

VETERANS OF FOREIGN WARS OF THE UNITED STATES

BANCHANG UTAPAO POST 12146



Secure Your Benefits. Organize Your Records.

MEMORANDUM

Date: 2 August 2026
To: All Post 12146 Members
From: Patrick Brooks, Post Commander
Subject: Post Member Readiness Program

1. Purpose

VFW Post 12146 is establishing the **Post Member Readiness Program** to encourage members to confirm their eligibility for important veteran benefits and ensure that essential military-service and emergency information is current and available when needed.

The program is intended to help members:

- Register for the Department of Veterans Affairs Foreign Medical Program, when eligible;
- Ensure their Foreign Medical Program information is filed with a participating hospital before medical treatment is needed;
- Maintain a copy of their military discharge documentation with the Post;
- Maintain accurate emergency contact information;
- Organize important family and estate-planning documents; and
- Reduce unnecessary difficulties for family members, Post officers, and benefits representatives during a medical emergency, incapacity, or death.

Members who complete the applicable requirements may receive entries in the **Post Member Readiness Prize Drawing**.

2. Program Period

The Post Member Readiness Program will run from **1 August 2026 through 5 June 2027**.

The program will conclude during the **Post Memorial Day event on 5 June 2027**, when the prize drawing will be conducted.

Members are encouraged to begin the process early. Foreign Medical Program registration, VA correspondence, hospital filing, and the recovery of military-service records may require additional time.

3. Prize-Drawing Entries

Each Post member may earn a maximum of **two prize-drawing entries**.

Entry One — Foreign Medical Program Readiness

A member earns one entry by completing the Foreign Medical Program requirements or by having their ineligibility for FMP confirmed by the Post Benefits Advisor.

Entry Two — Member File Readiness

A member earns one entry by reviewing and completing the required portions of their Post member file through the Post Adjutant or Post Commander.

A member who completes both portions of the program will receive two entries. A member who completes only one portion will receive one entry. Entries will be issued only after completion has been verified by the appropriate Post officer or advisor. No member may receive more than two entries.

4. Foreign Medical Program Readiness

The first portion of the program concerns registration with the Department of Veterans Affairs Foreign Medical Program, commonly referred to as **FMP**. To receive one prize-drawing entry for the FMP portion of the program, an eligible member must complete all of the following steps.

A. Register for the Foreign Medical Program

The member must apply for and complete registration with the VA Foreign Medical Program. The member is responsible for providing the information and supporting documentation required by the Department of Veterans Affairs. Members who need assistance with the registration process should contact the **Post Benefits Advisor**. Submitting an application by itself does not complete the Post Member Readiness Program requirement.

B. Receive the Official FMP Letter

The member must receive an official Foreign Medical Program eligibility letter or other written confirmation from the Department of Veterans Affairs. The member should retain the original letter in a secure location and maintain additional copies for personal and medical-provider records.

C. File the FMP Letter with a Participating Hospital

After receiving the FMP letter, the member must file or register a copy of the letter with Bangkok Hospital Pattaya or another hospital or medical provider that participates in or accepts the VA Foreign Medical Program. The member should contact the hospital's international services, insurance, billing, patient registration, or medical records department to determine the hospital's filing procedure. The purpose of filing the letter in advance is to help ensure that the hospital has the member's FMP information available before medical treatment is required.

D. Verification by the Post Benefits Advisor

To receive the FMP prize-drawing entry, the member must provide sufficient confirmation to the Post Benefits Advisor that the member registered for the Foreign Medical Program, received the official FMP letter, and filed or registered the letter with Bangkok Hospital Pattaya or another participating hospital. The Post Benefits Advisor will verify completion and authorize the member's prize-drawing entry. The Post does not need to retain detailed medical information or information concerning the member's service-connected conditions to verify completion.

5. Members Who Are Not Eligible for FMP

Some Post members may not be eligible for the Foreign Medical Program. A member who believes they are not eligible must contact the **Post Benefits Advisor** and request an eligibility review. The Post Benefits Advisor will review the member's circumstances and confirm whether the FMP requirement applies to the member. A member will not be excluded from the prize drawing solely because they are not eligible for FMP. Once the Post Benefits Advisor confirms that the member is not eligible, the member will be considered to have completed the Foreign Medical Program portion of the program and may receive one prize-drawing entry. Self-certification of ineligibility is not sufficient.

6. Member File Readiness

The second portion of the program requires each member to review and update the essential information maintained in their Post member file.

Member-file checks and updates will be completed through the **Post Adjutant** or **Post Commander**. Members should contact one of these officers to arrange a file review. During the review, the Post Adjutant or Commander will determine whether the required information is present, current, and legible.

7. Required Member File Information

Only the following two items are required to complete the Member File Readiness portion of the program:

- A DD Form 214 or other acceptable military discharge document; and
- Current emergency contact information.

A. DD Form 214 or Other Discharge Document

The member's file must contain a clear and legible copy of the member's **DD Form 214** or another acceptable military discharge or separation document. The document should provide sufficient information to confirm the member's military service and character of discharge. Members who received more than one DD Form 214 or discharge document should provide copies of all relevant documents when available. Members should retain their original discharge documents in a secure location. The Post should normally maintain copies only. A member who does not have a copy of their discharge document should contact the Post Adjutant, Post Commander, or Post Benefits Advisor for guidance concerning the recovery of their military records.

B. Emergency Contact Information

Each member must provide current emergency contact information. The information should include the full name of the emergency contact; relationship to the member; primary telephone number; alternate telephone number, when available; email address, when available; current residential address, when available; and a secondary emergency contact, when possible. Members should ensure that the person listed as their emergency contact is aware that they have been designated. Members remain responsible for notifying the Post Adjutant or Post Commander whenever their emergency contact information changes.

8. Recommended Member File Documents

The following documents are **recommended but are not required** to complete the Member File Readiness portion of the program or receive a prize-drawing entry:

- Marriage certificate;
- Divorce decree or decrees; and
- Current will.

Members are encouraged to organize these documents and ensure that a spouse, family member, executor, or trusted person knows where the original documents are located. The Post may maintain copies of recommended documents only when the member voluntarily chooses to provide them. A member will not be denied a prize-drawing entry because they do not provide any recommended document.

A. Marriage Certificates

Currently married members are encouraged to maintain an accessible copy of their marriage certificate. This document may be useful when assisting a spouse with emergency notifications, survivor matters, benefit applications, administrative requirements, or confirming legal next of kin.

B. Divorce Decrees

Members who have been divorced are encouraged to maintain copies of applicable final divorce decrees. These documents may be important when confirming current marital status, legal next of kin, beneficiary information, survivor matters, or family responsibilities.

C. Current Will

Members are strongly encouraged to prepare and maintain a current will. Members should consider reviewing their will following major life events, including marriage; divorce; birth or adoption of a child; death of a spouse, beneficiary, or executor; acquisition or sale of significant property; a substantial change in financial circumstances; relocation to another country; or a significant change in health or family circumstances. The Post Commander, Post Adjutant, and other Post

officers will not provide legal advice, interpret a will, determine whether a will is legally valid, or assist members in selecting beneficiaries. Members requiring assistance preparing or updating a will should consult a qualified legal professional. The original signed will should remain in a secure location selected by the member.

9. Member File Review and Completion

The Member File Readiness requirement will be considered complete when the member has reviewed their file with the Post Adjutant or Post Commander; a clear and legible copy of the member's DD Form 214 or another acceptable discharge document is on file; the member's emergency contact information has been provided and confirmed as current; and the Post Adjutant or Post Commander has verified completion. Once these requirements have been verified, the member will receive one prize-drawing entry. Providing additional documents or multiple copies of the same document will not result in additional entries. Marriage certificates, divorce decrees, wills, and other personal records are recommended but are not required for entry eligibility.

10. Privacy and Protection of Member Records

Documents collected under this program may contain sensitive personal, military, family, legal, and contact information. Post officers responsible for these records must take reasonable precautions to prevent loss, damage, unauthorized access, or unauthorized disclosure.

Access to member files should be limited to the Post Commander; the Post Adjutant; an officer specifically authorized by the Post Commander; or a person authorized by the member when access is required for a legitimate emergency, benefits, administrative, or family-support purpose. Member documents must not be used for personal, commercial, political, or other unauthorized purposes. The Post should maintain member files in a secure physical or electronic location. Electronic records should be password-protected, and physical files should be maintained in a locked cabinet or another controlled location. Members should understand that the Post file is intended to support Post administration and emergency assistance. It does not replace the member's personal document storage, legal planning, medical records, or official VA records. Members should not provide original documents to the Post unless specifically requested and documented. Copies should normally be used for Post files.

11. Member Responsibilities

Each member remains responsible for providing accurate and current information; providing legible copies of required documents; retaining their original military, legal, medical, and family documents; updating the Post whenever their emergency contact information changes; maintaining personal copies of important records; reviewing their will and estate-planning documents when appropriate; informing a spouse, family member, executor, or trusted person where original documents are located; and completing all applicable program requirements before the Post Memorial Day event on 5 June 2027. Participation in the program does not transfer responsibility for the member's personal, legal, medical, benefits, or estate-planning affairs to the Post.

12. Completion Deadline

All prize-drawing requirements must be completed and verified no later than the administrative cutoff established for the **Post Memorial Day event on 5 June 2027**. The Post Commander may establish a cutoff time before the drawing to allow entries to be reviewed, verified, and prepared. Requirements completed after the drawing cutoff may still be accepted for the purpose of updating the member's records, but they will not qualify for the 2027 Post Member Readiness Prize Drawing.

13. Prize Drawing

The Post Member Readiness Program prize drawing will be held during the **Post Memorial Day Event on 5 June 2027**. Time and location will be announced by the Post. Members do not need to be present to win unless otherwise announced by the Post. Each verified entry will provide the member with one opportunity in the drawing. A member who completes both the Foreign Medical Program Readiness and Member File Readiness portions will receive two entries.

Announced Prizes

No.	Prize	Quantity / Notes
1	Aconatic 55-inch 4K TV	1 prize
2	Apple AirPods (4th generation)	1 prize
3	Compro retro speaker	1 prize
4	Teal air fryer	1 prize
5	Gift certificates to various local businesses	15 gift certificates

Additional prizes and drawing procedures may be announced before the event.

14. Points of Contact

For questions or assistance concerning FMP registration, FMP eligibility, VA correspondence, or hospital filing:

Post Benefits Advisor: **Michael Clark**
Email: umpyclark@gmail.com
Phone: 061-269-2519

For DD Form 214 submissions, emergency contact updates, and member-file reviews:

Post Adjutant: **David Lomeli**
Email: usncta@hotmail.com
Phone: 061-401-6608

Post Commander: **Patrick Brooks**
Email: pbrooks2014@yahoo.com
Phone: 065-670-7271

The Post Member Readiness Program is intended to help our members protect their benefits, organize essential records, prepare for emergencies, and reduce the administrative burden placed on their families. All members are strongly encouraged to participate.

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Patrick Brooks
Post Commander
VFW Post 12146