

Military Pagan Network, Inc.
Standard Procedure

Page 1 of 3
Subject: Standard Policy & Procedure Manual

Procedure No: A- 1
Date(s) of Revision: 3/14/98

Responsible Office: Administration

Effective Date: 3/14/98

Coordinators Approval :

New Procedure X

Replacement

*Denotes Change

I. Purpose:

To establish and maintain documentation of Military Pagan Network's Standard Policies and procedures that are applicable to all offices and which are designed to accomplish the following.

- A. Serve as a frame of reference for communication.
- B. Reduce error and confusion in decision making and by defining essential steps.
- C. Serve as an orientation tool to new members.

II. Scope:

- A. Applicable to all members, directors and offices, without exception.

III. Responsibilities:

- A. The Coordinator, as the Chief Executive Officer, is responsible for the day-to-day operation of the Corporation. Operating policies and procedures are issued only on his approval and no revisions or deletions are to be made without his approval.
- B. All members, Directors and offices are encouraged to initiate requests for additions or deletions to the manual as they deem necessary. The procedure should be initiated with sufficient lead time to allow for processing time requirements as outlined in Part V.
- C. Until a revised standard policy or procedure has been authorized and distributed, the current published procedure is in effect and binding

IV. Format:

- A. A standardized heading shall be used for the first page and a standardized footer shall be used for the last page of all Standard Policies and Procedures, such as is used through out this document.
- B. The heading shall contain:
 1. Overall heading - Military Pagan Network, Inc. Standard Procedure
 2. Page number of total pages
 3. Procedure number
 4. Subject
 5. Date(s) of revision - used when page changes or complete revisions of procedures are published. The latest date shown is the effective date of the document.
 6. Effective Date - used to reflect the original effective date of any procedure. The date shown will remain the same throughout future changes and/or complete revisions.
 7. Responsible Office - enter the name of the office that will ensure compliance.
 8. [X] whether new procedure or replacement (change).
- C. When revising a procedure, only those pages with changes need to be retyped. An asterisk (*) should indicate changes and deletions and be placed immediately after Procedure Number.
- D. Any procedure describing the use of a form must include a sample of the form.
- E. All policy and procedures should contain, as a minimum:
 1. Purpose of issuance
 2. Scope
 3. Any unique definitions
 4. Specifics, i.e., responsibilities, format etc.

V. Submission and Review:

- A. Those who are on the Board or report to the Board will, when initiating a policy or procedure, submit a typed double spaced draft to the Coordinator.
- B. Those who do not report to the Board (members) will, when initiating a policy

or procedure, submit a typed double spaced draft to the Members Advocate.

- C. The Members Advocate will review the draft as to its content and conformance with MPN standards and, if necessary, amend the draft.
- D. The Board will review the draft and submit the finished copy to the Coordinator for final review and signature.

VI. Production, Distribution and Receipt:

- A. After the Coordinator has approved and signed the finished copy and confirmed the effective date, he will then:
 - 1. Distribute to all offices.
 - 2. Insure the web site is updated.
 - 3. Insure a copy of all policies and procedures that have been revised or deleted are kept on file.

Military Pagan Network, Inc.
Standard Procedure

Page 3 of 3
Subject: Standard Policy & Procedure Manual

Responsible Office: Administration

Procedure No: A- 1
Date(s) of Revision: 3/14/98

Effective Date: 3/14/98

Coordinators Approval :

New Procedure X

Replacement

*Denotes Change