



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
851 WRIGHT AVENUE, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

IMPC-HI-ZA

3 AUG 2010

MEMORANDUM FOR US Army, Hawaii (USARHAW) Theater Enabling Commands,
Major Subordinate Commands, and Direct Reporting Units

SUBJECT: Command, Community, and Installation Information

1. On 21 Feb 08, MG Mason directed creation of a document to formalize the means by which Garrison and Command elements who reside on US Army Garrison, Hawaii (USAG-HI) installations facilitate the flow of command, community, and installation information to commanders, leaders, spouses, and others. In accordance with that directive, this memorandum establishes responsibility and accountability for planning and executing the five primary means by which command information is disseminated (i.e., Spouse Information Meetings (SIMS), Volunteer Recognition Ceremonies, Installation Command and Staff (ICAS) Meetings, and Environmental Quality Control Council (EQCC) Meetings, and Staff Office Meetings).

a. Three separate and distinct SIMS meetings support the dissemination of command information:

(1) SIMS North meetings support units and activities located throughout northern Oahu to include the 25th Infantry Division (25th ID), 8th Theater Sustainment Command (8th TSC), 45th Sustainment Brigade, 8th Military Police Brigade, 500th Military Intelligence Brigade, 307th Integrated Theater Signal Battalion, and other tenant units. The focus of these meetings is on installation and community matters and they are executed on a bi-monthly basis alternating with SIMS South meetings. SIMS North meetings are conducted on the first Monday of every month, 0900-1000, at the Nehelani Club at Schofield Barracks. The primary responsibility for conducting SIMS North meetings rests with the 25th ID although support is provided by the USAG-HI Commander and staff. Although the Garrison provides a facilitator, the Division Commanding General's spouse chairs the meetings, develops the agenda of installation-wide and community-wide topics of interest and concern, coordinates and schedules meetings and notifies attendees of their date, time, and location, and arranges for room set-up, seating, audio-visual support, and equipment operation. In its support role, the USAG-HI Commander and/or the US Army Garrison, Oahu (USAG-Oahu) Commander attends as the senior Garrison representative, supports the meetings with subject-matter experts as needed, and provides a monthly newsletter applicable to both SIMS North and South.

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(2) SIMS South meetings support all Oahu South units to include the 8th TSC, US Army, Pacific (USARPAC), 311th Theater Signal Command (TSC), 94th Army Air and Missile Defense Command (AAMDC), Tripler Army Medical Center (TAMC), 196th Infantry Brigade, and 9th Mission Support Command (MSC). As with SIMS North, the focus of SIMS South meetings is on installation and community matters and they too will be executed on a monthly basis on the first Wednesday of each month, 0900-1000, at the Hale Ikena. The 8th TSC has overall responsibility for conducting SIMS South meetings with support and assistance provided by the USAG-HI Commander and staff. The Garrison provides a facilitator and subject-matter experts, as needed. The 8th TSC Commander's spouse chairs the meetings, develops the agenda of installation-wide and community-wide topics of interest and concern, coordinates and schedules the meetings and notifies attendees of their date, time, and location, and arranges for room set-up, seating, audio-visual support, and equipment operation.

(3) USARPAC /US Pacific Command (PACOM) SIMS meetings have a much broader scope and are primarily focused on topics and matters of theater-wide interest or concern to the attendees. The USARPAC Commanding General's spouse and USARPAC staff have full responsibility for scheduling and conducting these quarterly meetings although USAG-HI is available to provide briefings, SMEs, facilitators, etc., as required. Installation Management Command (IMCOM) attendance is limited to the IMCOM, Pacific Region, Regional Director and staff.

b. Volunteer Recognition Ceremonies provide a means by which the installation and units are able to recognize volunteers for their service and support. There are two types of recognition ceremonies:

(1) Unit Recognition Ceremonies are internal to the unit concerned and are conducted as frequently and in the manner they desire.

(2) Installation Volunteer Recognition Ceremonies are conducted by the Garrison each April and October in order to recognize installation-wide "super volunteers" (e.g., top 10%). These ceremonies are not intended to replace unit recognition ceremonies but to identify their top performers for additional recognition by the USARPAC Commanding General, Deputy Commanding General, 8th TSC Commanding General, and 25th ID Commanding General. As intended, units will provide nominations for their top performers to the USAG-HI Commander and provide support with ceremony-related requirements the Garrison is unable to fulfill.

c. The Quarterly ICAS is an installation-wide meeting for Commanders or Chiefs of Staff and Command Sergeants Major of all Hawaii-based Army MSCs. All ICAS meetings are chaired by the Commanding General, USARHAW and facilitated by the

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Garrison Commander. The USARPAC Commander will attend, as available. ICAS Meetings are of two types:

(1) The 1st and 3rd quarter meetings provide the Garrison Commander and staff a forum to present useful and timely information regarding installation and community well being programs, initiatives, and "hot topics" (e.g., safety and risk reduction programs/statistics, community quality of life initiatives and programs, upcoming major events, discipline, litigation updates, and Army Family Covenant programs and initiatives) of interest or relevance to all tenants located on the installation.

(2) The 2nd and 4th quarter ICAS meetings will focus on the Installation Planning Board (IPB) process in order to provide the Garrison Commander and staff a common operating picture of installation resources and management. The IPB demonstrates the integration of the wide range of garrison programs. It is an informational forum and not a decision making body, where results and concerns are discussed and integrated. IPBs are one more source for the Garrison Commander to receive feedback regarding programs and services, as well as tenant requirements.

d. EQCC meetings are chaired by the Garrison Commander and are designed to plan, execute, and monitor actions and programs with environmental implications. The committee, composed of members representing the operational, logistics, engineering, planning, resource management, legal, medical, environmental, MWR, commissary, exchange service, and safety interests of the command, including military tenant activities, meets quarterly to identify issues, make recommendations, and advise the Garrison Commander on matter relating to environmental quality control. The POC for these meetings is the Directorate of Public Works (DPW) Environmental Division Chief at 656-5790.

e. Staff Office Meetings are unit level meetings designed to facilitate the flow of information to Executive Officers, Deputies, Sergeants Major, and members of their staffs who are located throughout Hawaii. Throughout the year, the Garrison staff conducts and/or facilitates numerous recurring and one-time meetings which provide information and assistance on a wide range of installation matters. These meetings include, but are not limited to, the following:

(1) Mobilization/Demobilization Synchronization meetings are generally held weekly with members of the Garrison staff to synchronize actions required during the mobilization/deployment or redeployment/demobilization of Reserve Component units in support of Overseas Contingency Operations. The POC for these meetings is the Directorate of Plans, Training and Mobilization, and Security (DPTMS), Mobilization Officer, Mr. Gary Kamauoha at 655-1982.

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(2) Operations Security (OPSEC) Working Group Meetings are generally held quarterly with members of the Garrison staff and OPSEC Officers to synchronize Garrison OPSEC actions and requirements. The POC for these meetings is DPTMS Operations Officer at 656-0223.

(3) Range Steering Committee meetings are held twice a year for the purpose of establishing the range and training land master plan for Hawaii. Meetings are co-chaired by the Commanding General, USARHAW and the 25th ID's Assistant Division Commander (Operations) with all commanders invited to attend. The POC for these meetings is the DPTMS Range Operations Supervisor at 655-9509.

(4) The Antiterrorism Executive Committee (ATEC) is comprised of representative from the Garrison staff and tenant organizations and chaired by the Commanding General, US Army Hawaii or a designated representative. The Committee consists of a nucleus group that is expanded with staff augmentation at the discretion of the Garrison Commander. The ATEC meets at least semi-annually to monitor the anti-terrorism (AT) posture within the command, discuss the threat, and assess vulnerabilities; approve the threat statement; review existing AT plans and guidance; and assign priorities to AT funding requests, repairs, and AT construction projects. The POC for these meetings is the DPTMS Force Protection Plans Officer at 656-6734.

(5) The Antiterrorism Working Group (ATWG), operating under the direction of the Garrison Antiterrorism Officer, meets at least quarterly to evaluate security measures implemented or planned and to develop issues to be presented to the ATEC. It also monitors the development of AT-related education and training programs, threat briefings, and public affairs command information programs to inform military personnel, civilian employees, and family members; develops and reviews installation AT Plans, OPORDs, and SOPs; monitors expenditures of AT-related funds from programming through budget execution; and reviews, validates and prioritizes installation submissions for Management Decision Execution Package funds. The POC for these meetings is the DPTMS Force Protection Plans Officer at 656-6734.

(6) The Garrison's Threat Fusion Cell (TFC) meets quarterly and functions as an element of the ATWG with responsibility for gathering, analyzing, and disseminating terrorism threat information and assisting with preparation of the Commander's Annual Terrorism Threat Assessment. It also works to ensure that retention and dissemination standards established for both military and criminal intelligence are met when compiling, producing, storing, and disseminating threat descriptions, threat models, and threat statements. When these documents contain information regarding specific persons or organizations, they are reviewed every 90 days and destroyed if required to

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ensure retention standards for both criminal and military intelligence are not violated. All members must possess a SECRET security clearance. The POC for these meetings is the DPTMS Force Protection Plans Officer at 656-6734.

(7) The Family Advocacy Committee (FAC) meets quarterly and is chaired by the Garrison Commander and operates as a subcommittee of the installation human resources council. The FAC is a multidisciplinary team appointed and on orders by the installation commander to advise on the Family Advocacy Program's procedures, training, and evaluation efforts. The Family Advocacy Program Manager identifies trends that may require a command or community response and the establishment of new programs along with plans for their implementation; results of the command training program, to include the number of new commanders assigned and the number trained; special resource requirements; results of quality assurance analyses, program evaluations, or special Inspector General reports; results of primary and secondary prevention efforts, to include program schedules and number of attendees; and results of command attendance at Case Review Committee (CRC) meetings by unit commanders. The CRC chairperson reports on the number and types of substantiated cases of spouse and child abuse, case transfers, closed cases, and any trends noted relative to command support of treatment recommendations and commanders' attendance at CRC meetings; identified trends and special resource or program requirements for treatment; identified quality improvement concerns that have community-wide impact; and results of medical quality improvement analyses or special IG reports pertaining to the FAP. In addition committee members report on any identified trends related to the FAP that may require a command or community response, the establishment of new programs, the status of existing programs, and the results of any needs assessments or surveys conducted. The POC for these meetings is the Directorate of Family and Morale, Welfare and Recreation (DFMWR) Family Advocacy Program Manager at 655-4778.

(8) The Fatality Review Committee (FRC) is chaired by the Garrison Commander and meets quarterly. It reviews all known or suspected domestic violence or child abuse related homicides and suicides to include all infant and child deaths in which the manner of death is undetermined at autopsy and involves any of the following: a member of the Army on active duty, a current or former dependent of a member of the Army on active duty, and a current or former intimate partner who has a child in common or has shared a common domicile with a member of the Army on active duty. The POC for these meetings is the DFMWR Family Advocacy Program Manager at 655-4778.

(9) The Sexual Assault Review Board (SARB), chaired by the Garrison Commander or designated representative, meets at least monthly to review sexual

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assault cases and the installation's processes and procedures for preventing or responding to sexual assault. It also implements process improvements to ensure system accountability and an effective victim services program. The POC for these meetings is the Soldier and Family Assistance Center Director at 655-1261.

(10) The Soldier and Family Assistance Center (SFAC) Steering Committee is chaired by the Garrison Commander and meets monthly. The committee, composed of the SFAC Director and staff, the Family and Morale, Welfare and Recreation Director, the Army Community Services Chief, the Warrior Transition Battalion Commander, the Fisher House Manager, and the Army Wounded Warrior Soldier and Family Management Specialist, meets to discuss trends, issues, ideas, and processes in an effort to better assist Warriors in Transition, their families, and their caregivers. The POC for these meetings is DFMWR Family Advocacy Program Manager at 655-4778.

(11) Installation Footprint meetings are chaired by the Garrison Executive Officer (XO) and meet weekly. During these meetings, designated staff officers and/or NCOs from all tenant units review and discuss issues and concerns regarding ongoing projects, current and future moves, new facilities, furniture, and communications. The POC for these meetings is the Garrison XO at 656-0608.

(12) Real Property Planning Board (RPPB) meetings are chaired by the Garrison Commander and includes member drawn from the Garrison Directorates and other major units and tenants located throughout the installation. The RPPB is responsible for siting projects and normally meets between July and September developing the Garrison's MILCON 1-n priority list. The POC for these meetings is the DPW Lead Master Planner at 656-2682 extension 1226.

(13) Unit Ministry Team (UMT) meetings are held twice a month in addition to monthly Rear Detachment Ministry Council meeting, and the quarterly UMT Training Council. The UMT provides comprehensive religious support to the unit to which it is assigned or attached, and to units in its area of operation that have no integral religious support coverage. UMTs must be maintained in a fully staffed, trained and prepared status to perform their religious support mission when deploying on a contingency operations. Contact the Chaplain's Office at the Main Post Chapel, (808) 655-9307, for additional information.

(14) The Installation Action Council (IAC) is a garrison program that allows community representatives to discuss and prioritize community issues. As an issue resolution forum, the IAC collects issues and recommendations from the community via focus groups, surveys, issue sheet collection, and the Army Family Action Plan conference. The issues are forwarded to the appropriate service provider for action.

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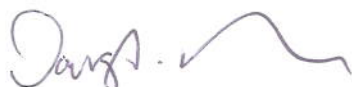
Issues that can't easily be resolved at the provider level will be brought to the IAC for discussion and prioritization for the garrison. Council members include Soldier and Family Member representatives from different brigades and commands, as well as a Civilians, Retirees, and Single Soldiers. The POC for this council is the PAIO Customer Service Officer at 655-9026.

(15) The Editorial Board Meeting is a quarterly meeting bringing together representatives of the fifteen different Army Public Affairs Offices on island to discuss matters related to the newspaper (deadlines, submissions, upcoming stories, etc.).

(16) Televised Town Hall meetings are co-chaired by the Commanding General and the Garrison Commander during the 1st and 3rd quarters. The live telecast originates from the Visual Information studio and consists of two primary components: 1) command-initiated informational briefings about timely garrison programs and initiatives, and 2) a live call-in forum allowing members of the garrison community to voice questions and concerns to command and subject matter experts (SMEs). The Q&A segment also allows real-time inquiries via social media, as well as telephone. Rebroadcasts are scheduled on both installation television TV2 and Hawaii public access television (Olelo). The POC for these meetings is the PAO Electronic Media Specialist at 656-3489.

(17) The Fitness Council meets quarterly and brings together key leaders and subject matter experts (SME) to maximize and synchronize efforts, programs, and resources in providing the community with fitness and recreational facilities and opportunities. Council members include representatives from different brigades and commands in Hawaii (too include MEDCOM) and USAG-HI fitness and recreation SMEs. The POC for this council is G3, 25th ID Targeting Officer, 655-4640.

2. Questions or comments may be directed to the USAG-HI Operations Officer, DSN 456-0611/COMM (808) 656-0611, fax 656-3740, or by e-mail to bill.lenharr@us.army.mil.



DOUGLAS S. MULBURY
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Commanding

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- Cdr, 25th Special Troops Battalion

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Chief, Civilian Personnel Advisory Center

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