



Logistics Officer Association Guidance Chapter Expectations (G-6)

1. Purpose. Provide LOA chapters formal guidance on LOA Chapter expectations. This LOA Guidance is supplemented by the Chapter President Tools for establishing and running LOA Chapters. Once fully developed, it is meant to be a guide and not directive in nature.

2. Chapter Core Requirements. Chapter efforts should center on the four pillars of 1) leadership engagement, 2) professional development, 3) education and 4) membership. First, leadership engagement enables junior officers/civilians to lead near-peers to hone their skills sets, share ideas and improve their organizations. LOA chapters must foster this environment. Second, professional development deals with operational and tactical knowledge in areas outside the officers'/civilians' core expertise to gain a better understanding of other areas of military and civilian logistics. Third, the education arm of a chapter should focus its efforts on core specialty and unique opportunities to capitalize on progression within our fields. This effort can range from formal classes, guest speakers and writing opportunities to share information at both the chapter and national levels. Finally, membership must be a focus as the purpose is lost without the members. Encourage active membership through mentoring opportunities, demonstrating LOA member's accomplishments and telling "the story"...these enrich esprit de corps and support the other three pillars. Further details of the four pillars are:

a) **Leadership Engagement** • Appoint a senior leader advisor; **NOTE:** as a matter of routine and pending extenuating circumstances, the senior leader advisor **shall** be the ranking 21A/M/R officer within the Maintenance Group (MXG), Mission Support Group (MSG), Logistics Readiness Group (LRG), or DLA Directorate. This will typically be the MXG/CC and/or may be the MSG/CC. Note: exceptions may occur e.g., at HHQ staff assignments, Air Logistics Complexes (ALC), etc., where Staff A4s or ALC/CCs (or Vices) may be the senior leader advisor in those circumstances.

- Encourage senior leader engagement.
- Submit list of new chapter leadership and senior advisor's name to the LOA Ambassadors within two weeks of election (ambassador@loanational.org).
- Chapter must develop/maintain a charter. The ambassadors file older copies of chapter charters and by-laws.

b) **Professional Development** • Conduct chapter meetings regularly (to the maximum degree possible, meetings should be held on a monthly basis) that cover all disciplines (maintenance, logistics, contracting). **NOTE:** to the maximum degree possible and keeping operational requirements in mind, the senior leader advisor i.e., typically the MXG/CC, MSG/CC, LRG/CC, or DLA Director should attend the LOA Chapter meetings. Unlike Company Grade Officers Council and Junior Force Development type

forums, junior to mid-level maintenance/logistics/contracting LOA members can gain specific “Big-L Logistics” insights and guidance from the senior leader Chapter Advisor. • Conduct at least two professional development tours per year. • Plan activities with joint units and other organizations (AFA, SOLE, NDTA, ATA, AFCEA, WID, etc.) • Identify and nominate individuals for the annual LOA scholarship and awards programs.

c) **Education** • Host at least four guest speakers per year; one from off-base, if possible. • Encourage maximum participation at the LOA Symposium or virtual symposium and share information with those who were not able to attend. • Submit at least one article per year for publishing in the ER. Additionally, keeping the value of education in mind, highly encourage making a scholarship contribution to LOA National each year.

d) **Membership** • Strive to expand LOA National membership by 10% per year. • Must have at least 6 national dues paying members. • Create and maintain an e-mail list to communicate with all chapter members and those eligible, including Total Force, civil service personnel, and industry/contractor members. • *“Tap-a-Shoulder”*

3. Chapter Organization. LOA Chapters are individual entities and do not fall under the National LOA insurance or non-profit status except when National LOA sponsors a specific event. As such, chapters should ensure they follow local base and state laws related to professional organizations. In most cases, the LOA Charter/By-laws must comply with local regulations. The base legal offices can aid in this effort to ensure proper registration.

4. Conclusion. This framework of expectations will help local chapters strengthen their organization and grow better logisticians. We would like to hear from each chapter on how they are contributing to LOA at both the Chapter and National levels. The sharing of these ideas provides value to our members and furthers LOA’s growth. Please send your ideas and feedback to the LOA Chapter Ambassadors at ambassador@loanational.org.

//Signed//

SCOTT FIKE

President, Logistics Officer Association

Approved by the Executive Board, January 2020

