



**MI-VDF BATTALION**

**359.00**

**Standard Operating Procedure**

**BASIC ENTRY LEVEL  
TRAINING  
(BELT)**

**SEPTEMBER 3, 2013.**

## MIVDF -- BATTALION

MIVDF--3BN

03 SEP 13

MEMORANDUM FOR: See Distribution

SUBJECT: Basic Entry Level Training Standards, SOP 359

### 1. REFERENCE:

- SOP 352 Drill and Ceremonies
- SOP 353 Customs and Courtesies
- SOP 355 Uniforms
- SOP 358 Rank Insignia
- BF090 BELT Checklist Form

### 2. GENERAL

This SOP describes the requirements and training standards for basic entry level training.

### 3. PURPOSE

To ensure the mission readiness and effective operation of any military organization, its troops must be trained to a standard. Such training, and its documentation, will better allow a unit to do the task set before it with the highest chances for success, safety, and effectiveness, while minimizing the opportunities for error, failure, and liability.

### 4. SCOPE

This SOP is applicable to all personnel assigned to, attached to, or under the control of the Commander, 3<sup>rd</sup> Battalion MIVDF.

### 5. RESPONSIBILITY

The MIVDF—BN offers basic entry-level training (BELT) on an on-going basis. It is the responsibility of the commanders at all levels to ensure that soldiers under their command requiring BELT have been briefed on the BELT course requirements. It is the responsibility of the Company Commander to ensure that the BELT program is presented in accordance with current standards, doctrine, and practices.

### 6. STANDARDS

a. All newly enlisted personnel, regardless of rank or experience, who are non-prior service members are required to complete BELT (refer to BF090) during their first year of enlistment. Individuals will not be promoted beyond their first established rank until completion of the BELT program.

b. BELT students will be tested on their retained skill and knowledge. Testing will consist of a practical test which will require a passing score of 80%.

c. Upon successful completion of all BELT requirements and testing, students will be awarded a completion certificate at an appropriate ceremony.

d. Copies of graduation certificates will be provided for inclusion in the soldier's Unit Individual Training Record and in the soldier's personnel file maintained by MIVDF-BN.

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**7. GENERAL**

Deviation from this SOP is not permitted unless approved in writing by the Battalion Chief-of-Staff and Battalion Commander.

**OFFICIAL:**

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

**DISTRIBUTION:**

ALL BN PERSONNEL  
BN SOP BINDER

**ENCLOSURE:**

NONE