



National Headquarters
860 Dolwick Drive
Erlanger, KY 41018
tel 859-441-7300
toll free 877-426-2838
dav.org

National Service & Legislative Headquarters
807 Maine Avenue SW
Washington, DC 20024-2410
tel 202-554-3501
fax 202-554-3581

TO: Department Commanders and Adjutants

FROM: Barry A. Jesinoski, National Adjutant

DATE: August 29, 2023

SUBJECT: Department Administrative Professional Training and Orientation

This memorandum serves as a formal invitation to DAV's first-ever training and national headquarters orientation for department administrative professionals, which was announced in a previous memorandum sent on August 16. The event will take place October 18–19 at DAV National Headquarters in Erlanger, Kentucky,

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

Those interested in attending should RSVP and register by utilizing [this link](#) no later than September 15. There is a \$75 registration fee, and we are currently limiting attendance to two individuals per department.

Attendees should plan to arrive on Tuesday, October 17, and depart after 2 p.m. on Thursday, October 19. There will be a reception the evening of Wednesday, October 18. Lunch will be provided on training days, and transportation will be provided to and from the hotel, as well as to the airport after completion of the event.

DAV has coordinated a special group rate of \$139 per night at the Aloft Newport on the Levee. Please utilize [this link](#) to book rooms. The last day to do so is September 19.

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 October 19 prior to getting on the bus to national headquarters and will therefore 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 new event.

Barry A. Jesinoski
National Adjutant

BAJ:dkw

Click below to download the memo regarding DAV's Department Administrative Professional Training and Orientation.

[Download Memo](#)

