

Regimental Headquarters SOP

National Society of Pershing Rifles



JUNE 2016

DISTRIBUTION RESTRICTION:

Approved for public release; distribution is unlimited

**NATIONAL HEADQUARTERS
NATIONAL SOCIETY OF PERSHING RIFLES**

Pershing Rifles Form
Number 030

National Headquarters
National Society of Pershing Rifles
Approved: August 2016

REGIMENTAL HEADQUARTERS SOP

Contents

	Page
Contents	2
Purpose of this Document	3
Regimental Headquarters Responsibilities.....	4
<i>General</i>	4
<i>Accountability and Communication</i>	4
<i>Representation</i>	4
<i>Regimental Staffs</i>	5
<i>Regimental Staff Meetings</i>	5
<i>Regimental Commanders Calls</i>	5
<i>Regimental Activities</i>	5
<i>Senior Leadership Meetings</i>	5
<i>Unit Inspections</i>	6
Regimental Headquarters Budget Allocations	7
<i>Purpose of Allocation</i>	7
<i>Allocation Requirements</i>	7
<i>Allocation Dates</i>	7
<i>Allocation Amounts</i>	7
<i>Authorized Purchases</i>	7
<i>Accessing Allocated Funding</i>	8
Formation of a New Regimental Headquarters.....	8
<i>Requirements</i>	8
<i>Procedure</i>	8

Purpose of this Document

This document is intended to supply the various Regimental Headquarters of the National Society of Pershing Rifles with a standard set of rules and regulations. These regulations should be understood to be a minimum requirement of a Regimental Headquarters and each Regimental Commander is expected to build upon them in order to maintain a competent and productive headquarters.

Two types of responsibilities are outlined within this document; implied and official. This document also outlines the methods by which a Regimental Headquarters may be involuntarily relocated, defines the regulations for the deactivation of a Regimental Headquarters, and outlines the procedures for the organization of a new Regimental Headquarters.

Regimental Headquarters Responsibilities

General

The purpose of a Regimental Headquarters (RHQ) is to provide the units under its command with a leadership structure that will promote the professional growth of its subordinate units as well as that of the regiment as a whole and will at all times foster and develop the bonds of brotherhood. Regimental Commanders are responsible for maintaining a staff that works to fulfill this purpose.

A Regimental Commander, appointed by the National Commander, shall expect the cooperation of the units and individuals under his or her command. If such cooperation is not willingly provided, the Regimental Commander is not only authorized, but obligated to enforce such cooperation.

Regimental Commanders and their staffs will follow all governing documents of the society as well as any policy set for by either the National Commander or the Deputy National Commander.

Accountability and Communication

Regimental Commanders and their staffs are responsible for maintaining accountability of the units under their command. In order to properly fulfill this requirement, constant communication between a Regimental Headquarters and its subordinate units is necessary.

Regimental Commanders should be communicating with their subordinate commanders frequently outside of official Regimental Conventions, Commanders Calls or other types of business meetings. This will ensure that the headquarters is aware of any grievances, problems, or issues a company may be having so that these problems may be corrected within a reasonable period of time.

Further, to better grasp the state of the Society, Regimental Commanders and their staff are encouraged to communicate on a regular basis with other Regimental Commands outside of National Headquarters sponsored Senior Leadership Meetings.

Regimental Commanders are responsible for ensuring that their regiment meets all the deadlines outlined in the RHQ Task Guide. They should communicate any problems the companies under their command may be facing that would cause them to miss a deadline to the National Deputy Commander.

Representation

Each year, it may be impossible for a number of units to attend either the Fall Commander's Call or the Spring National Convention due to various local reasons. In the event a unit under an active Regimental Headquarters is unable to be

represented at these meetings, it is the responsibility of that headquarters to ensure that proper representation is found.

A unit being represented by their Regimental Headquarters should send written permission to their Regimental Commander. A Regimental Commander is allowed up to two proxy votes. Please note that in order to get a proxy vote a company must have received an excusal from a member of the National Command Staff.

Regimental Staffs

Each Regimental Commander is responsible for supplying his or her subordinate units with a full and competent staff. For this reason, each Regimental Commander **should** provide at a minimum, the following staff members.

Deputy Regimental Commander	
S-1	Regimental Adjutant
S-2	Regimental Expansion
S-3	Regimental Operations Officer

Although at times, it may be necessary to assign more than one staff shop to an individual, a Regimental Staff Officer may not hold anymore than two staff shops at any one point in time, at any level of command.

A Regimental Commander may not hold any other position at the regimental or national levels.

Regimental Staff Meetings

Each Regimental Headquarters will conduct a staff meeting no less than twice a month. A copy of the meeting's proceedings must be sent to the National Headquarters, through the established chain of command.

Regimental Commanders Calls

Once a semester, each Regimental Headquarters is required to conduct one Commanders Call, or business meeting with the various Company Commanders under its command. A copy of the meeting's proceedings must be sent to the National Headquarters, through the established chain of command.

Regimental Activities

It is suggested that each Regimental Headquarters will host at least one regimental sponsored events per year; these events are to be conducted live (online business meetings do not qualify as an activity).

Senior Leadership Meetings

The National Headquarters will hold a weekly Senior Leadership Meeting; these meeting will be conducted by phone conference or internet. The Regimental Commander and Deputy Regimental Commander are required to attend these meetings. Any and all Regimental Staff Officers, being part of the Senior Leadership of this organization, are invited to attend however but not required unless otherwise directed by their respective Regimental Commanders.

Late Policy

Each Regimental Commander is expected to attend all calls and have all assignment turned by the date set by the Deputy National Commander. If a Regimental Commander is unable to do so a 24 hour notice must be given. Failure to reach Company Commanders generally will not qualify as an excuse. If a Regimental Commander fails to abide by this policy, the following action will take place:

1. A verbal or written warning will be given.
2. A negative counseling with the Deputy National Commander.
3. Removal from office.

Unit Inspections

Once a year, each Regimental Headquarters will inspect the various units under its command. These inspections may be formal or informal, but must be of a productive nature. An interview with the Unit Commander and each of his staff is required, and the Regimental Headquarters will publish a Unit Inspection Report to National Headquarters upon completion of the inspection. Please reference PRF 701.

Inspections may be conducted during a regimental gathering if a request is sent to the Deputy National Commander prior to the gathering. Any inspection conducted at a regimental gathering should be done in a professional manner between the Regimental Commander and individual company being inspected, no two companies will be inspected at the same time. A report will be sent to the Deputy National Commander at the conclusion of the gathering.

All inspections are required to be completed no later than 1 month prior to the National Convention. Only in extreme circumstances will **extensions be granted. Said exceptions must be approved by the National Deputy Commander no later than 1 month prior to the National Convention.**

A PRF 701 must be completed and filed with the National Deputy Commander after each Unit Inspection.

Regimental Headquarters Budget Allocations

Purpose of Allocation

Every active Regimental Headquarters in the National Society of Pershing Rifles is allocated a specific operating budget provided by the assessment of the Chartered Units of this organization. These budgets are meant to serve as a resource for Regimental Commanders to fulfill the obligations outlined in this document and to meet the demand placed on the headquarters by its subordinate units.

Allocation Requirements

In order to receive its allocated operating budget, a Regimental Headquarters must meet all of the general requirements outlined in this manual, as well as any standards set by the Deputy National Commander. Further, at least 80% of the Chartered Units within the Regiment must have met the deadline for annual dues as defined by the National Headquarters This does not including units granted an extension.

Allocation Dates

Regimental Budget Allocations will be made available at the start of the standard fiscal year to those Regiments that meet all of the requirements mentioned above by such date. Regiments that do not meet the requirements mentioned above by the start of the standard fiscal year will have their allocation withheld until the requirements are met.

Allocation Amounts

Regimental budgets will be set by the National Commander at the start of every fiscal year.

Authorized Purchases

The National Commander will have the final decision on what is or is not an authorized used of Regimental Allocations. Generally, the following purchases are authorized:

1. Any purchase in direct support of a regimental sponsored event, such printing costs for a Regimental Commander's Call, or costs associated with a Regimental Dining In.
2. Charges associated with the procurement of basic uniform supplies for Regimental Staff Officers.
3. Travel expenses for a Regimental Headquarters.

4. Scholarships awarded to Pershing Riflemen, or Chartered Units within the Regiment.
5. Any expense made in support of the majority of the Chartered Units within a Regiment.

When in doubt whether or not an expense is an authorized purchase, a Regimental Commander should contact the National Headquarters through his or her chain of command for clarification.

Accessing Allocated Funding

In the event a Regimental Commander wishes to utilize his or her Regimental Budget Allocation, a check request must be filed with the National Headquarters Finance Officer. (See PRF 601.) Once approved, the National Headquarters Finance Officer will print a check for the approved amount to the designated party.

Formation of a New Regimental Headquarters

Requirements

A Regiment lacking an active Regimental Headquarters must have at least four active chartered units in order to begin the formation of a new headquarters.

Procedure

The following procedure should be used in the formation of a new Regimental Headquarters once the basic requirement is had:

1. A unit within the Regiment may submit in writing to the National Headquarters, a petition to organize a new Regimental Headquarters, or the NHQ may decide to create a new regiment
2. A New Regimental Commander must be select by the Deputy National Commander
3. A member of the National Command staff must inspect the new Regimental Headquarters within 1 year of activation to ensure proper management.

Once organized, the new headquarters will be expected to follow the rules and regulations governing each Regimental Headquarters and its staff as outlined in the National Constitution, the Standard Operating Procedures of the National Society of Pershing Rifles, and this document.

PRF 030
11 August 2016

By Order of the National Commander:

Tymothy W. Whisenand
Major General, Pershing Rifles
Commanding

Official:

A handwritten signature in black ink, appearing to read "Alex Meier", is written over a light gray dotted rectangular background.

Alex Meier
Brigadier General, Pershing Rifles
Deputy National Commander

DISTRIBUTION:

This publication has been authorized for public distribution.