

National Headquarters SOP

National Society of Pershing Rifles



JULY 2007

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**NATIONAL HEADQUARTERS
NATIONAL SOCIETY OF PERSHING RIFLES**

Pershing Rifles Form
Number 020

National Headquarters
National Society of Pershing Rifles
Approved: July 2007

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Preface: NHQ Standard Operating Procedures

The National Headquarters SOP defines the mission of the headquarters as well as each of its staff shops, outlines the general organization of the headquarters, and outlines specific responsibilities of each staff member, and guides national documentation.

Mission Statement

This chapter defines the mission statement of the National Headquarters of the National Society of Pershing Rifles and states the methods by which this headquarters fulfills its mission.

Mission Statement

It is the mission of the National Headquarters to foster the professional growth of the National Society of Pershing Rifles and its various regiments and chartered units and to provide command, administrative, operational, and logistical support to the national organization. By working with all levels of leadership within the Society, it is the responsibility of the National Headquarters to foster, and continue to develop, the bonds of brotherhood throughout the national organization.

Fulfillment of Mission

The National Headquarters will fulfill its mission through the following actions:

- A. Providing administrative support through the management of the Society's membership records.
- B. Conducting the regular business and managing the fiscal operations of the national organization while promoting and building communication between the various regimental and unit level headquarters.
- C. Developing and maintaining an expansion program in order to increase the overall strength of the Society.
- D. Sponsoring various events throughout the year, which may include, but is not limited to, drill competitions, conventions/business meetings, dining-ins, postal competitions, and social events in order to promote brotherhood and camaraderie throughout the national organization.
- E. Providing logistical support through the management of the Society's supply program.
- F. Connecting the active membership with Pershing Rifles alumni and serving as the public face for the Society to outside organizations, such as Cadet Command, Air Force ROTC Command, and the Naval ROTC Command.
- G. Ensuring the effective operations of the Society on all levels through a system of inspections for all headquarters within the organization.

Organization of the National Headquarters

This chapter defines the standard organization of the National Headquarters and briefly outlines the basic responsibilities of each staff member.

The National Headquarters

The National Commander and Deputy National Commander may have as many people on staff as necessary in order to ensure the effective operation of the headquarters to include, but not limited to, a Chief of Staff, G-1, G-2, G-3, G-4, G-5, FIO, IG, and NCOIC.

The National Commander

The National Commander will command the National Society of Pershing Rifles and National Headquarters and has the basic following implied and official authorities:

- A. Implied Authority. It shall be the duty and the responsibility of the National Commander, Pershing Rifles, to assure the National Society an efficient and effective organization. Failure to perform this duty can result in the removal of the National Commander from his or her position in accordance with the National Constitution and the procedures set forth by the National Legislative Body. The National Commander expects unconditional cooperation of the units and individuals under his or her command. If this cooperation is not forthcoming, the National Commander is constitution obligated and authorized to take measure necessary to assure it.
- B. Official Authority. The National Commander, Pershing Rifles, shall have the following constitutional and executive powers:
 - a. Be the guardian of the Official Seal.
 - b. Upon confirmation by the National Legislative Body, conduct the regular business of the National Assembly according to Robert's Rules of Order.
 - c. Have the power to interpret the National Constitution. This power will be subordinate to that of the National Legislative Body, and will not be contrary to the National Assembly's recognized interpretation.
 - d. Enforce the directives of the Constitution and National Assembly.
 - e. Power to approve or disapprove any nominees for Honorary Membership.

Deputy National Commander

The Deputy National Commander shall be second-in-command of the National Society of Pershing Rifles and will have the following duties:

- A. Assume the role of the National Commander in the event that the National Commander is unable to perform his or her duties and responsibilities.

- B. Assure that instructions published to the Society are in accordance with the National Commander's policies and guidelines and assure that the National Commander's orders and instructions are executed properly.
- C. Monitor the general operation of the various Regimental Headquarters and ensure that the National Commander is fully informed of any affairs affecting the Society.

Chief of Staff

The Chief of Staff, which may or may not also serve as the Deputy National Commander, will ensure the general operation of the staff to the expectations of the National Commander and the Society and will have the following basic duties:

- A. Formulate and announce policies for the general operation of the staff.
- B. Arrange and manage regular staff conferences and ensure the activity of all staff elements.

G-1 (Personnel and Administration)

The G-1 shall manage the Society's membership records at the national level and will provide administrative support to the organization. The G-1 will provide administrative support in the following ways:

- A. Maintain and up-to-date system of records including historical and membership information.
- B. Shall prepare and distribute orders and correspondence as may be required, except for those specifically assigned to other staff officers.
- C. Collect and file the constitutions, SOPs, and/or by-laws for the various regimental and unit level headquarters.
- D. Record minutes at national staff meetings and/or national conventions and assemblies and ensure that they are distributed to the Society.
- E. Represent and manage any local unit that does not reside within a regiment with an active Regimental Headquarters.

G-2 (Expansion and Retention)

The G-2 will employ a program whereby new units will be installed into the National Society of Pershing Rifles, which shall be outlined in the National Expansion SOP. The G-2 will further:

- A. Provide security support by ensuring that the traditions of the Society are forever maintained and kept confidential.
- B. Provide any support necessary in regimental and local expansion efforts.
- C. Provide any support necessary in regimental and local retention efforts.

G-3 (Operations)

The G-3 will provide operational support to the National Society by planning and/or coordinating various drill competitions, tactics maneuvers, postal matches, conventions and business meetings, social events, etc. Specifically the G-3 shall have, at a minimum, the following responsibilities associated with operations:

- A. Preparing and maintaining a set of standard operating procedures for the National Postal PT and Rifle Competitions while carrying them out.
- B. Preparing and maintaining a set of standard operating procedures for any drill or tactics competition hosted by the National Headquarters.
- C. Planning and coordinating Fall Commander's Call and any other business meeting hosted by the National Headquarters.
- D. Assisting and offering guidance to the host unit of the National Convention according to the National Convention and John J. Pershing Memorial Drill Competition SOP.

G-4 (Supply and Logistics)

The G-4 will provide logistical support to the National Headquarters and National Society by:

- A. Developing and maintaining a system of supply and accountability of all inventory and distribute supply orders as they arrive and are paid for.
- B. Maintaining a positive working relationship with Vanguard Industries.
- C. Maintaining the National Supply Website at <http://Supplies.PershingRifles.com>
- D. Providing any logistical support necessary for the National Headquarters and its regular operations.

G-5 (Public Information and Alumni Affairs)

The G-5 will provide administrative and operational support to the National Society by:

- A. Ensuring that the Society, as well as the public is up to speed with the events of the National Headquarters and the National Society of Pershing Rifles.
- B. Maintaining and acting as the official editor-in-chief of the National Shield and the Pershing Riflemen, including the coordination of all aspects of production for each.
- C. Maintain a positive working relationship with the Official Alumni Association of the National Society of Pershing Rifles by helping to coordinate any and all alumni operations beneficial to both the Pershing Rifles and the Alumni Association.

CFO (Chief Finance Officer)

The Chief Finance Officer will manage the fiscal status of the National Headquarters, and National Society. At a minimum, the following responsibilities are required of the National Finance Officer:

- A. Receive and promptly cash all checks and money orders made out to either the National Headquarters, or the National Society of Pershing Rifles. Immediately after receiving a form of payment, the Finance Officer should issue a receipt to the party making the payment.
- B. Maintain accurate and up-to-date records of any and all transactions made by the National Headquarters.
- C. Publish a financial report each quarter to be included in the quarterly report that will be sent to the Alumni Advisory Board and to the Society.

IG (Inspector General)

The Inspector General will be responsible for the following:

- A. Ensuring that each Regimental Headquarters within the Society is inspected at least once per year by a member of the National Staff and that in turn, each Regimental Headquarters is conducting at least an annual inspection of its subordinate units.
- B. Ensuring that the concerns and gripes of the Society are heard, and handled properly within the chain of command.

NCOIC (Noncommissioned Officer in Charge)

The National NCOIC shall serve as the intermediary between the National Commander and all enlisted personnel within the Society and will serve as the head of all enlisted personnel. The chief function of the National NCOIC, like that of National Headquarters in general, will be to at all times support brotherhood, camaraderie, and esprit de corps throughout the national organization.

Documentation

This chapter makes note of the National Headquarters' responsibility to ensure that proper documentation regarding the operation of the Society is maintained.

Documentation

The National Headquarters shall publish documentation as it sees fit in order to properly manage the national organization. Any and all documentation adopted must be made available to the Society upon implementation.

Limitations on Documentation

The National Headquarters may not publish documentation that contradicts or is in conflict with the National Constitution, National Legislative Body, or the Standard Operating Procedures of the National Society of Pershing Rifles. The National Legislative Body may review any documents published by the National Headquarters.

Amendments

This chapter states how amendments to the Standard Operating Procedures of the National Headquarters can be made.

Amendments

Amendments to this document can be made by a two-thirds vote of the National Staff to include the National Commander, Deputy National Commander, Chief of Staff, G-1, G-2, G-3, G-4, G-5, CFO, IG, and NCOIC. An individual holding more than one position on National Headquarters (i.e. the Deputy National Commander serving as the Chief of Staff as well) will receive only one vote.

By Order of the National Headquarters Staff:

Official:

A handwritten signature in black ink, appearing to read 'S. Zagorski', written in a cursive style.

S. Craig Zagorski
Brigadier General, Pershing Rifles
Chief of Staff

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