

MEMORANDUM

September 11, 2018

TO: Shelton Vance, Madison County Administrator
FROM: Mendal Kemp, Madison County VSO
SUBJECT: County Veteran Service Officer School – Oct. 10-12, 2018

County Veteran Service Officers (CVSOs) are required to attend at least one of the training schools presented by the Mississippi State Veterans Affairs Board and successfully complete the testing. I request approval for Gina Kelley to attend the CVSO training school held at the American Legion Post #69 in Columbus, Mississippi on October 10-12, 2018. Expenses will include the following: lodging (2 nights); meals and mileage. There is no Registration Fee.

If you need additional information, please contact me. Thanks for your favorable consideration of this request.

County Service Officer School

October 10 – 12, 2018

Location: American Legion Post #69
308 Legion Drive, Columbus, MS 39705

REGISTRATION FORM

(Complete and return this form before October 1, 2018)

Name (please print): Gina Kelley

Work Address: P.O. Box 608

County-City: Madison - Canton MS

Work Phone Number: 601-855-5689 Work Email: gina.kelley@madison-co.com

Are you the County Veteran Service Officer? YES / NO

There is No Registration Fee BUT Pre-registration is required to attend the training.

Every County Veteran Service Officer (CVSO) in Mississippi is required to attend at least one of the training schools presented by the Mississippi State Veterans Affairs Board (SVAB) and successfully complete the testing. The CVSO training school will be held in Columbus, MS at American Legion Post #69. The training will be conducted from Wednesday, October 10, 2018 (starting at 12 noon) until Friday, October 12, 2018 (ending at 12 noon). Each person who attends the training is required to complete the registration form, sign in each day at the training, and take a test before departing on Friday.

If you plan to attend the October 2018 CVSO training, return this completed registration form to the SVAB Claims Division office to ensure that you can attend the training. If you have questions or need additional information contact The SVAB Claims Division office.

RETURN THIS FORM TO:

MS STATE VETERAN AFFAIRS BOARD

ATTN: CHUCK HOLIFIELD

P.O. Box 55949

Jackson, MS 39296

Phone: (601) 364-7180

Fax: (601) 364-7226

Email: cholifield@vab.ms.gov

August 27, 2018

To: Mississippi County Veteran Service Officers

Re: October 2018 CVSO Training

The Mississippi Code 35-3-21 requires the County Veteran Service Officers in Mississippi attend at least one of the schools of training provided by the MS State Veteran Affairs Board and pass a written exam. Each person who attends the training is required to sign in each day to verify attendance.

American Legion Post #69 has graciously agreed to allow us the use of their facility for this training session. It is located at 308 Legion Drive, Columbus, MS 39705.

Blocks of rooms have been reserved at the following hotels:

Quality Inn	LaQuinta Inns & Suites	Hyatt Place
1210 US 45 North	1200 Hwy 45 North	101 Hospital Rd Ext
Columbus, MS 39705	Columbus, MS 39705	Columbus, MS 39705
662-329-2422	662-240-2454	662-370-1800
\$70 per night	\$84 per night	\$93 per night
Deadline 9/21/18	Deadline 9/21/18	Deadline 9/9/18

All hotels offer a free breakfast. Tax exempt forms should be presented to the hotel at check-in. Cancellations should be made 72 hours in advance. Check-in time is 3:00 pm. Check-out time is 11:00 am. The deadlines for reserving a room are indicated above for each hotel. The group code for each hotel is CVSO.

The agenda will be handed out at registration. **Please bring your training binder and material from 2017. The materials have not changed much and we will only be providing a few updates, not new binders and contents.** If you have questions or need additional information, contact the SVAB Claims Division office.

If you have Vietnam Veterans in your county and would like to distribute some Vietnam Books, please let us know how many you need and we will bring them to the training.

Chuck Holifield
Claims Division Director
Mississippi Veterans Affairs Board
1600 E. Woodrow Wilson Blvd.
Jackson, MS 39296
Phone: (601) 364-7182
Fax: (601) 364-7226
Email: cholifield@vab.ms.gov