

# The American Legion

## Department of North Carolina



*For God and Country*

29 December 2014

SUBJECT: My HealthVet and eBenefits training seminar and enrollment clinic

FROM: The Department Service Officer (DSO) of North Carolina

THRU: The Department Commander, the American Legion, and Department of North Carolina

TO: Directors of Winston Salem VARO and Durham VAMC

1. It is the intention of the American Legion, Department of North Carolina Commander to conduct a seminar to train individual legionnaires on the use of My HealthVet and eBenefits in an effort to facilitate a higher utilization rate of these two systems by veterans in North Carolina.
2. The location of this training will be the Raleigh North Hilton located at 3415 Wake Forest Road, Raleigh, North Carolina, 27609. The telephone number for the hotel is 919-872-2323. The training venue will be a conference room designed to seat up to 100 people. Further details will follow as requests for information from support agencies are answered.

This training will be held in association with the American Legion, Department of North Carolina Annual Mid-Winter Conference 5-7 February 2015. A projector, computer audio system and screen will be provided for presenters. The training is to be presented as a “train the trainer” course with the intent of educating the attendees on the respective VA electronic system so that the individuals can return to their home and conduct training for their legionnaires and other veterans. The date of training will be 6 February 2015 and the time of training will be 10AM-12PM (or until complete).

Following the completion of training it is requested that the VBA and VHA staff remain on site until 5PM/ 6 February 2015, to perform open enrollment for legionnaires and others in attendance.

3. The American Legion, Department of North Carolina Commander will require identification of attendees by all Division and District Commanders to ensure that there is proper attendance at this important event. Attendees for the training portion of this event are encouraged to bring laptop computers or tablets with wireless connective capability (fully charged) in order to participate in hands on training during the instructional period.

*The American Legion, Department of North Carolina  
My HealthVet and eBenefits Training and Enrollment Event*

4. The following support is requested from the VARO in Winston Salem and the Durham VAMC in support of this event.

- A. One expert trainer who can conduct training geared toward training those that will be training others in the use of My HealthVet and eBenefits.
- B. One or more additional person capable of enrolling individuals in My HealthVet and eBenefits respectively.
- C. Two to four laptop computers utilized by VBA and VHA personnel, and possibly new trainees, to enroll veterans into the electronic systems.

5. A request for the following is submitted to the WS VARO and DVAMC for response NLT 8 January 2015.

- A. Number of trainer and enrollment staff (personnel number)
- B. Ability to provide automation, in the form of internet capable laptop computers, to utilize for onsite enrollment
- C. A list of documents and informational items needed by veterans in order to facilitate enrollment for My HealthVet and eBenefits respectively.

6. Please contact the undersigned for further details and questions. The email is [Cajun.comeau@va.gov](mailto:Cajun.comeau@va.gov), mobile phone 919-616-6793 and office is 336-714-0821.

*Cajun A. Comeau*  
The American Legion  
Department Service Officer

CC:

Director, Winston Salem VARO  
Director, Durham VAMC  
Department Administrative Committee  
Department Executive Committee (selected)  
Department Adjutant