

**UNITED STATES POWER SQUADRONS**  
**DISTRICT 9**  
**STANDARD OPERATING PROCEDURE**

Title:

**SQUADRON COMMANDER KIT**

No. **22**

Date Created: 17 Nov 1993

Revised:

1. The District Commander shall add the following to the Squadron Commander Kit (brief case and forms) as received from Headquarters.
  - a. Letter of congratulations
  - b. District directory
  - c. Minutes of previous conference
  - d. District Operations Manual
  
2. The Commander Kit may be presented:
  - a. Formally. as part of the change of watch ceremony.  
-or-
  - b. Informally. before or after the change of watch.
  - c. If practical, present at Fall Conference Commanders Seminar.

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**SOP 22 HISTORY:**  
CREATED: 17NOV1993