

UNITED STATES POWER SQUADRONS®
LEADERSHIP DEVELOPMENT COMMITTEE
Formerly
OPERATIONS TRAINING COMMITTEE

STANDARD OPERATING PROCEDURE FOR SQUADRON OT/COM

This “Standard Operating Procedure” (job description) covers the presentation of the “Operations Training Program (OTP) within the Squadron by the Squadron Operations Training Committee.

The chairman and members of this committee are selected and appointed by the Squadron Commander who is *ex officio* a member of the committee. At the discretion of the District Commander, the chairman of this committee may be appointed member of the District Leadership Development Committee (formerly Operations Training Committee). This procedure is highly recommended.

References: USPS Operations Manual, paragraph 12.17;
District and Squadron Bylaws.

Duties: To plan and implement Operations Training Programs for the Squadron. This committee is under the supervision of the Administrative Officer who is *ex officio* a member of this committee.

Under the leadership of its chairman, the committee should prepare materials, ideas and suggestions for its staff presenting the program and provide supervision and assistance as may be required.

Procedures: The first activity of the committee should be to provide an adequate and competent staff to present the program. The first activity of the staff should be to actually conduct familiarization sessions based on the USPS Operations Training Program. During the indoctrination period each OTP Module should be thoroughly examined and discussed to assure a complete understanding of the program in the minds of the presenters. The OT Manual is also available on a CD disk which can be customized to suit the presentation technique of the individual presenter.

Next, the OTP should be made available to the entire squadron membership giving the dates, time and place the program will be conducted. ***The modules can be presented individually, or in groups of 2 or 3 at a time. Each module can be presented in from 2 to 2 ½ hours at the discretion of the chairman.***

Forms: Form OTP-1 is for use by the Squadron OT Chairman for ordering program materials. A copy of the “Operations Training Program, Modules 1, 2 and 3” (red and blue cover) is required for each student and each presenter. While this material was prepared as a complete text for the program, the USPS Operations Manual is recommended as a reference and should be kept available. The Operations Manual is available online, and is also available in CD form.

At the time of registration, each student should complete the upper part (to the dotted line) of registration Form OTP-1.

Form OTP-2 is for use by the squadron OT Chairman to order Certificates of Completion. ***Note that each manual will have a Completion Certificate specifying each of the 4 modules. As each module is completed, the presenter will indicate it in the appropriate space. This stays with the student in the manual. When 3 of the 4 modules are completed the chairman will then send Form OTP-1 to headquarters, requesting a Certificate of Completion and also copy the district chairman.***

SESSIONS: The number of classroom sessions is not prescribed. Most squadrons can present a module in 2 to 2 ½ hours. Only students who have had a minimum of 8 hours of classroom sessions in the Program are eligible to receive a Certificate of Completion. It should be noted that the OT Program has been divided into 4 Modules:

- Module 1 – The Organization
- Module 2 – Committee Chairs
- Module 3 – Bridge Officers
- Module 4 – What’s New in USPS

Modules 1, 2 and 3 are bound in one volume, whereas Module 4 appears only on the OT website and is updated as changes are made in USPS. The sequence of sessions is not prescribed. For example, some presenters will, undoubtedly, prefer discussion of the Organization, Squadron, District and National in that sequence, rather than the reverse order as it appears in the Operations Manual. In either case, improvement of personal skills is a far more important program goal than exposing students to the mechanics of organization.

Examination: There is no examination for this program. The presenter of the program is expected to assure that each participant is, in fact, well versed in the subject matter. At the completion of the program, the OT/Com/Ch will be expected to submit Form OTP-2 which has been revised and is available on the OT website. Certificates are to be awarded only after OTP-2 has been sent directly to headquarters by the squadron OT/Com/Ch.

Reports: Periodic reports should be prepared as required by the Administrative Officer. They include: time and place of the sessions, copies of the registration forms and any other pertinent data, comments and suggestions for future improvement. These comments should also be passed on to the D/OT/Ch along with a copy of the request to National for a Certificate of Completion.