



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
977TH MILITARY POLICE COMPANY
223 CUSTER AVE
FORT RILEY, KANSAS 66442

AFZN-BEA

26 June 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 977th Military Police Company SOP – Medical Section

1. GENERAL. This Standard Operating Procedure (SOP) establishes policies and procedures for the 977th Military Police Company's Medical section.
2. REFERENCES.
 - a. AR 600-8-101, 18 JUL 2003
 - b. CTA 8-100, 17 DEC 2004
3. SCOPE. This SOP applies to the Medical section and any Platoon, Section, or individual Soldier that require services and are assigned to the 977th Military Police Company.
4. PURPOSE. To establish a set of standards and procedures to follow in the Medical Section within the 977th Military Police Company.
5. POLICY. Medical section procedures and policies will be executed IAW the references listed in Paragraph 2 of this SOP. Deviations from existing policies set forth within this SOP are not authorized unless the Company Commander gives approval.
6. RESPONSIBILITIES.
 - a. The Company Executive Officer has the responsibility to supervise the Company Medical program. This is completed through frequent on-the-spot inspections and evaluations of reports. Through these inspections, the Executive Officer also recommends changes to the Medical Section program as required.
 - b. The Medic section NCOIC has responsibility to oversee all Medical operations and training within the company. As the company Subject Matter Expert in this field, the NCOIC should be proficient at all tasks that relate to training/ education and monitoring of the Company's Soldiers.
7. PROCEDURES.
 - a. Sick Call.
 - 1) Sick Call "Triage" is conducted from 0545 – 0615 Monday Through Friday at the Medic office in building 223.

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2) All injuries/ illnesses are annotated on a DA Form 689.

3) All DA Form 689's are reviewed and cosigned by the Company 1SG prior to the Soldier being released to sick call.

b. Mods and MEDPROs.

1) Upon arriving for duty new medics MUST request MODs and MEDPROs read and write access within 24 hours. This can be completed through the NCOIC.

2) MODs and MEDPROs are reviewed daily and all upcoming medical deficiencies are determined and the leadership is notified at least 45 days prior.

c. Medical Equipment.

1) Due to both training and real world tasks, medical kits and equipment must be kept at a constant state of readiness:

A. 24 CLS bags will be combat ready at all times.

B. 4 Aid bags will always be packed and ready.

C. Class XIII items are ordered as needed.

d. USR Support. Turn in for USR will be completed during the last week of each month to the Company Executive Officer. Turn in includes updated MEDPROs information and up to date copies of profiles to include PH, PP(P3/4), TP (P3/4), and MEBs within the Company.

e. Training.

1) The 977th Medic Section is able to conduct and certify Soldiers on the Combat Lifesaver Program. No more than one Platoon can be trained at a time. Training can run from 3 to 5 days including the MSTC. All CLS classes should be scheduled through Company Operations at least 6 weeks prior to the training. All land and facilities must be scheduled through the Company Land and Ammunition NCOIC.

2) Any refresher or general First Aid training can be scheduled by Squad or higher elements at least six weeks out. This includes range opportunity training or CLS re-certifications.

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3) Medics must maintain proficiency in their MOS. In order to accomplish this task the following training/ hours must be accomplished every two (2) calendar years:

- a. Airway/2, Assessment/3, Medical and Behavioral/4, Trauma/4, Preparatory/1, OB/Infant and Child/2, Elective/8 (48 additional hours must also be earned in any topic)
- b. All medics must also maintain Health Provider CPR certification, Table 8 Skills IAW TC 8-800, and maintain status as an Emergency Medical Technician (EMT).
- c. All above training can be completed in various ways but all must be documented and submitted into MEDPROS to properly maintain certifications.

8. The point of contact for this memorandum is the company Medic NCOIC at (111)222-1111.

Commander's First Mi. Last Name
Rank, Branch
Commanding