

ADMINISTRATIVE OFFICER "THINGS TO DO"

Handout 1

- Establish a standard publications library. Inform all staff officers of location and use of the library.
- Maintain the posting of new directives, policies, newsletters, etc. to the unit bulletin board.
- Check squadron files for proper indexing and filing of unit documents.
- Inventory forms, publications, etc., on hand frequently and requisition needed items. Set up a system for handling and controlling these items as outlined in CAPR 5-4.
- Set up a system for logging all correspondence sent or received. Make copies of the monthly log for all staff officers. Create an outgoing correspondence log.
- Establish practice of bringing mail received to commander at the start of every meeting.
- Monitor staff activities to insure that reports, correspondence, records, etc., are prepared and submitted accurately and in a timely fashion, as required by squadron, group, wing and national headquarters.
- Serve as a member of the Unit Finance Committee. Establish periodic meetings and agenda for the committee.
- Coordinate responsibilities with appropriate cadet staff officers at all times.