

SONS DETACHMENT OF ARIZONA  
OFFICE/STAFF OFFICERS POLICIES AND  
PROCEDURES MANUAL

**COPY**  
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TRANSCRIPT

**The Sons of  
The AMERICAN LEGION  
DETACHMENT of ARIZONA**

DETACHMENT OFFICE/STAFF OFFICERS POLICIES AND PROCEDURES

Effective Date November 4<sup>th</sup>, 2024

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## Section One

### A. Purpose

The purpose of these procedures is to ensure that there is a uniform method of accomplishing the Detachment official day to day office affairs, to have available at all times and in one concise document all rules, procedures and regulations pertaining to the orderly operation of Detachment through it's approved 'STAFF OFFICERS' with a readily available reference file for Detachment guidance.

1. The goal of all Detachment Policies is to provide meaningful, responsible, and functionable day to day operating procedures.
2. This manual includes policies established by the Detachment, and procedures designed to implement those policies and provide simple methods to manage the organization's business/office affairs.
3. The manual will be updated periodically to reflect changes and clarifications in policies and procedures. The Detachment Adjutant in conjunction with the Detachment Finance Officer and Detachment Membership Director will establish appropriate procedures within the guidance of the governing documents to be certain that the manual in use is updated and outdated policies and procedures are removed and updated policies and procedures put in place with approval by the AZSAL Detachment Executive Committee.

### B. Terminology and Abbreviations

In order to facilitate understandable reading of the contents of these manuals and to reduce the volume of print, the following will be applied:

1. The term 'The American Legion, Department of Arizona' will be termed as "Department".
2. The term 'Department of Arizona Executive Committee' will be termed "DEC".
3. The term 'Sons of The American Legion, Detachment of Arizona' will be termed "Detachment".
4. The term 'Detachment of Arizona Executive Committee' will be termed "SALDEC".
5. Officers and Committees otherwise referenced shall be by their respective titles.
6. The terms 'Detachment Constitution', 'Detachment By Laws', and 'Detachment Standing Rules' will be termed "Const, Bylaws, and SR" respectively.
7. The term 'Office/Staff Officers Policy and Procedures manual' will be termed "OPPM".

### C. Authority

The authority for content going forward after initial approval of the AZSAL Body and the Department DEC, rest with the Detachment Executive Committee as approved by the Constitution, By Laws, and Standing Rules of the Detachment, the SALDEC as approved by the Constitution, By Laws, and Standing Rules of the Detachment as approved by the DEC. Overriding all authority is the Department as the Detachment is a subsidiary program of the Department and owned wholly as such by Department.

1. This Office/Staff Officers Policy and Procedures manual are incorporated into the Standing Rules of Detachment subordinate to the Constitution and By Laws of Detachment under the section of the Standing Rules termed Detachment Manuals (with other manuals incorporation).



2. The Detachment Adjutant and the Detachment Finance Officer, separately and equally hold responsibility for the accurate reporting and safekeeping of the Detachment Finances and Documents. Each officer also holds particular duties in carrying out the operations of Detachment.
- D. Changes
1. Changes to this OPPM are authorized through Detachment Executive Committee action (majority vote necessary), then approval of the DEC.
  2. All changes as approved above requires the entire document to be rewritten and dated as approved for it to take effect (new volume number, date of update).
  3. Re-writing shall fall under custodial duties of the Detachment Adjutant with new volume forwarded to the Detachment Commander, members of the SALDEC and to the Department Adjutant, and others affected (i.e., Detachment Finance Officer, Detachment Membership Director, Assistants...) upon completion.
- E. Responsibilities/duties (Detachment Commander and Detachment Staff Officers Listed)
1. Officer duties as per the FPPM:
    - a. The duties of the Detachment Commander are as Detachment Chief Executive Officer. The senior executive officer with responsibility for implementing plans and policies related to Detachment's operational efficiency and strategic management as prescribed by the SALDEC, and following the Detachment Const, Bylaws, and SR.
    - b. The duties of the Detachment Adjutant are as Detachment Chief Operating Officer. A senior executive officer with responsibility for managing and executing the day-to-day operations of Detachment as prescribed by the SALDEC, and following the Detachment Const, Bylaws, and SR. And as custodial keeper of the Detachment Const, Bylaws, and SR.
    - c. The duties of the Finance Officer are as Detachment Chief Financial Officer. A senior executive officer with responsibility for keeping of the financial affairs of the Detachment as prescribed by the SALDEC, and following the Detachment Const, Bylaws, and SR.
    - d. The duties of the Detachment Membership Director are as Detachment Chief Membership Officer. A senior executive officer with responsibility for keeping of the membership affairs of the Detachment as prescribed by the SALDEC, and following the Detachment Const, Bylaws, and SR.
    - e. The Detachment Assistant Adjutant(s) and Detachment Assistant Finance Officer(s) work as staff officers under the direct supervision of the Detachment Adjutant and Detachment Finance Officers.
    - f. It is the responsibility of the Detachment Finance Officer, Detachment Membership Director, and Assistants, with review and approval of the Detachment Adjutant, to carry out the intent of the procedures unless otherwise stated. The Detachment Staff Officers work together as a team with the Detachment Adjutant as the team leader. The Detachment Adjutant is directly reportable/accountable to the Detachment Commander, the SALDEC, the Department Adjutant and the DEC. The Detachment Adjutant has authority to authorize Detachment Staff Officers to help in any particular area of need to

the Detachment (i.e. authorizing the Detachment Membership Director as an operational Assistant Finance Officer (operational officers are not in count against authorized assistants, but are authorized to carry out the duties and functions of such officer)).

- g. Any/All Detachment Committees (with exception of the SALDEC as a whole) dealing with Detachment operations will be prescribed a sub-set of Detachment Operating Procedures that will be considered subservient to this manual. Any/All Detachment Officers, Committee Chairs, or others shall always need the financial auspices and approval of the Detachment Adjutant and Detachment Finance Officer in financial matters.
  - h. All other duties as prescribed by the Const., By Laws, S.R., pertaining to named officers as written in said documents.
2. Staff Officers listed
- a. The Detachment Adjutant
  - b. The Detachment Finance Officer
  - c. The Detachment Membership Director
  - d. The Assistant Adjutants (up to two (2) authorized by Const., By laws, S.R.)
  - e. The Assistant Finance Officers (up to two (2) authorized by Const., By laws, S.R.)

## Section Two

### Detachment Records and Communications


- A. Responsibility
- 1. The Detachment Adjutant is tasked with the functional accessibility/control of all records of the Detachment and long-term storage of such.
  - 2. The Finance Officer maintains that all active books and financial records are kept up to date with help of the Membership Director on membership financials.
  - 3. The Detachment Membership Director maintains that all active books and records on Detachment Membership are kept up to date.
- B. Reporting
- 1. The Detachment Adjutant is the official voice for all communications and reports of the Detachment.
  - 2. The Detachment Finance Officer will prepare a monthly report of reconciliation, income and expenses for the Detachment Adjutant for dispersal to the Detachment Finance Committee and Detachment Commander, and other pertinent parties, and also for permanent recording.
  - 3. The Detachment Membership Director will prepare a monthly report of the conditions of the membership of the Detachment, including income and expenses pertaining to membership for the Detachment Adjutant for dispersal to the Detachment Finance Committee and Detachment Commander, and other pertinent parties, and also for permanent recording.



4. The Department Adjutant is an Ex-Officio member (without vote) of the SALDEC and receives copies of all reports generated out by officers/chairs/members of the Detachment and receives them on behalf of the Detachment DEC.
5. The Detachment Adjutant shall have ready upon proper call, any/all papers allowed (not corporate confidentially restricted) for inspection by Detachment members, authorized Department Officers, Detachment committee members, or SALDEC members. The Detachment Adjutant shall have any and all seeking inspection of such records sign a confidentiality agreement on all review of records needing such of the Detachment, as they are corporate property of Department. The Detachment Adjutant shall allow no papers opened for review of confidential matter to be allowed copied, or taken from the Detachment Adjutant's office without written authorization of the Department Adjutant and review by such before release. In any case arising of claimed confidentiality, the Department Adjutant shall be the arbitrator of such.

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DETACHMENT APPROVAL  
12-2-24

  
DETACHMENT COMMANDER

  
DETACHMENT ADJUTANT

LEGION DEC  DATE 11/3/24

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