

**16th Infantry Regiment Association**  
**307 North Broadway**  
**Leavenworth, KS 66048**

5 May 2015

MEMORANDUM FOR All Members of the 16th Infantry Regiment Association

SUBJECT: Policy Letter #2, Association Table of Organization (TOE)

References:

- a. Constitution, 16th Infantry Regiment Association, 3 August 2012
- b. By-Laws, 16th Infantry Regiment Association, 3 August 2012

1. Purpose. The purpose of this policy letter is to provide all officers and members of the 16th Infantry Regiment Association a written and visual understanding of how the Association is organized for operations. This policy letter supersedes all previous Association policy letters on this subject.

2. General. In accordance with references a. and b. above, the Association is organized to operate with three types of officers: voting officers of the Governing Board; non-voting officers of the Governing Board; and non-Board officers. The references also provide for committees to perform certain functions for the Association. The documents provide for certain standing committees and special committees. This policy letter explains how each fits into the Association operating structure.

3. Association Officers. Each officer has individual duties and responsibilities to perform that support the Association's mission and objectives. Some officers have direction authority over other officers and committees, others have only coordination responsibilities outside of their staff area.

A. Voting Officers of the Governing Board. The voting officers of the Governing Board consist of the president, first vice president, second vice president, adjutant, and treasurer. These officers generally equate to, and function similarly as, a battalion's commander and his primary staff although the positions vary. The voting officers' duties and responsibilities are outlined in the Association Constitution, Article V, Section 1. Each voting officer has direction of certain non-Board officers and committees, or coordination responsibilities with non-voting officers of the Governing Board. Those relationships are depicted at the enclosure.

B. Non-Voting Officers of the Governing Board. The non-voting officers of the Governing Board consist of two *Emeriti*, the Honorary Colonel and Honorary Sergeant Major of the Regiment; and the commanders of the active battalions. These officers generally equate to, and function similarly as, a battalion commander's personal staff although their coordination and contact authority is not limited to the Board president only. Their duties and responsibilities are outlined in the Association Constitution, Article V, Section 2. In general, non-voting officers of the Governing Board have no direction responsibilities of non-Board officers or committees. Those relationships are depicted at the enclosure.

C. Non-Board Officers. The non-Board officers consist of a flexible number of special staff officer positions, two of which are presently chairmen of standing committees. This number may expand or contract upon the organization or dissolution of short-term special committees. These officers generally equate to, and function similarly as, a battalion's special staff. Their duties and responsibilities are outlined in the Association Constitution, Article V Section 4. In general, non-Board officers, with the exception of committee chairmen, have no direction responsibilities. Any of the non-committee officers, however, may be appointed by the President to form a special committee (see paragraph 3 below). Those relationships are depicted at the enclosure. The special staff officers and their chain of authority, less the standing committee chairmen, are listed below.

1. Regimental Quartermaster. The Regimental Quartermaster works for and reports to the Second Vice President.

2. *Dagwood Dispatches* Editor. The *Dagwood Dispatches* Editor works for and reports to the First Vice President.

3. Webmaster. The Webmaster works for and reports to the Adjutant.

4. Veterans' Assistance Officer. The Webmaster works for and reports to the Second Vice President.

5. Regimental Historian. The Regimental Historian works for and reports to the First Vice President.

6. Judge Advocate. The Judge Advocate works for and reports to the President.

7. Company Representatives. The Company Representatives work for and report to the Recruiting Committee Chairman.

8. Chaplain. The Chaplain works for and reports to the President.

4. Committees. There are two standing committees in the Association: the Recruiting Committee and the Reunion Committee. The President may form additional special committees at any time for a specific purpose and time frame. Each committee chair is authorized to organize and operate their committee within the constraints set by the

Constitution and By-Laws and this policy letter. Special committee chairmen answer to the voting officer as determined by the President upon appointment.

A. Recruiting Committee. The Recruiting Committee is the primary recruiting arm of this Association, although every member of the Association has a responsibility to recruit former members of the regiment. The Recruiting Committee Chairman works for and reports to the President. The Recruiting Committee mission is to identify, contact, and recruit former members of the regiment into the Association. This includes former members of the Association who may have dropped out for some reason. The committee consists of the chairman, the various Company Representatives, and such other Association members who the chairman believes might have value to the recruiting effort. These may include recruiting points of contact in the active battalions, the Society of the First Division 16th Infantry Representative, and regimental members belonging to, or serving with, other veterans' organizations. The chairman's primary task is to organize and direct the committee in ways that maximizes identification and contact with present and former 16th Infantrymen. The recruiting pitch should emphasize the Association mission and objectives and camaraderie with fellow Soldiers. The committee's yearly mission objectives are laid out in the President's annual State of the Regiment briefing at the annual General Membership Meeting.

B. Reunion Committee. The Reunion Committee Chairman works for and reports to the Second Vice President. The Reunion Committee is responsible for the planning, development, and conduct of several key activities at the annual reunion, and such other events where significant numbers of Association members are expected to gather. This may include, but is not limited to, the DMOR induction/Victory Week activities at Fort Riley. The committee consists of the chairman and such other Association members who the chair believes might have value to reunion planning and execution efforts. The chairman's primary task is to organize and direct the committee in ways that provide venues for past and present members of the 16th Infantry Regiment to share in the history and well-earned camaraderie of the US Army's greatest regiment. The primary events and activities for the committee to plan, develop, arrange for, and execute are provided below.

1. Regimental Command Posts (CP). A Regimental CP will be opened at every Reunion conducted in conjunction with the Society of the First Infantry Division. CPs at other events may be opened at the discretion of the President, or at the suggestion of the committee chair. The CPs will include, as far as practicable with available resources and local laws, the following provisions and accoutrements to ensure maximum enjoyment and camaraderie for the attending members.

a. An Association-run cash bar with a variety of alcoholic and non-alcoholic beverages and snacks. Charges will be for donations only and advertised as a fund raising effort.

b. Regimental colors and guidons.

c. Historical paraphernalia that extol the history of the regiment to provide members access to historical information on various time periods and encourage both serious discussions and “war stories” about the regiment that may or may not be true, as long as it encourages camaraderie.

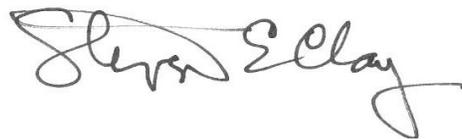
d. Company Tables. Company tables may be designated if requested, but mixing with all members of the regiment should be encouraged.

e. Other trappings and provisions that the committee may deem appropriate and in good taste (i.e., no porn movies in the CP).

2. Regimental Auction. The Reunion Committee will establish a time and secure a location to conduct a Regimental Auction as a fund raiser for the Association. Items for auction should be regimental in nature, or may be relating to Soldiers and Soldiering. The means and methods of gathering items and conducting the auction is a committee responsibility. However, items offered and the methods for conducting the auction will be in accordance with local and national laws and performed in a manner that is befitting the pride and professionalism of America’s Greatest Regiment.

3. Other Activities as Appropriate. The committee may undertake to provide activities to the Association Members to enhance their enjoyment at the Reunions. These activities may be in lieu of those offered by the Society. For example, during those years that the Reunion is held in cities near Civil War battlefields, the committee may engage the services of the Regimental Historian to conduct a battlefield tour. This would be particularly useful at those battles at which the regiment fought and would greatly enhance the Association’s objective to “Honor, communicate, and perpetuate the Regiment’s past history and present service.”

3. Effective Term. This policy letter is in effect until 1 January 2018 unless superseded prior to that date.



Steven E. Clay  
President  
16th Infantry Regiment Association

Enclosure: Association Organization.

## Organization 16th Infantry Regiment Association

