TO: Department Commanders and Adjutants

FROM: Barry A. Jesinoski, National Adjutant

DATE: August 16, 2023

SUBJECT: Department Administrative Professional Training and Orientation

I am excited to announce DAV's first-ever training and national headquarters orientation for department administrative professionals! This inaugural event will be conducted October 18-19 at DAV National Headquarters in Erlanger, Kentucky.

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

Departments are encouraged to send appropriate staff, including department officers actively involved in administrative tasks and responsibilities. While the material will be geared toward administrative professionals, department officers are also welcome to attend. We ask that each department limit participation to two attendees.

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.

Please mark the event on your calendar and stay tuned for information on registration, lodging and other key details.

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.

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