

OHIO MILITARY RESERVE



100.01

Standing Operating Procedure

**SCHEDULING
BRIEFING TIME
WITH THE
CORPS
COMMANDER**

Headquarters, Ohio Military Reserve
Office of the Chief of Staff
1000 Lawrence Road
Camp Perry Training Site
Port Clinton, Ohio
43402-2921

01 March 2002



REPLY TO
ATTENTION OF

OHIO MILITARY RESERVE
Headquarters
Camp Perry Training Site
Port Clinton, Ohio 43452-9578



OHMR-CS

26 Feb 02

MEMORANDUM FOR See Distribution

SUBJECT: Scheduling Briefing Time with the Corps Commander SOP 100.01

1. REFERENCES: NONE

2. GENERAL

This SOP covers the method of requesting time with the Corps Commander.

3. PURPOSE

This SOP defines the different requirements for requesting time with the Corps Commander in three manners: Private Commander Brief (PCB), Senior Staff Brief (SSB) and Headquarters & Headquarters Detachment (HHD). These meetings are limited to the persons described in paragraph 4.

4. SCOPE

This SOP is applicable to Corps General Staff, Brigade Commanders, and Staff section chiefs.

5. RESPONSIBILITY

It is the responsibility of the Chief of Staff or whomever the Chief of Staff deems responsible for maintaining this SOP.

6. FORMAT

Meeting time with the Corps Commander (CC) may be requested under three formats.

(a) Private Commander Brief (PCB) – Defined as a briefing with the Corps Commander and the Chief of Staff only.

(1) Time: 0830-1000. This meeting will take place before the senior Staff meeting.

(2) To request a Private Commander Brief the requestor must e-mail to the Chief of Staff NLT 1700 Wednesday proceeding HHD UTA requesting time and including the specific topic of discussion.

(b) Senior Staff Brief (SSB)

(1) Time: 1000-1045. At this brief, issues which cannot wait for the HHD briefing may be raised to the Corps Commander.

(c) HHD Brief

(1) Time: 1100-1200. This brief is designed for the general audience; here information, updates and subject matter will be disseminated.

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(2) Members of the general staff who have a presentation to make at the HHD Brief must submit a copy of the presentation to the HQ Commandant NLT 1000 the day of the Corps drill. The HQ Commandant will provide a copy to the Corps Commander and Chief of Staff for approval before such presentation may be delivered.

John T. Finnegan
Colonel
Chief of Staff

DISTRIBUTION:
Corps SOP Binder
All General Staff Officers
All Staff Section Chiefs
All Brigade Commanders