

**23 June 1999**



**Command Policy**

**STAFF MEETINGS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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The purpose of this instruction is to establish procedures for all commanders and senior ART personnel for the conduct and attendance of reserve staff meetings, weekly staff meetings, stand-up, staff meetings. It implements AFRD 90-1, *Strategic Planning and Policy Formulation*. This instruction applies to all 419 FW staff offices.

**SUMMARY OF REVISIONS**

This revision changes position titles, adds requirement to have chief of safety representative for the reserve staff meeting (paragraph **1.**), and adds requirement to have a logistic support group representative for the weekly staff meeting (paragraph **2.1.**). Minutes will be in the Public Folders on Microsoft Outlook, and on the 419 FW Intranet (paragraph **2.2.**); Standup is now scheduled for Mondays at 0900 and Thursdays at 1500 (paragraph **3.**). A ( | ) indicates revisions from the previous edition.

**1. Reserve Staff Meeting.** Will be held each Friday prior to the start of the unit training assembly (UTA), in the Commander's Conference Room, Bldg 593N, at 1630. The following personnel or their representatives will be in attendance:

**Table 1. Reserve Staff Meeting Attendees.**

<i>Commander</i>	Chief, Social Actions
<i>Vice Commander</i>	Chief, Public Affairs
<i>Group Commanders</i>	Staff Judge Advocate
<i>Squadron Commanders</i>	*Chief of Safety
<i>Chief of Plans</i>	*Command Chief Master Sergeant
<i>Chief, Military Personnel Flight</i>	

1.1. First sergeants, branch chiefs, recruiters, and other representatives are encouraged to attend.

1.2. Materials to be disseminated will be placed at the assigned seat of the concerned person, or handed out prior to meeting.

**2. Weekly Staff Meeting.** Will be held each Wednesday in the Commander's Conference Room, Bldg 593N, at 1000.

2.1. Personnel representing the following units/functions will attend:

**Table 2. Unit Representation.**

Commander	67 APS
Executive Officer	Logistics Group
Financial Management	Maintenance Squadron
<i>Medical Squadron</i>	*419 LSS
Plans	419 CLSS
Public Affairs	Support Group
Recruiting	Civil Engineer Squadron
Safety	*Communications Squadron
*Command Chief Master Sergeant	Information Management
Operations Group	Military Personnel
419 OSF	*Security Forces Squadron
466 FS	Any member of reserve staff may attend

2.2. Minutes will be taken by the wing commander's secretary or designated alternate and placed in the Public Folders on Microsoft Outlook®, and on the 419 FW Intranet.

**3. Stand-Up.** An informal meeting, concentrating on flying training and the support thereof, will be held each Monday at 0900 and Thursday at 1500 in the Commander's Conference Room, Bldg 593N. Required attendance will be the wing commander, operations, training, or scheduling officer, operations group commander, logistics group commander, chief of plans, and deputy support group commander. Others are invited as required.

- 4. Staff Meetings.** Will be conducted for the purpose of achieving the following objectives:
- 4.1. Delegation of tasks by the commander requiring a wing approach toward accomplishment of these tasks.
  - 4.2. Staff briefings conducted by the commander on wing policies, trends and programs.
  - 4.3. Briefing by staff members on training schedules, projects, programs and problems within their areas of responsibility.
  - 4.4. Staff members' presentation of coordinated/staffed courses of action directed toward the accomplishment of assigned tasks and programs.
- 5. Unit Commander and Division Chiefs.** Will establish regular staff meetings within their area to include dissemination of instructions and information received at wing staff meetings.

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Commander