

DEPARTMENT OF NEW MEXICO LEADERSHIP MANUAL



Mack Dyer
STATE COMMANDER
2026-2027

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ATTENTION: ALL POST AND DISTRICT
COMMANDERS:

IT IS EXTREMELY IMPORTANT THAT
YOU SHARE THIS INFORMATION
WITH YOUR POST AND DISTRICT
QUARTERMASTER, ADJUTANT, AND
COMMITTEE CHAIRMAN AND ALL
POST MEMBERS AT YOUR MEETING.

I. Command & Administration

- **Assumption of Command:** Having been elected Commander of the Department of New Mexico, Veterans of Foreign Wars of the United States, I, Mack Dyer, VFW Post 12184, Roswell, NM, hereby assume command on June 13, 2026.
- **Previous Appointments:** All previous appointments having expired are declared null and void.
- **Accountability:** VFW is a volunteer duty (no pay for your work), but I will hold all elected officers accountable for their duties. You accepted the challenge; now it's time to "put in the work" taking care of our veterans.
- **Confidentiality:** The Roster published by the Department of New Mexico is considered confidential and will not be made public under any circumstances, nor used for commercial or political purposes.
- **Headquarters Addresses:**

VFW Department of New Mexico
Attn: Quartermaster
5942 Moon View Dr
Las Cruces, NM 88012

II. Financial, Legal & Reporting Compliance

- **Officer Bonding:** Section 703 of the By-Laws states that accountable officers must be bonded with an indemnity company in a sum at least equal to their anticipated liquid assets.
 - Bonds only cover the individuals holding that position, and the Commander is responsible for ensuring proper bonding.
 - Any elected officer or personnel handling funds (checks, credit, and/or debit cards) must be bonded, regardless of whether they are a VFW member, VFWA member, or an employee.
 - Use the Application for Canteen and Gaming Employees to bond these positions; forms are located at www.vfwnm.org under Resources-Reports & Forms.
 - Premiums are paid by the respective unit, and bonds must be held by the Commanders. Units obtaining bonds outside the Department must forward a copy to the Department Quartermaster.
 - *Note:* Current bonds obtained through the Department expire on August 31, 2024; please contact Headquarters with questions.
- **Tax Filing (IRS):** Posts with a gross income of \$50,000 or more (including dues, bingo/gaming, and canteen funds) must file Form 990 or 990-T. Posts and Districts under \$50,000 must file Form 990-N (E-Postcard) online at www.IRS.gov. Failure to file may result in fines, penalties, or loss of not-for-profit status.
- **Liability Insurance:** Per Section 709 of the National By-Laws, any Post owning or operating a Canteen, Clubroom, or other facility must maintain general and liquor liability insurance. The *Veterans of Foreign Wars of the U.S.* and the *Department of New Mexico* must be named as additional insured. State and Deputy Inspectors will verify this requirement.
- **Quarterly Audits:** Under Section 218 of the Manual of Procedure, Trustees must prepare a detailed Trustees' Report of Audit at the close of each quarter. The current quarter ends June 30, 2026, and reports must be submitted no later than July 31, 2026.
- **Registered Agents & Officer Changes:** The Post Quartermaster must serve as the "Post Registered Agent"; assigning anyone else violates National By-Laws. Changes to the top 3 Post Officers must be reported to NM Alcohol and Gaming, the State Gaming Control Board, the NM Secretary of State, and Department/National Headquarters. Failure to report jeopardizes alcohol and gaming licenses and risks fines or termination.
- **Returned Checks:** Checks returned to the Department Quartermaster for "Insufficient Funds" will incur a \$35.00 service charge plus any bank charges. Repayment must be made via cash, money order, or a bank Cashier's Check.

III. Meetings, Conventions & Daily Operations

- **Inspections:** Commanders, Senior Vice Commanders, and Junior Vice Commanders of each District are appointed Deputy Inspectors. They must ensure Posts are inspected and reported to Department Inspector R.E. Bartosiewicz (Post 3280) by December 31, 2026. Posts are not considered inspected until the State Inspector accepts the report.
- **Election Reports:** Post and District Commanders must ensure completed Election Reports are provided to both National and Department Headquarters. Posts and Districts are not in good standing until the full 2026-2027 Election Report is received by National, which could result in charter suspension. Filing online via OMS at www.vfw.org is encouraged; otherwise, copies must be sent to the Department.
- **District Meetings:** Per Section 403 of the Manual of Procedure, Districts must hold an annual District Convention for elections and at least two regular meetings per year for business and instruction. This totals 3 District meetings per year, the last of which should be the District Conference. Verify your dates align with the Department Convention.
- **Meeting Protocols:**
 - **Alcohol:** Consumption, presence, or dispensing of alcoholic beverages in the meeting room during any VFW meeting is prohibited. Officers WILL NOT hold any meeting visibly intoxicated. Club Rooms, Canteens, and Gaming Rooms do not have to close during meetings, provided the meeting is not in the Canteen proper and it is not prohibited by Post/District rules.
 - **Smoking/Vaping:** Smoking, vaping, and all other tobacco products are prohibited during Post/District/Department meetings, training sessions, and banquets.
 - **Headgear:** The regulation VFW cap is the only acceptable headgear at VFW meetings. Non-officers may wear the official VFW Baseball Style Hat. Baseball-type caps, doo-rags, berets, and western-style hats are prohibited per Section 803 of the National By-Laws.
 - **Recordings:** Any member in good standing may make an audible recording of proceedings, provided they notify the conducting officer of their intention.
- **Dress Code:** The desired style of dress will be published prior to each function.
 - *Business Dress:* Suit/slacks or pressed jeans (no holes) with boots, blazer type jacket, shirt, and tie/bolo tie (similar appropriate attire for females). Required for receiving an award at the National Convention and for Department Officers on election day.
 - *Business Casual:* Slacks/Dockers or pressed jeans (no holes) with boots and a polo style shirt.
 - *Casual:* Traveling clothes, including jeans.
 - *Red Shirt Friday:* If a function falls on a Friday, the preferred attire is a red shirt to promote "Remember Everyone Deployed".
- **Membership Cards:** The National By-Laws authorize only Active VFW Membership (annual dues card or Life Member Card). Issuing Club, Associate, Honorary, Courtesy, or other special cards violates State liquor laws and subjects the Post to disciplinary action.

- **Disputes & Conduct:** Keep and solve problems at the lowest level possible; the Department is not here to settle petty jealousies, trivial personalities, or canteen issues. Always ask: Does your answer reflect positively on your unit, and is it good for the Order?.
- **Auxiliary Teamwork:** Posts must work in tandem with their Auxiliary. Do not take for granted the hard work Auxiliary members put forth or their mission to serve veterans, military families, and communities.
- **Manuals & Handbooks:** Order the 2026 Podium Edition of the National By-Laws from VFW Emblem Supply or download it from VFW.org. Ensure all line officers have a copy, as previous editions are obsolete. Post Benefit Advisors must have the Benefit Advisor Handbook (available on OMS) and be present at Post meetings.

IV. Programs, Competitions & Deadlines

- **National Convention:** The 127th National Convention will be held in person in Reno, Nevada, from July 25th to July 29th, 2026. At least one Post delegate fee is required and must be paid through OMS.
- **Department Training & Fall Conference:** Annual School of Instruction will be held at VFW Posts 10124 and 3342 on September 19th, 2026 at 9:00 AM. The Fall Conference follows on September 20th, 2026, at 9:00 AM (Uniform: Business Casual for officers, Casual for others). Roll call will be taken for All-State eligibility.
- **Voice of Democracy & Patriot's Pen:** The 2026-2027 theme is *"What a veteran has taught me about America?"*.
 - Due to Post: October 31, 2026.
 - Due to District Chairman: November 26, 2026.
 - Due to Department: December 15, 2026 (midnight).
 - State Judging Begins: On or about December 16, 2026.
 - *Mandatory:* All entries must be entered into the Scholars App; no paper entries will be accepted.
- **Teacher Awards:** * Due to Post: October 31, 2026.
 - Due to the District Chairman: November 26, 2026.
 - Due to the Department: District first-place winners must be emailed to NMVFWteacherawards26@gmail.com no later than midnight, Friday, December 15, 2025.
 - State Judging Begins: On or about December 16, 2026.
 - *Mandatory:* Entries cannot be entered into Scholars App and no paper copies will be accepted. Program forms are available at www.vfw.org or www.vfwnm.org.
- **Buddy Poppy Campaigns:** Begin preparing early, as orders take 6-8 weeks. Both "Legacy" and Tin poppies are available. Orders MUST be placed through the Department using forms at www.vfwnm.org under Programs-Buddy Poppy.
- **Membership & All-State:** Review program requirements and the compliance dashboard on the Department website at www.vfwnm.org (Programs tab) or in this Leadership Manual.

V. 2026-2027 Department Appointments

Council of Administration and Department Employees		
Adjutant	Victoria “Tori” Haddox	5890
*Deputy Adjutant	Gabe Barela	9676
Chief of Staff	Jason Burke	12184
Inspector	R.E. “Bart” Bartosiewicz	3280
*Deputy Inspector	Mark Decker	9517
*Deputy Inspector	Jim Haddox	5890
Assistant Inspectors	District Commanders or Inspectors, Department Chief of Staff	ALL
Judge Advocate	Warren Booker	7686
*Deputy Judge Advocate	Ryan “Check” Nowaczck	7686
Quartermaster	Bryan Ravak	6917
Chaplain	Steve Tafoya	401
Surgeon	Darrell (Rel) Melon	10124
Veteran Service Officer	Louis Rossi	5890
Veteran’s Claims Consultant	Kaitlin Jaramillo	

* is a non voting position on the COA

Committee Chairmanships and Other Appointments		
Auxiliary Liaison		
Primary	Nate Silva	VFWA 3370
Bataan Memorial Death March Committee		
Chairperson	Mark Bowman	3274
Member	Darrell (Rel) Melon	10124
Member	Jaime Fergeson	6917
Member	Greg Cranmer	6917
VFWA Liaison	Veronica Angel	VFWA10124
Buddy Poppy Committee		
Chairperson	Jim Berdine	10763
Budget Committee		
Chairperson	Mark Bowman	3274
Member	Danny Cruz	1547
Member	Scott Pollock	12184
Quartemaster	Brian Ravak	6917
By-Laws Committee		
Chairperson	Ryan “Check” Nowaczck	7686
Member	Jason Casey	7686
Member	Eric Tapia	1547
Member	Nancy Fernandez	1547
Citizenship/Americanism Committee		
Chairperson	Eugene McPeak	1389
Combat Tested Gaming Committee		
Chairperson	Vacant	

Community Activity Committee		
Chairperson	Jason Burke	12184
Convention Planning Committee		
Chairperson	Victoria “Tori” Haddox	5890
VFWA Liaison	Dominique Garcia	VFWA 401
Facebook Page		
Administrator	Victoria “Tori” Haddox	5890
Moderator	Gabriel Barela	9676
Homeless Veteran Committee		
Chairperson	Darrell “Rel” Melon	10124
Hospital Committee		
Chairperson	Don Frias	401
Hospitality Committee		
Chairperson	Vacant	
Member	Vacant	
VFWA Liaison	Jennifer Edens	VFWA5890
Immediate Past State Commander		
Commander	Jim Haddox	5890
International Balloon Fiesta Committee		
Chairperson	Victoria “Tori” Haddox	5890
Member	Don Frias	401
Member	Joseph Gaitor	3370
VFWA Liaison	Amanda Silva	VFWA
Legislative Committee		
National Legislative Representative	Jim Haddox	5890
State Legislative Chairperson	Luke Keith	3242

Member	District and Post Commanders	ALL
Loyalty Day Committee		
Chairperson	Danny Cruz	1547
Membership Committee		
Chairperson	Mark Bowman	3274
Deputy Chairman	Jason Burke	12184
Member	District Commanders or District Membership Chairperson	ALL
Membership Strike Team		
Lead	Jason Burke	12184
North	Victoria “Tori” Haddox	5890
South	Greg Cranmer	6917
Life & Legacy Life	Gilbert Romero	2951
MOC/MOCA Liaison		
Primary	Mary Tutza	6917
National Championship Air Races (Roswell) Committee		
Chairperson	Robert Otero	District 7
Members	Commanders	12184, 8703, 3274
VFWA Liaison	Kristen Saavedra	VFWA 3370
National Home Committee		
Chairperson	Danny Cruz	1547
Newspaper Editor		
Primary	Victoria “Tori” Haddox	5890
NM Gaming/Liquor Liaison		
Primary	R.E. “Bart” Bartosiewicz	3280
Officer of the Day		

Officer	Jamie Fergeson	6917
Assistant	Joseph Devargas	3259
Assistant	Jeff Padilla	3259
Parliamentarian		
Primary	Victoria “Tori” Haddox	5890
Patriot's Pen		
Co-Chair	Jaime Fergeson	6917
Co-Chair	Allison Dyer	VFWA MAL-NM
Department Photographers		
Primary	Adelita Mead	9516
Secondary	Gabe Barela	9676
POW/MIA Committee		
Chairperson	Steve Tafoya	401
Public Relations Officer		
Public Relations Officer	Victoria “Tori” Haddox	5890
Safety Committee		
Chairperson	Robert Otero	12184
Scouting Committee		
Chairperson	Doug Horn	5432
Special Project “Forget Me Not Veterans Park”		
Co-Chair	Scott Pollock	12184
Co-Chair	Amanda Silva	VFWA 3370
State Aid-de-Camps		
AdC	Dusty Dyer	12184
AdC	Ralph Dyer	12184
Student Veterans Association		
Chairperson	VACANT	

Teacher's Award		
Chairperson	Jaime Fergeson	6917
Co-Chair	Allison Dyer	VFWA MAL-NM
Technology Committee		
Chairperson	Gabe Barela	9676
Time and Place Committee		
Chairperson	Mark Bowman	3274
Member	Danny Cruz	1547
Member	Victoria "Tori" Haddox	5890
Member	Amanda Silva	VFWA 3370
Trustee and Alternates		
Trustee	Vernon Luce	3280
Trustee	Paul Golden	5890
Trustee	Raul Sanchez	6917
Alternate	Kathy Schiebel	6917
Alternate	R.E. "Bart" Bartosiewicz	3280
Alternate	Jack Doil	1389
VAVS Representatives		
Albuquerque	Don Frias	401
Amarillo/Lubbock	Dale Huft	3280
Veterans Service Committee		
Member	Jim Haddox	5890
Member	Victoria "Tori" Haddox	5890
Member	Brian Ravak	6917
Member	Christopher Archuleta	5610
VFW Riders Chair		
Primary	John McIntosh	7686

Veterans & Military Support		
Chairperson	Jason Burke	12184
Voice of Democracy		
Co-Chair	Jaime Fergeson	6917
Co-Chair	Allison Dyer	VFWA MAL-NM
Ways and Means Committee		
Chairperson	Luke Keith	3242
Member	Mark Bowman	3274
Member	Danny Cruz	1547
Website Manager		
Primary	Len Hampton	6917
Youth Activity Committee		
Chairperson	Jaime Poncho	614

* is a non voting position on the COA

By Order of:

Official:

Mack Dyer,
Commander,
Department of New Mexico
Veterans of Foreign Wars

Victoria "Tori" Haddox
Adjutant,
Department of New Mexico
Veterans of Foreign Wars