Standard Operating Procedure

i5 SPACE

INNOVATE - INFORM - INFLUENCE - IMPACT - INSPIRE

i5 Space Standard Operating Procedure (i5SOP)

Ratified on: 14 February 2023
Recent as of: 03 March 2024

Recommended Use:

The i5 Space Standard Operating Procedure is a document created and maintained by the i5 Space National Headquarters' Oversight Division to holistically address i5 operations on every level. Reference this document in conjunction with its appendices to guide all i5 operations in accordance with the procedure set in this document.

Mandate:

Every i5 member agrees to follow the procedure set in this document upon becoming a member. Failure to follow all of the undermentioned procedures may result in membership revocation, squadron deactivation, or arbitration conducted at the discretion of i5 National Oversight in conjunction with the National Commander.

Direct concerns and questions to the National Commander or Vice Commander by emailing Commander@i5Space.com and ViceCommander@i5Space.com.

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1 About

1.1 Mission

"To educate, inspire, and produce leaders that are prepared to define the character of warfighting in space."

Effectively, i5 Space is the premier mechanism for developing undergraduate defense education of the space domain. The i5 values are innovation, professionality, and excellence. All official i5 programs and operations must contribute toward mission accomplishment in a significant capacity.

1.2 Scope

Through professional development and exposure programs, i5 members have the opportunity to build skills and understanding within the space domain that will lead to commissioning more capable and aware military officers.

i5 Space is restricted to those actively pursuing a commission in the United States Military. Those not actively in a commissioning source must show significant evidence of their intent and will be evaluated on a case-by-case basis by National Staff with approval from oversight. i5 allows members from any Department of Defense branch or commissioning source to maintain membership or leadership.

1.3 Vision

"Equip students with the resources and support needed to excel in space related disciplines."

National Headquarters plans to accomplish this goal by continuously developing programs, improving program accessibility, and increasing member participation. Improving support by working with commissioning sources and the Space Force enables our greater mission achievement.

1.4 Approval

Only upon confirmed official approval by the Space Force, i5 Space will work under Delta 13 Det 1 and therefore STAR Command. While regular operations are currently maintained on the Cadet/Midshipman level, ultimately,

1.5 Framing

1.5.1. Overview - i5 Space is a student-run organization with oversight from active duty US Military Personnel operating under USSF Delta 13. All operations are directed by i5's Executive Staff and Delta 13 officer oversight acts as an approval authority for Executive Staff.

i5 Space National is the centralized entity of which all i5 staff and squadrons are a part. i5 Executive Staff is the group of student leaders that runs the centralized operations of i5, functionally governed by three main divisions. First, the Operations Division is in charge of squadron recruitment and retention. Second, the Development Division is responsible for program creation and maintenance. Third, the Oversight Division is tasked with procedure creation, enforcement, objective creation, objective tracking, and public relations.
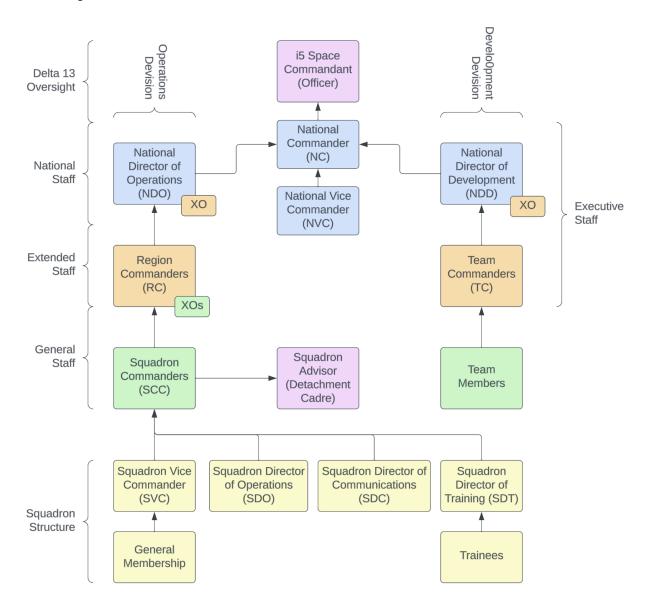
1.5.2. Oversight - The i5 Space Commandant is the person responsible for direct oversight from active duty Space Force. They are ultimately responsible for the approval of operations, programs, and procedural or structural changes within i5. The i5 Space Commandant works under Delta 13 and may appoint any additional oversight as needed. Additional active duty oversight is to be reflected in this section of the i5SOP.

Executive Staff - The National Commander and the National Vice Commander are responsible for the general oversight of the organization. As a whole, National Staff will oversee their respective division's operations via the methods and procedure outlined in this document.

Squadrons - Each squadron should have a student commander and active duty military Squadron Advisor. The Squadron Commander (SC) is charged with reporting squadron activity on a regular basis and disseminating information from i5 Space National to their respective squadrons. General membership is at the core of i5's goals; therefore, all operations are developed exclusively to enable membership to become more effective future officers. Squadron Advisors are AFROTC Cadre or Service Academy Permanent Party members who oversee their respective squadrons.

1.5.3. Reporting - Oversight reporting is detailed in Section 8 of the i5 SOP and aims to ensure that every level of oversight is informed on i5's activity, keeping operations aligned with our mission accomplishment and in compliance with DoD regulations.

1.5.4. Organizational Structure - The diagram below details the i5 Space Organizational Structure. Purple represents active duty oversight, blue represents National Staff, orange represents Extended Staff, green represents General Staff, and blue and orange combined represent Executive Staff. The National Commander and National Vice-Commander comprise the oversight division.

2 National Headquarters Staff

2.1 Elections and Impeachment

2.1.1. Executive Staff Regular Elections Procedure - All Executive Staff members will be elected in accordance with the following election procedure. Failure to fill an Executive Staff position results in a special election. The Executive Staff Application can be found in Section 10.1 of the i5SOP. All staff members must be in good standing with i5, their school, and commissioning source.

> **2.1.1.1. The Application -** National Staff and the rest of Executive Staff utilize one application. An online form is posted no later than three months prior to change in command of each year. It will be released via Bi-weekly National Email and on Slack. This application will evaluate the following aspects for each applicant.
> - Ability to balance academics with i5 leadership
> - Other commitments that may cause time conflicts
> - Understanding of position specific and position agnostic duties
> - Innovative ideas to contribute to i5 National Headquarters
> - Standing within school or commissioning source
> - Past leadership experience
> - Past i5 experience
>
> **2.1.1.2. Selection of National Staff -** National Staff fills out the standard Executive Staff application to compete for an appointment. National Staff is selected by i5's officer oversight to include the Detachment 1 Commander and the i5 Space National Commandant. They will utilize their application in conjunction with recommendations made by the outgoing i5 Space National Commander. The National Commander or officer oversight may elect to reach out should an interview be necessary. Applications are to be due 10 weeks before change in command each year. National Staff appointments are to be made before the rest of Executive Staff's applications are due.
> > **Caveats to National Staff Appointments**:
> > - Change in command must be concluded no later than 01 May of each year.
> > - National Commander applicants must have successfully held an Executive Staff position in i5.
>
> **2.1.1.3. Selection of Executive Staff -** Executive Staff (excluding National Staff) is appointed by the incoming National Staff. Each applicant will fill out the Executive Staff Application. Following the due date, those involved in the appointment process may reach out to a few applicants for more information through an interview. Incoming National Staff will work together with the aid of past position holders to appoint new staff members. Applications are to be due no later than four weeks before the change in

command. Appointment decisions are to be released no later than two weeks before the change in command.

Caveats to Executive Staff Appointments:
- Change in command must be concurrent with National Staff Change in command.
- Executive Staff will be evaluated NLT 01 June and 10 September of each term to determine whether the performance demonstrated is consistent with the expectations of an i5 Executive Staff member. If it is not, a supplementary application will be sent out and the current position holder will be dismissed from their position.

2.1.1.4. Team Member Appointment - Teams call for new member applications at the beginning of each semester after an All-Call. If one prefers to get involved outside of a normal cycle, one may contact the National Director of Development or Executive Officer with a specific request to join a team.

2.1.1.5. Squadron Commander Appointment - While Squadron Commanders may be elected or appointed by any means, that procedure must be approved by the squadron's Squadron Advisor. It is appropriate for Squadron Commander terms to be one year long.

2.1.2. Elections Miscellaneous Information - After regular elections are held, transfers of power occur according to the following pertinent guidance.

2.1.2.1. Continuity - Continuity and training will occur from 15 December through 15 January annually. During this period, the new office holder may sit in on Executive Staff Meetings, work with the former staff member to understand their role, and read the i5SOP to understand operations on a national level.

2.1.2.2. Accepting an Appointment - After being offered a seat on Executive Staff, a candidate has five days to accept the offer, else the position may be offered to other candidates. Before entering office, every staff member must read and digitally sign the expectations memorandum. Failure to do so will result in one's appointment being rescinded.

2.1.2.3. Special Elections - In the case that an Executive Staff member cannot complete their term, a special election will be held and the position confirmed by a simple majority of NS. If the National Commander must prematurely vacate their position, the chain of command dictates that the NVC, then NDD, and then NDO would take the place of the National Commander. Special Elections should take place within two weeks of an Executive Staff member exiting office.

2.1.2.4. Holding Multiple Offices - Holding multiple offices is generally not conducive to successful fulfillment of one's role. Any Executive Staff member is prohibited from holding more than one Executive Staff position. Those who wish to hold an Executive

Staff Office and another position must get explicit consent from each member of National Staff. Additionally, all other leadership engagements (internal or external to i5) should be conveyed to one's superior promptly. These exceptions are considered on a case-by-case basis and are not generally approved.

2.1.3. Impeachment & Dismissal - Impeachment and Dismissal are the two processes by which a member of Executive Staff can be removed from their position premature to the expiration of their term.

2.1.3.1. Before - Any member being considered for impeachment is given ample opportunity to correct behavior or actions prior to impeachment in accordance with the following guidelines.

2.1.3.2 Impeachment without Notice - In circumstances that constitute ethical, moral, illegal, or potentially dangerous acts, impeachment requires no prior notice nor opportunity for remedy. In all cases where ethics/legality is involved, the appropriate details must be reported to the i5 National's oversight and the appropriate cadre/permanent party members of the commissioning source of which the impeached member belongs. This must be done through a MFR. In these cases, appeals may only dispute the factuality of the accusations.

2.1.3.3. Proceedings - To facilitate impeachment or dismissal, any member of national staff must bring a motion to the attention of Executive Staff during an Executive Staff Meeting. Following that motion, National Staff moves into a period of deliberation to review all facts surrounding the situation. Following that, the discussed individual of Staff gets a minimum of 15 minutes to respond to their accusations. Finally, a member of National Staff will motion for a final vote. This vote is by simple majority of National Staff. The accused staff member must abstain from the vote.

2.1.3.4. Lower Staff Removal - Extended Staff Team members (excluding Team Leads) and Region Staff Executive Officers (excluding Region Commanders) may be removed from office through a consensus between the National Director and the Team/Region Commander in their chain of command.

2.1.3.5. Reporting - Once a member of staff is impeached, their immediate leadership will send a formal email with an attached MFR explaining the reason(s) for impeachment to the impeached individual's i5 Squadron Commander, Detachment Cadre/Service Academy Permanent Party, and other appropriate leadership.

2.1.3.6. Dismissal - A process similar to impeachment but is preferred in cases where a member fails to fulfill their role sufficiently not due to a lack of effort. The above guidelines are true with the following exceptions. First, members who are dismissed may run for future offices. Second, they may be demoted to a lower position concurrently. Finally, they may still be eligible to run for future National Headquarter office.

2.1.3.6. Impeachment/Dismissal Appeals - Appeals must be submitted within two weeks of receiving the impeachment/dismissal memorandum. Appeals are to be filed by memorandum addressed to the National Commander. Appeals will be considered within 96 hours of their receipt. Consideration involves a hearing with National Staff and who is being considered for impeachment/dismissal. Approved appeals will result in an amended impeachment MFR that reflects the changed status.

2.1.3.7. Oversight Division Impeachment - When the National Commander and/or Vice-Commander is under-performing and effecting the overall preformance of i5 Space, impeachment may be necessary. In this circumstance, members of Executive Staff must step forward to facilitate that impeachment. Impeachment of the Commander and/or Vice-Commander starts with a memorandum summarizing the impeachment being sent to all members of executive staff and the Commandant. During the following executive staff meeting, all present member of executive staff excluding those being impeached must carry a 3/4ths vote for approval and an election will be concluded within three weeks of impeachment. A quorum of 75% is mandatory to hold the impeachment.

2.1.4. Maintaining Activity - Members in leadership roles including National Staff, Region Staff, Extended Staffs, and Squadron Commanders, are subject to the protocol outlined in the most up-to-date version of the i5 Space Standard Operating Procedure; failure to follow protocol or complete the responsibilities associated with a given role generally warrants two warnings before review for impeachment at the next Executive Staff Meeting. The National Commander is responsible for recording all current warning tallies and bringing a motion to dismiss an Executive Staff member prior to the end of the member's term if warranted. Considerable lapses in ethics warrant impeachment without any warnings.

2.1.4. i5 Ranks - Members receive ranks for the position that they currently hold. Those who are impeached or dismissed are automatically stripped of their rank. The ranking system is intended to strengthen i5's organizational structure.

2.2 National Staff (NS)

2.2.1. National Commander (NC) - The National Commander is the highest-ranking student representative of i5 Space. They hold the rank of i5 C/Gen. They are in charge of approving all activities of National Staff which do not require a vote, ensuring that National Staff members fulfill their positions, addressing the nation during major gatherings, and briefing and seeking approval from officers who oversee i5's operations. The NC is responsible for organizing bi-weekly executive staff meetings (including agendas and scheduling). Most importantly, the NC is responsible for setting annual national objectives and tracking progress on such objectives through Form 2. The National Commander reports to the i5 Space Commandant.

Additionally, The National Commander is ultimately responsible for reporting all procedural violations to the Delta 13 Oversight. The National Commander is the highest level of student leadership in the Oversight Division of i5 Space. They are responsible for submitting the Consolidated Activity Report (CAR), Bi-Weekly Activity Reports (BARs), and Monthly Activity Reports (MARs)

2.2.2. National Vice-Commander (NVC) - The National Vice Commander is the second-highest ranking member, with the rank of i5 C/Lt Gen. The NVC is responsible for maintaining meeting minutes and agendas. Additionally, they are responsible for creating a national budget and tracking finances. The NVC should be well versed in Robert's Rules of Order, Parli-Pro, and voting procedures as the NVC is the facilitator of voting matters for National Staff and Executive Staff. Ultimately, the responsibilities of the NVC coincide with that of the National Commander.

2.2.3. National Director of Operations (NDO) - The third highest ranking member, with the rank of i5 C/Maj Gen. The NDO is responsible for maintaining the i5 Slack, organizing all-calls, and sending bi-weekly emails. Additionally, they are responsible for overseeing i5's Operations Division. The Region Commanders report to the NDO any feedback or concerns from squadron leadership. The NDO provides oversight to the Region Staff. The National Director of Operations may have an executive officer, appointed as needed by the NDO. The NDO XO shares the NDO's responsibilities but does not serve as a member of the National Staff.

2.2.4. National Director of Development (NDD) - The fourth-highest ranking member, with the rank of i5 C/Maj Gen. The NDD is in charge of program development and coordination. Their primary responsibility is to develop training objectives and the means to execute them. Authorized official programs of i5 Space are listed in the i5SOP Section 7. The NDD provides guidance to every development team. The NDD must play a heavy role in the program pipeline when developing new programs. The National Director of Development may have an executive officer, appointed as needed by the NDD. The NDD XO shares the NDD's responsibilities but does not serve as a member of the National Staff.

2.3 Operations Division

The Operations Division is responsible for recruitment and retention of members and squadrons. Maintaining a strong connection between higher staff and general membership is crucial to mission accomplishment. There will be four Regional Commanders: one each for West, North-Central, South-Central, North-East and South-East. Region commanders report to the National Director of Operations.

2.3.1. Region Commander (RC) - The RCs hold the rank of i5 C/Brig Gen. The RCs work to increase participation in their region through national program involvement and

squadron activity. The RC is responsible for helping new squadrons start up and ensuring squadrons remain operational. RCs are responsible for reporting and troubleshooting squadron procedure/protocol violations. RCs act as liaisons between squadrons and Executive Staff. For example, when a member or squadron has a new idea for an i5 program, the RCs can help facilitate that proposal process. Region Commanders are also responsible for approving people for membership on the i5 website. RCs must complete a Bi-weekly Activity Report submit it to the NC, NVC, and NDO no later than (NLT) the 12th and 27th of each month. Region Commanders are in charge of ensuring that all members have approved accounts on the i5 Space website so they may access all appropriate content.

2.3.2. National Director of Operations Executive Officer (NDO XO) - The NDO XO holds the rank of i5 C/Col. The NDO XO, as previously stated, works in conjunction with the NDO to ensure that the Operations Division completes its mission. While the NDO XO is a part of Executive Staff they are not a part of National Staff

2.3.3. Region Commander Executive Officer (RC XO) - The RC XOs hold the rank of i5 C/Lt Col. The RC XO is an auxiliary position that may be selected at the discretion of a Region Commander. This member is not a member of Executive Staff, but rather a member of General Staff on an equal level as a Development Team member.

2.4 Development Division

The Development Division is responsible for the production and maintenance of i5 programs. The head of the Development Division is the National Director of Development. i5 Programs must be maintained in accordance with their learning objectives and must be approved through the program pipeline in order for i5 to have effective mission accomplishment.

2.4.1. Team Commander (TC) - The TCs hold the rank of i5 C/Brig Gen. i5 Team Commanders are responsible for completing respective development tasks delegated to the development teams including program startup and maintenance. TCs are responsible for completing a Bi-weekly Activity Report submitted to the NC, NVC, and NDO NLT the 12th and 27th of each month.

2.4.2. National Director of Development Executive Officer (NDD XO) - The NDD XO holds the rank of i5 C/Col. The NDD XO, as previously stated, works in conjunction with the NDD to ensure that the Development Division completes its mission. While the NDD XO is a part of Executive Staff they are not a part of National Staff.

2.4.3. Development Program Coordinator (DPC) - Development Program Coordinators hold the rank of i5 C/Lt Col. A Development Program Coordinator is appointed to develop a new program through the program pipeline. This position is not a part of Executive Staff but these members may attend Executive Staff Meetings when

they have appropriate contributions to make. This position is dissolved following the rollout of their assigned program.

2.4.4. Team Members - Team Members each hold the rank of i5 C/Maj. The i5 Development Team Members are responsible for completing the tasks assigned by TCs to help with creating and maintaining programs. Other less formal tasks are also delegated to team members that are necessary for regular operations. Team members are expected to maintain regular communications with their respective Team Commander to ensure that operations are not disrupted.

2.5 Squadron Leadership

Squadron Leadership will vary with squadron size and other unique factors but should generally include the following positions. All positions outside of these outlined are not recognized as official leadership within i5 and therefore does not carry an additional rank.

2.5.1. Squadron Commander (SCC) - The SCCs hold the rank of i5 C/Col. Each Squadron Commander motivates and monitors all activity on a squadron level while communicating with appropriate higher staff and the Squadron Advisor in accordance with the i5SOP. Squadron Commanders must fill out Monthly Action Reports, approved by a Squadron Advisor, and report to their respective region commanders . Squadron Commanders also must set goals for their squadron, whether that be new events, program participation, or other means to achieve i5's mission.

2.5.2. Squadron Vice-Commander (SVC) - The SVCs hold the rank of i5 C/Lt Col.The vice commander is responsible for filling in when the commander cannot fulfill the duties of their role temporarily, as well as for assisting with all the responsibilities of the Squadron Commander.

2.5.3. Squadron Director of Operations (SDO) - The SDOs hold the rank of i5 C/Maj.The Squadron Director of Operations is generally responsible for tracking members' participation in programs.

2.5.4. Squadron Director of Communications (SDC) - The SDCs hold the rank of i5 C/Capt.The Squadron Director of Communications is responsible for disseminating information from the Squadron Commander and higher staff to the members of their squadron, sending out newsletters, and running social media accounts.

2.5.5. Squadron Director of Training (SDT) - The SDTs hold the rank of i5 C/Capt.The Squadron Director of Training is responsible for planning and facilitating orientation.

2.5.6. General Membership - General Membership hold the rank of i5 C/1st Lt.

2.5.7. New Members in Orientation - Members in orientation are responsible for learning the basics of Space Force operations and how i5 Space functions. Preparing for the national orientation exam is a trainee's first priority in i5. Trainees hold the rank of i5 C/2nd Lt.

2.5.7. Squadron Ranks - Further Squadron Leadership not outlined above will hold ranks of i5 C/Capt and below at the discretion of the SCC. No enlisted ranks are to be used and ranks explicitly demonstrate the organizational relationship between leadership positions.

2.6 Oversight Authority

2.6.1. i5 Space Commandant - The i5 Space Commandant is the highest level of oversight in i5. They provide input on all levels of operations.

2.6.2. Other Active Duty Oversight - All Other oversight must be appointed by the i5 Space Commandant and must be reflected in this section of the i5SOP.

2.6.3. Oversight Responsibilities - Oversight has the responsibility of reviewing reports and major changes to ensure they are in accordance with the i5SOP and appropriate DoD guidance. Oversight should keep staff informed about the needs of the Space Force regarding content that should be implemented through i5 Space.

3 Squadrons and Members

3.1 New Squadron Startup

Information about starting a new squadron is detailed in Appendix 5 of the i5SOP. Squadron startup is a process that includes building membership, submitting squadron information for national documentation, and informing membership of all active opportunities available to i5 cadets. The following steps outline how a new squadron can be created:

1) Determine what region your detachment is in by viewing the map on the i5 website where you can find the most updated Squadron Startup Guide. Additionally, reach out to your respective Region Commander if you do not already have a Squadron.
2) Reach out to a cadre member at your local/crosstown AFROTC Detachment or Service Academy to serve as your advisor.
3) Choose a squadron namesake and Squadron Leadership positions.
4) Review the i5SOP and its appendices to get a better idea of how i5 works.
5) Build up squadron membership and interest about i5 programs.
6) Report membership and advisor information to your Region Commander so they can help update the appropriate documents.

3.2 Squadron Operations

Squadrons are permitted to govern themselves with few exceptions. Part of being an i5 Squadron is the responsibility to be self-sufficient. In order to operate as a part of i5 Space, squadrons are expected to have an active-duty Air Force or Space Force advisor (or Army/Navy if at USMA or USNA) and a student Squadron Commander (SC). Each squadron is also expected to complete and submit the Monthly Activity Reports (MARs) sent each month by your Region Commander by the deadline set by respective Region Commanders. If the MARs is missed two consecutive months in a row without other contact being made, the Squadron is in jeopardy of becoming inactive. These reports ensure that higher staff may report activities from the entire chain of command and all pertinent information.

Additionally, squadrons must follow all guidance and protocol outlined in the i5SOP and its respective appendixes to maintain status as an active i5 Space Squadron. Inactive squadrons, and thereby members, will not be able to participate in programs, apply for leadership positions, have access to their i5Space.com account, and conduct any operations with the i5 Space name. Squadrons must keep their region commander informed of all ongoing activities.

3.3 Squadron Commander Procedure

A squadron commander is the highest level of squadron leadership. They are charged with ensuring participation in squadron activities, updating executive staff on squadron information and operations, and presenting membership with development opportunities. Additionally,

squadron commanders must be knowledgeable of the contents/guidelines of the i5SOP to successfully operate their squadron.

Squadron Commanders must fill out the Monthly Activity Report, sent by Region Commanders in a timely manner. Failure to do so consistently will result in temporary squadron deactivation and possible membership revocation.

Major operations must be approved and coordinated with Executive Staff and your squadron advisor. Squadron Commanders should communicate with their respective Region Commander for all business directed towards Executive Staff.

Squadron leadership elections may be held at the discretion of each squadron. The nationally-recognized Squadron Commander is the individual listed as the Squadron Commander in the Form 1.

3.4 Membership/Squadron Classifications

3.4.1. Membership Classifications - Membership classifications apply to individuals who are a part of i5 and are as follows.

    3.4.1.1. Trainee - This category covers any member who has registered for orientation for the current semester.

    3.4.1.2. Active Member - This category covers all general members and staff members who are a part of an active squadron or satellite squadron. These members are encouraged to participate in as many programs as possible and are required to participate in at least one program. To also include actively participating in squadron operations.

    3.4.1.3. Deactivated Member - Deactivated members either have not filled the activity requirement or are part of an inactive squadron. Maintaining communication with the Squadron Commander at the member's squadron or Region Commander is the best way to reactivate. Those who are impeached or dismissed may also be demoted to this membership category. If a squadron is deactivated, one can remain an active member by emailing their region commander to join the Satellite Squadron.

    3.4.1.4. Active Alumni - Active alumni are former members that are currently participating in either the mentorship program, or providing oversight on i5's operations. The list of alumni must be approved at the beginning of each semester in accordance with DoD standards. Guidelines for Alumni expectations are sent out each semester.

3.5 Dues

i5 Space will never charge membership dues. Costs for membership to i5 Space National will never be the responsibility of a member. Squadrons are not permitted to collect money from their members for any reason.

Any expenditures on a squadron level should either be funded by one's private funds (i.e. a non-associated booster club), through school/detachment funds, or should be dealt with personally.

3.6 New Member Procedure

3.6.1. New Member Reporting - All members (including candidates) should be recorded on the Form 1. New members should be recorded as candidates, and the Region Commanders will induct them as members once the Squadron Commander sends proof of successful completion of orientation to the Region Commander via email.

3.6.2. Orientation - Orientation will be laid out in Appendix 7 and is mandatory as of 01 January 2024. Trainees are not approved to become members without passing the i5 Trainee National Exam with a score of at least 70%. Until 01 January 2024, orientation guidelines are provided by i5 National Headquarters. Trainees may take the exam up to 3 times with consent from their Squadron Commander.

3.6.3. Purchasing Accoutrements - Accoutrements including cords, pins, and ribbons are available for purchase through the i5 website. Guidelines for wear are outlined in Section 9.1 of the i5SNC and the appropriate DoDIs/AFIs.

3.6.4. New Member Reporting - Squadron Commanders should report new membership to their Region Commander so that they may check the Trainee Test Scores before adding membership to the Form 1.

4 Communications

4.1 Overview

4.1.1. Overview - Internal communications are primarily conducted via Slack, email, and the i5 Space Website. Email is the appropriate form of communication when discussing official matters. All prevalent information can be found on i5Space.com and is updated regularly. The i5 Slack is a great resource for connecting and collaborating with other members across the nation. i5 social media including LinkedIn and Instagram are great places to find important information and current events. External cadet relations are managed by the National Director of Operations via email and Slack. External organization relationships, including partnerships, are managed by the National Commander primarily via email.

All Calls are led by National Staff and are open to all members at the beginning and end of each semester.

Executive Staff meetings are conducted every two weeks and include activity briefings from each member of Executive Staff. Additionally, any voting matters are discussed here. National Staff also meets every other week. The National Staff leads both types of meetings with agendas set by the National Commander.

Extended Staffs such as teams meet as necessary or set by the appropriate superior, but are mandated to report to their respective superior at least twice a month.

All members must use the following signature block for their emails with the appropriate changes.

<u>Signature blocks for emails format:</u>   <u>Example:</u>

//EXECUTIVE STAFF SIGNATURE BLOCK//

Para Ad Astra,   Para Ad Astra,

FirstName LastName, i5 C/Rank   BENJAMIN R. COVAL, i5 C/Lt Gen
I5 Position   National Vice-Commander
I5 Space National Headquarters   I5 Space National Headquarters
Organizational Email (if applicable) ViceCommander@i5Space.com
Phone number   (206) 321-0899

//SQUAD SIGNATURE BLOCK//

Para Ad Astra,   Para Ad Astra,

FirstName LastName, i5 C/Rank   JOHN A. APPLESEED, i5 C/Col
I5 Squadron Position (If applicable)   Squadron Commander
Squadron Name, Detachment Number   Lance P. Sijan Squadron, Det 355
School/Det Email   Appleseed.John.355@gmail.com
Phone number   (206) 321-0899

4.1.2. List of Communications Methods - All pertinent methods of communication for general membership are as follows:
1. Bi-Weekly emails sent out at COB Wednesdays to all members
2. National All-Calls covering all pertinent national developments and Q&A time open to all membership at the beginning of the fall semester, beginning of the spring semester, and end of spring semester
3. Monthly Check-Ins individually with Region Commanders and each Squadron Commanders to discuss plans for the future and any assistance needed from higher staff
4. i5 Website for finding materials and registering for programs
5. Slack for community engagement and announcements
6. Activity and oversight reporting ensures communication and consistency throughout the chain of command

4.1.3. Communication Protocol - It is important that communication is maintained at every level of the chain of command. When communicating internally regarding official matters, it is appropriate to only communicate over email. Staff with an official i5 position email are expected to use it for all official i5 business for that position.

It is appropriate to maintain formality in all email correspondences regardless of the recipient. The appropriate signature block (ref. i5SOP Section 4.1.1) and the appropriate salutation must be used.

4.1.4. External Communications - All communications with civilians and officers external to detachment cadre and i5 Space must be reported to National Staff. Members of Executive Staff are expected to report all these communications for those under their supervision. Squadron commanders are expected to report such communications to their Region Commander. Do not make contact until confirmation is received that no pre-existing relationship exists. It is appropriate to have a member in prior communication with the contact introduce a new individual to said contact if communicating about a similar subject matter.

Ensure that external contacts are treated with the utmost respect and that any cadet maintaining correspondence with them has the appropriate approval. Squadron Commanders and team

members are expected to ensure that their Region Commanders and Team Commanders, respectively, are copied on such correspondence.

4.2 All Calls

"All Calls" are events that are live-streamed to all members at the beginning and end of each semester. The discussed topics range from new policy changes, program developments, leadership changes and opportunities, and any other appropriate information. These calls are streamed on YouTube and uploaded afterwards for members to review. These All-Calls generally have a guest speaker to motivate our membership to accomplish i5's mission.

Region "Check-Ins" are individual meetings between Squadron Commanders and their respective Region Commander that should happen on a monthly basis, at minimum. Squadron Commanders should also brief their Region Commanders on all major operations consistently throughout each month. Additionally, it is necessary to obtain clearance up the chain of command from National Staff for any multi-squadron event.

4.3 Executive Staff Meetings

Executive Staff Meetings occur on a bi-weekly basis at a consistent time over a video call. Each meeting will have an agenda and slides. A general outline is as follows:
1. Agenda & Attendance
2. Team Commanders Activity Briefs
3. Region Commanders Activity Briefs
4. National Commander State of the Nation
5. New Business and Unique Operations Proposals
6. Review bi-weekly accountability reporting
7. National Staff meeting debrief

*detailed agenda templates may be found in the i5 Google Drive

Members of Executive Staff include National Staff, Region Commanders, Team Commanders, and Executive Officers. If someone is not able to attend an Executive Staff Meeting, they are expected to send an activity summary to their supervising National Director, who will summarize such activities in their stead.

4.4 National Staff Meetings

National Staff must meet at least on a weekly basis. On weeks where there is not an Executive Staff Meeting, National Staff conducts separate meetings (sometimes including National Director XOs). These meetings are held on Zoom at a consistent time. A general meeting outline is as follows:

1) Agenda & Attendance
2) Bi-weekly Activity Report Review & Task Tracker Review
3) Division Updates
4) Unique Operations Status Updates (not operations division)
5) Consolidated Activity Report Creation and Submission
6) Old business and new business discussions
7) Plan Agenda and Slides for following week's Executive Staff meeting

4.5 Website

The i5 Space website is a hub for important information accessible to members and other interested parties. Changes to the i5 Space website must be approved by the National Director of Development before publishing. All documents important to squadron operations are accessible through the membership portal.

5 Procedure

5.1 Branding and Logo Use

i5 Space is a military organization with a trademarked name and logo. Use of the i5 logo or name that is for unsanctioned materials is prohibited. Unsanctioned use qualifies as anything prohibited by the i5SOP, not mentioned in the i5SOP, and not specifically approved by National Staff.

Official logos and i5 Space-branded templates can only be found in the i5 Google Drive or on the members section of the i5 Website. These resources are not allowed to be distributed to non-i5 members or advisors.

Branding an inter-squadron event as i5 is possible, but an event OPORD must be sent to and approved by a Region Commander and National Director of Operations at least two weeks prior to the event. Failure to do so in a timely manner should result in event termination or branding to be shifted to an alternate organization.

If an intra-squadron event is executed, at least one Squadron Commander must send an after action report to their Region Commander and copy the National Vice-Commander.. This report, due within one week of the conclusion of the event, should detail any successes, issues, and incidents from the event. This information must also be included in the Squadron Commander's Monthly Action Report.

5.2 Finances

i5 Space operations are financed exclusively through funds from Delta 13, private funds, or funds from a squadron's host Service Academy or Detachment. All costs are recorded in the i5 National Budget (Form 4). Any spending, including squadron spending, must be proposed as a motion to spend by an Executive Staff member by creating an expenditure request memorandum. The proposing member of NS or RS must add the expenditure proposal as a business item to the next NS Bi-Weekly Meeting. During the NS Bi-Weekly Meeting, NS will deliberate and vote on the item. It may pass with a simple majority of NS members in attendance. The National Commander is responsible for facilitating the vote for approval. All finances must be approved by officer oversight and be compliant with all Department of Defense Standards.

5.3 External Relations

5.3.1. Personal Relations - All relations external to i5 Space must be reported and recorded through Executive Staff. Prior to contacting any officer above the grade of O-4, i5 members must receive approval from the National Director of Operations and National Vice-Commander, who will keep Executive Staff informed. All other active duty contacts are approved with

informed consent, meaning that as long as the Region Commander has been informed on such a relationship and neither the member, squadron, or active duty contact has withdrawn approval, communications may be maintained.

5.3.2. Organizational Relations - All organizational relations outside of the US Air Force and Space Force must be explicitly approved by National Staff. The National Vice-Commander is in charge of maintaining these relations and setting the parameters that guide how these relations are conducted. i5 will not engage in agreements that significantly restrict its ability to complete its mission.

Only National Staff has the power to engage in external relationships with organizations, as it is a voting matter requiring a simple majority to approve. An External Relations Agreement is necessary to facilitate each of these relationships.

5.3.3. Receiving Guests - As interacting with high importance guests (Distinguished Visitors)reflects on the professionalism of i5, it is essential to act with the highest possible level of professionalism. It is imperative to utilize the resources that i5 has available to maintain professionalism within our domain. Specifically, utilize the Protocol (Section 9) to guide your treatment of guests. Do not hesitate to inquire with the National Vice-Commander regarding any further questions.

6 Objective Oversight

6.1 Overview

The National Commander, with the input from the rest of National Staff, is responsible for setting long-term objectives and delegating the short-term objectives which collectively result in mission achievement. Each division head (NDD, NDO, NC/NVC) is responsible for ensuring that their respective suspenses and objectives are completed.

Objectives are the main way the i5 Space is able to plan and measure its work toward mission completion. These are tracked in the Form 2.

6.2 Consistent Objectives

Consistent objectives are different requirements to keep i5 running on a regular basis. These tasks do not bring us closer to achieving our mission, but enable i5 to conduct other operations that do contribute to mission accomplishment.

6.3 Long-Term & Short-Term Objectives

Objectives are the main way that i5 Space is able to plan and measure our work toward mission completion. This is done by setting Long Term goals (between one and three years to accomplish) and smaller objectives, distributed among different staff members to help complete those goals. Each long-term objective is tracked in the Form 2. Long-term objectives should be set and stated as a part of a National Staff Bid. These objectives require a National Staff vote and approval from the i5 Commandant. Short-term program goals are set through the Program Execution Plans and Unique Operations Action Plans that are updated every other month.

6.4 Unique Operations

Unique operations have specific strategic goals that require a thought out plan approved by National Staff and the i5 Commandant. Unique operations are named and executed as follows:
1) Propose by a member of Executive Staff through a brief
2) Vote on by National Staff
3) Develop a detailed action plan
4) Vote to approve the action plan
5) Execute the action plan with checks during Executive/National Staff Meetings
6) Create and submit an After Action Report and deliver it via a brief to Executive Staff

7 Programs

7.1 Overview

7.1.1. Outline - i5 programs are the main means to mission success. The multifarious merits of each program culminate in a holistic approach to space education, unmatched by other organizations. This material is intended to supplement areas where current commissioning programs fall short. By taking an interactive approach to education, the following programs will provide members with ample opportunities to gain understanding of key learning objectives before commissioning.

7.1.2. Operations and Documentation - These documents are essential to maintaining regular operations and ensuring that i5's programs are as effective as possible. It is the responsibility of the National Director of Development to delegate and ensure that the following documentation is posted and up-to-date for each program. Documentation can be found in Section 9.2.

> 7.1.2.1. **Program Overview Guide (POG)** - POGs are public documents intending to provide membership an in-depth look at a program, how it works, and how to get started. While these POGs may be found on the i5 website or Slack, the most recent version of those documents will always be linked to the i5SOP.

> 7.1.2.2. **Program Operations Procedure (POP)** - POPs are internal documents intended to be seen by Executive Staff and the appropriate members from each division. This document covers how the program was developed, how it is run, and what learning objectives are accomplished through its operation.

7.2 Program Pipeline

Any i5 member can propose a new program and enact it through the following stages:

1) **Program Pitch** - Programs should be pitched to National Staff at an executive staff meeting via a formal briefing from at most three people. This pitch should include a basic rundown of program details, its learning objectives, how to develop it, how to operate it, and associated pros/cons (to include costs).
2) **Initial Vote** - National Staff will move into a period of discussion and voting to decide if the pitch will be further entertained. Approval is via a simple majority.
3) **Development** - In this stage, brainstorming must occur to outline the specifics of how the program will actually function, presentable in an outline prior to official document creation.
4) **Document Creation** - A POG and POP will be developed for each program based on the initial program pitch. These documents will be critical to how this program is perceived by the public and internally.

5) **Final Vote/Approval** - National Staff will reconvene after reviewing the POG and POP individually, either at an Executive Staff Meeting or a National Staff meeting, to discuss and revise or to move into a final period of voting prior to an oversight review.

6) **Rollout** - After a rollout action plan is approved, the program will be made public for use by all members.

7.3 Program Overviews

7.3.1. S.T.A.R. Curriculum - Space Training And Readiness (STAR) is a four-part course designed to expand students' knowledge of the space domain and to enhance interest in joining the United States Space Force. Program participation is completely voluntary and self-paced. To get registered, the following link may be used to input names on the Google Sheet: here.

7.3.2. STRAT Talks - The i5 Strat Talk Series is a video/podcast series that hosts Space Force Officers and other individuals in the space domain to talk about topics regarding their career field, space, and any related matters. This series consists of live video conferences which are then uploaded as YouTube videos.

7.3.3. i5 Space YouTube- i5's YouTube Channel currently includes content from Blue Horizon, Azimuth, and i5 Space. The i5 Media team creates videos including the i5 STRAT talk series and the i5 Crash Course series, amongst other stand-alone videos throughout the year.

7.3.4. Mentorship Program - i5's Mentorship program consists of many Space Force officers paired with undergraduate mentees. Contact information is included on the "Mentorship" tab of the i5Space website (i5space.com), and is only accessible with those with an approved i5 membership account. To get involved in the mentorship program, members must contact their Region Commander who can direct them to the Outreach Team.

7.3.5. Space Policy Debate Program- The Space Policy Debate program will bring i5 squadrons around the nation together to debate against a particular space deterrence policy, and will give them the opportunity to write a research report on the topic. This is a two-semester program. During the Fall semester, every team will research one topic and write a report on arguments pertaining to that topic. During the Spring semester, teams will receive a background packet on a different topic to debate throughout the semester in a bracket with the other competing teams.

7.3.6. Cyber Training Exercises (CTX) - Under i5's Cyber element, cyber simulations are created for i5 members around the nation to use. The main objective of wargames and cyber exercises is to expose members to novel ways of thinking that are critical to solving developing problems of the space frontier. Throughout the year, Cyber Training Webinars are hosted to allow our members to build a better understanding of how our

CTXs operate with the hope of our members expanding upon the Cyber Team's creations.

7.3.7. i5 Research Projects - i5 members from around the nation have the ability to conduct space-related research projects at the squadron level upon approval from the i5 Research Team, with the potential to be officially published on the i5 website and beyond. Projects can range from rocket designs, case studies, reports, and more.

7.3.8. i5 Orientation - All new i5 members will have completed the i5 Orientation, a 3-6 week i5 Orientation course in which candidates learn about the space domain and i5 Space through unit cohesion activities, material from the S.T.A.R Curriculum, and

7.3.9. i5 Alumni Network - The i5 Alumni Network is a program dedicated to creating continuity between past and present i5 members, while also providing alumni options to network amongst themselves during the early part of their Space Force careers. By creating an Alumni Network, i5 will be able to build on the experiences of our past members and play a key role in fostering the culture of the Space Force for future generations.

7.3.10. AI Brief Bytes Video Series - This video series, posted on the i5 YouTube channel, centers around hot topics blending advancements in AI with the space domain and military efforts to illuminate the future of warfighting.

7.3.11. CYBER Curriculum - The CYBER 100-500 Curriculum serves as a gateway to understanding and gaining competence in the cyber career field, providing members with insights into the typical responsibilities of a cyber officer, the techniques and skills used in hacking or online warfighting, and resources to grow and learn throughout a five-course TryHackMe series.

7.4 Active Teams and Responsibilities

7.4.1. Education - The Education Team maintains and coordinates the completion of the STAR Curriculum. They also coordinate the learning objectives and some content for the orientation program and the Crash Course Series.

7.4.2. Outreach - The Outreach Team is tasked with the organization of STRAT Talks with guest speakers. They also maintain the Alumni Program and Mentorship Program. Additionally, they update the i5 Linkedin page.

7.4.3. Media - The Media Team manages the i5 Instagram, YouTube, and any other social media platforms. Additionally, they conduct the recording of National All-Calls and Crash Course videos.

7.4.4. Cyber - The Cyber Team creates and directs the accessibility/execution of Cyber Training Exercises. Additionally, they can coordinate the execution of wargames with the Education Team.

7.4.5. AI - The Artificial Intelligence Team is newly created and is currently authorized to explore program development. Their operations include four pillars: Experience, Partner, Educate, and Contribute.

7.4.6. Events - The Events Team is in charge of coordinating the attendance to conferences and major meetings for National Headquarters. Additionally, they are tasked with compiling a list of local events that members may elect to attend.

7.4.7. Research - The Research Team is in charge of developing and maintaining the Space Policy Debate Program and the Research Program. The aim of this team is to increase members' ability to synthesize information about the space domain on one's own and develop unique opinions regarding complex topics.

8 Oversight Reporting

8.1 Staff Activity Reports

Staff activity reports are made to keep oversight informed, keep accountability, and keep records of all i5 Space activity. Having significant oversight of such a large organization necessitates such a robust reporting structure. The following reports are utilized consistently.

8.1.1. Consolidated Activity Reports (CARs) - The Consolidated Activity Report intends to combine all collected pertinent information about i5 activities into a single memorandum. This report must be sent to oversight on a bi-weekly basis (on the 10th and 25th of each month). The CAR is completed with contributions and review from each National Staff member (and with the assistance of the National Director XOs). This report is to be sent from the National Commander to report all activity and ensure that it is following the procedure outlined in this document and in all respective DoD guidelines that impact operations. It covers the operations from the past two weeks and the plans for the following two weeks. It is only viewed and edited by National Staff and sent to the i5 Commandant and other i5 National Oversight.

8.1.2. Bi-Weekly Activity Reports (BARs) - The Bi-Weekly Activity Report intends to detail all activity from each Executive Staff member into their own memorandum. This report must be sent to oversight on a bi-weekly basis (on the 5th and 20th of each month). These memorandums are holistic records of the activities that fall into each Executive Staff Member's purview.

8.1.3. Operations Monthly Activity Reports (MARs) - The Operations Monthly Activity Report intends to report all pertinent information about i5 squadron-level activities into a single memorandum. This report must be sent to respective Region Commanders on a monthly basis (on the 1st or 15th of each month depending on region commander). Reports are staggered so half are submitted at the beginning of the month and the other half at the middle of the month. The Monthly Activity Report template can be found as Appendix 2 in the i5SNC. Each Squadron Commander must either complete or delegate completion of the MAR for each month. MARs are not necessary for the months of June and July, as squadrons are generally inactive during these months. Time-sensitive concerns should be reported immediately prior to submission of one's MAR. Consistently missing deadlines set for MARs will result in squadron deactivation.

8.1.4. Development Monthly Action Reports (MARs) - The Monthly Activity Report intends to report all information from the team member level of the development division regarding team member participation, program progress, and overall team activity level. This report specifically aims to provide redundancy in development oversight and provide greater depth of understanding the details of what development is doing. The National Commander, Vice-Commander, and Director of Development may jointly decide

to substitute this procedure for being included in each Developemnt Team's Slack channel. Either way, there must be an understanding of what is happening in the division that is not based off of information from the Director or Team Commander.

8.2 Semester Update Reports (SURs)

Semester Update Reports are public documents made for non-members to view what i5 has accomplished in the past semester. Each Semester Update Report outlines goals for the following semester as well. This document may be used as a reference for external organizations and should therefore be concise, professional, and include visual references.

The report should include the following sections:
- Cover letter and cover page
- Table of contents
- Overview of our growth/retention in membership
- Program updates or additions
- Other miscellaneous outstanding squadron activities
- Special recognition to no more than three individuals across i5
- Contact information and instructions to establish new external relations

This report should be published NLT 31 May and 31 December of each year. Having been approved by the i5 Commandant and reviewed by all of National Staff, it is to be posted on the i5 website and emailed out to interested contacts via the i5 Commandant. The report is the responsibility of the oversight division to create and publish.

9 Protocol

9.1 Uniform Wear and Generic Accoutrements

Uniforms are to be worn when directed. Wearing one's uniform, either appropriately or inappropriately, reflects directly on i5, so it is important that cadets take pride in the way they present themselves through uniform wear. All accoutrements, to include the chord, ribbon, and pin, are to be worn together, only if no items are missing. The exception is the ribbon, which may be worn alone.

Chords - Chords are currently not approved for official wear but are pending approval. Chords should be worn on the left shoulder, with the black on the outside and silver through the middle. Squadrons should not develop unique chords. Chords should not be worn with OCPs.

Greyscale Patches - Greyscale patches are designated for members of Executive Staff during their term. While Executive Staff may keep their patch after their term, those who are impeached, must return their greyscale patch. Greyscale patches may also be given to select distinguished visitors (DVs) as a notion of gratitude or as a mechanism to garner influential public support. Patches may only be given out by National Staff or i5's Oversight. Patches should only be worn with OCPs.

Color Patches - Color patches are currently not approved for official wear. The nationally-released public patch is pending approval and displays an i5-branded rocket taking off into the stars. The nationally-released patch should always be worn at events when representing i5; especially National Staff members during public affairs meetings. Patches should only be worn with OCPs.

Squadron Patches - i5 Squadrons are able to make their own patches for their squadrons. In order to wear these patches, they must be approved by respective detachment or service academy leadership. This approval does not make it appropriate to wear this patch at official events outside of one's detachment or service academy and doing so reflects poorly on i5. Patches should only be worn with OCPs.

Pins - Pin wear is currently pending approval. Pins should be worn on the right side of the uniform mirroring the center of one's ribbon rack. Pins represent general i5 membership. Pins should not be worn with OCPs.

Ribbon - Ribbons are currently pending approval. Ribbons may be worn at all times with other ribbons. A membership ribbon will be released in the future and will be awarded upon completion of orientation. All other ribbons are reflections of outstanding performance or leadership. Such ribbons are given by National Staff to selected members.

9.2 Earned Accoutrements & Awards

In the future, earned accoutrements and awards will be listed in this section of the i5SOP. The purpose of these accoutrements is to provide recognition for outstanding leadership and participation. No such accoutrements currently exist.

9.3 Internal Business Meetings

Executive Staff Level and Team Level meetings will maintain professionalism throughout meetings to the extent that it does not hinder discourse. This is why Robert's Rules of Order and Basic Parli-Pro will be utilized when conducting meetings and making significant decisions. It is the Vice-Commander's job to facilitate this format of discussion.

All internal meetings with general membership and higher level staff will maintain an elevated level of professionality.

All attendees should show the utmost respect to guests and leadership that may be present. Disregard for professionality may be handled by Executive Staff or one's Squadron Commander depending on the severity of the action(s).

9.4 External Business Meetings

During all external interactions, i5 membership is expected to show the highest level of respect and professionality. Cell phone use and other distractions should be limited, if not eliminated, during external events to show respect. It is appropriate to take handwritten notes in meetings for the same reason. Expectations should be pre-approved by Executive Staff.

Holding or attending any external engagements where one may be expected to speak on i5's behalf is prohibited except for members of National Staff. When such a time arises, National Staff must create an action plan, to be approved by oversight, which ensures that i5 is presented consistently with its objectives and expectations.

External engagements should generally also follow DV Protocol.

9.5 Voting and Parli-Pro

While the most recent version of Robert's Rules of Order and Parli-Pro can be found online, the following intends to be a base guide for those who are unfamiliar. These sets of rules outline how to conduct business internally. A general quorum is at least 60% attendance of voting members being present. Proxy votes are included in quorum statistics.

Proxy-Voting is only done with an explicit message stating the voting matter and vote that informs all voting members.

The facilitator of i5's Parli-Pro is called the parliamentarian. The highest ranking member in attendance is the acting parliamentarian unless otherwise assigned by that member.

Phrase	Meaning
'Division of the House'	Call for a counted vote
'Move to a Vote'	Call for a verbal vote
'Move to Table'	To postpone discussion or voting
'Move to Table Indefinitely'	To permanently disregard a motion or resolution
Resolution	The goal or intent being suggested for approval via a vote
Motion	A statement made to introduce a new piece of business or propose a decision or action
'I move to…'	Presenting a new topic (or motion) to vote on or progress to the next procedural step
'I second'	Showing support for a motion, effectively bringing upon a vote
'Point of information…'	Bringing up a new prospective
'Decorum'	An order to compose oneself and return to a state of order

New topics of contention will be evaluated through the following process:
- One individual must bring up the topic
- The individual will then provide background
- The group will move into a period of open discussion
- Upon the end of the discussion will occur a period of voting
- The acting parliamentarian will assign implementation

Changes to the i5SOP must be approved utilizing Parli Pro. Prior changes are listed below.

i5SOP Resolutions

Resolution Code	Resolution Link and Description	Date Resolved	
23-A	i5 SOP Approval	14 February	2023
23-B	i5 SOP Overhaul Update 1	09 April	2023
23-C	i5 SOP Overhaul Update 2	30 July	2023
24-A	i5 SOP Overhaul Update 3	17 January	2024

Special Cases for Voting:
i5 Space, nor its procedure, may be altered to expand Executive Staff or National Headquarters

to more than 18 members (excluding officer oversight). Additionally, any structural changes need to be approved via anonymous vote by all Executive Staff with 100% quorum.

9.6 Communications

All official external communications should be conducted via email or letter. Letters should use the official i5 letterhead with an appropriate signature sent as a PDF or printed out.

Email correspondence from Executive Staff should use organizational emails. Appropriate signature blocks should be used in every correspondence for i5, regardless of cadet rank or position. An example signature block can be found in the communications section of the i5SOP. Emails should always be sent with respect and thoughtfulness in the forefront of the mind. Keep those emails detailed enough to provide appropriate context while being concise.

All communications on behalf of an i5 position (including general membership) should be professional as if they were to be viewed externally. Many communications will be shown to oversight after the fact or may already have oversight informed. Additionally, the Slack is not to be considered a private space and should maintain a certain level of professionality that is consistent with the values of i5.

9.7 Distinguished Visitor Protocol

It is appropriate to treat Distinguished Visitors (DVs) with the utmost respect. Whether they are visiting a squadron or donating their time by giving a Strat Talk, it is prudent to show every DV the sincerest appreciation and respect.

External relations on the squadron level with DVs should keep respective region commanders in the loop (including upon approval) as well as squadron advisors to ensure everyone is tracking and that no protocol is overlooked. Any external relations actions that do not loop in National Staff should be limited to single-squadron speaking engagements or other less involved activities.

External relations on the Executive Staff level is particularly important as these communications represent i5's leadership. Executive Staff should defer to or loop in their respective National Staff oversight on all external communications. National Staff alone should have an active role in the public affairs of i5. Ensuring that the public reputation of i5 remains positive is crucial in gaining and maintaining the respect that enables i5 to accomplish its mission.

When inviting a DV to take part in an i5 event at any level, it is appropriate to use the i5 letterhead in a personal invitation. Following their attendance, a thank you note also with an i5 letterhead should be sent either via mail or email.

Ensure that all high-ranking DV (O-5 and above) correspondance goes through Region Commanders. As high-ranking DVs deserve a naturally increased level of respect, Executive Staff involvement helps ensure that the correct accommodations are in place to maintain the appropriate level of respect is being given. i5 seeks to maintain a positive public image with all individuals, but high-level military and civilian DVs warrant additional care in such matters, so a public affairs brief from a National Staff member may be necessary before certain communications depending on the specific situation.

9.8 Event Behavior and Expectations

As i5 is a professional organization that does not hold its own conferences, it is prudent that every member attending an event represents i5 with the utmost professionalism. Throughout the course of an event, a member is likely to meet officers, many of whom may not be familiar with i5. Every individual acting on behalf of i5 must represent the organization professionally.

At all times during an i5 event, unless otherwise directed, each i5 member is expected to follow all appropriate military customs and courtesies, including greetings. Additionally, the reputation of i5 may be preserved by going above and beyond in providing extra courtesy to event guests and hosts. For example, cadets should attempt to introduce themselves to many guests properly and always thank the host (if appropriate via a mailed or an emailed note), regardless of event size.

Throughout one's time at an event, one may encounter a variety of questions regarding i5. Members are encouraged to have a good understanding of i5 prior to attending an event, but it is always safer to refrain from immediately answering specific questions rather than answering incorrectly.

It is also appropriate to wear a nametag to many events. When possible, a name tag should be clipped to the lapel above the right arm. When appropriate, always render a firm handshake with the right hand.

9.9 Hazing Policy

All squadron level and national level training is subject to the standards in this section. Any infraction of these standards will be evaluated by National Staff, the i5 Space Commandant, and the Squadron Advisor (if a squadron infraction occurs). Possible repercussions include remedial training briefs to squadron leadership or possible temporary squadron deactivation. Additionally, any individual directly involved with, or complicit through an oversight position in, an infraction may be stripped of their position and/or membership.

Hazing is defined as the imposition of strenuous, often humiliating, tasks as a part of a program of rigorous physical training and initiation. Hazing at any time through orientation, squadron events, national programs, or any other official i5 activities will not be tolerated under any circumstances. Both mental and physical hazing can cause lasting effects on individuals, which

is damaging not only to members but the entire i5 community. This destructive behavior is not consistent with the mission set and goals of i5 and therefore will not be tolerated.

Hazing is evaluated using the following questions:
- Did the incident constitute cruel or extreme conditions?
- Were these conditions endurable by an average member/candidate without lasting negative effects?
- Were the circumstances surrounding the incident addressed in risk mitigation plans submitted to oversight?
- Was this an intentional factor in training?
- Were the negative effects foreseeable?
- Did the incident cause individuals to break a law, whether institutional, local, or federal?

Hazing should be reported to the Squadron Advisor, Squadron Commander, National Commander, and i5 Space Commandant by emailing nationalcommander@i5space.com with the appropriate details. The National Commander will copy and forward the appropriate personnel the information regarding the reported incident.

i5 maintains a zero-tolerance policy towards hazing, meaning anything evaluated as hazing by National Staff will automatically result in remedial anti-hazing training. Additionally, leadership positions for those responsible will be stripped. After a judicial hearing is held by National Staff, a memorandum for record will summarize the events that occurred, the approved penalties, and the appeal instructions. This memorandum will be sent to the i5 Space Commandant, the Squadron Commander and Advisor of the offending member, and Detachment/Service Academy Cadre/Permanent Party. Service Academies and Detachments may issue their own disciplinary action in addition to what is outlined in the memorandum as appropriate.

A judicial hearing for hazing will be held within two weeks of a hazing incident being reported. National Staff will schedule a Zoom meeting that those involved may attend. After a statement from the defending party or parties, the reported actions will be evaluated as to their consistency with the hazing policy with a majority vote. Following that, National Staff will create a plan for future action and vote again to approve the decision.

All orientation plans will be reviewed by Executive Staff prior to their implementation. Any divergence from approved training plans will be treated as an ethical violation and addressed as such.

Notwithstanding the above guidelines and standards, training of future military leaders should be at a level of rigor consistent with the challenges presented by the space domain. By no means will hazing expectations be compromised in favor of any other factors.

10 Forms and Appendices

The following linked documents are crucial to operational success. Relevant view and edit restrictions are listed below each document. These documents are an official of the i5SOP and therefore require the same voting procedure to make structural changes to the templates. To receive editing access to any of these documents, members are strongly advised to reach out to their Region Commander instead of requesting access. Appendices are formatted as Google Documents and Forms as Google Sheets.

10.1 Forms and Appendices

Appendix #	Appendix Name	Link	Permissions
Form 1a	Staff and Squadron Roster	here	NSt Staff (edit), OPS (edit), DEV (View)
Form 2	Objective Tracking & Exec Engagement	here	NS (Edit), Exec Staff (Comment)
Form 4	Public Affairs	here	Exec Staff (Edit)
Form 5	Budget	here	NS (Edit), Exec Staff (View)
Form 6	Program Registration Tracker	here	NDD (Edit), Exec Staff (View)
Appendix 1	Executive Staff Application 2024	here	NS (Edit), All (View)
Appendix 2	Monthly Activity Report Template (MARs)	here	NS (Edit), Ops (View), SQ(submit)
Appendix 3	Bi-weekly Activity Report Template (BAR)	here	Exec Staff (View), NC (Edit)
Appendix 4	Consolidated Activity Report Template (CAR)	here	NS (View), NC (Edit)
Appendix 5	Squadron Startup Guide	here	NDO (Edit), All (View)
Appendix 6	National Expenditure Application	here	NS (Edit), Exec Staff (View)
Appendix 7	Next Steps Brief	here	NS (Edit), Edu Team (Edit), All (View)
Appendix 8	i5 Letter Template	here	NS (Edit), All (View)
Appendix 9	Squadron Introductory Brief	here	Ops (Edit), Gen Staff (View)
Appendix 10	Program Overview Guide (POG)	here	NDD (Edit), Exec Staff (View)

	Template		
Appendix 11	Program Operations Procedure (POP) Template	here	NDD (Edit), Nat Staff (Edit), Respective Team (Suggest)
Appendix 12	Login Information	here	NC (Edit), NS (View)
Appendix 13	Executive Staff Expectations Agreement	here	NC (Edit), Exec Staff (View/Sign)
Appendix 14	Team Member Expectations Agreement	here	NS (Edit), All (View), Team Members (Sign)
Appendix 15	Squadron Commander Expectations Agreement	here	NS (Edit), All (View), Sq CCs (Sign)

10.2 Program Operational Documents

The below programs should have linked Program operational documents. Program Overview Guides (POGs), which are available to the public, describe each program in depth, how it works, and how to enroll. Program Operations Procedures (POPs), which are accessible only by Executive & Extended Staffs, which describes the back-end operations of each program, to include learning objectives. Reference the development division sections of the i5SOP for more details.

Program Name	Program Status	Program Overview Guide (Public)	Program Operations Procedure (For Staff)
Debate	Dev Stage 3	here	here
Research	Dev Stage 3	here	here
STAR	Dev Stage 4 (Provisionally Active)	here	here
Alumni	Dev Stage 4 (POP, last pitch and vote needed)	here	here
Mentorship	Dev Stage 4	here	here
CTX	Dev Stage 4 (Provisionally Active)	here	here
STRAT Talks	Dev Stage 4 (Provisionally Active)	here	here
Leadership	Dev Stage 1 (Provisionally Active)	Here (Expectations MOA)	Here (Action plan for midterm feedback)
Orientation	Dev Stage 3 (Sanctioned not directed)	here	here
AI Brief Bytes Video Series	Dev Stage 4 (Provisionally Active)	here	here
Cyber Curriculum	Dev Stage 3	here	here