



OHIO MILITARY RESERVE

000.00

Standing Operating Procedure

STANDING OPERATING PROCEDURE (SOP) BINDER GUIDELINES

Headquarters, Ohio Military Reserve
Office of the Chief of Staff
17800 Royalton Road
Strongsville, Ohio 44136-5197

01 August 1996

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OHMR-CS

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MEMORANDUM FOR See Distribution

SUBJECT: OHMR SOP Binder SOP 000.00

1. REFERENCES

OHMR-R 360-1
FM 101-5
FM 100-5

2. GENERAL

This SOP covers the organization of the SOP Binder and the responsibility for its maintenance.

3. PURPOSE

This SOP provides for the establishment of a SOP Binder for the purpose of providing clear standards for administration, operations and logistics within units of the Ohio Military Reserve.

4. SCOPE

This SOP is applicable to all units in the OHMR, all SOP binders and all SOPs prepared for inclusion therein.

5. RESPONSIBILITY

a. The maintenance of the Brigade SOP Binder is the responsibility of the Executive Officer.

b. The preparation of documents (SOPs) to be placed in the SOP Binder is the responsibility of the respective staff officer whose area the document relates.

c. The authority to create SOPs at any level may be delegated through staff channels. The Unit Commander is responsible for the content of the SOPs and that responsibility cannot be delegated.

6. ORGANIZATION

a. The Binder shall be maintained as one or more standard three ring loose leaf binders. It will be kept in the Unit Headquarters or other secure place known and accessible to commanders and staff personnel.

b. Corps, brigade and battalion headquarters will maintain SOP binders for Corps and local SOPs.

c. The binder shall be divided by index pages into numerical groups which relate to specific areas of focus. These areas will be assigned number ranges to which the SOPs will be numbered for relation. The ranges are:

INDEX

<u>Title</u>	<u>Chapter</u>
Index - Format	000.00
Staff	100.00
<u>Training</u>	<u>200.00</u>
Personnel	300.00
Intelligence	400.00
<u>Logistics</u>	<u>500.00</u>
Security	600.00
Uniform	700.00
<u>Operations</u>	<u>800.00</u>

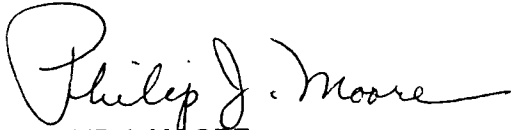
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- c. This index will be updated as required.
- d. When replacement SOPs are added to the Binder, they will be noted as supersedures as indicated in SOP 000.01 and the superseded document will be removed and destroyed.

WILLIAM R. HARDY
Major General, OHMR
Commanding

OFFICIAL:



PHILIP J. MOORE
Colonel, OHMR
Chief of Staff

DISTRIBUTION:
Corps SOP Binder
All Bde Cdrs
All Bn Cdrs