

UNITED STATES POWER SQUADRONS®

LEADERSHIP DEVELOPMENT COMMITTEE  
Formerly  
OPERATIONS TRAINING COMMITTEE

STANDARD OPERATING PROCEDURES FOR DISTRICT OT/COM

This "Standard Operating Procedure (SOP) for Districts is for use by the Districts in carrying out their duties and obligations with respect to the Operations Training Program at the District level.

The Chairman and members of the District Operations Training Committee are appointed by the District Commander. The duties of the Committee are of a two-fold nature: to encourage OTP in each of the Squadrons of the District and to provide training for District officers and committeemen. The District OT/COM serves as a conduit for information to flow from National to the Squadron and, conversely, from the Squadron to National. Effective promotional efforts are essential for the successful fulfillment of each of these responsibilities.

References: USPS Operations Manual 10.32,  
District Bylaws

Duties: District OT committees may use a variety of methods to encourage presentation of the Operations Training Program by the Squadrons of their District. The Squadron OT/CH is a member of the District OT/COM and should be kept up to date with all of the revisions and information coming from the National OT/COM. Where feasible, District level programs such as the *Leadership Development Program* and *Parliamentary Procedure* can be provided for District and Squadron Bridge officers and committeemen. Such District programs must be so arranged that they review and supplement Squadron programs.

Procedures District programs may be arranged for Council and/or Conference meetings. Such sessions involving the entire assembly will be rather restricted as to the availability of time due to the pressure of other business. Training simultaneously with other sessions and committee meetings will tend to alleviate time pressures while severely restricting the availability of participants. For these reasons, specific-purpose District seminars are suggested at regular District meetings. Presentation of complete District OT programs is not recommended except in an appropriate environment --- usually separate meetings.

If the District OT/CH presents an OT program at a District Conference, Form OTP-2 should be filled out for each squadron and their squadron members completing the program. This will ensure that the individual squadron will get the appropriate credit.

Reports Reports should recount, in detail, all of the accomplishments of the committee in the period covered. They should be directed to the District Administrative Officer who is *ex officio* a member of the District Operations Training Committee. Copies of the report should also be provided to the Chairman of the National Leadership development Committee and to the District Personnel Committee. The District OT/CH should receive copies of the request for Certificate of Completion when requested of headquarters by the Squadron OT/CH. This enables him to track the performance of the individual Squadrons in the District.