**BASE CGOC Continuity/Turnover Plan**

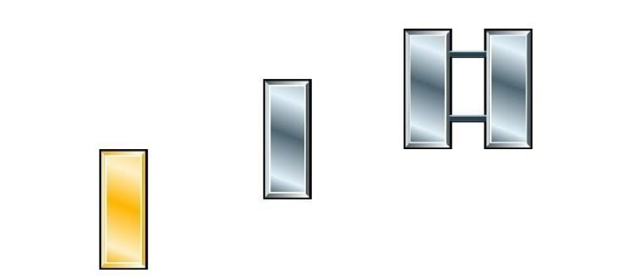
Logo

Description automatically generated



*Shape

Description automatically generated*



*Mission Statement: The Dept. of the Air Force Company Grade Officers' Council connects base councils globally to grow and develop leaders by leveraging Department of the Air Force resources to build a robust community of Lieutenants and Captains.*

*Vision Statement: To empower councils at Air Force and Space Force units around the world through Advocacy, Recognition and Communication to the regions down to the base-level. The DAFCGOC will coordinate and disseminate training materials and deliver the pulse of the CGO from its constituent councils to senior military leadership.*

**BASE CGOC**

***ROADMAP***

**SECTION 0 – GUIDE PURPOSE**

It is common for base CGOCs Executive Councils to struggle with getting started. The DAFCGOC offers this recommended getting started guide to local base CGOC’s Executive Council members to ensure successful and continued CGOC operations.

**Purpose: The intent of this guide is to:**

**1) Provide CGOCs guidance on how to conduct proper turnover;**

**2) Document continuity;**

**3) Ensure continued operations at the base CGOC level and DAFCGOC level;**

**4) Provide recommendations on base CGOC events and administrative platforms.**

**Note: This Guide is intentionally left in word to allow base CGOCs to customize it to document continuity. It is recommended to include local org boxes, logins, sharepoints, etc.**

**SECTION I – ADMINSTRATIVE STARTUP**

Upon election of new Executive Council members the following steps/turnover must occur for effective operations:

1. President/ Vice President:

1. Private Organization Documentation: Completion of all Private Organization (PO) docs as determined by the local FSS. These may include:
   * Certification Memo of PO Members Liability Acknowledgement
   * Acknowledgement of Liability for Executive Council Members
   * Local PO Treasurer Acceptance Letter
   * Local Private Org Renewal
   * PO Liability Insurance Waiver
   * Review/Renewal of Constitution & By-Laws
     1. If Constitution & By-Laws are required, the DAFCGOC website provides a sample and template which is located at: <https://dafcgoc.org/pages/resources.html>
2. FSS Connection: All administrative documents will be emailed to the local FSS org box or sharepoint.
   * *Recommend base CGOC inserts local FSS emails/org boxes/sharepoints.*
   * Note- The new President shall email FSS to receive/complete the required startup docs
   * **It is extremely important to keep up with these documents as it dictates if your PO is operational and perform activities as a PO ie. fundraising.**
3. SNCO Council Connection: Email Top III mentors (outgoing President)
   * Current Top III mentors: *Recommend* *inserting local Top III or SNCO council org box/leadership/mentors*.
4. DAFCGOC: Connect with your DAFCGOC Leadership:
   * If you are unsure of which Region your base CGOC falls under email [nationalcgoc@gmail.com](mailto:nationalcgoc@gmail.com). The DAFCGOC will connect you with your Region Director and provide you with the standard DAFCGOC Welcome Guide/Email.
   * Western Region (Councils West of Mississippi) TEAMS page: <https://dod.teams.microsoft.us/l/team/19%3Adod%3A3834926ebb1c4612999d713925da5e2c%40thread.tacv2/conversations?groupId=f9520402-94e0-4c5f-bb5b-505935807697&tenantId=8331b18d-2d87-48ef-a35f-ac8818ebf9b4>
   * Eastern Region TEAMS page: No TEAMS page; connection with Region Director.
   * European Region (Council in Europe and Middle East) TEAMS page: <https://dod.teams.microsoft.us/l/team/19%3Adod%3Add1edb17bf734c33ab832af367b6b997%40thread.tacv2/conversations?groupId=a7bed95b-b33d-4c3f-9c33-7cf5e64894c5&tenantId=8331b18d-2d87-48ef-a35f-ac8818ebf9b4>
   * Pacific Region (Councils in Pacific) TEAMS page: <https://dod.teams.microsoft.us/l/team/19%3Adod%3A6269b0651de243a5bc5f2d8f190a8c8f%40thread.tacv2/conversations?groupId=f9a573c8-7def-4bcb-9784-08e2022a8bf1&tenantId=8331b18d-2d87-48ef-a35f-ac8818ebf9b4>
   * Update contact list in files tab of TEAMS channel or contact your Region Director to provide names and emails of the base CGOC president and vice president. This ensures your local CGOC receives DAFCGOC information, events, and is able to participate in the DAFCGOC awards program.
5. Newcomers Orientation: Your local FSS usually will conduct a Newcomers Orientation/Jumpstart Program. Often FSS will invite local POs to attend to recruit members for the PO and grant an opportunity to provide awareness of POs. It is recommended to connect with your local FSS to see if your CGOC can attend these. These events are also a great way to network with other POs.
6. Wing Leadership Tagup: It is recommended you schedule a meeting with your Wing Leadership (Commander and Command Chief) to discuss priorities and gain their support.
   1. *Recommend base CGOC input Wing Leadership org box information.*

2. Secretary:

1. Base CGOC Org Box: A majority of CGOCs have both a USAF org or a personal gmail. Email FSS or your local comm squadron to gain access as a org box admin. This will allow you to add and delete CGOs from the org box.
   * *Recommend base CGOC input org box email and or password.*
2. Email FSS to receive monthly base CGO roster for Secretary and President.
3. Executive Council Meeting Minutes-**It is important to document all meetings as the FSS PO office may request minutes.**
4. Microsoft TEAMS channel: Some base CGOCs use teams to file meeting minutes, CGOC documents, and host events. If using TEAMS a recommended folder structure is:

3. Treasurer:

1. Completion of the Base PO Treasurer Acceptance Letter
2. Completion of Minutes and meeting with Local Bank for turnover. The outbound Treasurer, inbound treasurer, and President must attend.
3. Gain access to Payment App accounts. Some of these payment accounts can include (base CGOC local bank, Venmo, PayPal, CashApp, etc.
   * *Recommend base CGOC inputs account logins and passwords.*

4. Social Chair:

1. Gain Access to Social Media Platforms
   * These platforms may include Facebook, Instagram, YouTube, LinkedIn, GroupMe, etc.
   * *Recommend inputting account logins and passwords.*
2. Advertise new Executive Council on all Social Media Platforms
3. Ensure base CGOC is following DAFCGOC Social Media Platforms:
   1. Facebook: <https://www.facebook.com/DAFCGOC>
   2. Instagram: <https://www.instagram.com/dafcgoc/>
   3. Youtube: <https://www.youtube.com/@dafcgoc>
   4. LinkedIn: <https://www.linkedin.com/company/dafcgoc>

**SECTION II – MEETINGS**

Executive Council and General Membership meetings can be held monthly or however the base CGOC Executive Council wishes to establish their meeting schedules.

1. Executive Council Meetings:

1. Use to discuss overall event planning/brainstorm ideas.
2. Use to shape agenda for General Membership Meetings (All CGOs).

2. General Membership Meetings:

1. Use to discuss old business/new business/ Generate ideas.
2. Dates/Times Flexible. It is recommended to establish a consistent schedule to ensure participation within the CGOC does not deplete.

**SECTION III – EVENTS**

1. Recommended CGOC Events:

1. It is recommended that the base CGOC Executive Council maps out their yearly events and meetings. This allows for the next Executive Council to get an idea of what events were accomplished.
2. The table below is an example of CGOC events from the time the new base CGOC Executive Council takes over:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **JUNE** | | | | | | | | |
| **Event** | **Date** | | **Location** | | **Type** | | **Key Players** | **Notes** |
| AFPC Assignments | 29 Jun 2021 | | Local Conference Room | | PD | | AFPC |  |
| **JULY** | | | | | | | | |
| **Event** | | **Date** | | **Location** | | **Type** | **Key Players** | **Notes** |
| Ex Council Turnover | | 1 Jul 2021 | | DFAC | | Ex Council Meeting | Ex Council |  |
| Newcomers | | 7 Jul 2021 | | Local Base Event Area | | Recruiting | Ex. Council/ General Members | FSS request |
| Ex Council Meeting | | 13 Jul 2021 | | Local Conference Room | | Ex Council Meeting | Ex Council |  |
| SNCO Panel | | 20 Jul 2021 | | Local Org | | Wing Support | General Members | Top III request |
| WAPS Testing | | 23 Jul 2021 | | FSS | | Wing Support | General Members/ FSS | FSS request |
| **AUGUST** | | | | | | | | |
| **Event** | | **Date** | | **Location** | | **Type** | **Key Players** | **Notes** |
| Newcomers | | 4 Aug 2021 | | HC Ball Room | | Recruiting | Ex. Council/ General Members | FSS request |
| SNCO Panel II | | 17 Aug 2021 | | Local Org. | | Wing Support | General Members | Top III request |
| General Membership Meeting | | 19 Aug 2021 | | Bowling Alley | | General Membership Meeting | General Members |  |
| **SEPTEMBER** | | | | | | | | |
| **Event** | | **Date** | | **Location** | | **Type** | **Key Players** | **Notes** |
| Newcomers | | 1 Sep 2021 | | HC Ball Room | | Recruiting | Ex. Council/ General Members | FSS request |
| Ex Council Meeting | | 14 Sep 2021 | | Local Conference Room | | Ex Council Meeting | Ex Council |  |
| Top III Mentorship | | 23 Sep 2021 | | Golf Course | | Mentorship | Top III Mentors/ Pres/VP |  |
| AF Ball | | 24 Sep 2021 | | Local Area | | Wing Support | CGOC/Top III |  |
| First Sgt Panel | | 28 Sep 2021 | | Theater | | PD | Base First Sgt | Topic: Feedback & Resilience |
| **OCTOBER** | | | | | | | | |
| **Event** | | **Date** | | **Location** | | **Type** | **Key Players** | **Notes** |
| Newcomers | | 1 Sep 2021 | | Local Base Event Area | | Recruiting | Ex. Council/ General Members | FSS request |
| RAD Meeting | | 7 Sep 2021 | | Legal | | Wing Support | RAD POC/ Pres/VP | RAD request for CGOC ongoing support |
| Ex Council Meeting | | 14 Sep 2021 | | Local Conference Room | | Ex Council Meeting | Ex Council |  |
| Football & Trivia | | 14 Oct 2021 | | Local Base Event Area | | Social | FSS |  |
| Award Winning AF1206 Workshop | | 28 Oct 2021 | | Local Base Event Area | | PD | Local Bullet Workshop Team | Get 1206s from CGOs and compile |
| **NOVEMBER** | | | | | | | | |
| **Event** | | **Date** | | **Location** | | **Type** | **Key Players** | **Notes** |
| Newcomers | | 1 Nov 2021 | | HC Ball Room | | Recruiting | Ex. Council/ General Members | FSS request |
| FTOC Meeting | | 24 Nov 22 | | CAA Office | | PD | FTOC Working Group/Ex Council/CAA | CAA/Wg |
| **DECEMBER** | | | | | | | | |
| **Event** | | **Date** | | **Location** | | **Type** | **Key Players** | **Notes** |
| Ex Council Meeting | | 6 Dec 2021 | | Local Conference Room | | Ex Council Meeting | Ex Council | Bylaws/Constitution rewrite |
| Newcomers | | 7 Dec 2021 | | Local Base Event Area | | Recruiting | Ex. Council/ General Members | FSS request |
| FTOC Working Group | | 9 Dec 2021 | | Local Conference Room | | PD | FTOC Working Group | FTOC WG/CAA/FSS |
| **JANUARY** | | | | | | | | |
| **Event** | | **Date** | | **Location** | | **Type** | **Key Players** | **Notes** |
| Ex Council Meeting | | 4 Jan 2022 | | Local Conference Room | | Ex Council Meeting | Ex Council | Bylaws/Constitution rewrite |
| Newcomers | | 4 Jan 2022 | | Local Base Event Area | | Recruiting | Ex. Council/ General Members | FSS request |
| WAPS Testing | | 5 Jan 2022 | | FSS | | Wing Support | General Members | FSS request |
| Top III Mentorship | | 25 Jan 2022 | | Golf Course | | Mentorship | Top III Mentors/ Pres/VP |  |
| **FEBRUARY** | | | | | | | | |
| **Event** | | **Date** | | **Location** | | **Type** | **Key Players** | **Notes** |
| Ex Council Meeting | | 1 Feb 2022 | | Local Conference Room | | Ex Council Meeting | Ex Council |  |
| Newcomers | | 2 Feb 2022 | | Local Base Event Area | | Recruiting | Ex. Council/ General Members | FSS request |
| General Membership Meeting | | 3 Feb 2022 | | Local Base Event Area | | General Membership Meeting | General Members |  |
| General Membership Meeting | | 16 Feb 2022 | | Local Base Event Area | | General Membership Meeting | General Members |  |
| Commissioning Fair | | 25 Feb 2022 | | Theater | | Wing Support | General Members / FSS | Education and Training office provided commissioning brief/Fair w/ one on one mentorship |
| **MARCH** | | | | | | | | |
| **Event** | | **Date** | | **Location** | | **Type** | **Key Players** | **Notes** |
| Newcomers | | 2 Mar 2022 | | Local Base Event Area | | Recruiting | Ex. Council/ General Members | FSS request |
| Ex Council Meeting | | 8 Mar 2022 | | Local Conference Room | | Ex Council Meeting | Ex Council |  |
| FTOC Working Group | | 31 Mar 2022 | | FSS | | FTOC Working Group | FTOC WG/CAA/FSS |  |
| **APRIL** | | | | | | | | |
| **Event** | | **Date** | | **Location** | | **Type** | **Key Players** | **Notes** |
| Ex Council Meeting | | 12 April 2022 | | Local Base Event Area | | Ex Council Meeting | Ex Council |  |
| FTOC Working Group | | 22 April 2022 | | FSS | | FTOC Working Group | FTOC WG/CAA/FSS |  |
| FTOC Working Group | | 26 April 2022 | | FSS | | FTOC Working Group | FTOC WG/CAA/FSS |  |
| Philharmonic Orchestra | | 27 April 2022 | | Local Base Event Area | | Volunteer | General Members |  |
| **MAY** | | | | | | | | |
| **Event** | | **Date** | | **Location** | | **Type** | **Key Players** | **Notes** |
| CGOC/Top III Meeting | | 5 May 2022 | | Local Base Event Area | | CGOC/TOP III Joint event | CGOC/TOP III | Joint Fundraiser discussion |
| FTOC Working Group | | 12 May 2022 | | FSS | | FTOC Working Group | FTOC WG/CAA/FSS | FTOC Working Group |
| Memorial Day Observance Speaker | | 30 May 2022 | | Local Base Event Area | | Volunteer | General Members | Wing request |
| **JUNE** | | | | | | | | |
| **Event** | | **Date** | | **Location** | | **Type** | **Key Players** | **Notes** |
| PO Meetup | | 15 June 2022 | | DFAC | | Wing Support | POs, Command Chief | Quarterly |
| FTOC | | 27-29 June 2022 | | FTAC Classroom | | PD | FTOC Working Group |  |
| Coffee w/ Colonels | | 30 June 2022 | | Local Base Event Area | | PD | General Members / Top III |  |
| **JULY** | | | | | | | | |
| **Event** | | **Date** | | **Location** | | **Type** | **Key Players** | **Notes** |
| FGO-CGO Social | | 28 Jul 2022 | | Local Base Event Area | | Social | General Members |  |
| WAPS Testing | | 29 Jul 2022 | | FSS | | Wing Support | General Members/ FSS | FSS request |
| **AUGUST** | | | | | | | | |
| **Event** | | **Date** | | **Location** | | **Type** | **Key Players** | **Notes** |
| Ex. Council Elections | | 11 Aug 22 | | Local Base Event Area | | Elections | General Members |  |

**SECTION IV – HOT ITEMS**

This section can be used to record hot items, upcoming events, subcommittees, recommendations to the next Executive Council, etc. A sample of recorded items is below:

* Top III wanted to plan joint fundraiser for October 2022
  + Golf Tournament
* FTOC Working Group
  + Members:
    - Names of subcommittee POCs
  + Next Proj. sched 1-3 Feb 2023 / 19-21 Jul 2023
* PO Tag up: Tentative next meeting 7 Sep @1100-DFAC
  + Be prepared to discuss what the CGOC is working on.
* Air Force Ball: 24 Sep 2022
  + This is maybe a CGOC sub function. We need to fill President and VP seats in order to maintain it.
* FGO-CGO Social- Wg CC would like another (wants to push FGOs)….Coordinate with Ex.
* Membership roster distinguishes active members…..Putting the **right** people in Ex. Council positions
  + Sent out first of the month with event highlights.
  + Use Email, GroupME, Facebook to advertise event ideas.
  + Roster can be found at: *Recommend linking to CGOC roster.*
* Commissioning Mentorship Initiative:
  + Matched CGOs with Enlisted to provide one on one mentorship at all times
  + Current roster: *Recommend linking.*
* Base CGOC sharedrive folder/TEAMS:
  + *Recommend including links.*
* MDG Members: May have issues with distro and TEAMS invites.

**SECTION V – KEY POC’S/CONTACT/LOGIN INFORMATION**

The table below provides some key contacts/accounts the CGOC should keep track of. *It is recommended to record these POCs for easy transition of comms.*

|  |  |  |
| --- | --- | --- |
| **POC** | **Event/Reason** | **Contact Information** |
| Education Office | Commissioning Fair/FTOC | Email |
| FSS PO Office | PO Oversight & Documentation | Email |
| Career Assistance Advisor | FTOC | Email |
| Chief, Force Development Flight | FTOC Advisor | Email |
| Comm Squadron | CGOC Org Box/ Distro Adds | Email |
| FSS Enlisted Testing | WAPS Testing Support | Email |
| Top III/SNCO PO | PO Networking/Collaboration | Email |
| DAFCGOC | Provides resources, events, and support to local base CGOCs. Access to DAFCGOC awards program. | *Insert Region Director or email* [*nationalcgoc@gmail.com*](mailto:nationalcgoc@gmail.com) |
| Base CGOC TEAMS | Continuity, events, etc. | *Insert Link* |
| Base CGOC Org Box | To pass info to local CGOs | Email |
| Base CGOC Social Media Platforms | Advertisement, recruitment, etc. | *Insert account & password* |