June 5, 2014

Dear NCVACC Members and VA Catholic Chaplain Brothers!

I am pleased to write to you regarding our 2014 NCVACC Annual Educational Conference. The theme for this year’s conference is “Moral Injury and Spiritual Care of the Combat Veteran.” We have experts in the field that will be presenting at the conference from both the military and VA community.

Our conference this year is to be held at the University of Utah Guesthouse and Conference Center in Salt Lake City, Utah. The conference begins Monday October 6th with the Liturgy of the Eucharist at 4PM, and ends Thursday evening on October 9th. Please plan your travel days to be Monday and Friday for the conference.

The University of Utah Guesthouse and Conference Center is located on the grounds of the University of Utah and is adjacent to the grounds of Fort Douglas. In addition to the guesthouse accommodations, the buildings of the once active fort provide a beautiful setting for the conference. The Guesthouse is a modern hotel with options for a private room, or for attendees to share a room. Please visit their website at www.universityguesthouse.com. Their website also is where you may make your room reservations, which you will be doing directly with the hotel.

This year the VA has implemented a new process of “pre-registration” for all external conferences, which includes the NCVACC conference. Included in this Registration Packet is critical information for the entire registration process. The registration information will also be on our website: www.ncvacc.net. Please be sure to follow the “Instructions for the Traveler” document that is included in this packet. All those attending, whether paying their own way, or being funded for the conference by their station need to follow the pre-registration procedures. Please also note the deadlines for registration and making your hotel room reservations.

Fraternally,

Reverend Father Martin Smith-Soucier
President NCVACC
INSTRUCTIONS FOR THE TRAVELER
(PLEASE FOLLOW THESE PROCEDURES IN ORDER)

A. Fill out the “Conference Registration” form completely.
B. Obtain verbal or email approval from your supervisor to “Pre-Register.”
C. Use the previously emailed: “ACES Pre-Registration Procedures” tutorial.
D. Pre-Register on the ACES Website, this is due no later than July 1, 2014. This process takes about 5 minutes. Failure to Pre-Register may mean you are unable to attend the conference.
E. If you encounter difficulties with, or have questions regarding the ACES “Pre-Registration Procedures” contact the following, who will help walk you through the procedure:
   a. Eric Bruns, Associate Director, EES Events Div., 202-443-6984
   b. Fr. Martin Smith-Soucier, 513-475-6871
   c. Fr. Joseph Westfall, 914-773-4400, ext. 3732
F. Mail in your completed Conference Registration Form, along with payment by check, or contact Joseph Westfall to process a credit card for payment. (Registration form and payment for Tuition and Meals must be received by August 25th.)
G. Once your registration form, along with the payment for tuition and meals is received, you will need to contact the University of Utah Guesthouse directly in order to reserve your room. A code for every person attending is required in order to receive the conference room discount rate. You may do this online at www.universityguesthouse.com or by contacting them at 888-416-4075. (Booking of the room must be done no later than Sept. 8, 2014).
H. Mention you are with the NCVACC Annual Conference, and use the code: Group ID: 3349 and Password: 37000487.
I. If you have not yet paid your membership dues by August 25th, the Non-Member rate for tuition and meals will apply.
J. You need to pay for your tuition directly to NCVACC. You need to seek “reimbursement” from your station for tuition, OR if your station pays by credit card at a date after the deadline for registration, you will be refunded your tuition charge at the conference gathering.
K. Further information regarding transportation and outing opportunities on Wednesday afternoon of the week will be emailed out shortly. Salt Lake City is a hub for Delta Airlines, and many other major airlines fly into Salt Lake City. Light rail transportation to the hotel venue from the airport is very inexpensive and convenient.
L. Those who paid for the conference last year, but were unable to attend, need to contact Fr. Joseph Westfall for special arrangements. You also will be receiving a separate email for procedures regarding this. You will still need to follow the “ACES Pre-Registration” procedures.
M. Contact me at joseph.westfall@va.gov with questions.
## Conference Education Schedule

### Monday, October 6
- **8:00 AM**  
  Travel Day for Participants/Registration
- **9:00 AM**  
  Board Meeting
- **1:00 PM**  
  Participants Arrive/Registration

### Tuesday, October 7 (Conference Begins) (9 Hours CEU)
- **8:00 AM**  
  Registration for Commuters.
- **8:45 AM**  
  *Opening Welcome*  
  - Father Martin Smith-Soucier, President NCVACC  
  - Mr. Steve Young, Director VA Salt Lake City HCS
- **9:00 AM**  
  Introduction of Speakers  
  - Father Patrick Adejoh, Secretary NCVACC  
- **10:30 AM**  
  Break
- **10:45 AM**  
  Dr. Chris Russo: “Moral formation, deformation and reparation: healing the combat veteran.”
- **12 NOON**  
  Lunch
- **1:15 PM**  
  Fr. Tony Ciorra: “The ‘Healing’ Journey.”
- **2:45 PM**  
  Break
- **3:00 PM**  
  Panel Discussion: Pangelinan/Harris/Russo/Ciorra
- **5:00 PM**  
  Conference Ends for the Day

### Wednesday, October 8 (4 Hours CEU)
- **7:30 AM**  
  Mass
- **8:00 AM**  
  Breakfast
- **9:00 AM**  
  Msgr. Steven Rosetti: “Spirituality of the Priesthood.”
- **10:30 AM**  
  Break
- **10:45 AM**  
  Dr. John Allen: “Moral Injury and Addiction: Making the Connection.”
- **12:30 PM**  
  Free for the day; Lunch and dinner on your own.

### Thursday, October 10 (3 Hours CEU)
- **9:00 AM**  
  NCVACC Annual Membership Meeting and Election of Officers
- **11:00 AM**  
  Chaplain Michael Pollitt, Director National Chaplain Center  
  Items of interest to VA Chaplains in the Field
- **12:00 NOON**  
  Lunch
- **1:00 PM**  
  Archbishop Broglio, Archbishop of the Archdiocese of the Military Services  
  Items of interest to VA Catholic Chaplains in the field
- **2:00 PM**  
  Bishop Higgins, Auxiliary Bishop of the Archdiocese of the Military Services  
  Items of interest to VA Catholic Chaplains in the field
- **4:00 PM**  
  Conference Ends for the Day

### Friday, October 10
- **8:00 AM**  
  Breakfast and Departure (Travel Day)
- **9:00 AM**  
  New Board Meets
2014 CONFERENCE REGISTRATION FORM

Name: _____________________________________________
Facility Name: _______________________________________
Mailing Address: _______________________________________
VA Phone: _____________________________________________
Email Address: _________________________________________

16 CEU Hours to be granted

Education/Tuition Fee:

(Check One)

☐ NCVACC Member (Dues paid by May 1, 2014) ________$ 325.00
☐ NCVACC Member (Dues paid after May 1, 2014 ________$ 375.00
☐ Non-Member ____________________________________ $ 400.00

Become a Member? Please complete Membership Dues Application and return with a separate Check (This Form is included in this packet.)

Meals: (Lunch on Tuesday, Wednesday and Thursday; Dinners on Monday and Thursday. ALL OTHER MEALS ARE ON YOUR OWN)

(Check One)

☐ NCVACC Member (Dues paid by May 1, 2014) ________$ 100.00
☐ NCVACC Member (Dues paid after May 1, 2014 ________$ 125.00
☐ Non-Member ____________________________________ $ 150.00

(Please circle all that apply for special diet requests)
VEGETARIAN  GLUTEN-FREE  NO RED MEAT  FISH ONLY
CHICKEN ONLY  OTHER: _______________________________________

TOTAL: __________________________________________ $_________

* Please write separate checks for tuition and meals, or include it in your total. Make Checks payable to: “NCVACC.”

Send to:
Chaplain Joseph Westfall
VAHVHCS (125)
2094 Albany Post Road
Montrose, NY 10548

*Please note: Deadline for Registration and/or Tuition AND Meals is AUGUST 25, 2014. No refunds will be given after SEPTEMBER 1, 2014.

If you wish to pay by credit card please contact Joseph Westfall at joseph.westfall@va.gov, or (914) 737-4400, EXT 3732.
2014 MEMBERSHIP APPLICATION/DUES NOTICE
(Please fill out all information)

Name: ____________________________________________
Facility Name: ____________________________________________
Facility Address: ____________________________________________
VA Phone: ____________________________________________
Email Address: ____________________________________________

(Dues paying members receive discounted rates for the 2014 Annual NCVACC Conference, if dues paid prior to May 1, 2014)

I have enclosed my annual dues of:

________ $75.00 for Part-Time (or Fee Basis/Contract/Intermittent)
________ $150.00 for Full-Time

Your Ordination Date: ________________________________
Are you a NCVACC Certified Member: _____ Yes _____ No ______ Year
Other Certifying Organization: ____________________________ ________ Year

PLEASE NOTE:
If you hold NCVACC Certification, it is necessary to renew your annual membership in order to maintain your certification. If not, your certification will lapse with your membership.

Please print out and return this form with your check, made payable to NCVACC, and mail to:

Chaplain Joseph Westfall (125)
VA Hudson Valley Healthcare Systems
2094 Albany Post Road
Montrose, New York 10548
(Those who wish to pay by Credit Card, please email: joseph.westfall@va.gov)

(Dues paying members receive discounted rates for the 2014 Annual NCVACC Conference, if dues paid prior to May 1, 2014)