

Staff Officer Procedure Book

1. PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide information on the development and maintenance of Squadron Staff Officer Procedure Books.

2. GENERAL INFORMATION

It is the policy of the Old Dominion Squadron that each member of the Squadron Staff will have a Procedure Book. A Procedure Books is one of the most important tools that a Squadron Staff Officer has. It supports the Staff Officers as follows:

- Identifies the work of the Squadron Staff Office
- Provides continuity within the Squadron Staff Office
- Charts a course of action to be followed
- Provides background
- Defines contribution from others
- Document successes and failures
- Provides an up-to-date record as a foundation on which to build.

3. SPECIFIC GUIDELINES

Responsible Squadron Staff Officers will maintain individual Procedure Books in an appropriate binder. Procedure Books are the property of the Old Dominion Squadron. Procedure Books should be given to the staff office successor or to the Squadron Leader if they cannot be passed on to the successor. The following will be maintained in each individual Procedure Book:

1. Name, address, telephone number, position, and term of office of each Squadron Staff Officer.
2. Squadron Calendar. Keep current--note meeting, work party, air show dates, etc.
3. Squadron Membership Roster.
4. CAF Headquarters counterparts and other contacts (phone, name, and position).
5. CAF and Squadron Bylaws.
6. CAF Headquarters regulations and Old Dominion Squadron SOPs governing their office.
7. Old Dominion Squadron Budget.
8. All correspondence and reports pertaining to their office.
9. Other resource material, such as the Museum and Library Resource Database.

10. Evaluation of the year's work. Keep current with specific suggestions for improvement.
11. Time Logs. Keep them up to date.
12. Notes from Squadron meetings, After Action Reviews from air shows, etc.