**Standard Operating Procedure (SOP)**

**SUBJECT**

**Number xxxx.xx**

***(Date stamped by J5)***

 **Texas Military Department (TMD)**

**2200 W. 35th St**

**Austin, TX 78703**

**OPR: Strategic Initiatives Group (SIG)**

 **Official:**

**KATHERINE M. BROWN**

 **CW4, AG, USA**

 **J5 - Issuance**

**Summary.**  Short summary of SOP, bottom line up front.

**Applicability.** This SOP applies to all components of TMD.

**Management Control Process.**

**Proponent and Exception Authority.**

**Supplementation.** Supplementation of this SOP or establishment of command and local forms on (subject of SOP) is prohibited without prior approval from the Adjutant General (TAG), through the (office), P.O. Box 5218, Austin, TX 78763-5218.

**Suggested Improvements.** Users are invited to send comments and suggested improvements concerning this SOP directly to (office), P.O. Box 5218, Austin, TX 78763-5218.

**Distribution. A**

**Table of Contents** *(Listed by paragraph and page number)*

**Chapter 1**

**Chapter 2**

**Chapter 3**

**Chapter 4**

**Table List**

**Figure List**

**Glossary**