

Team,

My due out to you on reporting. I'll break this down into two parts – changes that apply to all, and changes that apply to unit, battalion, and brigade reporting respectively. BLUF – we're going back to the format we used at the beginning of 2017, with a few minor changes. These changes will be mirrored in the online forms as well.

All – The unit, battalion, and brigade rosters will no longer require the reporting officer to deliver a four-line report for each member. We're going back to one line of data, with slight changes. That is, the one line of data will mirror the format used by the database. For example, my data:

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This affords the OIC the ability to simply copy, and paste the data from the database as plain text. International leaders – I know we discussed sending dates in the format you are most comfortable with, but part of the concession is to mirror the database. Ergo, dates will follow the MM/DD/YYYY format.

All units (MSG/MEU thru Brigade) will continue to submit full rosters with each report. I initially proposed units report by exception, but with many not having access to their unit rosters, and the database roster accuracy questionable, full rosters will be the rule. We may reach fidelity one day, but it will take time.

There is a field, sometimes used, that requires OICs to enter the number of assigned members by status: 'Active/Reserve'. All units will begin reporting those numbers as a requirement.

Unit reports –

First change, to clean up the report, and reduce length, is the removal of extraneous, or unnecessary information.

To that end, basic unit information such as type, branch, nickname and motto will be removed as this information is readily available in the database. If there is a change to any of this data, the unit is required to submit a 'Unit Activation/Deactivation/Change' request form, which is basically the activation form with the changes noted (We can also accomplish this by email).

Officer in Charge information will no longer require the submission of the OIC/DOIC's phone number, and its corresponding privacy level. The format will change to two lines:

Unit OIC (Name and Rank): BDR Brian Allen

Unit OIC Email: tusker.seven@gmail.com

Chapter information will be removed as well. Again, readily available in the database. If there is a change to any of this data, the unit is required to submit a 'Unit Activation/Deactivation/Change' request form, which is basically the activation form with the changes noted (We can also accomplish this by email).

All other fields of the unit report form will remain the same. Here are a few guidances to make filling them out a little easier:

Recruits/Discharges – These are folks that come into the unit, and leave the unit. Member data will follow the format required for the roster:

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Members whose memberships have expired may remain on the roster until OICs are satisfied they are not renewing. A simple rule is to obviously check with the member, and give member processing at least 30-days to catch up.

Changes in MSG Leadership - When listing changes to MSG/MEU leadership plain English will do. Simply state the change.

Awards Issued – Not sure why we're keeping this field, but... my guidance is use it, or don't...

Awards Requested - List only awards requested during the current reporting period by member. Includes at a minimum the award, member name, and SCC.

Battalion, and brigade reports –

When reporting 'Battalion (Brigade) Unit Data', 'Units Reporting', and 'Units not Reporting' will be formatted in accordance with the policy manual, in the following format:

Units Reporting:

000MSG

001MEU

003MSG

Units not Reporting:

004MEU

005MSG

All other fields of the battalion/brigade report form will remain the same, or as discussed under the 'Unit Report' section of this document. Here's guidance for those fields:

Recruits/Discharges – Follow the same guidance as unit reporting. Recruited and discharged member data will follow the format required for the roster:

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There is no longer a 'Transferred in', or 'Transferred out' section of the report. If a member transfers from one unit to another, this move will be noted in the 'Comments' section.

Groups Activated, Groups Deactivated – Slight change to this field. Simply list the unit in the format discussed for 'Units Reporting/not Reporting'. For example:

000MSG