**Standard Operating Procedure (SOP)**

**SUBJECT**

**Number xxxx.xx**

***(Date stamped by SIG)***

 **Texas Military Department (TMD)**

**2200 W. 35th St**

**Austin, TX 78703**

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

 **Official:**

**KATHERINE M. BROWN**

 **CW4, AG, USA**

 **SIG - Policy**

**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), ATTN: OFFICE SYMBOL, 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, ATTN: OFFICE SYMBOL, P.O. Box 5218, Austin, TX 78763-5218.

**Distribution. A**

*TMD SOP XXXX.XX*

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