



**MI-VDF BATTALION**

**301.00**

**Standard Operating Procedure**

**SOP  
ORGANIZATION**

**SEPTEMBER 3, 2013.**

## MIVDF -- BATTALION

MIVDF--3BN

04 SEP 13

MEMORANDUM FOR: See Distribution

SUBJECT: Indexing Standard Operating Procedures, SOP 301

1. REFERENCE:

SOP 306 Battalion Administration

2. GENERAL

This SOP describes the method of organizing Standard Operating Procedures.

3. PURPOSE

In order to organize the battalion, and how it operates, procedures are required to be published for personnel use. An indexed numbering system is needed for reference purposes and to reduce confusion.

4. SCOPE

This SOP is applicable to all personnel assigned to, attached to, or under the control of the Commander.

5. RESPONSIBILITY

Commanders and staff are responsible for assuring compliance with this SOP.

6. STANDARDS

**BRIGADE 000-299**

Numbers 000-299 shall not be used by the battalion and are reserved for brigade regulations—in order to eliminate duplicity of numbering so to reduce confusion.

**BATTALION 300-399**

Battalion Standard Operating Procedures shall not conflict with brigade regulations. The SOP numbering enumerated in SOP 300 is incorporated herein by reference. Numbering of SOP and reference materials for the battalion shall be limited to numbers 300-399.

**COMPANY**

Company Commanders may promulgate their own SOP's so long as they do not conflict with brigade or battalion SOP's, directives, orders, or operations. If indexed, company SOP's shall not use numbering that can be confused with brigade or battalion numbering systems.

**INDEXING UPDATED SOP'S**

Standard Operating Procedures are indexed pursuant to this SOP. After a particular SOP section is updated, the two-digits following the SOP number shall be increased by one-digit in order to assist with locating the most recent version.

*Example:*

SOP 300.00 First Approved Version  
SOP 300.02 Second Approved Version  
SOP 300.03 Third Approved Version

**ADDING ADDITIONAL TOPIC RELATED SOP'S**

If two SOP's are needed that relate to the same topic they may be numbered as shown below.

*Example:*

SOP 313.00 Operations, Generally.  
SOP 313-1.00 Operations Staff  
SOP 313-2.00 Operations / Training  
SOP 313-3.00 Operations / Evaluations

**OFFICIAL:**

/S/

CPT. TIMOTHY LABRAKE  
3<sup>rd</sup> Battalion MIVDF  
Commanding

**DISTRIBUTION:**

ALL BN PERSONNEL  
BN SOP BINDER

**ENCLOSURE:**

NONE