

### Monthly Status Reporting

All FLWG Group VI staff and subordinate unit commanders will provide, via the chain of command, a monthly status report of completed, ongoing and anticipated projects, events and endeavors within their area or unit of responsibility. This will assist in monitoring the success of our missions and in setting and achieving goals throughout the Group. All staff members will strive for *Excellence in All We Do*.

#### *PROCESS FOR GROUP VI STAFF MEMBERS:*

- Monthly Status Reports for Group Staff will be submitted to the member of the executive staff over their respective directorate (either Chief of Staff or Deputy Commander), copying their Department Head where applicable, no later than the 5<sup>th</sup> of each month reporting on the previous month (i.e. August's report will be due NLT 5 September).
- The CS and CD will review the Reports for accuracy, obtaining clarification where needed. The CS and CD will compile the Status Reports and send to the Group CC by the 7<sup>th</sup> of each month.

#### *PROCESS FOR GROUP VI SQUADRON COMMANDERS:*

- Each subordinate squadron commander in Group VI shall complete a monthly status report by the 5<sup>th</sup> of each month and submit to the Group CC.

#### *REPORT CONTENTS (in bullet format):*

- The Monthly Status Report should be submitted via email and contain:
  - Date of Report
  - Month Reported
  - Duty Position of Submitter
  - Activities / Training Events completed in respective month with overview of topics covered, number of members in attendance, etc.
  - Activities / Training Events planned for the next 90 days
  - Additional Remarks noting any items not covered above such as scheduling conflicts, personnel support requests, asset support requests, budget problems, etc.

  
NICHOLAS C SACCO, MAJ, CAP  
Commander

OPR: CC

Distribution: Group 6 unit commanders, Group 6 staff, FLWG/CC, DP

Approved by: FL249/CC 29 August 09