



**MI-VDF BATTALION**

**305.00**

**Standard Operating Procedure**

**BATTALION  
ORGANIZATION**

**SEPTEMBER 3, 2013.**

## MIVDF -- BATTALION

MIVDF--3BN

03 SEP 13

MEMORANDUM FOR: See Distribution

SUBJECT: Battalion Organization, SOP 305

### 1. REFERENCE:

- SOP 306 Battalion Administration
- SOP 310 Executive Officer / Chief-of-Staff
- SOP 311 S-1 Adjunct
- SOP 313 S-3 Operations
- SOP 314 S-4 Service

### 2. GENERAL

This SOP describes the organization of the battalion.

### 3. PURPOSE

The purpose of this SOP is to delineate job responsibilities and present a clear description of the chain-of-command.

### 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

#### A. Battalion Staff Organization

The **Battalion Commander** is in-charge of the management of the battalion, its personnel, and the accomplishment of brigade missions, directives, orders, and regulations.

The **Executive Officer** (XO) acts as the supervisor of the support staff officers (sometimes called chief-of-staff), serves as second-in-command in the absence of the battalion commander, and acts as Operations & Training Officer when needed.

The **Adjunct** is responsible for personnel matters and records, recruitment, and morale. Provides personnel recommendations to the Battalion Commander, and acts an adviser to the Battalion Command and Staff as appropriate. Other duties as assigned by the Battalion Commander and/or the Battalion Executive Officer (C/S). More specifically, the adjunct is also responsible for maintaining records concerning expenses, hours, mileage, roster, attendance, and discharge.

The **Command Sergeant Major** (CSM) is an advisor to the Commander and oversees enlisted soldier matters, including but not limited to: promotions and morale. The CSM reports directly to the Battalion Commander. The CSM is also responsible for formations, uniform inspections, and enforcement of the weight control program.

At the battalion level, there is a **special staff**<sup>1</sup> of officers who assist the command with technical and administrative support—by and through—the Executive Officer (XO). Each support staff officer has one or more NCO's that assist with accomplishing their task(s). The support staff officers are shown below:

**S1 Adjunct**

- Bn. Recruiter NCO

**S3 Operations & Training Officer**

- Operations NCO

**S4 Service Officer**

- Medical NCO
- Logistics NCO
- Communications NCO

As stated above, there are different NCO positions established to help carry-out the goals and tasks of the S-1, S-3, and S-4. The battalion commander may assign other personnel to assist the officer or NCO positions pursuant to VDF-20 Section E. From time to time, the battalion commander may make assign other personnel to assist staff with special assignments.

## **B. Battalion Staff Officer Duties**

**The battalion XO (Executive Officer):**

The Executive Officer is second in command, and is the "chief of staff". The XO is directly responsible to the battalion commander to ensure the staff is coordinated, synchronized, and supervised during the decision making process. He is the primary synchronize of staff actions, both in garrison and in the TOC.

- 1) Establishing staff operating procedures.
- 2) Ensuring the commander and the staff are informed on matters affecting the command. Assembling and supervising the staff during the decision-making process ensuring a coordinated and synchronized plan.
- 3) Ensuring information flow between the staff and commander on staff recommendations and the commander's decisions. Represents the commander (when required) and supervising the main CP and its operations.
- 4) Directing the staff.
- 5) Enforcing standing operating procedures.
- 6) Deployment and readiness of the battalion.
- 7) Provide for battalion logistical support.
- 8) The coordinating staff officers assist the commander by coordinating the plans, activities and operations of the command. Collectively, they have responsibility for the commander's entire field of responsibilities, except in areas the commander decides to control personally or which are reserved by law or regulation.
- 9) Prepares and enforces the time schedule.

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<sup>1</sup> S2 (Intelligence) is omitted because the VDF does not provide for this staff officer.

10) Ensures tactical plans contain sufficient detail and that the special staff is involved in the mission analysis.

11) The XO supervises the staff to ensure that the plan, as written, is executable and coordinated with all primary staff and task force elements. He ensures the plan meets the commander's intent. When plans are revised, the XO ensures that revisions are communicated to all affected. He stringently enforces the time schedule and serves as the task master. Brief Backs and rehearsals are absolutely critical during this phase.

12) Train and oversee subordinate staff.

13) Other duties as required by the Battalion Commander.

**The battalion S1 (Adjunct):**

The S-1 is the battalion's basic personnel manager, serves the commander across a wide range of activities—and is both a conduit and expeditor of information. The duties of the Adjunct include, but are not limited to:

1) Preparation of all reports to brigade:

- a. Mileage and attendance rosters
- b. Expense Reports
- c. Situation Reports (SITRIPS)
- d. After Action Reports (AAR)
- e. Medical Records.
- f. Other reports as required.

2) Coordinating the unit's personnel and administrative actions.

3) Serve as the liaison between companies at the battalion and the brigade.

4) They are responsible for replacement operations, personnel actions, as well as administrative, postal, and finance services.

5) Maintaining a policy book that contains the policies from brigade headquarters, and assists the commander in developing the unit's personnel policies.

6) Providing counsel to the command concerning personnel issues, pointing out deficiencies, shortcomings, and problems.

7) Ensuring administrative readiness of troops for deploy ability.

8) Directs all social activities and ceremonies, ensures that ceremonies are conducted correctly, and ensures that all protocol and etiquette rules are observed.

9) Ensures the unit has a viable news release program that is ready for immediate distribution of press releases.

10) Encourages participation in health wellness programs, and maintains an active and effective alcohol and drug abuse prevention and control program.

11) Maintains personnel files of the troops in accordance with this SOP.

12) Implements the commander's safety program.

- 13) Preparation of the recruiting plan and oversees the battalion and company recruiters.
- 14) Receives recommendations for awards and decorations with witness statements (if needed), processes the recommendations<sup>2</sup>, and forwards them to higher headquarters or to the battalion commander.
- 15) Maintain current emergency contact information for all personnel using F060, and provide staff with copies of the same in case of emergency.
- 16) Train and oversee subordinate staff.
- 17) Other duties as required by the Executive Officer (XO), and/or the Battalion Commander.

**The battalion S3 (Operations and Training Officer) duties are:**

The S-3 is the battalion commander's principal staff officer for matters concerning operations, plans, organization, training—and is the commander's main assistant in coordinating and planning the missions. The duties of the Operations and Training Officer include, but are not limited to:

- 1) Maintaining a current operation estimate of the situation in coordination with other staff offices.
- 2) Preparing, authenticating, and publishing the overall tactical SOP with contributions from other staff sections.
- 3) Recommending priorities for allocating critical resources of the command, including time, personnel, supplies, and equipment, such as any resources the MIVDF has.
- 4) Recommending task organization and assigning tasks to subordinate elements of the command.
- 5) Recommending the general locations of command posts.
- 6) Designating areas for bivouacking, quartering, and staging units.
- 7) Preparing operational records and reports.
- 8) Designing C-3 structure to control operations.
- 9) Determine unit composition most likely to accomplish mission.
- 10) Organizing and equipping units; recommending types of forces to be employed (To include Task Forces). Assigning, attaching, and detaching units, detachments, or teams (Again to include Task Forces). Receiving units, detachments, or teams and orienting, training, and reorganizing them as necessary.
- 11) Identifying training requirements based on the Bde's VDF missions and garrisons missions and the training status of the unit.
- 12) Ensuring that training requirements for the missions are oriented on conditions and standards of the MIVDF and the MING.
- 13) Preparing and carrying out training programs, directives, and orders; and planning and conducting field exercises. Determining requirements for and allocations of training resources, including facilities, and training aids and devices.

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<sup>2</sup> See Section Concerning Battalion Awards.

14) Organizing and conducting internal schools, required training authorized by Bde, and obtaining and allocating quotas for external schools. (ie. CERTS, 300 Series courses, 700 series etc.)

15) Planning and conducting training inspections, tests, evaluations, and compiling training records and reports. Planning the command operating budget for training and monitoring the use of training funds to support training programs. Preparing annual and quarterly training guidance for the battalion.

16) Maintaining the unit readiness status of each unit in the command. Developed and maintains the troop list, including review and revision to ensure assignment of the numbers and types of units needed to support and accomplish the mission. And determine location of units / supporting units, and assesses mission requirements and recommends additional resources if required. Refines Operation Orders (OPORD) in accordance with information updates.

17) Coordinate with the XO, S-1, S-4 to ensue tactical plans are logistically supportable.

18) Train and oversee subordinate staff.

19) Other duties as required by the Executive Officer (XO), and/or the Battalion Commander.

**The battalion S4 (Service Officer) duties are:**

1) Providing the commander with information on all logistical matters, making recommendations for all logistical support, and preparing the logistical estimates and logistical administrative plans within the command.

2) Determining the supplies needed and the supply requirements for the battalion.

3) Supervising vehicular and equipment maintenance; disseminating feeding instructions; insuring proper sanitation measures are observed.

4) Advising the commander with information concerning the health and safety of members of the battalion and public—to prevent illness, injury, and/or contamination.

5) Other duties as required by the Executive Officer (XO), and/or the Battalion Commander.

**C. OTHER STAFF**

**Battalion Staff NCO Duties**

Battalion Staff NCO Duties shall be drafted by the staff officer (S-1, S-3, S-4, etc.) in-charge of the NCO—and then submitted to the XO for approval. After approval, it shall be incorporated into the SOP.

**Company Staff Duties**

Company commanders must write the job descriptions for each of the company staff positions. These positions must be given to the battalion XO, and to the company staff responsible for using the job description.

**Assistant Assignments**

In order to utilize special talents, keep new persons involved, and to increase productivity—the battalion command and support officers (S-1, S-3, S-4) may appoint assistants to assist with special duties and assignments. Company Commanders may do the same for use within their companies provided the assignment appointment does not conflict with battalion staff. These assistants are not forwarded to



**OFFICIAL:**

/S/

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

**DISTRIBUTION:**

ALL BN PERSONNEL  
BN SOP BINDER

**ENCLOSURE:**

NONE