



MI-VDF BATTALION

313.00

Standard Operating Procedure

OPERATIONS

SEPTEMBER 3, 2013.

MIVDF -- BATTALION

MIVDF--3BN

03 SEP 13

MEMORANDUM FOR: See Distribution

SUBJECT: Battalion Operations, Generally. SOP 313.

1. REFERENCE:

SOP 305 Battalion Organization

2. GENERAL

This SOP describes the procedures used for battalion operations.

3. PURPOSE

The purpose of this SOP is to outline how battalion operations and personnel interact, how and when orders are used, and the procedures for deployment and notification of events.

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

Operations, Generally.

1. Operations and Training – Generally

The Battalion Operations and Training Officer will handle evaluation, planning and execution of operations, and the Operations NCO will be responsible for evaluation, planning and execution of training activities. The Battalion Operations and Training Officer is ultimately responsible for training, though delegated to the Operations NCO.

2. Operations and Training – Meetings

The Battalion Operations Officer and Operations NCO will meet after drill to discuss training and planning. Input from battalion and company staff is valued and welcomed at this meeting.

3a. Deployment Plan – Brigade Deployment

In the event that the battalion is deployed by brigade, personnel shall be notified by phone and sent orders via email. The Battalion Operations Officer will forward a letter to battalion personnel via email that can be presented to employers explaining the legal duties of employers during times of state deployments.

3b. Deployment Plan – Local Deployment/Missions

Non-brigade deployments (battalion/loyal deployment/missions) are not compulsory and employers are not bound-by-law to provide time-off from work. For locally approved missions, the Operations Officer shall prepare a WARNORD (if an OPORD is not yet available) for immediate distribution. An OPORD shall be prepared by the Operations Officer, and after command approval, the plan will be emailed to the battalion and executed. Unless otherwise stated in the OPORD, Operations Staff will assure that personnel are contacted by phone to notify them that orders have been sent to their email.

Battalion deployment orders (either WARNORD or OPORD) must be signed by the Battalion Commander, or his/her designee.

4a. Communicating with Outside Agencies Concerning Operations & Training

The Battalion Commander, Executive Officer, and Operations staff are the only persons that should be coordinating with outside agencies concerning operational and training matters.

4b. Personnel Seeking to Present Training Opportunities

Personnel seeking to present training or operational opportunities with outside agencies may present training opportunities to the Operations NCO for evaluation and publication—if desired.

5. Operations and Training -- UTA

A UTA is required for all training events and drills.

6. Warning Order -- WARNORD

Warning orders shall be sent to personnel whenever practical.

7. Battalion Operation Orders – OPORD

Battalion Operation Orders shall be sent whenever practical for all battalion events (OPORD template below). Ordinarily, OPORD's will be prepared by the Operations Officer, and distributed after approval by-and-through the chain-of-command. For non-emergency deployments (i.e. recruiting events, etc.), the OPORD may be sent via email without phone call notification—unless otherwise specified in the OPORD. Portions of the OPORD that apply to combat, or that otherwise do not apply to the current mission, may be substituted with logically relevant data—or removed altogether from the order.

8. After Action Reports (AAR)

After action reports should be prepared after every event and forwarded to the commander through the chain-of-command. AAR's for events concerning operations and training shall also be forwarded to the Operations and Training Officer.

9. Operations – Emergency Data Information Management (F060)

Company Commanders shall assure that all personnel complete an Emergency Data & Contact Form, and that the form is uploaded to the digital file system. See SOP 306 for additional information.

10. Emergency Services Asset Survey (F065)

Company Commanders shall assure that all personnel complete the Emergency Services Asset Survey, and that the form is uploaded to the digital file system. See SOP 306 for additional information.

11. Alert Roster

The Operations NCO shall maintain an alert roster of all personnel eligible for any type of deployment. Whenever new personnel is assigned to the battalion, the Operations NCO shall update the alert roster and upload a copy to the digital file system. See SOP 306 for additional information.

Operations NCO

12. Operations & Training NCO – Authorization

The Operations NCO is authorized to take all actions necessary to accomplish his/her task of training the battalion—without having to consult with the Operations Officer. Event dates that require the battalion commander's approval should be sent to the Operations Officer who will forward the date approval to the commander. The Operations NCO should keep the Operations Officer up-to-date on the status of training.

13. Operations & Training NCO – Training in General

The Operations NCO is responsible for evaluation, planning and execution of training activities. At this time, the focus of this training should be on: 1) leadership skills, 2) emergency services training, and 3) working with the CSM to improve basic training and knowledge of the battalion.

14. Operations & Training NCO – ES Training Inventory

The Operations NCO will maintain records of the ES training of the battalion members. He will work to make sure that anyone who is not CERT trained—obtains their training. He will also evaluate training needs and plan for continuing education of emergency services training.

15. Operations & Training NCO – Other Duties

The duties of the Operations and Training NCO are not limited to those named above, but also encompass the duties enumerated in other SOP's—as well as other duties as required.

New Recruit Sponsorship

16. New Recruit Sponsorship

Each new recruit will be assigned a sponsor (squad leader if applicable) who will assist the new recruit with common questions and in preparation for their VDF workload. The assigned sponsor shall provide the new recruit with the new recruit sponsorship form—and for assuring the tasks and information therein are provided or covered. The Company Commander is responsible for assigning a sponsor or squad leader, if applicable. The CSM will assist as needed and will verify compliance with this section.

OFFICIAL:

/S/

CPT. TIMOTHY LABRAKE
3rd Battalion MIVDF
Commanding

DISTRIBUTION:

ALL BN PERSONNEL
BN SOP BINDER

ENCLOSURE:

SAMPLE 5 PARAGRAPH OPERATION ORDER

SAMPLE 5 PARAGRAPH OPERATION ORDER

1. Situation

- a) Enemy Forces
 - 1) Situation (enemy, weather and terrain).
 - 2) Capabilities.
 - 3) Probable course of action.
- b) Friendly Forces.
 - 1) Mission of Next higher unit.
 - 2) Mission of adjacent units (left, right, front, rear).
 - 3) Mission and location of supporting elements.
- c) Attachments and Detachments.

2. Mission, Who, What, When, Why and Where (coordinates).

3. Execution.

- a) Concept of Operation.
 - 1) Scheme of maneuver.
 - 2) Formation.
 - 3) Route.
 - 4) Tactical Missions to subordinate Units.
 - b) Subunit Subparagraphs.
 - c) Coordinating Instructions.

4. Service Support.

- a) Supply.
 - 1) Rations.
 - 2) Uniforms and Equipment.
 - 3) Arms and Ammunition.
 - 4) Captured Materiel.
 - b) Transportation.
 - c) Medical Evacuation.
 - d) Personnel.
 - e) Prisoners of War.

5. Command and Signal.

- a) Signal.
 - 1) Frequencies and Call Signs.
 - 2) Pyrotechnics and Signals.
 - 3) Challenge and Password.
 - 4) Code Words.

b) Command.

- 1) Command Leader Location.
- 2) Chain of Command.