

**16th Infantry Regiment Association
Regimental Heritage Visits Program
Standard Operating Procedures
7 May 2015**

MEMORANDUM FOR Officer Members of the 16th Infantry Regiment Association

SUBJECT: Standard Operating Procedures, Annual 1st Infantry Division Officers' Dinner

1. General.

a. Purpose. The purpose of this SOP is to provide guidance, information, and standard operating procedures for the Association's participation in the Annual 1st Infantry Division Officers' Dinner.

b. References. None.

2. General Operating Instructions.

a. The Association's participation in the Annual 1st Infantry Division Officers' Dinner has four basic objectives:

-To encourage participation in, and inform current and former officers of the 16th Infantry Regiment about, the Annual 1st Infantry Division Officers' Dinner.

-To operate the Regimental Command Post at the dinner site as a location for regimental officers to gather and share the camaraderie of the America's greatest Regiment.

-To recruit those officers who attend the dinner who are not yet members to join the Association.

-To raise funds for other Association activities.

b. Frequency. This event held once a year by the Officer's Dinner Committee, typically in the Washington, DC, area.

3. Responsibilities.

a. 16th Infantry Representative to the Officers' Dinner Committee. The duties and responsibilities of the 16th Infantry Representative will include the following:

1. Represent the 16th Infantry Regiment regarding all aspects of the Annual 1st Infantry Division Officers' Dinner and execute the duties assigned by that committee.

2. Coordinate and communicate with the committee chair as needed to ensure appropriate and accurate information is made available to the officers of the 16th Infantry.

3. Coordinate for the Regimental Command Post and plan for and conduct its operation on the night before and night of the dinner.

4. Work with the Association to inform current and former officers of the 16th Infantry Regiment the Annual 1st Infantry Division Officers' Dinner and encourage them to attend the event.

5. Arrange to maintain and store Association equipment and supplies needed for the conduct of the Regimental Command Post. These will typically include flags, banners, posters, and alcohol left over when the CP closes. The Representative will also transport these items to and from the CP.

6. Account for expenditures and receipts from the operation of the CP. Forward bills and receipts to the Association Treasurer.

7. Recruit former officers of the 16th Infantry to join the Association if they are not already members.

b. Association President

1. Select an Association member who has served in combat with the 16th Infantry Regiment to serve as Representative.

2. Coordinate for other Association personnel support to assist the 16th Infantry Representative to the Officers' Dinner Committee. These personnel will assist the Rep with setting up and taking down the CP as well as operate the bar.

2. Use Association resources, as capabilities allow, to assist the Rep in terms of assistance in recruiting and contacting former officers of the Regiment. This will typically consist of e-mailing the general membership about dinner details.

c. Adjutant. Serve as primary assistant to the Representative and execute duties as assigned.

d. Editor, *Dagwood Dispatches*. Run notices in the January and April DDs about the Officer's Dinner to encourage participation among officers who are Association members.

f. Webmaster. Create and maintain a webpage about the Officer's Dinner that includes the dates, times, contact information, etc.

e. Quartermaster. Be prepared to set up the regimental colors and banner to decorate the CP.

3. This SOP goes into effect 7 May 2015. The end date is indeterminate, but effective on order of the Association President.

Steven E. Clay
President
16th Infantry Regiment Association