

SONS OF VETERAN RESERVE (SVR)
4th Military District
Standard Operating Procedure (SOP)
August 2009

To gain a full understanding of the following, one should also read the National SVR Regulation (<http://suvvw.org/svr/svr.htm>) and the directions at the bottom of the applicable SVR Form(s). All SVR Districts are required to submit their annual report to National HQ NLT 30 April each year.

EXISTING UNITS

1. Each Unit is to provide the following to the District Adjutant NLT 1 April, each year:
 - a) Annual Unit Application (SVR form 3)
 - b) Annual Unit Strength Report (SVR Form 19)
 - c) Current roster of Unit's personnel, including phone numbers, home and email addresses.
 - d) Detailed listing of all Unit activities during the last year. This will aid the District in determining Unit and individual Awards.
 - e) Newly completed membership applications (SVR Form 5A)
 - f) Request for Officer Commissions (SVR Form 1A) with \$3 filing fee, (may be forwarded at any time during the year). Note Unit manning requirements.
 - g) Unit dues check made payable to "4th MD SVR."
 - 1.) Enlisted personnel--\$3 ea.
 - 2.) Commissioned personnel--\$4 ea.
2. Forms may be downloaded from the National SVR website-- <http://suvvw.org/svr/forms.htm>
3. Newly recruited personnel may file Applications and dues at any time during the year. An updated Roster need not be forwarded.
3. The District Adjutant: Capt. Robert Champlin, SVR
 2327 Wincanton Road
 St. Louis, MO 63129

BEST PRACTICES

- + Each Unit Commander briefs reporting requirements to his personnel.
- + Command personnel forward email address changes immediately to the District Adjutant at bvtmajor@yahoo.com
- + Unit Commanders/Adjutants request dues from their personnel coincident with SUVCW Camp dues in person, via email, or USPS, following the schedule:
 - November—Dues Deadline Warning
 - December—Formal Notice
 - January—Final Reminder
- + Incorporating one of these with a Unit newsletter, if one is produced, reinforces the mission of the SVR and the benefits of service. This schedule allows one month (February) to pursue stragglers and one month (March) to prepare the report package.
- + SVR Membership cards will be forwarded by District HQ, upon receipt of yearly dues and Application.
- + Unit commanders or their designee are encouraged to forward news and photos of their activities to the **Banner**, via the National SVR PIO.

NEW UNITS

1. Upon their organization, new SVR unit Commanders will prepare:
 - a) Annual Unit Application (SVR form 3)
 - b) Annual Unit Strength Report (SVR Form 19)
 - c) Current roster of Unit's personnel, including phone numbers, home and email addresses.
 - d) Newly completed membership applications (SVR Form 5A)
 - e) Request for Officer Commissions (SVR Form 1A) with \$3 filing fee. Note Unit manning requirements.
 - f) Unit dues check made payable to "4th MD SVR."
 - 3.) Enlisted personnel--\$3 ea.
 - 4.) Commissioned personnel--\$4 ea.
2. Forms may be downloaded from the National SVR website-- <http://suvchw.org/svr/forms.htm>
3. The District Adjutant: Capt. Robert Champlin, SVR
2327 Wincanton Road
St. Louis, MO 63129

BEST PRACTICES

- + The new Unit Commander briefs the SVR's structure, missions and correct badge wear to his subordinate personnel.
- + Continuity is integral to the operation of any Unit. To that end, the election/appointment of the Unit Commander and Adjutant should be considered seriously. Long-term service in either of these trustee positions is a real possibility.
- + Unit newsletters, if developed, reinforce the mission of the SVR and the benefits of service
- + SVR Membership cards (issued upon receipt of dues and Applications) will be forwarded by District HQ.
- + Unit Commanders or their designee are encouraged to forward news and photos of their activities to the ***Banner***, via the National SVR PIO.

AWARD CERTIFICATION

There are 4 types of SVR Awards that may be presented.

1. National Awards (to be forwarded to National HQ), presented at the Annual Remembrance Day in Gettysburg. Awards based upon the Filing Year ending 31 March.
 - a. Meritorious Achievement, for enlisting 10 **NEW** members into the SVR, and also for some unspecified but highly special individual activity. This Award must be initiated by postal Letter, forwarded to the District Adjutant and signed by a Company Staff person, fully explaining the reason/reasons for the submission.
 - b. Outstanding Unit, for continual and sustained SVR activity during the current filing year. This will be based upon the yearly submission of Activities received with the Annual Unit Applications. Units are encouraged to forward information sufficient to fully illustrate said activity. The District Awards Committee will be the sole adjudicator of said activities, which will be forwarded to the District Commander for agreement and forwarding.
2. District Awards, presented any time during the year as perceived by the District Awards committee Approved as written.
 - a. Commendation Certificate, presented for conspicuous support within the District
 - b. Appreciation Certificate, presented for special support within the district.

Lt Col Jack Grothe
Commander, 4th Military District, SVR