

Region 9 Army MARS Training Topics for “phone bridge” use

TRAINING TOPIC – New Monthly Report (Participation Report)

SESSION INTENT – This lesson is intended to provide an overview of the new Monthly Report.

REFERENCES – Message Forms and Reports - AM6 TTP

EXPECTED TIME TO DELIVER – 45 Minutes

CONTENT OUTLINE & KEY POINTS –

1. Line 1 (Equipment) – Equipment meeting Operational Capabilities.
2. Line 2 (Skills) - Required Mission Essential Tasks.
2. Line 3 (Hours) - On-the-air HF radio hours
3. Line 4 (Award Hours) - Total hours
4. Line 5 (Training) - Identify additional training required

(U) The following elements make up an individual member’s Monthly Report:

Mandatory Lines:

- The reporting station’s call sign (The MARS STATION PLA in the MSGID Set).
- Line 1 (Equipment) - Does your radio station meet all Army MARS operational capabilities during the reporting period? (enter either: Yes/No)
- Line 2 (Skills) - Can you perform all required Mission Essential Tasks? (enter either: Yes/No)
- Line 3 (Hours) - On-the-air HF radio hours (enter the number of on air hours rounded up to the nearest hour)

Optional Lines:

- Line 4 (Award Hours) - Total hours (enter number of total hours, rounded up to nearest hour, optional, required only if member desires consideration for yearly hour award)
- Line 5 (Training) - Identify additional training required (enter free text remarks, required if line 2 is “No”).

MONTHLY REPORT

MSGID/GENADMIN/	Unique RI or PLA of Originator	Serial Number (opt)
SUBJ/MONTHLY REPORT/	MARS STATION AAR9XX	001
Line 1: (Equipment)	FEB	2018
Line 2: (Skills)	YES	
Line 3: (Hours)	6	
Line 4: (Award Hours, opt.)	24	
Line 5 (opt. Training Needs)	I NEED SOME ADDITIONAL NCS TRAINING AND WOULD LIKE TO ALSO GET TRAINING TO BE A REPORT OFFICER	

Preview Send to ACP Reset

Serial # of the Day

Security Warning

FL4 Transmission Instructions

Precedence Day Time Month Year

FL5 Message Instructions (OpSigs)

FL6 Message Originator

FL10 Group Count

FL12 Classification

Address

FL8 Information Addressee(s)

FL9 Exempt Addressee(s)

MSGID/GENADMIN/MARS STATION AAR9XX/001//
SUBJ/MONTHLY REPORT APR 2018//
GENTEXT/REMARKS/1 YES
2 YES
3 6
4 24
5 I NEED SOME ADDITIONAL NCS TRAINING AND WOULD LIKE TO ALSO GET TRAINING TO
BE A REPORT OFFICER//

PLAINDRESS
 CODRESS

ACP-126
 ACP-127 Supp. 1

Actions