

**SPECIAL ORDER INITIATING DISCIPLINARY ACTION**

Special Order No. \_\_\_\_\_ Date: \_\_\_\_\_

Headquarters, VFW Post No. (or Department) \_\_\_\_\_

To: <Insert Accused Name & Address>

Please be advised that a disciplinary action has been initiated against you pursuant to Article IX of the Bylaws and Manual of Procedure of the Veterans of Foreign Wars of the United States. Attached to this order is a copy of the Charges and Specifications (Form DA-2), Materials Relied Upon, Request for Hearing (DA-6), Request for Summary Disposition (DA-8).

Pursuant to Article IX of the Bylaws and Manual of Procedure, you are advised that you may request a Disciplinary Hearing or a Summary Disposition. To request a Disciplinary Hearing or Summary Disposition, you must notify:

<Insert Name of Commander (Initiating Officer) & Address>

in writing, within fifteen (15) days of the date that this order was received by registered or certified mail or either personally delivered to you. If not using the attached forms DA-6 or DA-8, the notification must specifically state that a Disciplinary Hearing or Summary Disposition is requested and sent via **Registered or Certified Mail**. Upon mutual written consent of the initiating officer or designated initiating member and the accused, delivery of documents, including the initiating documents may be electronic. If you do not request a Disciplinary Hearing or Summary Disposition within the time stated, the initiating officer may order penalties pursuant to Section 903(d) of the National Bylaws.

Copies of Article IX of the National Bylaws and Manual of Procedure as well as the Guide to Conducting Disciplinary Actions may be obtained electronically behind the member login at VFW.org or by request made to the National Headquarters.

By order of \_\_\_\_\_  
Commander (Initiating Officer)

\_\_\_\_\_  
Post Name & Post No. (or Department)

Official:

\_\_\_\_\_  
Adjutant

**CHARGES AND SPECIFICATIONS**

Charge 1: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specification 1: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specification 2: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Charge 2: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specification 1: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specification 2: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On my oath or affirmation as a member of the Veterans of Foreign Wars of the United States, I declare that I have a reasonable belief that the above-described act or acts have been committed.

\_\_\_\_\_  
Initiating Officer (Name & Signature)                      Date

Official:

\_\_\_\_\_  
Adjutant (Name & Signature)                      Date

(If additional Charges and Specifications are required, continue on a separate page and attach to this form.)

**ORDER APPOINTING A DISCIPLINARY HEARING  
PANEL AND SPECIAL ORDER**

Special Order No. \_\_\_\_\_ Date: \_\_\_\_\_

Headquarters, VFW Post No. (or Department): \_\_\_\_\_

In Accordance with the provision of section 903 of the National Bylaws and Manual of Procedure, the following Disciplinary Panel is hereby assigned:

**DETAIL FOR THE PANEL**

Comrade \_\_\_\_\_ of Post No. \_\_\_\_\_  
Comrade \_\_\_\_\_ of Post No. \_\_\_\_\_  
Comrade \_\_\_\_\_ of Post No. \_\_\_\_\_  
Comrade \_\_\_\_\_ of Post No. \_\_\_\_\_  
Comrade \_\_\_\_\_ of Post No. \_\_\_\_\_  
Comrade \_\_\_\_\_ of Post No. \_\_\_\_\_  
Comrade \_\_\_\_\_ of Post No. \_\_\_\_\_  
Comrade \_\_\_\_\_ of Post No. \_\_\_\_\_  
Comrade \_\_\_\_\_ of Post No. \_\_\_\_\_ President of Panel

The following have been identified as participants in the hearing:

Comrade \_\_\_\_\_ of Post No. \_\_\_\_\_, Prosecutor  
Comrade \_\_\_\_\_ of Post No. \_\_\_\_\_, Defense Counsel

The Disciplinary Hearing Panel shall convene at \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_,

or as soon after this date as practicable for the purpose of trying such person or persons as may be properly brought before it, including: \_\_\_\_\_

By order of: \_\_\_\_\_  
Commander (as appropriate)

\_\_\_\_\_  
Post Name & Post No. (or District or Department as appropriate)

Official: \_\_\_\_\_  
Adjutant

**FINDINGS AND SENTENCE**

The panel was closed (or adjourned for the purpose of taking a ballot) and reported back as follows:

On all Charges and Specifications: \_\_\_\_\_  
(Guilty or Not Guilty)

OR

On Charge 1, Specification 1: \_\_\_\_\_

On Charge\_\_\_\_, Specification\_\_\_\_\_

On Charge\_\_\_\_, Specification\_\_\_\_\_

On Charge\_\_\_\_, Specification\_\_\_\_\_

On Charge\_\_\_\_, Specification\_\_\_\_\_

On Charge\_\_\_\_, Specification\_\_\_\_\_

On Charge\_\_\_\_, Specification\_\_\_\_\_

On Charge\_\_\_\_, Specification\_\_\_\_\_

On Charge\_\_\_\_, Specification\_\_\_\_\_

The panel imposed the following sentence:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Prosecutor (Name & Signature)

\_\_\_\_\_  
President of the Panel (Name & Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accused or counsel (Name & Signature if present)

Note: In the event the accused is not present, a copy of the Findings and Sentence shall be mailed to the accused last known address within seven (7) days after the hearing.

**FORM OF RECORD OF DISCIPLINARY ACTION**

Proceedings of a Disciplinary Hearing Panel convened at \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_, pursuant to an order issued by  
\_\_\_\_\_

**PRESENT**

Comrade \_\_\_\_\_ of Post No. \_\_\_\_\_, President of Panel  
Comrade \_\_\_\_\_ of Post No. \_\_\_\_\_, Prosecutor  
Comrade \_\_\_\_\_ of Post No. \_\_\_\_\_, Defense Counsel  
Comrade \_\_\_\_\_ of Post No. \_\_\_\_\_, Panel Member  
Comrade \_\_\_\_\_ of Post No. \_\_\_\_\_, Panel Member  
Comrade \_\_\_\_\_ of Post No. \_\_\_\_\_, Panel Member  
Comrade \_\_\_\_\_ of Post No. \_\_\_\_\_, Panel Member  
Comrade \_\_\_\_\_ of Post No. \_\_\_\_\_, Panel Member  
Comrade \_\_\_\_\_ of Post No. \_\_\_\_\_, Panel Member  
Comrade \_\_\_\_\_ of Post No. \_\_\_\_\_, Panel Member

**ABSENT**

Comrade \_\_\_\_\_ of Post No. \_\_\_\_\_, \_\_\_\_\_  
Comrade \_\_\_\_\_ of Post No. \_\_\_\_\_, \_\_\_\_\_  
Comrade \_\_\_\_\_ of Post No. \_\_\_\_\_, \_\_\_\_\_

The accused received notice of the Charges and Specifications in accordance with Section 903(b) and requested a hearing. Yes \_\_\_ No \_\_\_

The following panel members were challenged (for cause) and excused:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Such challenges were sustained as to panel member(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Challenges for cause were made by the defense to panel member(s):

Such challenges were sustained as to panel member(s):

Accused (or Defense Counsel) stated that he had no objection to trial by any member remaining on the panel. Yes\_\_\_No\_\_\_

The members of the panel were sworn. Yes\_\_\_No\_\_\_

The Charges and Specifications were read to the accused, or the accused stated that he had read the charges and he responded as follows (PLEAS):

To all Charges and Specifications: \_\_\_\_\_

OR

On Charge 1, Specification 1: \_\_\_\_\_

On Charge\_\_\_\_\_, Specification:\_\_\_\_\_

On Charge\_\_\_\_\_, Specification:\_\_\_\_\_

On Charge\_\_\_\_\_, Specification:\_\_\_\_\_

On Charge\_\_\_\_\_, Specification:\_\_\_\_\_

On Charge\_\_\_\_\_, Specification:\_\_\_\_\_

On Charge\_\_\_\_\_, Specification:\_\_\_\_\_

The following witnesses testified: \_\_\_\_\_

The following documents were used in evidence: \_\_\_\_\_

The defense was given full opportunity to examine each witness? Yes\_\_No\_\_

The rights of the accused, as a witness, were explained? Yes\_No\_\_\_

An argument was made by the Defense Counsel on behalf of the accused? Yes\_\_No\_\_\_

The accused took the witness stand in own defense? Yes\_No\_\_\_

The accused was present at the trial? Yes\_\_\_No\_\_\_

\_\_\_\_\_  
President of the Panel Name & Signature



**NOTIFICATION OF PENALTY (NO HEARING/SUMMARY DISPOSITION REQUESTED)**

February 5, 2026

Cheryl E. Campos, Member  
VFW Post 4015  
16600 SE String Town Rd  
Dayton, OR 97114

*Certified Mail Return Receipt Requested  
No.*

Comrade Campos:

Special Order No. 02 initiated an Article IX Disciplinary Action against you. The order, along with the required copies of the Charges and Specifications (Form DA-2), Materials Relied Upon, Request for Hearing (DA-6), Request for Summary Disposition (DA-8) were sent to you certified mail, return receipt requested pursuant to Section 903 of the VFW Manual of Procedure. You were advised that you may request a Disciplinary Hearing or Summary Disposition; you failed to do so.

As such, and in accordance with Section 903 of the National Bylaws, In the event that the accused member does not properly request a Disciplinary Hearing or Summary Disposition within fifteen (15) days or, prior to the expiration of the fifteen (15) day period, advises the Commander or the designated member initiating the action that a Disciplinary Hearing or Summary Disposition is not desired, the Commander or the designated member initiating the charges, may take such action as is deemed appropriate including the ordering of any penalties pursuant to Section 903(d) of the National Bylaws.

Therefore, I have ordered with concurrence of the Post the penalty of (state penalty; if desired you may add the reason for your penalty, but it is not required.)

Pursuant to Section 903(d) of the National Bylaws, this order is not subject to appeal.

By order of:

\_\_\_\_\_  
Commander (date)

\_\_\_\_\_  
Post No.

Official:

\_\_\_\_\_  
Adjutant (date)

cc:

Department Adjutant

**NOTIFICATION OF PENALTY (NO HEARING/SUMMARY DISPOSITION REQUESTED)**

February 5, 2026

Cheryl E. Campos, Member  
VFW Post 4015  
16600 SE String Town Rd  
Dayton, OR 97114

*Certified Mail Return Receipt Requested  
No.*

Comrade Campos:

Special Order No. 02 initiated an Article IX Disciplinary Action against you. The order, along with the required copies of the Charges and Specifications (Form DA-2), Materials Relied Upon, Request for Hearing (DA-6), Request for Summary Disposition (DA-8) were sent to you certified mail, return receipt requested pursuant to Section 903 of the VFW Manual of Procedure. You were advised that you may request a Disciplinary Hearing or Summary Disposition; you failed to do so.

As such, and in accordance with Section 903 of the National Bylaws, In the event that the accused member does not properly request a Disciplinary Hearing or Summary Disposition within fifteen (15) days or, prior to the expiration of the fifteen (15) day period, advises the Commander or the designated member initiating the action that a Disciplinary Hearing or Summary Disposition is not desired, the Commander or the designated member initiating the charges, may take such action as is deemed appropriate including the ordering of any penalties pursuant to Section 903(d) of the National Bylaws.

Therefore, I have ordered with concurrence of the Department Council of Administration the penalty of termination of membership.

Pursuant to Section 903(d) of the National Bylaws, this order is not subject to appeal.

By order of:

\_\_\_\_\_  
Commander (date)

Department of Oregon, Veterans of Foreign Wars of the United States  
Department

Official:

\_\_\_\_\_  
Adjutant (date)

cc:  
Adjutant General

**REQUEST FOR SUMMARY DISPOSITION**

I have received Special Order No. \_\_\_\_\_ dated \_\_\_\_\_ with attached charges and specifications, indicating that a disciplinary action has been initiated.

As a result of this action, I request a summary disposition in accordance with Section 903 of the National Bylaws and Manual of Procedure. I understand under this procedure I cannot contest that the facts alleged in the Charges and Specifications, but request an assessment of the penalty by a Panel of members of the National Council of Administration independent of the initiating officer or designated initiating member.

\_\_\_\_\_  
Accused Name & Signature

\_\_\_\_\_  
Date

Note: This request is to be mailed, registered or certified mail, and must be received within fifteen (15) days by the initiating authority listed on the Special Order (Form DA-1).