



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BADEN-WÜERTTEMBERG
UNIT 29237
APO AE 09014-9237

IMEU-BW-ZA

7 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #55, Monthly Activity Reports

1. Reference: e-mail, HQ IMCOM-E (Ms. Diane Devens) dtd 2 Nov 10, Subject: Installation Management Top Ten.
2. Keeping our leadership informed of our activities ensures visibility over the quality work we do in supporting the Army's Soldiers, Civilians and Families. Additionally, such reporting is useful in engaging the support of leadership in addressing our issues and concerns. For these reasons, it is important that we have a targeted, timely system of reporting our activities. Please follow these instructions for our activity reporting:
 - a. Provide reports to the USAG-BW DPTMS on time and follow the reporting format.
 - b. Reports will be turned in NLT the 5th of the month. If the 5th falls on a non-duty day, turn in reports NLT the last duty day preceding the 5th.
 - c. Reports are expected to be brief, concise and direct. Take time to ensure the reports are written coherently and free of errors. Only complete the sections of the report that your activities address. It is acceptable to leave sections blank.
3. The USAG-BW DPTMS is responsible for developing Activity Reporting Policy and consolidating input. They will remind commands and staffs of submission responsibilities and suspense dates.
4. The consolidated report is forwarded to the USAG-BW DGC for comment before being sent to me. I will send the report to senior leaders in order to demonstrate our commitment to supporting our communities.

- 2 Encls
1. Procedures
 2. Sample format


BRYAN D. DECOSTER
COL, MI
Commanding

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Monthly Activity Report Procedures

1. Indirect Reporting Garrisons will submit reports/content using the example at enclosure 2.
2. USAG-BW primary staff (DPTMS, DHR, DFMWR, DOL, DPW, DRM, DES, PAIO, Transformation Directorate, Chaplain, PAO, GRA, Safety, EEO, CPAC and Health Promotion) will use the same format with emphasis on staff activities or events without entering information into the commander's comments sections.
3. Format:
 - a. Send as a Word Document.
 - b. Do not submit classified information.
 - c. Submit in complete sentences. Do not use bullets.
 - d. Be brief and concise. Write in the active voice.
 - e. Date format is DD MMM YY (i.e., 5 Dec 10).
 - f. Submissions should be free of errors.
 - g. Do not alter the layout, format or font of the attached template.
4. Content:
 - a. The target audience is the Director, IMCOM-E, the USAREUR Chief of Staff and our General Officer Senior Mission Commanders. Write with them in mind.
 - b. Avoid minutia and needless details. What do these senior leaders need to know about our operations? Be clear and brief.

USAG BADEN-WUERTTEMBERG
Monthly activities report for Dec 10
Submitted by:

1. Commander's comments:

Six lines maximum for this section.

Do not change font. Date Format is DD MMM YY (i.e., 5 Dec 10). Do not repeat information from previous reports. Focus on what happened and the impact/effects. Be brief. It is fine to omit sections when no information is applicable. Three lines maximum per section.

2. Budget Execution, Contract Review, and In-Sourcing:

3. Execution of Soldier and Family Support Functions-(ASAP, ACES, SOS, Sponsorship, ACS transformation):

4. Installation Management. Campaign Plan Execution on the 6 Lines of Effort:

5. Safety--(ATSTP Contract, Safety Stand-down):

6. Planning for Key Events:

7. AMC DOL Transfer:

8. BRAC Execution and Support:

9. IMCOM Force Structure, In-sourcing, and Roles-Garrison, Region, HQs:

10. Future Resource Strategies-(SICE Initiatives, Requirement/Resource Days, MILCON-SRM Strategy, ISR-CLS-MDEP funding alignment, AT/FP Standards and Funding):