

# SOP JOB AID

SCHOOL BATTALION: \_\_\_\_\_

DATE: \_\_\_\_\_

Institution SOP	YES	NO	REMARKS
a. Verifying student prerequisites.			AR 350-1, AR 40-501,p8-19c(3), TR350-18, p3-5a,3-25, TR350-10,CH2
b. Ensuring student and staff are in compliance with AR 600-9.			AR 600-9, p6-24
c. Test control and accountability.			AR350-1, TR350-10,p2-9f, TR350-18, CH3, TRADOC Memo. Oct 01
d. Student inprocessing and outprocessing.			
e. Student dismissal and appeal process.			TR350-18,p3-32, TR350-10,p2-11, AR 350-1,p3-18
f. Preparation and distribution of student guides.			TR350-10,p2-4
g. Refresher/remedial training for retesting.			TR350-10,p2-7a
h. Resource training.			TR350-18,CH2&3, TR350-70 CH VI-6
i. Soldier safety and force protection.			TR350-10,p2-17, TR350-70, I-2-3
j. Preventing SH and enforcing EO policies.			TR350-18,p3-2, NGR 600-21,p2-10, AR 600-20,p2-14
k. Maintenance of student and SGL records.			TR350-10,p2-8,2-14b;TR350-18,p3-28,4-6
l. Quality Assurance Program.			TR350-70 Part III
m. Prohibited soldier relationships and fraternization.			
n. Developmental counseling requirements.			TR350-10,p2-7g
o. Procedures for a referred AER.			(Other References: AR 670-1, TR 385-2, CMP and TR 350-70, III-1)
p. Conducting risk assessment/risk Mgt			Items a-l are items that are required in the institutional SOP per TR 350-18 and will be looked at by the USASMA-QAO team.