

INSTRUCTIONS FOR
BASIC SERVICE OFFICER TRAINING CLASS
REQUIRMENTS AS OF 1 June 2014

Beginning 1 May 2014 Instruction for the Basic Service Officer Training Class will no longer be presented in a classroom setting. The classroom instruction portion of the training will be available on the Department Website (www.valegion.org). It is found at the bottom of the webpage in the Section Titled Veterans Affairs and Rehabilitation. Once there open the section called Service Officer. Once in the Service Officer Portion open the section called Basic Service Officer Class and Test. In this section you will find the class presented in both Power Point and PDF Formats. Choose the format you wish to use and follow through the instruction. Upon completing the instruction download and print the test. Take the test and then download and print the Request for Certification. Complete the Request for Certification and give it along with the completed test to the Post Commander or Adjutant who will sign and forward to Department Headquarters.

By completing the Request for Certification the applicant is agreeing to work at the next Claims Clinic in his/her region within six months of completing the instruction. We have found that the only way for an individual to learn how to put a claim together is to actually work on a claim. By having the claims clinics all Post Service Officers will gain hands on experience working claims while having experienced Department Service Officers on hand to answer questions and assist with problems. At the completion of the Claims Clinic all who attend and process claims will be given the diploma for completing Basic Service Officer Training which is the form making them a Certified Service Officer.