

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

Title:

**OPERATIONS MANUAL OFFICER**

No. **32**

Date Created: 19 Sep 1998

Revised:

1. The objectives of the Operations Manual Officer are:
  - A. To provide a compilation of standing rules, standard operating procedures and bylaws.
  - B. To provide a foundation for continuing of operations.
2. The D/C shall appoint an officer responsible for the maintenance and distribution of the manual. The Operations Manual Officer will report to the D/C and serve the Planning Committee Chairman. The Operations Manual Officer will serve with the rank of D/Lt. The Operations Manual Officer will also serve as the secretary to the Planning Committee.
3. A candidate for this position should be willing to serve for several years with the approval of succeeding D/Cs.
4. The source for updating information shall be:
  - A. Standing Rules - minutes of the Council and Conference.
  - B. Standard Operating Procedures - Planning Committee or D/C.
  - C. Bylaws -District Secretary (Upon approval by USPS.)
5. Revised manuals shall be published as required. Supplements shall be published after each conference if provisions of the manual have been affected. Final wording of procedure revisions will have approval of both the D/C and Planning Committee Chairman.
6. The following is the distribution list for the manual:
  - A. Bridge
  - B. AsstDEO
  - C. AsstSec
  - D. Rules Committee chairman
  - E. Planning Committee members
  - F. Finance Committee chairman
  - G. Parliamentarian
  - H. Active P/D/Cs (on request)
  - I. Squadron Commanders

- J. Historian (for permanent retention)
- K. District Conference Coordinator

NOTE: Those noted above should disseminate copies of applicable SOPs to their committees.

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**SOP 32 HISTORY:**  
CREATED : 19SEP1998  
REVISED: