



## Completed Staff Work

When given a task from your team leader, you are expected to complete this task. Completed staff work is when the job is completed AND ready for your team leader to put their name to it. Follow this checklist to see if your work truly is "complete"

- At the time the project is being given, ask the basic questions of the assignments.
  - Who
  - What
  - When
  - Where
  - Why
- Then go "figure it out!"
- If you have questions, go to your other resources BEFORE going to your team leader.
  - Google it
  - Ask other team members who may be able to help
  - Look in every place possible before giving up
- Present the team leader with answers, not problems.
- Provide them with multiple options, and your top suggestions out of those.
- When tempted to ask a question, ask yourself, "could this wait until the next team huddle or meeting?"
- The final test to determine if you have finished "completed staff work" is;
  - "would (team leader name) be willing to sign their name to this and stake their professional reputation on it and its accuracy?"
  - If the answer is "no" or "I'm not sure", then go back and do it over again until you are confident the answer will be "yes".
- Last but not least, make sure you have done EVERYTHING before you mark a project complete. Are all of the elements here and ready to be signed off?

WAR DEPARTMENT  
OFFICE OF THE PROVOST MARSHAL GENERAL

January 13, 1942

SUBJECT: Completed Staff Work

TO: All Officers of the Provost Marshal General's Office,  
All Officers of the Provost Marshal General's School,  
All Members of the Military Police Board,  
All Instructor-Observers.

1. The doctrine of "completed staff work" is a doctrine of this office.

2. "Completed Staff Work" is the study of a problem, and presentation of a solution, by a staff officer, in such form that all that remains to be done on the part of the head of the staff division, or the commander, is to indicate his approval or disapproval of the completed action. The words "completed action" are emphasized because the more difficult the problem is, the more the tendency is to present the problem to the chief in piece-meal fashion. It is your duty as a staff officer to work out the details. You should not consult your chief in the determination of those details, no matter how perplexing they may be. You may and should consult other staff officers. The product, whether it involves the pronouncement of a new policy or affects an established one, should, when presented to the chief for approval or disapproval, be worked out in finished form.

3. The impulse which often comes to the inexperienced staff officer to ask the chief what to do, recurs more often when the problem is difficult. It is accompanied by a feeling of mental frustration. It is so easy to ask the chief what to do, and it appears so easy for him to answer. Resist that impulse. You will succumb to it only if you do not know your job. It is your job to advise your chief what he ought to do, not to ask him what you ought to do. He needs answers, not questions. Your job is to study, write, restudy and rewrite until you have evolved a single proposed action - the best one of all you have considered. Your chief merely approves or disapproves.

4. Do not worry your chief with long explanations and memoranda. Writing a memorandum to your chief does not constitute completed staff work, but writing a memorandum for your chief to send to someone else does. Your views should be placed before him in finished form so that he can make them his views simply by signing his name. In most instances, completed staff work results in a single document prepared for the signature of the chief, without accompanying comment. If the proper result is reached, the chief will usually recognize it at once. If he wants comment or explanation, he will ask for it.



5. The theory of completed staff work does not preclude a "rough draft", but the rough draft must not be a half-baked idea. It must be complete in every respect except that it lacks the requisite number of copies and need not be neat. But a rough draft must not be used as an excuse for shifting to the chief the burden of formulating the action.

6. The "completed staff work" theory may result in more work for the staff officer, but it results in more freedom for the chief. This is as it should be. Further, it accomplishes two things:

- a. The chief is protected from half-baked ideas, voluminous memoranda, and immature oral presentations.
- b. The staff officer who has a real idea to sell is enabled more readily to find a market.

7. When you have finished your "completed staff work" the final test is this:

If you were the chief would you be willing to sign the paper you have prepared, and stake your professional reputation on its being right?

If the answer is in the negative, take it back and work it over, because it is not yet "completed staff work".

For the Provost Marshal General:

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Deputy Provost Marshal General