

OREGON MILITARY DEPARTMENT	NUMBER: AGI-01
INSTALLATIONS DIVISION	EFFECTIVE DATE: 02 FEB 15
SUBJECT: Documentation of Division Policies and Procedures	

1. **APPLICABILITY:** This policy applies to all Oregon Military Department employees of the Installations Division (AGI).
2. **AUTHORITY / REFERENCE:** N/A
3. **ATTACHMENTS:** Policy/Procedure Template
4. **PURPOSE:** To provide Division Branch Chiefs and Supervisors guidance for standardizing development and review of internal policies and procedures.
5. **BACKGROUND:** Organizations have a basic need to establish and maintain policies and procedures to guide their operation and manage expectations. The intent of this guidance is not to develop a burdensome administrative system; rather, it's acknowledgement that we must have a relevant library of documents to help employees in the performance of their duties that will produce regular results.
6. **DISCUSSION:** When we reflect on our first days on a new job we likely had a number of questions, such as how the unit or division accomplished a particular function or task, etc. It's unrealistic to have a policy or procedure established for every situation that might arise in our Division and it's typically been the practice for experienced staff to mentor new peers on how things operate. When no guidance exists and it's clearly needed, the matter should be documented by Managers in a standard way. In instances where an existing policy, process, or procedure needs to be further clarified or updated, changes to the new business practice(s) should be promptly made and communicated to alleviate misunderstandings among staff.
7. **GUIDANCE:**
  - a. All policies and procedures having *Division-wide applicability* will be signed by the Director. The Director's Executive Support Specialist will format the final version prior to signature.
    - 1) The template in Attachment 1 will be used to create policies and procedures. Minor deviation to the template format can be made to fit the subject matter. This guidance does not apply to regulations issued for agency-wide distribution (e.g., ORARNG 420-10, etc.) that have different format requirements.

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2) A review is to be conducted at the one year anniversary date from when the policy or procedure was signed by the Director. Any significant changes that are needed prior to the anniversary date will be staffed by the originator and reissued in a timely fashion.

b. Where a Branch or Facility-specific procedure or process is needed and it only applies to employees supervised within that Branch or Facility, it can be signed by the respective manager vice the Director.

1) Employees should be maintaining a master desk reference library for their position-related duties. The library would contain detailed standard operating procedures (SOP) on certain functions needing to be regularly performed, or outline specific processes to complete a complex task. In the event of an employee's prolonged absence or change in employment, this reference would then serve as a turnover item for other employees to initially consult. Managers will need to work with their employees to categorize what references need to be maintained and the desired format.

c. The Chief, Support Branch, is tasked with maintaining a Division Policy Log and numbering system to track division policies or procedures. Managers who prepare a policy for division-wide issuance are to consult this list to avoid repeating an existing number.

1) The policy log numbering system is as follows: Policies are listed in a sequential order using this schema: "AGI-XX," where "XX" denotes the policy number. If a revision is made to a policy it will be reissued in its entirety with the new date.

d. The Chief, Support Branch will ensure all policies and procedures are posted to the Division intranet site (OKO) in a timely manner. A notice will be sent out to employees when any new postings are made.

8. **INQUIRIES / QUESTIONS**: Questions pertaining to this guidance may be directed to the undersigned at (503) 584-3596.



ROY D. SWAFFORD  
MAJ (Ret.)  
Director of Installations

Sample Policy Template

OREGON MILITARY DEPARTMENT	NUMBER: AGI-XX
INSTALLATIONS DIVISION	EFFECTIVE DATE: DD MMM YY
SUBJECT:	

1. **APPLICABILITY:** This policy/procedure applies to Oregon Military Department employees of the Installations Division (AGI).
2. **AUTHORITY/REFERENCE:** (List applicable references. Use this section to state cancellation or change to existing document; i.e., AGI-XX Date is cancelled)
3. **ATTACHMENTS:** (May not be needed)
4. **PURPOSE:** To provide . . . . (brief statement of intention)
5. **BACKGROUND:** (May not be needed)
6. **DISCUSSION:** (May not be needed – this expands on points made in the Background paragraph that might need further explanation)
7. **DEFINITIONS:** (May not be needed. OR, put in an attachment if lengthy)
8. **GUIDANCE:**
  - a. Policy.
  - b. Procedures.
9. **RESPONSIBILITIES:** (May not be needed or can be outlined in a sub-paragraph under paragraph 7.)
10. **INQUIRIES / QUESTIONS:** Questions pertaining to this guidance may be directed to \_\_\_\_\_ or the undersigned at (503) 584-XXXX.

ROY D. SWAFFORD  
Director of Installations