



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD
14000 MSCOE LOOP STE 120
FORT LEONARD WOOD, MISSOURI 65473-8929

IMLD-ZA

1 AUG 2016

MEMORANDUM FOR All U.S. Army Garrison Directorates

SUBJECT: Garrison Policy 26, Commander's Update Policy

PURPOSE

1. The Commander's Update briefing is to secure a coordinated or unified effort within U.S. Army Garrison (USAG), Fort Leonard Wood. This briefing will involve the exchange of information, the announcement of decisions, the issuance of directives, or the presentation of guidance. This staff briefing will be a collaborative dialogue to facilitate a coordinated effort between each directorate. The main intent of this regularly scheduled staff briefing is to achieve a coordinated effort within the headquarters, and to keep the Senior Commander and Regional Director informed of our mission status.

PROCEDURES

2. The USAG will conduct staff briefings on a bi-weekly basis. All Directors will submit a written report by 1500 hrs on the 1st and 3rd Wednesday of each month. The headquarters staff will then submit the report to the Garrison Deputy Commander and Garrison CSM for additional comments by Thursday at 0900 hrs. The final report will be submitted to the Commander by 0900 hrs of the 1st and 3rd Friday of each month. The Commander will then forward the report to the Senior Commander and Regional Director after concurrence.

3. The report will include information within the Commander's Command Philosophy. Directors will submit information within the strategic imperatives; Leading, Team Building, Mentoring, and Caring. They will also include all major events occurring within the next two week period within their Directorates and note if the Commanding General (CG) attendance is requested.

4. Within the scope of the information required, Directors will provide their directorate's last two weeks mission within the following imperatives:

a. Leading - What has your Directorate done to promote leadership; i.e. Leadership training, Supervisor development, and what events were led by a member of your Directorate.

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b. Team Building – What has your Directorate doing to promote Team building; i.e. Training, seminars, and office functions, etc. This also includes training or meetings with outside agencies, total community actions.

c. Mentoring/Maintaining - What your Directorate did to mentor and maintain your team, correct deficiencies, promoting positive actions, etc. This also includes promoting relationships with community members, schools, leaders, etc.

d. Caring - What your Directorate is doing to take care of Soldiers, Families and customers they interact with on a daily basis. This includes events and functions promoting community activities, clubs, sports, etc.

e. Major Events and Opportunities - Directors will insert all major events and opportunities they will be conducting for the next two weeks. If the CG attendance is requested, a note within the calendar of events will designate the CG's appearance.

5. Directors are to keep comments short, concise and direct; ensure who, what, when, where, why, and how are answered as appropriate. Explain background only when necessary, but with brevity.

6. Point of Contact is the Deputy Garrison Commander at (573) 563-4004.


TRACY L. LANIER
COL, LG
Commanding