



OFFICE OF THE ADJUTANT GENERAL

State of Wisconsin / DEPARTMENT OF MILITARY AFFAIRS

Title:

Policy Number:

Policy Owner:

Effective Date:

Revision Date:

I. Purpose

The purpose section provides a brief overview of why the policy exists and what goals it aims to achieve. It should articulate the rationale behind the policy's implementation including any legal or regulatory reasons.

II. Scope

The scope section outlines the boundaries and applicability of the policy. It defines who or what the policy applies to and any limitations or exceptions.

III. Definitions

The definitions section clarifies any terms or concepts used within the policy that may require explanation or interpretation. It ensures consistency and understanding among users.

IV. Policy

This section will provide the policy specifics including essential aspects of the policy, any exceptions to the policy, and consequences for not following the policy.

V. Procedures

The procedure section describes how the policy will be implemented. It contains step-by-step instructions for implementing the policy, references manuals/handbooks that provide more highly detailed operations, and lists the roles and responsibilities of the individuals involved.

VI. Authority and Cross Reference

If a Department Policy or Work Unit Policy is required in part or in whole by law or regulation, the legal basis for the policy must be stated.

This section can also include any applicable handbooks/manuals, related policies or procedures, Wisconsin State Statutes, Administrative Codes, or Federal Regulations that are relevant to understanding or implementing the policy.

VII. Associated Forms

Include links to forms that are required for policy compliance.

VIII. Administrative Reference

Provide the history and revisions of the policy. It should include a detailed history of any minor and/or major adjustments made to the policy.