](#); [ORC 5901.29](#)
- VA Headstone Information. [ORC 155.04](#)

Recommendations – Indigent Burials

- CVSCs are encouraged to establish relationships with funeral directors and other agencies that will perform these services for the allowed cost.
- CVSOs are encouraged to contact the family of deceased veterans for discussion of other benefits.

Outreach / Coordination with Other Agencies

Requirements – Outreach / Coordination

- Establishing programs of outreach and coordination with other agencies to enhance available services to veterans within the county. [ORC 5901.03 \(E\)](#)
- Participating in appropriate memorial and commemorative activities to help promote patriotism and veterans services. [ORC 5901.03 \(I\)](#)
- Make reports to local veterans' organizations and others. [ORC 5901.03 \(G\)](#)

Recommendations – Outreach & Coordination

- CVSC should have an Outreach/Marketing plan (could be an extension of the mission statement). Outreach strategy may include:
 - Identify targeted outreach groups
 - Established clear outreach goals
 - Develop a plan for reaching the target market
 - Identify resources designated for outreach purposes
 - Include a method to measure the results of outreach
- CVSC should ensure new clients are asked what brought them into the office. Information should be tracked as a method to determine continuing marketing and outreach strategy.
- CVSC should link local efforts with state outreach / marketing initiatives when possible to maximize results.
- CVSC should make their results available to other counties and ODVS.
- CVSC should notify ODVS of any change of address, telephone number, personnel changes, and local web site address so that ODVS can keep the statewide toll free veteran hotline, ODVS Mobile Application, Benefits Guide, and ODVS department web site current.

Unique County Veterans Office Programs

Requirements – Unique County Veterans Office Programs

- Establishing policies and procedures for the administration of the commission and the veterans service office. [ORC 5901.03 \(B\)](#)
- Title 5901 of the ORC allows CVSCs broad latitude in developing and implementing programs for the benefit of their county's veterans. Some examples could include:
 - School clothes
 - Work clothes
 - Flag cases
 - Replacement medals ceremonies
 - Mobile outreach vans
 - Job Fairs/Boot Camps
 - Memorial events & activities
 - Stand downs
 - Veterans courts
 - Veteran ID programs

Protecting Client Information

Requirements – Protecting Client Information

- All County Veterans Service Officers are required to have Public Key Infrastructure (PKI) access through the VA. [ODVS Training Guidance \[current edition\]](#)

Data Security

Each Veteran Service Commission office contains a significant number of records with extremely sensitive personal and financial information. It is absolutely necessary to ensure the security of paper and electronic files. An inadvertent disclosure, release or loss of any portion of these records has the potential to cause extreme hardship to the veteran or veteran family member in question. There are several rules, regulations, and laws at local, state and federal levels that address the need to protect personally identifiable information. Nearly any violation of confidentiality may result in legal liability to the individual responsible and the commission for whom the individual works. It is doubtful any commission can afford the potential financial responsibility associated with a legal proceeding that finds the commission liable for unauthorized disclosures, either personal or financial in nature.

Every Veteran Service Commission and each employee must be aware of the necessity to protect financial and personal information. Office policies and procedures must address the need to protect personal information and identify the process in place to safeguard all records and sensitive files. Files cannot be left in the open, file cabinets need to be closed and locked when not in use, computers and computer files must be password protected in accordance with established directives.

Laws, rules and regulations protecting official documents include but are not limited to:

[ORC 149: Documents, Reports, and Records](#)

[ORC 1306.01: Uniform Electronic Transactions Act](#)

[ORC 5901.09: Statement of Household Income and Property.](#)

[5 U.S.C. §552](#)

[38 U.S.C. & 38 C.F.R.](#)

Data Security

VA Directive 6500 – [Managing Information Security Risk: VA Information Security Program](#) The purpose of this Directive is to provide the framework for VA's Security Risk Management Program. VA Handbook 6500 and other VA security handbooks provide additional information, procedures/processes, and roles and responsibilities for achieving the goals and steps outlined in this Directive.

VA Directive 6500.1 - [Electronic Media Sanitization](#); This Handbook sets forth policies and responsibilities for the proper sanitization of the Department of Veterans Affairs (VA) and non-VA Information Technology (IT) electronic media, which contain stored or processed sensitive and non-sensitive VA information prior to repair, disposal, reuse, or recycling.

VA Handbook 6500 - [Information Security Program](#) This handbook establishes the foundation for VA's comprehensive information security program and its practices that will protect the confidentiality, integrity, and availability of information created, processed, stored, aggregated, and transmitted by VA's information systems and business process

- Rules of Behavior – VA Handbook 6500 page 30
- Information System Hardware and Electronic Media Sanitization and Disposal – VA Handbook 6500 page 55
- Incident Response Capability/Security Breach Issues – VA Handbook 6500 page 55
- Security Training, Education, and Awareness – VA Handbook 6500 page 56
- Remote Access – VA Handbook 6500 page 61
- VA sensitive information may not be transmitted via Internet or VA's internal network (Intranet) without proper security mechanisms that meet [NIST FIPS 140-2](#) criteria.
- Mobile/Portable/Wireless and Removable Storage Media and Device Security – VA Handbook 6500 page 64
- Electronic Mail – VA Handbook 6500 page 66
- Facsimile (Fax) Machines – VA Handbook 6500 page 66

Veterans Health Administration (VHA)

- Privacy and Release of Information [VHA Handbook 1605.1](#)
- Minimum Necessary Standard For Protected Health Information [VHA Handbook 1605.2](#)

Safeguarding Workstations

- Information Security Program [VA Handbook 6500](#) page 57
 - **Immediately** stop using any computer or software you suspect is infected
 - **Immediately** isolate the computer from any VA network connections
 - Do not reboot the system since many viruses are triggered to propagate upon system reboot
 - If it appears that a negative activity is occurring, the system must be shut off and left off until a clean Antivirus boot media is used to clean the system
 - Employees not authorized to attempt recovery and restoration must not remove the suspected software themselves, but must contact a qualified IT (Information Technology/Computer) Specialist

Recommendations – Protecting Client Information

- Recommend each County Veterans Service Office promulgate policy for Data and Office Security with guidelines as noted in VA Handbook 6500.
- Anti Virus, clean registry, and malware software products are available publicly. CVSC should always fully review and understand any software product and consult with their county IT department.
- County and any relevant VA requirements should be followed in the use of and the destruction of all hard drives and other digital media. CVSC should always consult with their county IT before destroying and/or discarding items with storage capability.
- CVSCs using county servers should refer to their county's IT department.

Physical Security

Requirements – Physical Security

- The employer has a duty to furnish a place of employment free from recognized hazards that are causing or are likely to cause death or serious physical harm. The employer shall do everything reasonable necessary to protect the life, health, safety and welfare of such employees and those who frequent places of employment. [ORC 4167](#)
- The Employee has an obligation to recognize an unsafe workplace and report potential problems to the proper authority and to allow that authority the opportunity to make the workplace reasonably safe. If that does not happen, the Employee has the right to refuse to work in that place. HOWEVER, that Employee must make the proper reports to the Director of Workman's Compensation in a timely manner as specified in the [ORC 4167](#) and the [OAC 4167](#).

Recommendations – Physical Security

- A complete review of each office's particular situation may be completed by local law enforcement. If a physical security review has not been completed, one should be conducted as part of establishing a physical security plan for the protection of employees and veteran clients.

CVSC Reporting Requirements

Requirements – CVSC Reporting Requirements

- Making reports to the organizations represented on the commission, as provided in section [5901.02](#) of the Revised Code, and to others, upon request. [ORC 5901.03 \(G\)](#)
- The Director of Ohio Department of Veterans Services will establish statistical reporting formats and procedures for the CVSC. [ORC 5902.02 \(H\)](#)
- Requiring the several veterans organizations that receive funding from the state annually, not later than the thirtieth day of July, to report to the director of veterans services and prescribing the form and content of the report; [ORC 5902.02 \(W\)](#)

ODVS Required Reports

Report Title	Due Date	To Whom	Reference
ODVS Annual Personnel Report	15 Feb	ODVS Operations	ODVS Training Guidance 2014
ODVS Annual Activity Report	31 Mar	ODVS Operations	ODVS Training Guidance 2014
Quarterly ODVS Report	31 Mar 30 Jun 30 Sep 31 Dec	ODVS Operations	ODVS Policy Letter dated November 2, 2012.
Compensation Claim Checklist	As needed	Designated POA (Power of Attorney) or Cleveland VARO	

References / Resources

Resource Title	Internet Address
Attorney General Opinions	http://www.ohioattorneygeneral.gov/About-AG/Organizational-Structure/Opinions.aspx .
Code of Federal Regulation (CFR) Title 38	http://www.benefits.va.gov/warms/bookc.asp
Ohio Administrative Code (OAC)	http://codes.ohio.gov/oac
Ohio County Commissioners Handbook	http://www.ccao.org/publications
Ohio Ethics Commission	http://ethics.ohio.gov
Ohio Department of Veterans Services	http://dvs.ohio.gov/
Ohio Revised Code (ORC)	http://codes.ohio.gov/orc
Ohio Sunshine Law	http://ohioattorneygeneral.gov/legal/sunshine-laws
Web Automated Reference Materials System (WARMS)	http://www.benefits.va.gov/WARMS/
U.S. Department of Veterans Affairs	http://www.va.gov/
United States Code (USC)	http://uscode.house.gov/

Abbreviations

BoCC.....	Board of County Commissioners
CFR.....	Code of Federal Regulation
CVSC.....	County Veteran Service Commission or Commissioner
CVSO.....	County Veteran Service Officer or County Veteran Service Office
DoD.....	Department of Defense
DPRIS.....	Defense Personnel Records Information System
FDC.....	Fully Developed Claims
IAW.....	In accordance with
IT.....	Information Technology (Computers)
OAC.....	Ohio Administrative Code
ODVS.....	Ohio Department of Veterans Services
ORC.....	Ohio Revised Code
NACVSO.....	National Association of County Veterans Service Officers
PKI.....	Public Key Infrastructure
USC.....	United States Code
VA.....	United States Department of Veterans Affairs
VARO.....	VA Regional Office
VHA.....	Veterans Health Administration
VSO.....	Veterans Service Organization



Ohio Department of Veterans' Services

Timothy C. Gorrell, Director



**Ohio Revised Code
Sections 5901 & 5902
Information Packet**
(As of 8/21/2009)



To: Presiding Judge
Court of Common Pleas

From: Timothy C. Gorrell, Director
Ohio Department of Veterans' Services

Subject: Appointment of Veterans Service Commissioners
Ohio Revised Code, Sections 5901.02 & 5901.03

It has come to the attention of my office that there appears to be some confusion as to how the process of appointing Veterans Service Commissioners should be administered. Changes were made to Section 5901.02 and 5901.03 of the Ohio Revised Code which detail the appointment procedure that the appointing authority is to use. With this thought in mind, my office and the Veterans Advisory Committee (as mandated in O.R.C. Section 5902.02 (L)), has compiled the enclosed packet in order to provide you with assistance in making your selections for appointment to the Veterans Service Commission in your county.

The following items are included in the packet:

1. Copy of O.R.C. Title 59, Sections 5901.01 thru 5901.03.
2. Appointment process flow chart.
3. Veterans Service Commissioner job description.
4. Sample letter to veterans organization.
5. Sample application for appointment consideration.
6. Sample appointment certificate.

One of the most confusing points seems to be the appointment of a commission member when no named organization has a chapter, post or barracks within the county. The Ohio Department of Veterans Services recommends that the appointment be solicited from any other congressionally chartered veterans' organization not previously mentioned in 5901.02, rather than doubling the representation of any particular organization on the commission. However, the seat itself shall remain designated for the named organization and future appointments to that seat should be made based on the possible existence of a new chapter, post or barracks of that named organization if appropriate, rather than continuing with another organization not named in 5901.02.

The Veterans Advisory Committee believes that Section 5901.02 is clear regarding the number of candidates to be named on the list submitted by an organization. The enclosed sample letter also points this out. "LISTS SUBMITTED MUST CONTAIN THREE NAMES. THOSE WITH FEWER OR MORE RECOMMENDATIONS WILL NOT BE CONSIDERED". We also believe that a resume should accompany the application to assist you in determining the best candidate for appointment. This is covered in the sample letter as well, "YOUR ORGANIZATION SHOULD PROVIDE BACKGROUND INFORMATION ON THE VETERANS IT RECOMMENDS".

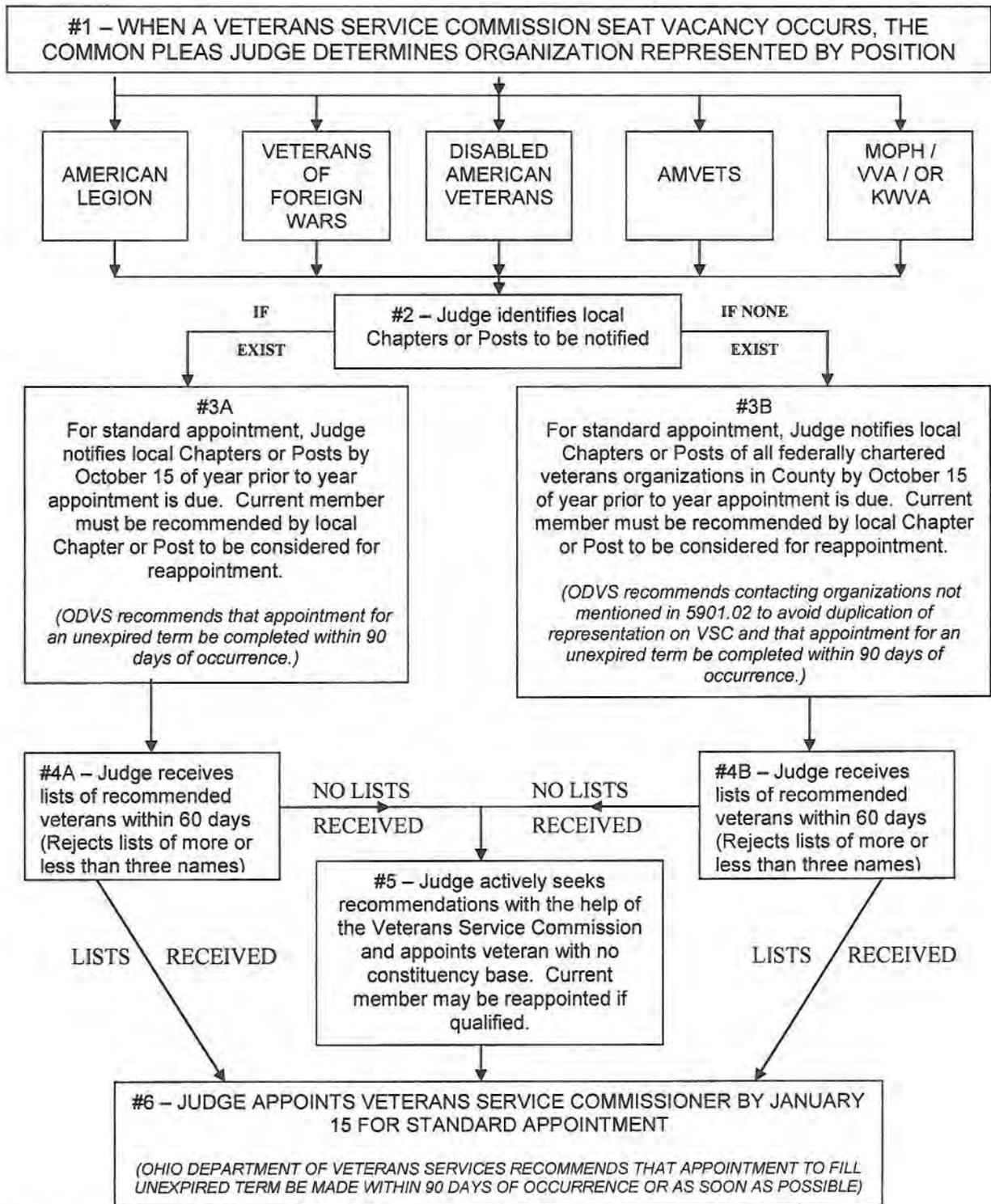


In accordance with Sections 5901.02, a Veterans Service Commissioner's military service is held to a higher standard than those individuals they serve. Commission members "SHALL BE AN HONORABLY DISCHARGED VETERAN OR HONORABLY SEPARATED VETERAN". *Veterans with General Under Honorable Conditions discharges are not acceptable.*

The Ohio Department of Veterans Services and the Veterans Advisory Committee believes the County Veterans Service Officer should not be deeply involved in this selection process. However, this does not preclude the candidates themselves from actively working to have their names placed on the organization recommendation list.

If the Ohio Department of Veterans Services can be of service or can provide further assistance in determining the correct procedure for appointment of Veterans Service Commissioners, please contact our office.

**APPOINTMENT OF COUNTY VETERANS SERVICE
COMMISSIONERS – PER ORC 5901.02 & 5901.03**



NOTE:
See examples of job description, position application and letter to Veterans Service Organizations provided with this flow chart

SAMPLE

COUNTY VETERANS SERVICE COMMISSION VACANCY NOTIFICATION

Dear Commander:

As the position of (County Name) County Veterans Service Commissioner, representing the (Name of Veterans Service Organization) is due for appointment, I am contacting your Chapter, Post or Barracks for any recommendations you have for filling this position.

Under the provisions of the Ohio Revised Code, Section 5901.02, each Post, Chapter, or Barracks of the above mentioned group in (County Name) County may submit a list containing three recommendations of persons who would be worthy, eligible and willing to serve in this capacity. ***Lists submitted must contain three names only.*** Those with fewer, or more recommendations will not be considered. Any honorably discharged veterans that your organization recommend for this positions as (County Name) County Veterans Service Commissioner must be a resident of (County Name) County. At the time of appointment to the Commission, no Commission member shall be an employee of the Commission or hold an elective or other appointive office of the county served by the Commission.

Three application forms are enclosed and I ask that each of your candidates complete the form and attach a copy of their military discharge (DD 214 or equivalent). Your organization should provide a cover letter detailing why your organization endorses each candidate recommended for this position.

(Current Commission Member's Name) currently represents your organization and may be considered for reappointment only if recommended by a post, chapter or barracks of your organization and is currently certified by the Ohio Department of Veterans Services as provided under Section 59 of the Ohio Revised Code.

Please return these applications and reasons for recommendations to my office as soon as possible. Your organizational recommendations for this position as a (County Name) County Veterans Service Commissioner should be received in my office no later than December 15, 20__ in order to be considered. Appointment will be made on or before January 15, 20__.

Sincerely,

Judge, Court of Common Pleas

SAMPLE

SAMPLE

COUNTY VETERANS SERVICE COMMISSIONER JOB DESCRIPTION

JOB TITLE:	County Veterans Service Commissioner
APPOINTED BY:	County Common Pleas Judge
REQUIREMENTS:	Applicants must be an honorably discharged or honorably separated veteran (a general under honorable conditions discharge does not qualify), a resident of the county and a representative recommended by a veterans organization as mandated in the Ohio Revised Code, Section 5901.02.
DUTIES:	Veterans Service Commissioners attend regularly scheduled meetings, as well as executive sessions when called, to carry out the business of the County Veterans Service Commission. Veterans Service Commissioners act as liaisons between the County Commissioners, the Veterans Service Office and the veteran population. Veterans Service Commissioners keep veterans and their organizations informed of Commission and Office services, changes in veteran related legislation and any other pertinent information. Veterans Service Commissioners perform all duties as detailed in Title 59 of the Ohio Revised Code. Veterans Service Commissioners maintain membership in the Ohio State Association of Veterans Service Commissioners and attend regularly scheduled meetings of that organization to keep abreast of current veterans services.
RESPONSIBILITIES:	Veterans Service Commissioners are responsible to the veterans and their dependents who reside in the county. Veterans Service Commissioners must exercise fiscal responsibility while at the same time insuring that the needs for the veteran population are met. The Veterans Service Commission is responsible for the overall operation of the County Veterans Service Office, through direct supervision or by the delegation of authority to appropriate employees. The Veterans Service Commission sets policies and procedures, develops pay and benefit packages and is responsible for hiring qualified individuals. The Commission provides ongoing programs of education for all staff, and insures that all claimants are fairly and equally treated. Veterans Service Commissioners must have a willingness to take the extra steps necessary to see that all claimants receive any and all benefits to which they are entitled.
GENERAL:	Veterans Service Commission members must maintain a high degree of integrity, compassion, confidentiality, and a willingness to become involved.

SAMPLE

5901.01 Veterans' services definitions.

As used in sections 5901.01 to 5901.37 of the Revised Code:

(A) Except as otherwise provided in division (B) of this section, "veteran" means either of the following:

(1) A former member of the armed forces of the United States who served on active military duty and received an honorable discharge or honorable separation, a member of the armed forces of the United States who died on active military duty, or a member of the armed forces of the United States missing in action more than ninety days;

(2) A member of the United States merchant marine to whom either of the following applies:

(a) The member has an honorable report of separation from the active duty military service, form DD214 or DD215.

(b) The member served in the United States merchant marine between December 7, 1941, and December 31, 1946, and died on active duty while serving in a war zone during that period of service.

(B) As used in section 5901.08 and other sections of the Revised Code with regard to applications for financial assistance under sections 5901.02 to 5901.15 of the Revised Code, "veteran" means either of the following:

(1) A person who served in the armed forces of the United States on active military duty and was discharged from the service under honorable conditions, and who either served on active duty for reasons other than training or, while serving on active duty for training, incurred a disability recognized by the department of veterans affairs or department of defense as service-connected;

(2) A person who served in the United States merchant marine, who either served on active duty for reasons other than training or, while serving on active duty for training, incurred a disability recognized by the department of veterans affairs or department of defense as service-connected, and to whom either of the following applies:

(a) The person has an honorable report of separation from the active duty military service, form DD214 or DD215.

(b) The person served in the United States merchant marine between December 7, 1941, and December 31, 1946, and died on active duty while serving in a war zone during that period of service.

(C) "Veterans plot" means a plot of land in any cemetery, set apart to be exclusively used for interring the remains of deceased veterans.

(D) "United States merchant marine" includes the United States army transport service and the United States naval transport service.

Effective Date: 03-17-2000

5901.02 Veterans service commission.

In each county there shall be a commission known as "the veterans service commission." Except as provided in section 5901.021 of the Revised Code, the commission shall be composed of five residents of the county appointed to five-year terms by a judge of the court of common pleas. At the time of appointment or reappointment to the commission, no commission member appointed under this section shall be an employee of the commission or hold an elective or other appointive office of the county served by the commission.

Each member of the commission appointed under this section shall be an honorably discharged or honorably separated veteran. Within sixty days after the date of appointment, each such member shall file the member's form DD214 with the department of veterans services in accordance with guidelines established by the director of that department. Such appointments shall be made from lists of recommended persons, in the manner specified in the following paragraph. One person shall be a representative recommended by the American Legion; one person shall be a representative recommended by the Veterans of Foreign Wars; one person shall be a representative recommended by the Disabled American Veterans; one person shall be a representative recommended by the AMVETS; and one person shall be a representative recommended by the Military Order of the Purple Heart of the U.S.A., the Vietnam Veterans of America, or the Korean War Veterans Association. If any such organization has no post or chapter located in the county, the appointment shall be made from lists of recommended persons submitted by posts or chapters of any other congressionally chartered veterans organizations located in the county. If no such other organizations have posts or chapters located in the county, the judge responsible for making appointments under this section may appoint any qualified veteran to represent the veteran community.

On or before the fifteenth day of October of each year, the appointing judge shall notify each post or chapter of each organization within the county from which the member may or must be appointed that it may submit a list containing three recommendations of persons who are eligible for appointment. If the judge does not receive any recommendations within sixty days after providing the required notification, the judge may appoint any qualified veteran to represent the veteran community. The judge shall make the appointment on or before the fifteenth day of January of each year. Any vacancy in a membership appointed under this section shall be filled in the same manner as the original appointments.

Beginning in the year 2000, appointment of members to the commission under this section shall be made as follows:

(A) Appointments for members to represent the American Legion shall be made for terms to commence in years ending in zero and five.

(B) Appointments for members to represent the Veterans of Foreign Wars shall be made for terms to commence in years ending in one and six.

(C) Appointments for members to represent the Disabled American Veterans shall be made for terms to commence in years ending in two and seven.

(D) Appointments for members to represent the AMVETS shall be made for terms to commence in years ending in three and eight.

(E) Appointments for members to represent the Military Order of the Purple Heart of the U.S.A., the Vietnam Veterans of America, or the Korean War Veterans Association shall be made for terms to commence in years ending in four and nine.

The terms immediately preceding the initial appointments made under divisions (A) to (E) of this section may be for periods of less than five years.

The appointing authority shall remove a member who fails to maintain certification or whose certification is revoked by the director of veterans services.

Effective Date: 09-04-2002; 2008 SB289 08-22-2008

5901.03 Organization and duties of commission.

The veterans service commission shall select one of its members as president, one as vice-president, and one as secretary. The commission shall meet at least once each month. A judge of the court of common pleas may remove, for cause, any member of the commission appointed under section 5901.02 of the Revised Code, and shall fill vacancies occurring among memberships appointed under that section for the unexpired terms in the manner provided for the original appointments.

The commission's duties shall include but are not limited to the following:

(A) Employing such staff as are necessary to carry out the commission's duties, and fixing their compensation;

(B) Establishing policies and procedures for the administration of the commission and the veterans service office;

(C) Establishing policies and procedures for the administration of assistance as provided under this chapter;

(D) Causing the budgets of the veterans service commission and veterans service office to be presented to the board of county commissioners for approval;

(E) Establishing programs of outreach and coordination with other agencies to enhance available services to veterans within the county;

(F) Promoting, monitoring, and providing funding for ongoing education and training for veterans service commissioners and staff;

(G) Making reports to the organizations represented on the commission, as provided in section 5901.02 of the Revised Code, and to others, upon request;

(H) Establishing regularly scheduled transportation for veterans to and from veterans administration medical centers whose districts the county is within, through contractual agreements or through other arrangements determined by the commission to be most cost-effective;

(I) Participating in appropriate memorial and commemorative activities to help promote patriotism and veterans services;

(J) Taking any other actions required by this chapter.

Effective Date: 09-04-2002

APPLICATION FOR CONSIDERATION AS APPOINTEE TO

THE _____ COUNTY VETERANS SERVICE COMMISSION

P E R S O N A L	NAME:				
	ADDRESS:				
	HOME PHONE:		WORK PHONE:		
	DATE & PLACE OF BIRTH (OPTIONAL):				
	OHIO RESIDENT SINCE:		COUNTY RESIDENT SINCE:		
	ARE YOU CURRENTLY...EMPLOYED: <input type="checkbox"/> RETIRED: <input type="checkbox"/> OTHER: _____				
E M P L O Y E R	LIST LAST THREE EMPLOYERS BELOW (CURRENT OR LAST EMPLOYER FIRST)				
	EMPLOYER	ADDRESS	POSITION HELD	FROM	TO
M I L I T A R Y	BRANCH:		GRADE/RATE:		SERVICE #:
	DATES OF SERVICE: (FROM)			(TO)	
	DISCHARGE TYPE:				
	CURRENT MILITARY STATUS:				
	(PLEASE ATTACH A COPY OF YOUR HONORABLE DISCHARGE, DD214, OR EQUIVALENT)				
M E M B E R S H I P S	LIST ANY VETERANS SERVICE ORGANIZATIONS TO WHICH YOU BELONG BELOW AND SHOW ANY OFFICES THAT YOU HAVE HELD IN EACH (USE REVERSE FOR MORE SPACE).				
	NAME & POST #	LOCATION	OFFICES HELD	# OF YEARS AS MEMBER	
E D U C A T I O N	EDUCATION, TRAINING & OTHER QUALIFICATIONS				
		SCHOOL NAME	FROM	TO	DEGREE EARNED
	HIGH SCHOOL				
	COLLEGE				
	OTHER				

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WOULD YOU BE WILLING TO ATTEND TRAINING SESSIONS AT COUNTY EXPENSE TO KEEP CURRENT WITH LAWS & REGULATIONS GOVERNING THE VETERANS SERVICE COMMISSION? _____

PLEASE STATE ANY OTHER INFORMATION ABOUT YOU OR YOUR EXPERIENCE THAT YOU FEEL MAY BE IMPORTANT IN YOUR REQUEST TO BE CONSIDERED FOR AN APPOINTMENT AS A COUNTY VETERANS SERVICE COMMISSIONER: (Use reverse if needed)

I, _____, respectfully request that I be considered to fill the position of Veterans Service Commissioner for _____ County representing the _____ . I hereby affirm that I will fulfill the requirements of the position to the best of my abilities and abide by the laws governing the operation of the Veterans Service Commission if I am appointed to the position.

DATE: _____ SIGNATURE: _____

Veterans' Service Commission

O.R.C. 5901

APPOINTMENT

Court of Common Pleas,

In the County of _____, Ohio
On this _____ day of _____, _____

It is ordered, That _____ an honorably discharged or honorably separated veteran, a resident of this County and a representative recommended by the _____ be and hereby is appointed a

Member of the Veterans Service Commission

Of said _____ County, Ohio to serve during the term of _____ years commencing on the _____ day of _____, in the year of _____ and ending on the _____ day of _____, in the year of _____.

Judge of the Court of Common Pleas

◆ ◆ ◆ ◆ ◆

The state of Ohio, _____ County, ss.

I, _____, Clerk of the Court of Common Pleas, within and for said County, and in whose custody the Files, Journals and Records of said Court are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the Journal of the proceeding of said Court, that the same has been compared by me with the original Entry of Said Journal and that is a true and correct copy thereof.

Witness my signature and the seal of said Court, this _____ day of _____, _____.

Clerk of said Court of Common Pleas.

◆ ◆ ◆ ◆ ◆

Oath of Office

The state of Ohio, _____ County, ss.

I, _____, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Ohio, and I will faithfully discharge the duties devolving upon me as a Member to the Veterans Service Commission of _____ County, Ohio.

Sworn to before me and signed in my presence this _____ day of _____, _____.



COUNTY VETERANS SERVICE COMMISSIONERS'

STANDARDS OF CONDUCT

In consideration of my appointment as a member of the County Veterans Service Commission, I hereby pledge to conduct myself in accordance with the laws of Ohio, including the Ohio Ethics Law (Chapter 102 of the Ohio Revised Code), and related statutes (Sections 2921.42 and 2921.43 of the Ohio Revised Code), the Executive Orders of the Governor of the State of Ohio, and the rules and/or bylaws of the Commission.

Specifically, I pledge the following:

- 1: **Confidential Information.** I will not disclose or use without proper authorization confidential information.
- 2: **Conflict of Interest.** I will not misuse my position for my own personal benefit or for the benefit of my family or business associates [O.R.C. Section 102.03 (D)]. I also agree to follow the procedures in the rules and/or bylaws of the Commission concerning potential conflicts of interest.
- 3: **Gifts.** I will not solicit or accept gifts, travel expenses, consulting fees or anything of substantial value from a party regulated by, interested in matters before, or doing business with the Commission [O.R.C. Section 102.03 (D)].
- 4: **Influence Peddling.** I will not receive compensation from any source but the Commission for personal services rendered on a matter before any state agency, unless I am eligible for a legal exemption and file the statement required by law [O.R.C. Section 102.04 (A) and (D)].

- 5: **Authorization of Public Contracts.** I will not vote, authorize, or otherwise use the authority or influence of my position to secure approval of a public contract in which I, a family member, or business associate, have an interest, whether fiduciary or pecuniary [O.R.C. Section 2921.42(A)(1)].
- 6: **Interest in Public Contracts with the Commission.** I will not have any interest, whether fiduciary or pecuniary, in any contract for the purchase or acquisition of goods, property, or services by or for the use of the Commission, unless I meet the strict criteria for an exemption under the law and refrain from deliberations or decisions on the matter [O.R.C. Sections 2921.42(A)(4) and 102.04(E)].
- 7: **Interest in Public Contracts with State Agencies.** I will not have any interest, whether fiduciary or pecuniary, in any contract for the sale of goods, property, or services to any state agency, except through competitive bidding or full disclosure by filing the statement required by law [O.R.C. Sections 2921.42(A)(5), 102.04(B), and 102.04(D)].
- 8: **Outside Compensation for Public Duties.** I will not solicit or accept any additional compensation, directly or indirectly, for the performance of my public duties other than allowed by law [O.R.C. Sections 2921.43(A) and 102.04(C)].
- 9: **Preferment.** I will not solicit or accept for my personal or business use in consideration of appointing, securing, preferring, or maintaining any person for public office, employment, or agency, or any emoluments thereof [O.R.C. Section 2921.43(B)].
- 10: **Solicitation of Classified and Unclassified Employees.** I will not solicit employees of the classified or unclassified service of the State of Ohio for the financial benefit of any political party or any candidate for public office (O.R.C. Section 124.57).
- 11: **Coercion of Campaign Funds.** I will not coerce contributions to a political party, campaign committee, or political action committee from any public official or employee [O.R.C. Section 2921.43(C)].
- 12: **Continuing Education.** I will complete the education and training requirements as outlined in the yearly ODVS “Training Guidance” policy letter.

- 13: **Duties.** I will fulfill the duties as required as a County Veterans Service Commissioner (O.R.C. Section 5901).
- 14: **Discrimination.** I will not discriminate against anyone for the purposes of employment with, or receiving service from, the County Veterans Service Office based on race, religion, national origin, creed, gender, disability, or era, type, or branch of military service, age, rank, M.O.S.
15. **Discipline.** I understand that violation of any one of the above articles may result in the Ohio Department of Veterans' Services revoking my state certification, contacting the Court of Common Pleas to ask for my removal, and notifying the veterans' organization I represent of the violation.

(Signature)

(Date)

(Print Name)

(County Commission I Represent)

11/18/96 (Updated 3/15/2011)