TOPGUN NAVY FIGHTER WEAPONS SCHOOL ASSOCIATION
P.O. BOX 22881
SAN DIEGO CA 92192

TGAINST 1000
ADMIN
09 May 2024

TGA INSTRUCTION 1000

From: President, TOPGUN Association

Subj: ADMINISTRATION EXECUTION PLAN

Ref: (a) TOPGUN Association Board of Directors meeting minutes dtd 25 Apr 2023
(b) TOPGUN Association Board of Directors meeting Discussion, dtd 19 Jan 2024

Encl: (1) ADMINISTRATION EXECUTION PLAN

1. Purpose. To issue TOPGUN Association (TGA) Administration (ADMIN) Office execution requirements in accordance with TGA requirements per ref (a) and ref (b) discussions and action items. Administration Office execution focus is to ensure TGA operation within the letter and spirit of association bylaws, while also facilitating organization and coordination across TGA Offices.

2. Applicability. This instruction provides direction and guidance for the Administration Office and Executive Administration. These execution guidelines, while not enforceable to offices beyond administration, also inform officers, directors, and members about essential processes and requirements that ultimately impact governance of the association.

3. Policy.

Reference (a) established the need for defined policies and procedures for TOPGUN Association Offices. Reference (b)discussions provided an overview of substance contained in the draft TOPGUN Association ADMIN Execution Plan, provided herein in Enclosure (1). The Execution Plan serves as the baseline requirements for the ADMIN Policies and Procedures under (future) TGA Directive 1001.

4. Responsibilities.

a. TGA ADMIN shall be responsible to ensure TGA Office execution in accordance with requirements of the ADMIN Execution Plan.

(1) Develop ADMIN Office Policies and Procedures.

(2) Verify compliance of ADMIN Execution Plan, and Policies and Procedures, with TGA By-laws and CNATRA Trademark expectations.

(3) Maintain records demonstrating ongoing compliance.

(4) Address and resolve, if and as necessary, issues or discrepancies precluding ability to comply with existing requirements as written (e.g., motion to amend bylaws).



K.M. MCLAUGHLIN

Distribution:
Electronic only via TOPGUN Association Website
https://www.topgunassociation.org/admin/mem/admin_execution_plan

References

Enclosure (1), ADMINISTRATION EXECUTION PLAN

The TOPGUN Navy Fighter Weapons School Association (hereafter "TGA") is a non-profit corporation, established in 2017, whose primary objectives and purpose are:

(a) To support the United States Navy Fighter Weapons School in the performance of its mission within the Navy and Marine Corps.
(b) To capture and articulate the history and legacy of the United States Navy Fighter Weapons School and its critical role in the future of naval aviation and the success of United States Naval Forces.
(c) To stimulate and educate the next generation of naval aviators.
(d) To inspire tomorrow's leaders.

Membership in the Association is restricted to former service members who were instructors, staff or graduates of the Navy Fighter Weapons School, and certain individuals who have been provided "TGA Honorary Membership" status due to their unique contributions to naval aviation".

Efforts of the office of ADMIN are to be in accordance with:
- Bylaws of the TOPGUN Navy Fighter Weapons School Association, dated 04 April 2017, and as amended by the First amendment to the bylaws, dated 11 March 2020.
- Chief of Naval Air Training ("CNATRA") letter 0587, Trademark Usage, dated 24 Apr 2020.

Order of precedent for requirements and guidelines are as follows:
- TGA Bylaws and associated amendments
- CNATRA letter 5870
- Formal Directives as authorized by the TGA Board of Directors (BoD)

Subcontracts executed under the TGA shall be consistent with requirements and guidelines of the above. In the case of conflict between contracts and other guidelines, adherence to contractual requirements shall be consistent with the order of law.

Duties and Responsibilities of the Office of Administration include:
- Provide administrative oversight assuring TGA execution in association within bylaws
- Provide configuration management of organizational structure chart
- Develop and maintain administration office policies and procedures
- Provide onboard packet to new TGA volunteers
- Provide draft synopsis of TGA activity and status in advance of BoD meetings
- Support review of formal Contracts and Subcontracts
- Maintain copies of open and complete contracts
- Maintain copies of office directives, and assure incorporation into bylaws or other policies and procedures as applicable
- Translate BoD approved initiatives into action items and assign them to the appropriate office for implementation
- Maintain working status reports for all TGA Offices and Committees

- Maintain signed Conflict of Interest forms, assure updates annually in accordance with bylaws
- Develop initial draft of TGA annual report, coordinating updates with all TGA Offices
- Maintain TGA Calendar of Events
- Coordinate formal external communications with the Communications Offices
- Develop and coordinate updates to formal external communications
- Collaborate with Legal advisor for all matters warranting legal counsel
- Vet all issues and initiatives impacting other offices with those offices prior to presentation to the BoD
- Provide After-Action report for events in which the ADMIN Office sponsors, or participates

The Office of Administration works in collaboration with the Executive Administrator. Duties and responsibilities of the Executive Administrator include:

Administration

- Manages TGA files, including but not limited to; corporate binder, membership applications, receivables, payables, tax returns, vendor files, TGA directives, ADMIN office files, etc.
- TGA Point-of-contact for the EXCOM/BoD, current or prospective TGA members, consultants/vendors, the public, and others on anything TGA-related
- Responds to all inquiries or directs inquiries to appropriate officer or committee lead
- Verifies, processes and approves each membership application
- Manages the membership database(s)
- Manages improving the membership module, creating event registration pages, posting SITREPs, and related efforts
- Coordinates administrative functions for events including, but not limited to; planning, registration and payment, messaging, and facilitating background checks as necessary
- Manages MailChimp account and works with BoD, EXCOM, COMM, and MEM Committee to promote the TGA, events, and activities through email campaigns and messaging
- Manages and processes all membership swag mailouts
- Manages and maintains TGA storage unit, which includes TGA merchandise, marketing materials, and other similar items
- Manages TGA P.O. Box and collects and processes all mail

Financial

- Manages and processes all account receivables and payables, which includes payment of all invoices and processing all bank deposits
- Manages PayPal account
- Manages Navy Federal Credit Union accounts
- Prepares monthly financial statements for EXCOM

Governmental Compliance

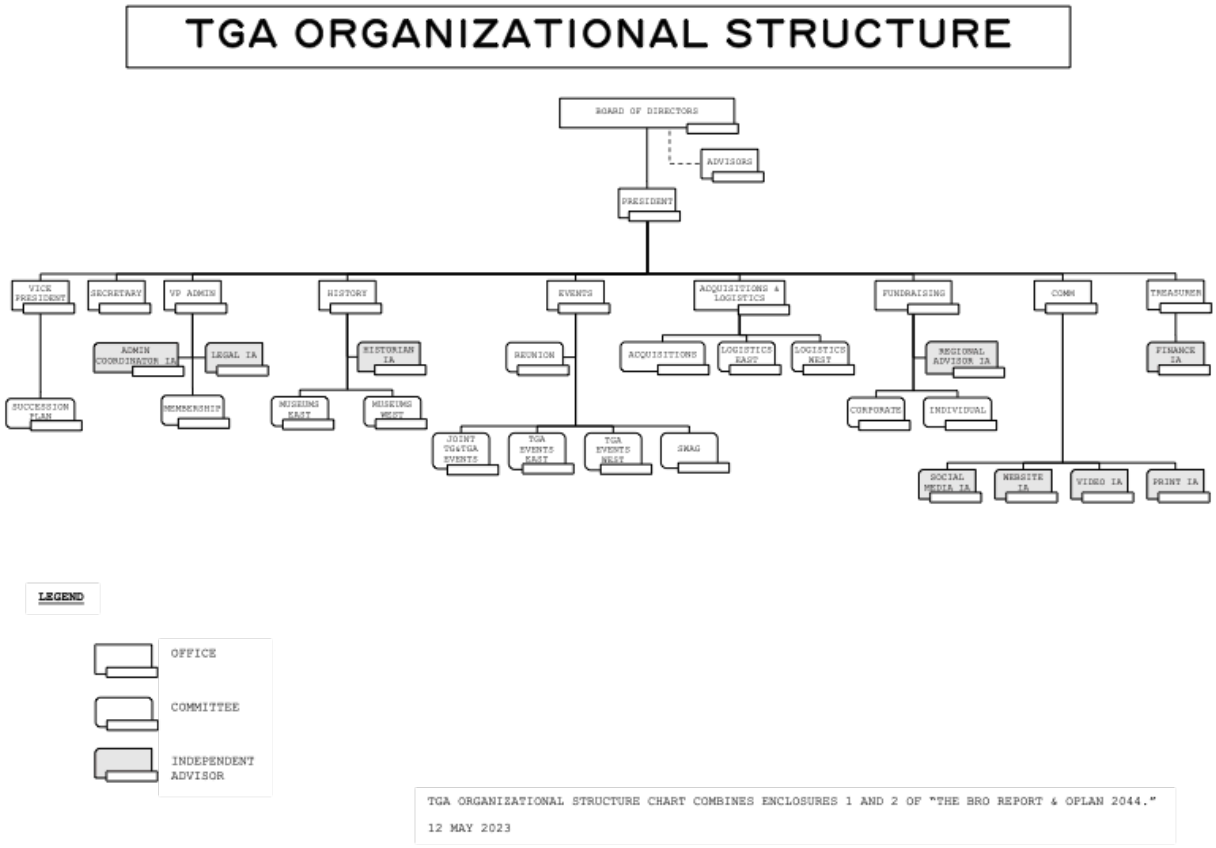
- Assists the CPA in the preparation and submittal of annual federal and state tax filings
- Drafts and submits the RRF-1 filing to the Attorney General's Registry of Charitable Trusts
- Drafts and submits the SI-100 filing to the California Secretary of State

- Drafts and submits the Fictitious Business Name filing for renewal
- Collects and processes required W-9 forms from our vendors/consultants
- Prepares and processes required annual 1099 tax forms to consultants/vendors
- Prepares and transmits required contribution letters/receipts to our sponsors, donors and Lifetime members for tax purposes

Future Goals

- Update TGA's accounting software
- Update and improve the membership database
- Collect and assemble database of TOPGUN graduates to increase membership rolls
- Assist Fundraising Office in Campaigns to secure more sponsors
- Assist the Offices of Administration and COMMs in improving and increasing messaging to our current members, and to secure new members
- Increase TGA presence at conferences and conventions to increase membership exposure
- Assist in planning TGA events in other parts of the country
- Initiate planning of TOPGUN's 55th Anniversary in 2024

Organization



BoD Approved Organizational Structure, 25 Apr 2023

TGA Board Members & Advisors Directory: Reference file "YYYY_MM_DD_TGA_Org_Directory" for latest configuration managed directory

Delegation of Authority

When anticipating being out of contact or unable to perform assigned Officer duties, a Delegation of Authority may be issued to another officer to perform in that capacity. The format for Delegation may be issued in an email as follows:

To: [Insert Name], TGA President
From: [Insert own name, Insert Office Title]
CC: [Insert names of all Office Heads*]
Subj: Delegation of Authority for [Insert Office Title]
Body:
This email delegates authority to [insert delegate name] to perform the duties and responsibilities of the office of [insert Officer name] during the period of [DD Mon - DD Mon. Year as well if overlapping years]

There is no need or requirement for a Committee Lead to formally delegate authority unless desired. As necessary, the duties of a committee lead may be assumed temporarily by the associated Officer.

2024 Calendar of Events

02 Jan	Issue Conflict of Interest forms
19 Jan	BoD Meeting
31 Jan	Updated Conflict of Interest forms due
18 Mar	BoD Meeting
21-22 Mar	TOPGUN 1v1, NAS Fallon
18 Apr	Legacy Panel, NAS Fallon
30 Apr	Annual Report Due
30 Apr	Annual Statement of Specific Transactions
06 May	BoD Meeting
16-19 May	TOPGUN Reunion
15 Jun	TGA SITREP
01 Jul	BoD Meeting
12 Aug	BoD Meeting
22-24 Aug	Tailhook (Sparks, NV)
20-22 Sep	NAS Oceana Airshow
27-29 Sep	MCAS Miramar Airshow
07 Oct	BoD Meeting
01 Nov	Holiday card reminder
01 Nov	Annual Office/Committee Budget Request submittals due
09 Nov	TGA/BAF Gold Star/Wounded Veteran veteran's day event
12 Nov	BoD Meeting
15 Nov	Annual Budget Approved
15 Dec	TGA SITREP

Note: BoD meetings Require a majority (quorum); Decision can be taken by unanimous written consent without meeting.

Standard Disclaimer

The following disclaimer may or should be used, especially to distinguish the TGA apart from the Navy Fighter Weapons School. This disclaimer should be used in emails when conducting formal business.

Disclaimer: The TOPGUN Navy Fighter Weapons School Association dba TOPGUN Association ("TGA") is a California Public Benefit Corporation and is recognized as tax-exempt under Section 501(c)(3) – EIN: 82-1206798. The TGA is a nonprofit entity consisting of former members of the United States Navy Fighter Weapons School, and is not part of the United States Navy. No endorsement, express or implied, of the Association or its activities is made by the Department of Defense, Department of the Navy, or the Naval Aviation Warfighting Development Center. The use

of the Navy Fighter Weapons School crest is used with the express permission of the United States Navy.

Office / Committee Status Reports

The Administration Office will solicit and edit periodic status reports for all active Offices and Committees. Ideally, reports should be updated every 4-8 weeks and vetted by the owners. Status reports are incorporated into draft internal and communications where status is desired, and edited by the office of the Admin Officer as required for style and consistency. When used as such, content owners should be consulted to verify edits prior to formalizing final formats. Status reports are compiled and maintained in a separate document by ADMIN. The format for status reports is as follows:

Office
(Example) **Administration**
Lead: **Name**
Status Updated: MM/DD/YY
Recent Accomplishments
Significant Milestones: Mon, Year
SITREP: Brief Narrative
Current Focus:
Issues:
Risks:
Help Needed:

Committee
(Example) **TOPGUN Reunion**
Chair:
Authorized Budget:
Status Updated: MM/DD/YY
Expenses to Date / Commitments (open contracts)
Recent Accomplishments
Significant Milestones: Mon, Year
SITREP: Brief Narrative
Current Focus:
Issues:
Risks:
Help Needed:

Directives Management

Office directives are cataloged using the following Directives Management unique indexes. Each Office will configuration-manage their own directives. The office of the Administrator will maintain a catalog of directives, including a brief description of the directive's function. Reference *Additional Working Documents* below.

TGA OFFICE	ORIGINATOR CODE	SSIC	DIRECTIVES MANAGEMENT
PRESIDENT	TGA	0000-0099	0... TGA
VICE PRESIDENT	VP	0100-0199	01.. VP
SECRETARY	SEC	0200-0299	02.. SEC
VP ADMIN	ADMIN	1000-1999	1... ADMIN
HISTORY	HIST	2000-2999	2... HIST
EVENTS	EVENTS	3000-3999	3... EVENTS
ACQUISITIONS & LOGISTICS	A&L	4000-4999	4... A&L
FUNDRAISING	FUND	5000-5999	5... FUND
COMMUNICATIONS	COMM	6000-6999	6... COMM
TREASURER	TREAS	8000-8999	8... TREAS

Requirements Established via BoD Decision

1. Develop Policies / Procedures for each Office [to provide guidance, and serve as passdown for future offices]. Implement Directives Management. Approved April 2023.
   a. Action – All Offices
2. List all TGA Officers and their responsibilities on TGA website. Approved April 2023.
   a. Action – ADMIN, COMM
3. Proposals for funding or initiatives requiring board approval are to be fully vetted by all offices connected with the issue before presentation to the board. Approved April 2023.
   a. Action – All Offices
4. TGA Offices and committees are to submit after-action reports and/or lessons learned for events they sponsor or in which the participate. Approved April 2023.
   a. Action – All Offices

Additional Working Documents

Reference *ADMIN Log* for the following living documents:

- Directives
- Initiatives
- Action Items