TOPGUN NAVY FIGHTER WEAPONS SCHOOL ASSOCIATION
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TGAINST 1001
ADMIN
09 May 2024

TGA INSTRUCTION 1001

From: President, TOPGUN Association

Subj: ADMINISTRATION POLICIES AND PROCEDURES

Ref: (a) TOPGUN Association Board of Directors meeting minutes dtd 25 Apr 2023
(b) TGA DIRECTIVE 1000, ADMIN EXECUTION PLAN, published 09 May 2024

Encl: (1) ADMIN POLICIES AND PROCEDURES

1. Purpose. To issue TOPGUN Association (TGA) Administration (ADMIN) Office policies and procedures in accordance with TGA requirements per ref (a) discussions and action items. Administration Office policies and procedures complement the ADMIN execution plan, and are created to guide TGA operation within the letter and spirit of association bylaws, while also facilitating organization and coordination across TGA Offices.

2. Applicability. This instruction provides policies and procedures reflective of administration efforts. Many of the policies and procedures herein have broad application across functions of other offices and committees as well, which is further elaborated upon in section 4, “Responsibilities.”

3. Policy.

Reference (a) established the need for defined policies and procedures for TOPGUN Association Offices. Reference (b)institutionalized the ADMIN Execution Plan, which governs activities and efforts of the administration office to assure TGA execution in accordance with TGA bylaws. Administration office policies and procedures promulgate requirements and guidance to assure consistency and coordination of execution efforts across all offices and committees, and maintain focus of efforts in accordance with TGA objectives and reference (b)

4. Responsibilities.

Responsibilities are detailed in enclosure (1) policies and procedures



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

References

Enclosure (1), ADMIN POLICIES AND PROCEDURES

TGA INST 1001
09 May 2024

TOPGUN ASSOCIATION

ADMINISTRATION OFFICE POLICIES AND PROCEDURES

RECORD OF CHANGES

IDENTIFICATION OF CORRECTION OR CHANGE	DATE OF CHANGE	DATE OF ENTRY	ENTERED BY

TOPGUN Association
ADMIN Policies and Procedures

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1-1 Definition and General

1. Definition. For the purposes of the TGA, administration refers to the performance of duties, and the associated documentation, to manage, supervise, execute, coordinate, and conduct TGA efforts.

2. General. The Administration Department (ADMIN) traces execution requirements to TGA Bylaws, governing instructions, approved directives, and direction as provided by the association Board of Directors (BoD). The ADMIN office supports administration officers and volunteers in documenting performance, coordinates activities across offices and committees to assure consistency of execution in accordance with TGA objectives, and manages or monitors open activities to assure fulfillment of requirements.

   Significant content of the ADMIN Execution Plan, and of this policy and procedure document, are reflective of requirements as delineated in the TGA Bylaws and the CNATRA Trademark letter. While execution in accordance with TGA directives 1000 and 1001 will address the vast majority of what is required in those documents, not all of those requirements are applicable to the administration office – therefore, it is incumbent on each office and committee to ensure their own policies, procedures, and execution approach are consistent with those governing documents.

   The ADMIN Officer creates and manages tools and documentation that enable the organization to maintain focus, and fosters productive efforts that directly support identified requirements. Management activities help to identify and assign Responsibility, Accountability, and Authority (RAA) for given efforts. While the ADMIN office manages many of its own internal office activities, a critical function is to support other offices and committees by providing supporting tools, documentation, and critical expertise as applicable to help others within the TGA to be successful, and to execute consistently. Section 2 of this instruction provides additional detail regarding administration office procedures; section 1-2.3 identifies responsibilities of other offices and committees to meet TGA administration requirements.

1-2 Objective and Responsibilities

1. Objective. To ensure coordinated and consistent focus and action that directly supports TGA requirements and expressed TGA goals.

2. Administration Office Responsibilities. Administration office responsibilities are delineated below. Procedures supporting performance of these are elaborated upon further below in Section 2, Procedures.

   A. Provide administrative oversight assuring TGA execution in association within bylaws
   B. Provide configuration management of organizational structure chart

C. Develop and maintain administration office policies and procedures
D. Provide onboard packet to new TGA volunteers
E. Manage BoD agenda and meeting execution
F. Provide draft synopsis of TGA activity and status in advance of BoD meetings
G. Support review of formal Contracts and Subcontracts
H. Maintain copies of open and complete contracts
I. Maintain copies of office directives, and assure alignment with bylaws or other policies and procedures as applicable
J. Translate BoD approved initiatives into action item
K. Manage BoD action Items, ensure successful transition of RAA to appropriate owners
L. Maintain working status reports for all TGA Offices and Committees
M. Ensure Conflict of Interest forms are signed by impacted TGA Directors, Officers, Members and volunteers, as applicable, on an annual basis
N. Develop initial draft of TGA annual report, coordinating updates with all TGA Offices
O. Maintain TGA Calendar of Events
P. Develop and coordinate updates to formal external communications with COMM in accordance with TGA directives 1000 [ADMIN Execution Plan] and 6000 [TGA COMM… Policies]
Q. Collaborate with Legal advisor for all matters warranting legal counsel
R. Vet all issues and initiatives impacting other offices with those offices prior to presentation to the BoD
S. Provide After-Action report for events in which the ADMIN office sponsors, or participates
T. Collaborate and coordinate administrative functions with the Executive Administrator
U. Create and manage ADMIN directives
V. Incorporate requirements from TGA directives into ADMIN Office procedures

3. Other Office / Committee Responsibilities

A. Provide or update status reports to the ADMIN Officer when requested.
B. Request administration office support or input as necessary to execute own office or committee functions.
C. Coordinate with ADMIN for all matters involving external contracting, except when delegated to other(s) for contract coordination. Personnel executing the desired contracting activity will be considered the subject matter experts on scope of activity to be performed, and necessary technical, schedule, and budget requirements; ordinarily, this is assembled by the cognizant person into a contract-worthy statement of work (SOW). Unless or until such is formally delegated otherwise, the person responsible for overseeing the effort will be assumed to be the activity program manager, who will have the Responsibility, Accountability, and Authority (RAA) for oversight and execution of proposal development, contract construction and negotiation, and project execution. The ADMIN Officer will support final SOW assembly, and review or inclusion of appropriate terms and conditions. The ADMIN Officer will also

coordinate and support legal review as required. Facilitation of Treasury / BoD funding approval can be provided if requested, but by default the responsibility to do this will be with the cognizant person and not the administration office.

D. Incorporate Office directives, and BoD-directed requirements, into own office or committee policies, procedures, or ops tempo. The ADMIN Officer may support this by maintaining associated action items to facilitate communication and ensure requirements and directives are appropriately incorporated.
E. Support action item reporting to the ADMIN Officer as requested, and perform associated actions to drive initiatives to closure.
F. Provide timely support to bi-annual SITREP content creation or editing as requested
G. Provide agenda item inputs prior to Board of Director meetings, vetting issues and initiatives with other Offices as required to enable fruitful focus and discussion on the essence of matters, not on the associated details.
H. Coordinate with the ADMIN Officer for all matters inviting Legal or ethical counsel or assessment.
I. Provide the ADMIN Officer with dates and information pertaining to TGA events for inclusion in the TGA calendar of events.

1-3 Administration Organization and Chains of Authority

1. Administration Organization. The ADMIN Officer shall be a current member of the TGA's BoD. ADMIN committee members may be TGA members or contractors whose service in ADMIN shall be approved by the TGA BoD.

2. Chains of Authority
   A. The TGA BoD issue policy, procedures, guidance, and operational tasking to ADMIN.
   B. The ADMIN Officer is responsible for managing administrative efforts across all offices and committees.
   C. The ADMIN Officer ensures bylaw requirements are addressed in TGA practices, policies, and procedures. Where the bylaws specify other than the administration office, that office or officer shall be responsible for addressing those requirements.
   D. The ADMIN Officer shall directly manage the efforts of assigned personnel or committees, as delineated in the formal organizational structure. As such, the ADMIN Officer is uniquely responsible for providing assigned personnel direction; similarly, assigned personnel report up the chain of command directly via the ADMIN Officer.
   E. The ADMIN Officer shall be a conduit for reporting and coordination with personnel or offices in which the organizational structure delineates a "dotted line" reporting relationship.

3. Administration Office Goals

The Goal of the administration office is to support execution of the TGAs objectives and purposes, in accordance with laws, regulations, bylaws, Board of Director initiatives, and other requirements if/as applicable, in a coordinated fashion across all offices and committees.

2-1 Procedure Details

1. Provide administrative oversight assuring TGA execution in association within bylaws
   A. A thorough review of the bylaws shall be conducted within the first year upon an ADMIN Officer being appointed to the role. Where gaps or deficiencies are noted, the ADMIN Officer shall:
      1) Apprise the impacted office with a request to address or mitigate the deficiency, or
      2) Recommend a change of the bylaws to the BoD

2. Provide configuration management of organizational structure (ORG) chart
   A. Coordinate with Executive Administrator (EA) to
      1) Update ORG chart upon approved organizational changes
      2) Ensure web page matches ORG chart
      3) Periodically provide TGA staff (BoD), officers, committee members and supporting staff with current ORG chart
      4) Maintain ORG chart in native format, and create PDF version, with unique filename, upon updates

3. Develop and maintain administration office policies and procedures
   A. Review and update the ADMIN execution plan and policies and procedures at least every three years

4. Provide onboard packet to new TGA volunteers
   A. The onboard packet includes
      1) TGA Bylaws
      2) CNATRA Trademark Letter
      3) ADMIN Execution Plan
      4) ORG chart
      5) Directory
      6) Bro Report / Oplan 2044
      7) Latest SITREP

5. Manage BoD agenda and meeting execution
   A. Notify the EA when timeline starts to select “save the date” for BoD event, EA will verify availability
   B. Within 3 weeks of BoD meeting, EA will notify BoD and Advisors of meeting date, solicit agenda inputs, request assessment of time required, notify deadline requirement for

presentation materials to be provided, and generate initial draft agenda for ADMIN Officers final approval

C. Endeavor to maintain desired meeting pace and necessary outcomes, with recommendations to table items requiring additional vetting

6. Provide draft synopsis of TGA activity and status in advance of BoD meetings
   A. Reference Section 2-12 for related information
   B. Disseminate, or review and synthesize for brevity, and issue to BoD at least four days prior to meeting

7. Support review of formal Contracts and Subcontracts
   A. Advise other TGA member(s) to include ADMIN Officer when contracts are contemplated
   B. Apprise fellow officers of matters of any particular risk or concern
   C. Consult with Legal advisor if/as necessary to mitigate risk

8. Maintain copies of open and complete contracts
   A. Collaborate with TGA members involved in contracting to solicit and maintain copies of in-work and effected contracts in ADMIN files

9. Maintain copies of office directives, and assure alignment with bylaws or other policies and procedures as applicable
   A. Define filename convention, and coordinate with EA, who will physically maintain configuration management for directives

10. Translate BoD-approved initiatives into action item
    A. Maintain action item database reflecting approved initiatives

11. Manage BoD action Items, ensure successful transition of RAA to appropriate owners
    A. Ascribe RAA to affected members owning actions, verify their recognition, commitment, and determine planned due date
    B. Periodically update action items through coordination with action item owner
    C. Maintain metrics regarding actions opened and closed over quarterly periods, provide metrics working office status report

12. Maintain working status reports for all TGA Offices and Committees
    A. Coordinate with TGA Officers and Committee leads to maintain current status
    B. Note: This is source of input for item 2-6 above

13. Ensure Conflict of Interest (COI) forms are signed by impacted TGA Directors, Officers, Members and volunteers, as applicable, on an annual basis
    A. Maintain due date in TGA Calendar of Events

B. Coordinate with EA, who will issue reminder, along with applicable COI materials

14. Develop initial draft of TGA annual report, coordinating updates with all TGA Offices
    A. Previous year's published SITREPs form the basis of much of the initial report
    B. Additional relevant substance may be gleaned from working status reports, which may contain sensitive information not provided in SITREPs
    C. The TGA Treasurer is the source of the required financial substance, which is further delineated in the bylaws. The ADMIN office will solicit this input from treasury, but is not the content owner for such

15. Maintain TGA Calendar of Events
    A. Review TGA calendar as a standing item in BoD or Officer Standardization (STAN) meetings

16. Develop and coordinate updates to formal external communications with COMM in accordance with TGA directives 1000 [ADMIN Execution Plan] and 6000 [TGA COMM… Policies]
    A. Collaborate with content owners and COMM to ensure roles and responsibilities are clear among all parties
    B. Coordinate timing of communiques that call for concurrent email dissemination and social media posting
    C. Note: IT and media support requirements are managed via COMM; however, ADMIN may be a significant facilitator between users, content owners, and COMM in the coordination of public communiques.
    D. Generate bi-annual SITREP, to be published and disseminated to all TGA members

        1) Solicit inputs from TGA Officers and Committee leads
        2) Coordinate with President for TOPGUN CO and TGA President introductory comments
        3) Collaborate with COMM for incorporation of photos and graphics
        4) Assure any photos that include current TOPGUN staff are allowable for release via TOPGUN
        5) Vet final draft through BoD
        6) Coordinate final signatures through EA
        7) Coordinate final distribution via email (EA) and social media (COMM)
        8) Maintain PDF configuration-managed copies (EA)
        9) Post latest SITREP, with TGA member access, on TGA web page (EA)

17. Collaborate with Legal advisor for all matters warranting legal counsel
    A. Apprise fellow TGA Officers, and BoD or Advisors, as applicable or appropriate
    B. Document and vet significant Legal inputs regarding risks and recommendations
    C. Document ultimate TGA decisions or direction associated with items documented in section 2-17.B

18. Vet all issues and initiatives impacting other offices with those offices prior to presentation to the BoD
    A. Note: Self-explanatory

19. Provide After-Action report for events in which the ADMIN office sponsors, or participates
    A. Vet after-action report with TGA Officers (and Committee lead(s), if after-action is associated with a Committee level activity)
    B. Incorporate significant after-action report information into status report, SITREP, TGA Web page update, and social media posting as warranted (Sections 2-12, 2-16)

20. Collaborate and coordinate administrative functions with the Executive Administrator
    A. Note: Self-explanatory

21. Create and manage ADMIN directives
    A. Draft and vet ADMIN directives as required
    B. Solicit and secure BoD approval for directives
    C. Define filename, delegate to EA to configuration manage signed directive
    D. Maintain working copy of directives for future updates
    E. Ensure associated actions required are incorporated into action items

22. Incorporate requirements from TGA directives into ADMIN Office procedures
    A. Translate directive information impacting ADMIN office into official procedures
    B. Redline existing working copy of existing documents (ex: ADMIN Execution plan, this document, etc.) if applicable for future update and signature

23. Recommend changes to TGA bylaws when circumstances suggesting this as warranted manifest
    A. Maintain working copy (redline version) of recommended changes
    B. Provide review at a minimum of every three years at BoD meeting for decision as to whether or not to formally update bylaws

2-2 Procedures associated with TGA Directives

1. TGA Directive 1000, ADMIN Execution Plan
    A. N/A, this document is constructed to amplify upon the ADMIN Execution Plan

2. TGA Directive 1002, TGA Honorary Lifetime Membership TGA
    A. Ensure new honorary members are officially announced in all TGA correspondence and directories
    B. Communicate to EA to
        i. Ensure new honorary members are officially announced in all TGA correspondence and directories

ii. Ensure all identification materials (e.g., nametags, etc.) display "TGA Honorary Member – Year (of selection)

C. Provide oversight for TGA Membership Committee (MEM), which is responsible for overall management of this program

3. Directive 1003, Deceased Graduate Policy
   A. TBD, Pending development and approval

4. TGA Directive 6000, TGA Communications Policies and Regulations
   A. So as not to duplicate requirements of directive 6000, it is advised to be thoroughly familiar. There are many details therein that require deliberate thought and contemplation to ensure execution consistent with the TGA policies relating to COMM.
   B. ADMIN will offer its support to officers, committee members, and others as warranted to facilitate their navigation of, and compliance to, COMM standards. This is especially true for instances where anticipated posts or other communiques may require cross-coordination between ADMIN and COMM Offices.