

COMBAT VETERANS MOTORCYCLE ASSOCIATION KOREA CHAPTER 51-1

MEMORANDIUM FOR RECORD:

SUBJECT: Policy Letter for KOR 51-1 Application Process

The application is an integral part of the membership process and should not be rushed to failure or delayed to the point of causing applicants to lose faith in our Chapter or the CVMA. A Support Member is required to maintain a Sponsor from the Chapter they are assigned to maintain their status. Sponsors should integrate applicants into the Chapter and provide them a realistic outlook on our organization built on Veterans that have a shared interest in riding motorcycles.

1. This policy letter remains in effect until an updated application process is approved by the current Chapter 51-1 Commander. Any changes to this policy must be made to the full policy letter.
2. Sponsors are required to be Full Members of Chapter 51-1. Sponsors that wish to recognize an applicant for membership in the Combat Veterans Motorcycle Association through Chapter 51-1, will witness the applicant's participation in a minimum of one ride and/or a Chapter 51-1 event.
3. Once confirmed, the Sponsor will contact the CO or XO to discuss applicants' qualifications. All documents will be dated after the applicant has completed the application requirements. All initials and signatures will be handwritten in ink. All other annotations may be handwritten in ink or typed on the most recent approved application form.
4. Sponsors will contact SEC for application documents and any further guidance regarding application process. Applications that are not neat and easily legible or contain whiteouts or crossed out wording will not be accepted. Chapter SEC will assist sponsor, and sponsor will assist applicant, with completing required documentation.
5. Completed documentation will be reviewed by the applicants sponsor and provided to SEC. SEC will review documentation and provide reviewed applications to CO or XO for final verification. The CO will direct the SEC to further process applicants that pass final verification through the National website. Applications, Record Reviews (ERB, ORB, SRB, or DD214) will be posted to the National website by the SEC. Application fees will be received by the SEC from the applicant, once all documents are accepted at the Chapter level.
6. Once all documents and fees are collected the SEC will forward the application to the State Rep for further verification and acceptance. Once documentation is accepted by the State REP and all payments have been received, the Korea State REP will further process the application through the National website. The State REP will then notify the SEC to contact the sponsor with directions for how to pay for the back patch.

7. Back patches that have been purchased will be issued by the State REP to the 51-1 CO or 51-1 QM. The 51-1 CO will determine the time and place for presenting all back patches. The SEC will maintain the State REP's payment information and provide it to applicants or members requesting a first or second back patch.

8. These procedures and processes should be followed to limit the risk of an application being returned and to represent the professionalism of Korea Chapter 51-1.

9. POC for this memorandum the undersigned at keith.d.carpenter@gmail.com.



KEITH "C-PAIN" CARPENTER
Commander
Korea Chapter 51-1
Combat Veterans Motorcycle Association