

Personnel Procedures

GROUP STAFF OFFICER OPERATING INSTRUCTION

This group operating instruction prescribes general procedures in effect for all Southeast Wisconsin Group staff officers.

SECTION A—GENERAL PROCEDURES AND POLICY

- 1. General.** Members appointed by the commander for duty at group headquarters are in a unique position of responsibility. In order to further clarify their roles and responsibilities the following procedures apply.
- 2. Service to Members of Charter WI-205.** Staff officers must, in addition to their coordination role for their staff function, also perform those staff duties for members assigned to the group headquarters unit (charter WI-205). Also, any administrative rules imposed upon subordinate units also apply to themselves.
- 3. Policy.** Policy is determined by the commander. Staff members will provide advice and implementation. Group supplements are orders of the commander and have the full effect of a CAP regulation. Operating Instructions apply to the group unit itself and officers assigned ADY.

SECTION B—OPERATIONS

- 4. Emergency Services Ratings.** All staff personnel are expected to remain current in at least one ES rating so that they are able to help in times of emergency.

SECTION C—PERSONNEL ACTIONS AND TRAINING

- 5. Staff Appointments.** A member will be considered a staff officer of Southeast Wisconsin Group only upon written authorization of the Group Commander.
- 6. Decorations for Service.** The Distinguished, Exceptional, and Meritorious Service Awards and the Commander's Commendation are appropriate methods of officially recognizing staff service. Nominations may be made by anyone on CAP Form 120, Request for Decoration, and forwarded to DP for processing. Staff officers will regularly review their subordinates' services for awards potential.

SECTION D—ADMINISTRATION

- 7. Correspondence.** Correspondence that is advisory, informational, or a specific application of established policy may be published under a staff officer's signature. Matters that are directive, require unit reporting, or establish policy must bear the signature of the Group Commander. Staff officers will use the format specified in CAPR 10-1 for all written correspondence.
- 8. Electronic Communications.** The principal means of fast dissemination of information to staff personnel is via CAP radio or e-mail. Each supervisor is responsible for disseminating information to his/her staff as required.
- 9. Reports.** Official reports that are mandated by higher headquarters will be copied to the commander. The group will not institute any reoccurring reporting requirements on any squadrons unless required by regulation (not by a group supplement). Information required for unit management can be obtained from NHQ e-Services and WMU.
- 10. Group Calendar.** Group activities that invite wing-wide or group-wide participation, such as training courses, schools, conferences, test exercises, flight clinics, etc. will be scheduled through the SE WI Group meeting and listed on NHQ calendar.

SECTION E—MEETINGS AND VISITATIONS

- 11. Unit Visitations.** Staff members should make field visitations for the purpose of providing assistance. Staff members will schedule the visit with the permission of the respective unit commander. During a visit, deviations from prescribed rules may tactfully be brought to the unit commander's attention, but keep in mind that your present role is not that of an inspector. Report serious violations of CAP directives to the Group Commander immediately.

SECTION F—FINANCE AND LOGISTICS

- 25. Vehicles.** A vehicle for cargo or passenger transport is available for use. The driver must have a CAP Vehicle Operator's Card. Staff members using vehicles of another unit will comply with local procedures for their use. Unit vehicles may be reserved through the unit commander or unit's point of contact for that vehicle. Wing head-quarters vehicles will be reserved through WILGT.



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Commander

