

AI Tools Field Guide Not affiliated with OpenAI, Google, xAI or Anthropic; your organization's rules come first.

Point it at the files you are allowed to upload. Get a binder outline, a recurring-task calendar and a first thirty days.



What goes in

- **Only the files you may upload.** SOPs, instructions, blank trackers and turnover notes your command allows in an AI tool.
- **Take the people out first.** Names, rosters, phone lists and anything personal come out of an old email before it goes up.
- **Billets, not names.** LPO, training officer, maintenance chief: a call list built on billets survives the next rotation.
- **The project is the desk.** Files once, standing instructions once, and every turnover chat starts already knowing them.



Four things to ask for

- 1 **The binder outline.** One section per recurring duty, naming the file it was built from.
- 2 **The recurring-task calendar.** What repeats, how often, and to whom it goes.
- 3 **The call list, by billet.** The billet, what it owns, and the file that says so. No names anywhere.
- 4 **The first thirty days.** What the relief must do in week one, and what can wait until week four.
- 5 **One product per pass.** All four at once come back thin; work in short spans.



Say it like this

PROMPT TO COPY

Read only the attached files. Propose a turnover binder outline: one section per recurring duty, naming the file and paragraph each section came from. Then list every recurring task with its cycle and the billet that owns it. Write MISSING where the files do not say. Do not invent a duty. If two files disagree, show both passages and name each file.

Project name

Name your project

Name the project for the billet you are relieving, not for the person.

TAKE AWAY

A week of sorting becomes an afternoon of checking. Open the file behind each section, then ask your relief what the files never said.