



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 21ST THEATER SUPPORT COMMAND  
UNIT 23203  
APO AE 09263

REPLY TO  
ATTENTION OF

AERPO-T

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction – 21st Theater Support Command’s Significant Events and Long Range Calendars

1. Purpose: Define responsibilities and procedures for executing the 21st Theater Support Command (TSC) Significant Events and Long Range Calendars.

2. General:

a. The Significant Events Calendar is an unclassified, month-by-month calendar listing a broad base of activities scheduled within or affecting the 21st TSC over the next 30 months. The activities listed in the calendar are outlined in the enclosed 21st TSC calendar matrix and focus on unit training exercises, briefings, high visibility taskings, schools-related training, organizational inspection program events, United States and German holidays, community events and activities, as well as noteworthy miscellaneous events. The Significant Events Calendar is posted on the command’s public folders under G3 Calendars and is available through Microsoft Outlook to authorized NIPRNET users.

b. The Long Range Calendar is a classified, “quick look” calendar listing operations, exercises and activities scheduled within the 21st TSC or at higher/lateral organizations over the next 12-18 months. The activities listed in the calendar are outlined in the enclosed 21st TSC calendar matrix and focus on operations, exercises and events that the 21st TSC will execute or support or that will directly affect the command. The Long Range Calendar is posted on the G3 SIPRNET web page and is available to authorized SIPRNET users.

3. Responsibilities and Procedures:

a. Assistant Chief of Staff (ACofS) G3.

(1) Maintains overall staff responsibility for the command’s Significant Events and Long Range Calendars.

(2) Monitors command and staff compliance with the procedures outlined herein.

b. Command Calendar Coordinator (ACofS G3, Training and Simulations Division)

(1) Coordinates the command’s Significant Events and Long Range Calendar program for the ACofS G3.

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(2) Maintains, updates, and disseminates this memorandum of instruction.

(3) Coordinates command calendar inputs and updates with 21st TSC command and staff principals, brigade/separate unit commanders, and their designated representatives.

(4) Prepares and publishes the Significant Events Calendar to the 21st TSC Public Folder at least once weekly on the last duty day of the week or more often if required.

(5) Prepares and publishes the Long Range Calendar to the 21st TSC SIPRNET web site at least once weekly or more often if required.

(6) Provides up-to-date calendar information for command and staff briefings.

(7) Maintains a current listing of unit and staff calendar points of contact.

(8) Maintains calendar historical files and data.

c. Brigade/Separate Unit Commanders.

(1) Ensure information pertaining to your command’s activities is submitted to the Command Calendar Coordinator in a timely manner.

(2) Ensure information you wish posted during a particular week is provided to the Command Calendar Coordinator NLT 1200 hours on the last duty day of the preceding week.

(3) Check both calendars on a weekly basis to ensure the accuracy of listed activities.

(4) Provide the Command Calendar Coordinator with unit point of contact information.

d. 21st TSC Staff Principals.

(1) Ensure information pertaining to your staff section’s activities is submitted to the Command Calendar Coordinator in a timely manner.

(2) Ensure information you wish posted during a particular week is provided to the Command Calendar Coordinator NLT 1200 hours on the last duty day of the preceding week.

(3) Check both calendars on a weekly basis to ensure the accuracy of listed activities.

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(4) Provide the Command Calendar Coordinator with staff point of contact information.

4. The point of contact for this memorandum is the Chief, ACoFS G3, Training and Simulations Division at 484-7633/8870.

5. FIRST IN SUPPORT!

FOR THE COMMANDER:

Encl

  
JARROLD M. REEVES, JR.  
Colonel, GS  
Assistant Chief of Staff, G3

DISTRIBUTION:

A (21st TSC CIR 25-30)

# 21st TSC Calendar Matrix

Events	Long Range Calendar (SIPR)	Significant Events Calendar (NIPR)
Operations, Exercises, and Activities (Higher and lateral headquarters – not 21st TSC supported)	X	By Exception
Operations, Exercises, and Activities (Higher and lateral headquarters – 21st TSC supported)	X	By Exception
Operations and Exercises (Internal to 21st TSC)	X	By Exception
Training Exercises [battalion and above] (e.g., CAXs, EXEVALs, FTXs, CPXs, LFXs, etc.)	X	X
Briefings (e.g., USR, QTB, SATB, range conferences, SOO, etc.)	By Exception	X
Taskings (High visibility, resource intensive)	By Exception	X
Academic and Schools-Related Training (e.g., MTTs, PLDC, Battle Staff NCO Course, UPCC, etc.)	By Exception	X
OIP Events [battalion and above] (e.g., FRs, PCIs, Quarterly Meeting, etc.)	By Exception	X
Holidays (i.e., US, German, training, and weekends)	By Exception	X
Community Events and Activities (e.g., KMC events, 415 <sup>th</sup> BSB activities, etc.)	By Exception	X
Miscellaneous Events (e.g., Indy Dining Out, CFC, EO Luncheons, NCO Runs, COCs, NETT, etc.)	By Exception	X