



Pennsylvania State Veterans' Commission Member-at-Large Nomination and Appointment Standard Operating Procedure (SOP)

29 September 2023

Chapter 1 – General

1-1. Purpose

This Standard Operating Procedure (SOP) prescribes general guidance and outlines the policies, procedures, and instructions for applicants to submit nominations for Gubernatorial appointment as a Member at Large (MAL) on the Pennsylvania State Veterans' Commission (PASVC).

1-2. Applicability

This SOP applies to the Pennsylvania Department of Military and Veterans Affairs (DMVA) and the PASVC. This SOP supersedes the previous SOP on this subject dated 23 August 2018.

1-3. Proponent and Exception Authority

The proponent for this SOP is the DMVA Deputy Adjutant General for Veterans' Affairs (DAG-VA). Interim changes to this SOP are not official unless they are authenticated by the DMVA DAG-VA. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

1-4. Supplementation

Supplementation of this SOP is not authorized without prior written approval from the DMVA DAG-VA.

1-5. Suggested Improvements

Users are invited to send comments and suggested improvements to the Pennsylvania State Veterans Commission, ATTN: State Veterans' Commission Chairman, Edward Martin Hall, Building 0-47, Fort Indiantown Gap, Annville, PA 17003.

1-6. Distribution

Distribution of this SOP is made by the DMVA. It is intended to be used for official purposes only. Distribution is authorized to the public when a vacancy exists or will exist within 90 days for a MAL position. Other requests shall be referred to the DMVA.

Chapter 2 – Responsibilities

2-1. Purpose

This Chapter prescribes the duties and responsibilities of key personnel.

2-2. The Adjutant General (TAG)

The Adjutant General (TAG) is the head of DMVA and is appointed by the Governor. He/she is responsible to the Commonwealth for the organization and functioning of DMVA and to convene boards to consider and make recommendations in such matters that may be referred to them.

2-3. The Deputy Adjutant General for Veterans Affairs

The Deputy Adjutant for Veterans' Affairs (DAG-VA) shall provide administrative and technical support to the PASVC Chairman and Nomination Committee, if and as requested. Additionally, DAG-VA will ensure that vacancy announcements are made available to the public and will provide electronic copies of this SOP to interested applicants.

2-4. Chairman of the State Veterans' Commission

The Chairman will constitute a Nomination Committee which will be approved by TAG. Official appointments will be made by memorandum that provides specific instructions.

2-5. The State Veterans' Nomination Committee

The Nomination Committee will convene at the call of the Committee Chairman. The main purpose of this committee is to review received applications for form and correctness and then to rank order the applicants. Upon completion of the ranking, the Committee Chairman will forward the results to the State Veterans' Commission Chairman for final review, prior to forwarding to TAG for DMVA review and submission to the Office of the Governor. The Nomination Committee will be composed of five (5) representatives from organizations that are members of the PASVC and one non-voting member from the DMVA Office of Planning, Policy, and Legislative Affairs (PPL). Organizations are limited to one (1) representative on the committee.

2-6. Office of Planning, Policy, and Legislative Affairs

The Office of Planning, Policy, and Legislative Affairs (PPL) shall provide a non-voting member to the Nomination Committee to act as a liaison between the PASVC and TAG.

Chapter 3 – Procedures and General Instructions

3-1. General

There are four (4) MAL positions on the PASVC. Members are appointed by the Governor for a term of four (4) years and until a successor has been appointed. At least one member will be a female Veteran, and at least one member shall be a Veteran of the Vietnam era.

3.2. Tentative Timelines

These timelines are for planning purposes. The actual time frames may differ.

- a. Expiration of MAL term is identified 120 days prior.
- b. PASVC Chairman selects Nomination Committee and is approved by TAG 105 days prior. Position Vacancy Announcement and application instructions are advertised on the DMVA and other websites 100 days prior to the expiration of the MAL term. During the period of advertising the vacancy and concurrently, the Nomination Committee receives the application instructions, specific guidance, grading sheets, and other necessary direction from the PASVC Chairman and DMVA.
 - c. The advertisement will remain posted for a total of 45 days.
 - d. At the end of the application period, the Nomination Committee is provided with the application packets. The committee will review the packets, conduct interviews, and rank order the applicants. In the interest of fair play and good government, only the top 15 candidates will be identified and interviewed, however, all applicant names will be forwarded. These actions are completed by the Committee within 30 days. This is now 25 days prior to expiration of term.
 - e. The PASVC Chairman reviews the Nomination Committee's work and forward to TAG 22 days prior to the term expiration.

f. TAG / DMVA reviews the PASVC submission, makes any additions or corrections, and then forwards the recommendations to the Office of the Governor 21 days prior to the MAL expiration date.

Chapter 4 – Position Description

4-1. Purpose

The purpose of this Chapter is to describe the duties of a Member at Large (MAL).

4-2. General

Members of the PASVC shall advise TAG and the DMVA on all matters pertaining to the status, welfare, benefits, employment and support of veterans and veterans' programs in this Commonwealth and shall perform such other functions as are provided by law.

4-3. Duties and Responsibilities of the PASVC

The Commission has the following duties and responsibilities. These are codified in the Pennsylvania Consolidated Statutes, Title 51 (Military Affairs), Chapter 17, § 1704.

- a. Advise the Adjutant General upon such matters as the Adjutant General may bring before the Commission.
- b. Investigate the work of the department and make recommendations to it regarding the department's administration of the laws providing for the payment of pensions and relief, for the marking of graves of veterans and for the selection, acquisition, and maintenance of a State military cemetery.
- c. Investigate and recommend to the Governor legislation for submission to the General Assembly concerning Veterans and their activities.
- d. Oversee Veterans' temporary assistance payments under Chapter 85 (relating to veterans' temporary assistance).
- e. Certify educational gratuity payments for eligible children under Chapter 87 (relating to educational gratuity program).
- f. Determine eligibility of Veteran applicants for real property tax exemptions under Chapter 89 (relating to disabled veterans' real estate tax exemption).
- g. Promulgate rules and regulations governing all actions of the commission under paragraphs (4), (5) and (6).

MAL may be asked or appointed to serve on committees of the PASVC. They may also be called upon to interact with leaders from other organizations regarding new or ongoing Veterans' program.

4-4. Eligibility Requirements

To be considered for a MAL position, the applicant must meet the following requisites:

- a. Be a United States citizen.
- b. Be a legal resident of the Commonwealth of Pennsylvania.
- c. Be a Veteran and a member in good standing of a Pennsylvania branch, post, lodge, or club of a National Veterans' Organization active in this Commonwealth.

4-5. Working Conditions and Environment

PASVC meetings are conducted approximately eight (8) times per year and meeting occur in an office or administrative setting. Meetings are normally held at Fort Indiantown Gap, PA, but

sometimes the location may change. Meetings are at the call of TAG or the PASVC Chairman and meeting dates for the Calendar Year are published and disseminated at the annual meeting in October. The meeting location(s) comply with the provisions of the Americans with Disability Act (ADA).

4-6. Benefits and Reimbursements

Members of the PASVC are not compensated for their time, nor do they receive a salary. However, reimbursement is authorized for travel, tolls, and per diem while attending meetings. Depending on the distance from the Member's Home of Record (HOR) to the meeting site, hotel rooms may be furnished courtesy of the Commonwealth of Pennsylvania.

Chapter 5 – Requirements and Appointment

5-1. Nominations

Upon receipt of the applications, the PASVC Nominations Committee will contact the applicants and schedule interviews. The interviews will be conducted using either Microsoft Teams or the ZOOM Video Teleconference (VTC) platform.

a. Upon final completion of the interviews and review of the applications, the Nominations Committee prepares a recommended priority list, along with supporting justifications, and submits to the Chairman of the PASVC.

b. The PASVC Chairman will review and ensure the justifications are accurate and then forward the recommendations to TAG.

5-2. Appointment

Upon receipt of the list from the PASVC Chairman:

a. TAG will submit a rank ordered listing of potential Members to the Office of the Governor. Prior to appointment, there will be a review of the individual's background and qualifications. MAL positions do not require Pennsylvania Senate confirmation. There is no statute preventing a State employee or State Official being appointed to the PASVC. This Commonwealth does not require disclosure of personal finances for appointment.

b. Although not required to file the form, the Governor asks all his appointees to understand and follow the Governor's Code of Conduct. This document is maintained on the following website: <https://sers.pa.gov/>

c. Upon appointment from the Office of the Governor, the new MAL will be publicly sworn in by TAG at the next scheduled PASVC meeting after the member receives their appointment. The appropriate memorandums and affidavits or oath statements will be forwarded to the appointee to document acceptance of the position.

Appendix A – Member at Large Application



**Pennsylvania
State Veterans' Commission
Member-at-Large
Position Application**



**Please consult the Application Instructions when completing this document.
Use Tab/Shift-Tab to navigate through the form.**

1. Personal Information

2. Photograph

Full Legal Name:			Digital photo placed here or a scanned photo included as an attachment.
Preferred Name:			
Spouse's Name:			
Physical Home Address:			
City, State Zip: ,			
Mailing Address:			
City, State Zip: ,			
County	Work Telephone - -	Home Telephone - -	
Cellular - -	Preferred E-mail Address		
Secondary E-Mail Address (if applicable)			
Date of Birth:		PA Driver's License or PennDot ID#:	
Are you a U.S. Citizen? Yes No		Place of Birth:	
Ethnicity: (optional; check all that apply)		White	African American
Hispanic		Asian American	Native American
			Other

3. Employment Information

Employer	Employer's Address	Present Job Title
		Profession

Present Job Description (expanding box)

4. Education/Training

Type of School	Name and Location of School	Year Graduated	Degree and Field of Study
High School			
Undergraduate			
Graduate			
Other			

5. Employment History

Employer	Position	Dates	Location

6. References

Name	Employer	City	Telephone	Relationship
			- -	
			- -	
			- -	
			- -	

7. Professional Memberships

Organization	Title/Position	Current/Former

8. Volunteer Participation

Organization	Title/Position	Current/Former

9. Veteran Information

During what era did you serve?	Vietnam:	Persian Gulf:	GWOT: (aka Post 9/11)	Other:
Were you honorably discharged?	Yes No			
What Veterans Service Organizations are sponsoring you?	Organization(s)			
! Attach your DD-214 and DD-215 or other proof of service!				
! Attach letters of recommendation from sponsoring veterans service organizations!				

10. Public Official or Employee Information

Are you currently an elected or appointed public employee or public official?	Yes No
If "Yes", state your position:	

11. Miscellaneous Information

a. Do you currently serve, or have you ever served, on any local, state, or federal government board, commission, or committee or in any elected or appointed office?				Yes No
Entity	Position	Dates	Compensated	Reimbursed
			Yes No	Yes No
			Yes No	Yes No
			Yes No	Yes No

b. Are you or your spouse related to a local, state, or federal public official?		Yes	No
Name of Official and Title		Relationship	

c. Are you or your spouse an officer, director, employee, or paid consultant of a trade association?			
Self:	Yes	No	Spouse:
			Yes
			No
If answer is "Yes", please list association and position in the expanding block below:			

d. Have you or your spouse ever been registered as a lobbyist or received compensation to represent someone before a local, state, or federal government?			Yes	No
Self or Spouse	Entity Represented	Entity Lobbied	Dates	

e. Do you or your spouse have any material interest in, or is either of you employed by a company that does business with or receives funds from the Commonwealth?		Yes	No
Name of Company	Details		

f. To the best of your knowledge, has any federal, state, or local law enforcement or regulatory agency (on behalf of itself or any other person or entity) filed or investigated any grievance or complaint against you, your spouse, or an entity in which you have a material interest? If yes, give details and disposition (investigated, dismissed, reprimanded)		Yes	No
Agency	Date	Details and Disposition	

g. To the best of your knowledge, have you, your spouse, or any company in which you have a material interest been investigated, reprimanded, fined, or suspended from doing business with any state or federal agency? If yes, give details and disposition (investigated, reprimanded, fined, suspended)		Yes N No
Agency	Date	Details and Disposition

h. Have you ever been convicted in a criminal proceeding (excluding traffic violations), placed on probation, required to perform community service, or had a criminal proceeding disposed of by pre-trial diversion, deferred prosecution, deferred adjudication, or some similar proceeding?	Yes No
If answer is "Yes", list the charge, the date of the offense, the city and/or county and state in which it allegedly occurred, and the disposition thereof in the expanding block below.	

Include these attachments electronically for the application to be considered complete or the submission will not be recognized:

- A scanned photo as an attachment or digital photo pasted to Section 2.
- A statement of why you want the position and how you expect to contribute to the workings of the State Veterans' Commission.
- A resume or curricula vitae. Complete the application form above in its entirety. A resume is not a substitute for doing so.
- Your last DD Form 214 and 215 (if applicable), NGB Form 22, or equivalent proof of service for the purpose of verifying your veteran status.
- Not more than three sponsor statements from a recognized Veteran Service Organization active within the state and listed as being on the State Veterans' Commission. The recommendation letter should provide their rationale for so doing.

CERTIFICATION OF THE APPLICANT

I hereby certify that the foregoing and any attached statements are true, accurate and complete. I agree that any misstatement, misrepresentation, or omission of a fact may result in my disqualification for appointment. I assign and hereby give The Adjutant General and the Office of the Governor full authority to conduct background investigations pertinent to this application if needed.

Applicant's Signature

Date:

Submit the application and all documents electronically to: ra-mvdmvaleslative@pa.gov

Appendix B – Member at Large Application Instructions

B-1. Purpose

To provide the instructions for proper completion of the MAL Application Form.

B-2. Instructions

The following application instructions are provided. Please respond to each question and provide your answers in the space allotted. If you need additional space for any question, you may attach a separate sheet. The application is incomplete if it is not signed; if you do not answer every applicable question; or include the attachments specified. While a brief resume is required, it will not substitute for completing the information where it is requested on the application. This information is only shared with those involved with the appointment process. Personal information is protected Section 708 of Act 3 of 2008 (Right to Know Law), as amended. The contents of the application form are not public record.

Appointment to the commission does not require the annual filing of a Personal Financial Statement (PFS) Form with the Pennsylvania State Ethics Commission.

SECTIONS

Section 1. Personal Information

These blocks are self-explanatory. Please note the "Preferred Name" field if there is a name by which you prefer to be addressed. The "Home Address" field should be completed with a street address where you are registered to vote. The "Mailing Address" field should be completed if the mailing and physical addresses are different.

Section 2. Photograph

Provide a scanned or digital photograph that will fit into the space provided. Black and white or color prints are acceptable. If scanned submit as an attachment or digitally paste in the Section 2 box. Photographs do not need to be studio quality (a "selfie" will do).

Section 3. Employment Information

"Profession" refers to a general description of your training or education (e.g., attorney, chiropractor, or office manager).

Section 4. Education/Training

Under "Other" list any specialized training not specifically requested.

Section 5. Employment History

List your employers and other requested information detailing your employment history for a minimum of the previous ten years.

Section 6. References

Provide a minimum of three references with at least one personal and one professional. If you are self-employed or retired, please include persons who know you in a professional or business capacity (as opposed to personal capacity), such as a banker or business colleague.

Section 7. Professional Memberships

List all organizations that you currently belong to in a professional or business capacity, including any state bar associations. If you wish to include past memberships, please list the dates.

Section 8. Volunteer Participation

List any civic, community, and/or religious activities and indicate whether you participate currently or participated formerly. If you have served in a leadership capacity, list it under "Title/Position" (e.g., Past President or Former Committee Chair).

Section 9. Veteran Information

Section 10. Public Official or Employee Information

These blocks are self-explanatory.

Section 11. Miscellaneous Information

Most of these questions are self-explanatory, but there are a few items which need further clarification:

"Material interest" is defined as (a) serving on the governing board of directors or (b) a ten (10) percent or greater ownership. This does not apply to any mutual funds in which you do not exercise authority in investment decisions.

A criminal offense on your record is not sufficient for rejecting your application. Consideration is given regarding the nature of the offense, when it occurred, and your more recent conduct.

Certification

This is self-explanatory.

OFFICIAL:

TAYLOR.NICHOLAS.1
MICHAEL.103194432
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NICHOLAS M. TAYLOR
LTC, US Army (Ret.)
Chairman, PA State Veterans' Commission



MARK J. SCHINDLER
MG, PAARNG
The Adjutant General

Appendices:

A – Member at large Application

B – Member at Large Application Instructions