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**TO:** Department Commanders and Adjutants

**FROM:** Barry A. Jesinoski, National Adjutant

**DATE:** Aug. 21, 2024

**SUBJECT:** Department Administrative Professional Training and Orientation

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This memorandum serves as a formal invitation to DAV's second annual training and national headquarters orientation for department administrative professionals. The event will take place Oct. 22–23 at DAV National Headquarters in Erlanger, Kentucky.

This intensive two-day training and orientation affords our integral, mission-essential departmental personnel who are tasked with administrative duties an improved understanding of DAV's programs and systems. It will also allow participants the opportunity to network with DAV's national staff and each other.

Those interested in attending should RSVP and register by utilizing [this link](#) no later than Sept. 30. There is a \$75 registration fee, and we are currently limiting attendance to two individuals per department.

Attendees should plan to arrive on Monday, Oct. 21, and depart after 2 p.m. on Wednesday, Oct. 23. There will be a reception Tuesday evening, Oct. 22. Lunch will be provided on training days as will transportation to and from the hotel and to the airport after training concludes.

DAV has coordinated a group rate of \$139 per night at the Aloft Newport on the Levee in Newport, Kentucky. Please utilize [this link](#) to book rooms. The last day to do so is Sept. 30.

Transportation will meet on the 3rd Street side of the hotel and at the main entrance of national headquarters to and from each location. Participants will need to check out of the hotel on Oct. 23 prior to getting on the bus to national headquarters and will need to bring their luggage with them. The luggage will be kept on the bus, and participants will be taken to the airport directly after the meetings end.

I look forward to seeing many of our department administrative professionals at this important event, where both essential functions and new items will be presented and discussed.

Barry A. Jesinoski  
National Adjutant

BAJ:dkw