



OHIO MILITARY RESERVE

000.01

Standing Operating Procedure

FORMAT FOR STANDING OPERATING PROCEDURE (SOP) DOCUMENTATION

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: Format for Standard Operating Procedure (SOP) Documentation SOP 000.01

1. REFERENCES

OHARNG SOP Format

2. GENERAL

This SOP describes the format to be used for the documentation of SOPs.

3. PURPOSE

The purpose of this SOP is to provide guidance for personnel preparing SOP documentation within different elements of the Corps to insure uniformity and clarity of the documentation.

4. SCOPE

This SOP applies to all SOP documentation prepared subsequent to its distribution, including updates of previously issued documentation, by units of the Ohio Military Reserve.

5. RESPONSIBILITY

It is the responsibility of commanders at all levels to insure compliance. The unit executive officer will be responsible for the maintenance and distribution of the SOP File.

6. FORMAT

a. SOPs will be documented in memorandum form. This document will serve as an example for formatting.

b. The memorandum will contain, at a minimum, six paragraphs. The paragraphs will be titled and cover the following information:

(1) REFERENCES -- This paragraph will note manuals, documents, maps, etc. which are sources for the material to be covered. It may also include materials which are referenced in the body of the memorandum.

(2) GENERAL -- This paragraph will briefly describe, usually in a single sentence, the topics which are covered by the SOP.

(3) PURPOSE -- This paragraph explains why it is necessary and what is the reason for documenting an SOP on this topic.

(4) SCOPE -- This paragraph describes to who or to what area of command the SOP applies.

(5) RESPONSIBILITY -- This paragraph describes who is to be held responsible for adherence to the SOP. This paragraph may have several subparagraphs if necessary to denote several key persons who are responsible for critical aspects of the SOP's application. It is important that this paragraph is restricted to key personnel and only to "what", not "how", or the paragraph will become too detailed and too lengthy.

(6) The sixth paragraph begins the actual detail of the SOP. It may be entitled "EXECUTION" or "FORMAT" or "EMPLOYMENT" or any appropriate title. There may be multiple additional paragraphs, depending on how complex the SOP is and how broad is the subject covered.

(7) The SOP Memorandum will be concluded with the Commander's signature block. The memorandum will be noted as "OFFICIAL" followed by the signature block and signature of the issuing staff officer. While it is not necessary for the Commander to sign every SOP, staff officers will not publish SOPs without consulting or advising the Executive Officer or the Commander.

(8) The distribution block will be noted following the signature block. Generally, the distribution will be to the Corps SOP File and to all brigade and battalion commanders (it is the responsibility of commanders to distribute the information to their personnel). Distribution may be modified as required.

(9) If the SOP supersedes a current SOP, the second paragraph (the one following REFERENCES) will be titled "SUPERSEDES". This paragraph will note which SOP, by number, title and date, is to be superseded by the new SOP.

(10) If there are attachments to the SOP Memorandum, they will be organized as Annexes. A summary of the Annexes will be included following the last signature block but before the Distribution block. Starting at the left margin, it will look like this example:

Annexes:
A - Map 123
B - Schedule
C - List of Facilities

(11) If there are multiple pages, the second and following pages will be headed with the office identification symbol, subject, date and "Page ___ of ___ pages".

(12) All SOPs will be numbered according the numbering system established in the Corps SOP file. Corps SOPs will be numbered in the hundreds series (100's). If supplemental SOPs are required at brigade level, they will be numbered in the tens series (10's) of the same group. Battalion level supplemental SOPs will be designated by alpha characters. For example:

	Corps	Brigade	Battalion
Staff SOPs	100.00	10.00	A.00
Training SOPs	200.00	20.00	B.00
Administrative SOPs	300.00	30.00	C.00
Intelligence SOPs	400.00	40.00	D.00
Logistics SOPs	500.00	50.00	E.00
Security SOPs	600.00	60.00	F.00
Uniform SOPs	700.00	70.00	G.00
Operations SOPs	800.00	80.00	H.00
Public Affairs SOPs	900.00	90.00	I.00

Company level SOPs, if required, will not be enumerated but will be simply maintained and described as policies addressing certain specific subjects. Corps SOPs, in addition to OHMR Regulations, will provide the primary source of policy and in cases of conflict will supersede all local SOPs.

(13) Corps SOP files will be maintained at corps, brigade and battalion level. It is not necessary to produce copies of every SOP for all personnel although in some

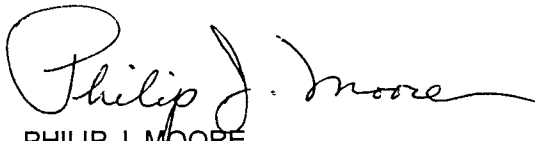
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cases it may be desirable to distribute copies to the squad level. SOPs that are classified as dealing with security, operations or intelligence, will not be duplicated.

WILLIAM R. HARDY
Major General, OHMR
Commanding

OFFICIAL:

A handwritten signature in black ink that reads "Philip J. Moore". The signature is written in a cursive style with a large initial "P" and a long horizontal flourish at the end.

PHILIP J. MOORE
Colonel, OHMR
Chief of Staff

DISTRIBUTION:
Corps SOP Binder
All Bde Cdrs
All Bn Cdrs