

RHQ Level Expansion SOP

National Society of Pershing Rifles



APRIL 2007

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**NATIONAL HEADQUARTERS
NATIONAL SOCIETY OF PERSHING RIFLES**

RHQ LEVEL EXPANSION SOP

Contents

	Page
Contents.....	2
Purpose of This Document.....	3
The Ultimate Goal	4
<i>How are we trying to expand?</i>	4
Basic Unit Requirements	5
<i>Armed Drill Team</i>	5
<i>Other Requirements</i>	5
<i>Pre-Application Procedures</i>	5
<i>Application Process</i>	6
<i>Interim Period</i>	7
The Pershing Rifles Contact	8
<i>Definition</i>	8
<i>Determination</i>	8
<i>Responsibilities</i>	8
Annex A: Weekly Report	10
Annex B: Fee Schedule	11
<i>Charter Application Fee</i>	11
<i>National Convention Attendance Fee</i>	11
<i>Initiation Fee</i>	11
Annex C: Contact Information.....	12
<i>Mailing Address</i>	12
<i>Phone</i>	12
<i>Email Address</i>	12
<i>Websites</i>	12
Annex D: Glossary	13

Purpose of This Document

This document is intended to complement the Unit-level Expansion SOP by providing the Regimental Headquarters with further direction and assistance through the Expansion Process. It will overview the duties of the Regimental Headquarters with respect to installing new Pershing Rifles Units, and communicates the vision of the National Headquarters, Pershing Rifles with respect to the growth of our organization. It will not, however, serve as a substitute for the information contained in the Unit-level document; it is the responsibility of any Regimental Headquarters that wishes to bring a new Pershing Rifles Unit into the organization to first thoroughly review the information that will be given to the Prospective Unit.

Please direct any questions about the use or contents of this document to the Society's G2; contact information may be found in **Annex C: Contact Information**.

The Ultimate Goal

How are we trying to expand?

Before a Regimental Headquarters endeavors to expand its membership by installing a new Pershing Rifles Unit within its borders, it is important for every member of the RHQ to understand the purpose and goals of the Expansion Process. This will ensure that each Prospective Unit not only better the Society, but also better the Regiment it becomes a part of, in addition to its own members. Strong local units have been the foundation of our organization for many years; only by ensuring that each Pershing Rifles Unit understands our goals can we ever hope to achieve them.

With the above in mind, it is important to note that new Pershing Rifles Units are the future of our organization. Their enthusiasm will drive our organization forward, spurring changes within the Society as well as causing older, more established units to rise to the new competitive bar that will be set. As such, one of our most important goals must be to ensure that these new units are brought into the Society properly: if their standards for entry are set low, or their impression of our organization is one of confusion and disarray, they will see little need to excel in any area. More importantly, while they may strive for excellence at the local level, the addition that they provide to the Society as a whole will be minimal. Growing in this fashion, while assisting cadets locally, does nothing for the national organization and in fact only hurts our long-term goals.

Conversely, if the National Society of Pershing Rifles is from first contact a worthwhile challenge for a Prospective Unit to undertake, and if strict but understandable and attainable standards are enforced during their installation process and subsequent tenure of membership, the Society will quickly become an important part of each member's life. This will be evidenced by dedication to the organization on not only the personal and Unit levels, but the Regimental and National levels as well. These are the units that we would like to add, and the assistance of the Regimental Headquarters is crucial to this goal.

It is also worthwhile to note the importance of uniformity in the Expansion Process. As we move forward as an organization, we must overcome the basic differences that have existed within the national body. Whether perceived or real, the National Society of Pershing Rifles has no room within its mission and purpose for individuals or Units that, for any reason, look down upon or degrade other members of the Society. This, in fact, is chief among the reasons that the Expansion SOP Documents have been created: with a national standard for creating new Pershing Rifles Units, we can ensure that all new Units are "created equal". In concert with national standards in other areas, we can now begin to move forward as the Pershing Rifles—not as "Unit X", or "Regiment Y".

Please note that an implied responsibility of the Regimental Headquarters with respect to this goal is to ensure that all members of the Regiment understand this reasoning. Prospective Units that do not follow the procedures listed in this document as well as the Unit-level manual will not be accepted into the Society.

Basic Unit Requirements

Armed Drill Team

For over a century, the Pershing Rifles has used the external focus of trick rifle drill to build brotherhood in and between our units; when then-Lieutenant Pershing started Company A in 1891, his reasoning was to use the team to build esprit de corps and military excellence among the cadets at the University of Nebraska. Within two years, the members of Company A were so close that the unit had morphed into a fraternal organization, and its name had been changed to "The Varsity Rifles". In the mid-1900s the relationship between drill and brotherhood was nationally recognized, and the formation of an Armed Drill Team was required for entry into the Society. It is in this spirit that we have revived this requirement; to prove their competence; any team seeking entry into the Pershing Rifles must also perform an exhibition (fancy) drill routine for the assembled Society at the Pershing Rifles National Convention.

When speaking with interested members or units, please remember that it is not necessary that they have prior drilling experience, but only that they have the capacity to learn a basic routine prior to the National Convention. They will not be judged on difficulty during this event; rather, in the spirit of the Pershing Rifles, they will be graded on their precision and unit cohesion, which form the core of any brotherhood and drill team.

Other Requirements

While an Armed Drill Team is the most important requirement of a Prospective Unit, there are other items that must be completed to ensure a smooth transition to a Pershing Rifles Unit. They fall into three categories: pre-application procedures; the application process; and the interim period. More specifically:

Pre-Application Procedures

The pre-application process is designed to create a functioning drill team for integration in the National Society of Pershing Rifles, regardless of their ultimate acceptance into our organization. As such, the following items must be completed before an Application for Charter may be submitted:

1. Creation of an Armed Drill Team
 - a. The Prospective Unit must have a minimum of 10 members
 - b. Each member must have at least one year of school left at the time of the Prospective Unit's initiation at the National Convention
2. Integration with the Pershing Rifles Staff Structure
3. Adoption of Unit Bylaws

Throughout the Pre-Application Process, remember that our goal is to create a functioning unit; at this time, preparation for entrance into the Society is a secondary goal. Trick Rifle Drill is not exclusive to the Pershing Rifles; rather, the benefits received from being a part of the Society are what should motivate Prospective Members to continue the Chartering Process.

Application Process

The application process defines the period leading up to the time when a Prospective Unit submits an Application for Charter. While completion of the Pre-Application Procedures is not required to proceed with the Application Process, it is highly recommended; this will ensure that the Prospective Unit does not submit a non-refundable fee but then fail to complete the items listed above.

To move forward with the installation of a Pershing Rifles Unit, the National Headquarters must receive an Application for Charter from the Prospective Unit. This packet must include the following:

1. Written approval from the Prospective Host School to start a new student group on campus. If an existing student group is being converted to a Pershing Rifles Unit, its Charter and most recent budget information will be required in addition to proof that the group is registered with the appropriate student governing body.
2. Written approval from the Commanding Officer (PMS, PAS, or PNS) of at least one ROTC detachment at the Prospective Host School.
3. Proof that a Cadre Liaison has been retained for the Prospective Unit. In the event that several services have stationed ROTC detachments at the host school, it is suggested that a Cadre Liaison be retained from each service.
4. A unit roster, with the following information for each individual:
 - a. Name
 - b. Social Security Number (SSN)
 - c. Addresses (School and Home of Record)
 - d. Birth Date
 - e. School Attended
 - f. Academic Year
 - g. Projected Graduation Date (month, year)
 - h. GPA
 - i. ROTC Service, if applicable
 - j. Office and rank within the unit
5. The name, rank, service, mailing address, email address, phone number and office hours of the PMS/PAS/PNS as well as the Cadre Liaison(s).
6. POC, mailing address, email address, phone number, and office hours for the Student Activities Office (or other school-specific office) where the Prospective Unit is registered as a student organization.
7. A check made payable to the National Headquarters for the Charter Application Fee.

This packet must be received NLT 31 December for the Prospective Unit to be eligible to attend the Pershing Rifles National Convention for that school year. Any packets received after this date will be considered only for a National Convention in future years. The National Headquarters will respond to all Applications for Charters NLT 15 January of the year in question.

Interim Period

The purpose of the Interim Period is to prepare the Prospective Unit for the National Convention, and will run from 15 December (the date that applications are approved) until the National Convention. At the National Convention, the Prospective Unit must complete the following tasks:

1. Take the Pershing Rifles National Pledge Test; each member must pass with a score of 80% or higher.
2. Brief the National Legislative Body on the merits of their Application for Charter.
3. Perform an armed exhibition drill routine in front of the assembled Society.
4. Socialize with the Riflemen in attendance at the Pershing Rifles National Convention and Drill Competition.

During the interim period, the Pershing Rifles Contact will receive weekly reports from the Prospective Unit, and answer any questions that may arise. Please see the next section for a more detailed description of the responsibilities of the Pershing Rifles Contact.

The Pershing Rifles Contact

Definition

For most Prospective Units, the Pershing Rifles Contact (as noted in the Unit-level Expansion SOP) will be the Regimental S2; it is the responsibility of the individual to ensure that the Prospective Unit is well prepared to join our Society. In cases where no Regimental Headquarters exists, the Pershing Rifles Contact will be the G2.

Determination

When the Pershing Rifles Contact is an individual other than the G2, this individual will be notified about the new Prospective Unit after the G2 has received the Application for Charter. The Regimental S2 is free to work with any individuals to assist them with the Pe-Application Procedures, however nothing will be formally required until the Prospective Unit has been accepted into the Chartering Process.

In the event that the Prospective Unit is separated from the Pershing Rifles Contact by a significant distance, certain tasks may be delegated to an individual close to the Prospective Unit. This individual may be any Pershing Rifleman, Active or Alumni, that understands this process, is willing to assist, and has been interviewed and approved by the G2. Regardless of the delegation of any responsibilities, however, the Pershing Rifles Contact remains responsible for all tasks listed herein. The only item that cannot be delegated is one personal visit to the Prospective Unit (if multiple visits are made, the delegate may make them in the Pershing Rifles Contact's stead).

Responsibilities

From the time that the Prospective Unit is accepted into the Chartering Process until their attendance at the Pershing Rifles National Convention, the Pershing Rifles Contact has a number of responsibilities:

1. Receive the Weekly Report from the Prospective Unit. Feedback should be given to the Prospective Unit as necessary and noted on the report (the Pershing Rifles Contact acts as the Rater); the original report should then be forwarded to the National Headquarters via postal mail. A copy of each report should be kept for the Regimental Records.
2. Receive all fees from the Prospective Unit and forward them to the National Headquarters. This does not include the Charter Application Fee (please see **Annex B: Fee Schedule**), which will be included in the Charter Application Packet sent to the National Headquarters.
3. Advise the Prospective Unit with respect to any questions on the expansion SOP or <http://www.pershingriflessociety.org>.
4. Ensure that the following meetings are taking place:
 - a. Two weekly meetings to practice drill
 - b. Two weekly meetings to review study materials
 - i. One meeting to review the Pershing Rifles Pledge Manual
 - ii. One meeting to review ROTC-related topics

5. Visit the Prospective Unit at least once (twice if possible) during the Interim Period. This visit must be completed NLT four (4) weeks prior to the National Convention.

If the Prospective Unit is accepted into the Society, the Pershing Rifles Contact has several ongoing responsibilities:

1. Maintain monthly contact with the new Pershing Rifles Unit. This contact will be largely informal, but two reports must be received:
 - a. A calendar of events for the upcoming month
 - b. An AAR of the last month's events, to include:
 - i. Unit Meetings
 - ii. Performances
 - iii. Other Events
2. Maintain additional contact as necessary to answer any questions that arise.
3. During the new Pershing Rifles Unit's first intake process, receive weekly reports and forward them to National Headquarters. The format will be the same as reports collected during the Interim Period.

Please note that the actions required of the Pershing Rifles Contact after the Prospective Unit has been accepted into the Society should complement the other actions necessary by the RHQ Staff. For example, just because the Regimental S1 has contacted the new Pershing Rifles Unit about dues or other personnel-related issues does not mean that the Pershing Rifles Contact does not need to contact the new Unit.

Annex A: Weekly Report		PRF 201 Authorized: 25 August 2005
<p>PURPOSE: PRF 201 is to be completed by prospective units, and unit considered to be on a probationary status with the National Society of Pershing Rifles according to PRF 210 – the National Society of Pershing Rifles Expansion SOP. Any and all questions regarding this form should be sent to the Society's G-2 Expansion Officer.</p>		
SECTION I – BASIC INFORMATION		
1. Name of Author (Last, First, MI)		2. Rank and Position
3. Unit Designation (or Prospective School)	4. Phone Number (Include Area Code)	5. Email Address
SECTION II – REPORT		
6. Goals Coming into Week		
7. Actions Taken Towards Goals		
8. Success/Failure of Actions		
9. Goals for Coming Week		
SECTION III – FOR PERSHING RIFLES CONTACT		
10. Name of P/R Contact (Last, First, MI)		11. Rank and Position
12. Comments		
13. Signature of Contact		14. Date of Signature

Annex B: Fee Schedule

The fees listed below will comprise the complete financial requirement for the Prospective Unit to receive a Pershing Rifles Charter. They are due at various times during the Chartering Process, and include the following:

1. Pershing Rifles Unit Initial Issue:
 - a. Charter
 - b. Documentation

2. Pershing Rifles Membership Packets (one per member):
 - a. Pershing Rifles Membership Shingle
 - b. Pershing Rifles Membership Card
 - c. Pershing Rifles Membership Coin
 - d. Pershing Rifles Membership Ribbon
 - e. Pershing Rifles Membership Cord
 - f. Pershing Rifles Rank Badge
 - g. Documentation

3. Attendance Fees for the Pershing Rifles National Convention:
 - a. Individual Registration Fee
 - b. Hotel costs

Charter Application Fee

- \$150.00

This fee is required to begin the Chartering Process. It must be submitted via postal mail with the Application for Charter, and is non-refundable upon acceptance of the Application for Charter.

National Convention Attendance Fee

- Varies by event; charged per person.

Since a different Pershing Rifles Unit hosts the Pershing Rifles National Convention each year, this fee changes each year. For budgeting purposes a fee of \$50.00 per person may be assumed, however the actual number may be higher or lower. This fee must be submitted NLT eight (8) weeks prior to the Pershing Rifles National Convention, and will cover attendance costs for all members of the Prospective Unit. This fee is non-refundable.

Initiation Fee

- \$50.00 per Pershing Rifleman

This fee will cover the initiation expenses for the new Pershing Rifles Unit, and should be submitted in person at the National Convention. This fee will not be collected if the Prospective Unit is not accepted into the Society.

All checks should be made payable to "Pershing Rifles National Headquarters", and submitted to the Pershing Rifles Contact.

Annex C: Contact Information

The Society's G2 is available for questions from the Regimental Headquarters at any time. Please use the following contact information:

Mailing Address

Use the following address to submit all required information to the National Headquarters of the National Society of Pershing Rifles. All checks should be made out to "Pershing Rifles National Headquarters."

National Society of Pershing Rifles
P.O. Box 25057
Baton Rouge, LA 70894

Phone

Because members of the National Headquarters Staff are selected from all areas of the National Society of Pershing Rifles, no one office number can be assigned to the National Headquarters. Phone numbers for the G2 and other points of contact will be distributed by the National Headquarters upon receiving the Application for Charter, if approved. For information on how to contact NHQ, view the Contact us page at <http://www.pershingriflessociety.org>.

Email Contact

The National Headquarters G2 Expansion Officer will be the primary point of contact for all prospective units until a Pershing Rifles Contact (generally a Regimental S2) is assigned. The G2 may be contacted via the following email address. The G2 will also serve as the primary POC for the Pershing Rifles Contact and the National Headquarters.

G2@PershingRiflesSociety.org

For all prospective units located in Mountain or Pacific time zones, the Primary point of contact will be the Deputy G2 Expansion Officer for Western Expansion.

DeputyG2@PershingRiflesSociety.org

Websites

The following websites will assist a Perspective Unit in the Chartering Process.

<http://www.pershingriflessociety.org>

Annex D: Glossary

Armed Drill Team	A group of individuals skilled in marching movements with a weapon. Pershing Rifles Units specialize in “trick” or “fancy” drill, and use full-weight (~10 lbs.) weapons.
Application for Charter	The packet of information that a Prospective Unit submits to the National Society of Pershing Rifles, which starts the Chartering Process.
By-laws	Rules and regulations that define the standards and govern the conduct of a local Pershing Rifles Unit.
Cadre Liaison	The primary point of contact between The Prospective Unit and the ROTC detachment at Prospective Host School. This individual will serve in an advisory role to the Prospective Unit, but will have no direct authority over its actions as a Pershing Rifles Unit.
Chartering Process	The process outlined in this document by which a Prospective Unit may obtain a Pershing Rifles Charter.
Fall Commander’s Call	The annual meeting, held in the fall semester at Pershing Rifles National Headquarters, of the National Legislative Body. This meeting is open to Commanding and Executive Officers of each Pershing Rifles Regiment and Unit, and serves as a forum to discuss legislative items prior to the annual Pershing Rifles National Convention.
Intake Process	The process by which any Pershing Rifles Unit augments its membership. Further details on this process are detailed in the Unit-level Pershing Rifles Pledge Manual, issued to Pershing Rifles Units by the National Headquarters.
IAW	In Accordance With.
Pershing Rifles Charter	The document that grants any individual unit membership in the National Society of Pershing Rifles. Only units holding a Pershing Rifles Charter may bestow or revoke individual membership in the Society.
Pershing Rifles Contact	The individual assigned to a Prospective Unit by the Society’s G2, for the purpose of ensuring a smooth Chartering Process.
National Convention and Drill Competition	The annual event, held in the spring semester and hosted by a different Pershing Rifles Unit each year, at which the entire Society comes together to celebrate the brotherhood between Pershing Rifles Units via legislative meetings, competitive events, and social functions. The event lasts 3-5 days, depending on a member’s level of authority within the Society.
National Headquarters	The governing body of the National Society of Pershing

Rifles, stationed in Lincoln, Nebraska in memory of the original location of the Pershing Rifles.

Regimental Headquarters	The middle level of command within the National Society of Pershing Rifles. Regimental Headquarters elements are staffed by Active Pershing Riflemen from the Regiment in question, and are stationed at one of the host schools in the Regiment. Pershing Rifles Units report directly to their Regimental Headquarters, who in turn report to the National Headquarters.
Staff Structure	The organizational structure used by all Pershing Rifles Units, based on the structure used by the Joint Chiefs of Staff (J1, J2, etc.). At the Unit and Regiment levels, Pershing Rifles sections (or Shops, Directorates, etc.) are denoted with an "S": S1, S2, etc. At the National level, sections are denoted by a "G": G1, G2, etc.
Pershing Rifles Unit	The local level of the National Society of Pershing Rifles. Each unit is stationed at a different school and/or ROTC detachment.
Prospective Host School	The school at which the Prospective Unit is registered as a student organization. This is usually the same school that hosts the ROTC detachment that the Prospective Unit has aligned itself with primarily.
Prospective Unit	Any group of ten or more individuals that would like to seek acceptance into the National Society of Pershing Rifles via the Chartering Process.

PRF 220
24 APR 2007

By Order of the National Commander:



Christopher D. Scheuermann
Major General, Pershing Rifles
National Commander

Official:



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

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