



7 April 2010

Operations

COMMAND CALENDAR

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: USFJ/J31 (CDR Getschman) Certified by: USFJ/J3 (Colonel James B. Hecker)

Pages: 6

Distribution: All USFJ Directorates

PURPOSE: To prescribe procedures and responsibilities for the use of a command calendar designed to assist with inter-directorate planning. The purpose of this calendar is to help ensure command events do not conflict far enough in advance for mission success.

1. **SCOPE:** This Headquarters Operating Instruction is applicable to all USFJ staff.
2. **POLICY:** The command will have a calendar that can be referenced by each director when conducting planning to ensure command events are synchronized within the command and that senior decision makers can review proposed scheduling for events and provide guidance far enough in advance to affect proper scheduling of those events.

3. GENERAL:

3.1. **Lead Agent:** J3 is responsible for the command calendar as outlined in this instruction.

3.2. Coordination of Future Events:

3.2.1. Directorates will place events on the USFJ Director's Coordination calendar that impact other directorates, have the potential to be impacted by other directorates or require visibility within the command.

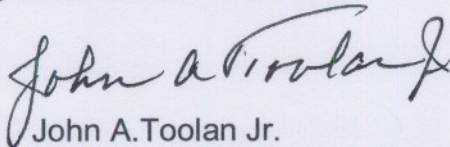
3.2.2. Quarterly, directorate representatives will gather and review the USFJ Director's Coordination calendar to ensure that any potential conflicts are identified and resolved.

3.2.3. USFJ Director's Coordination Calendar:

3.2.3.1. **Updates:** Directorates will make inputs directly to the command calendar, a Microsoft Outlook Calendar located on the shared folders on NIPR. Personnel requiring the ability to update the calendar will be given "owner" access. Directorate Owners are not authorized to change another directorate's events.

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3.2.3.2. How to access and use the Command Calendar: The attachment provides guidance on accessing and using the command calendar.

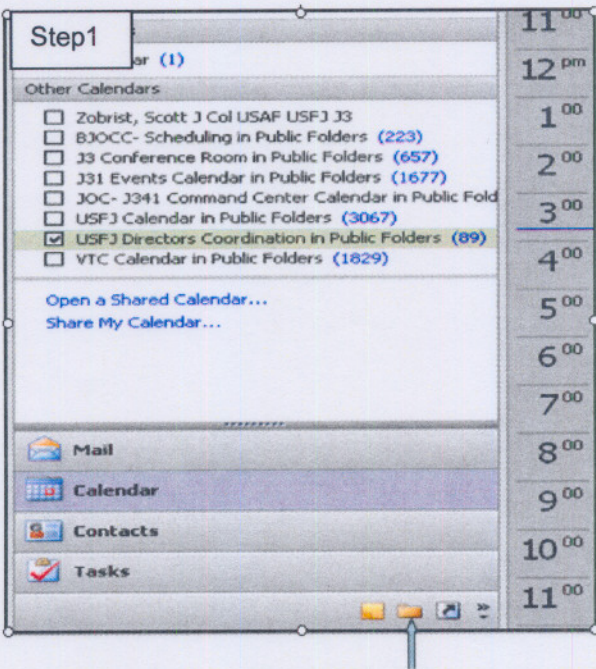
A handwritten signature in black ink, reading "John A. Toolan Jr." with a stylized flourish at the end.

John A. Toolan Jr.
Major General, U.S. Marine Corps
Deputy Commander

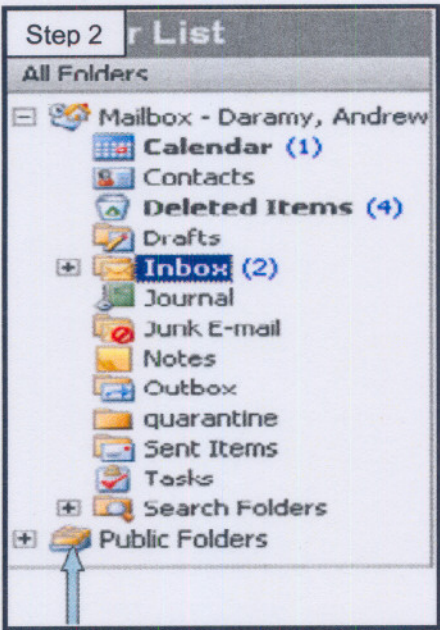
Attachments:
USFJ Command Calendar Guidance

USFJ COMMAND CALENDAR GUIDANCE

1. To locate the Command Calendar, open Microsoft Outlook on NIPR. Once Outlook is opened, depending on the individual layout in Outlook, the "folder list" may appear differently. Some Outlook layouts may show a large icon with a title or a small icon with no title as shown here. In this case open folder list at the bottom right hand side.



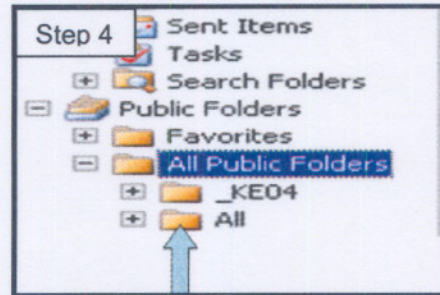
2. Click on public folders and a list of folders will expand.



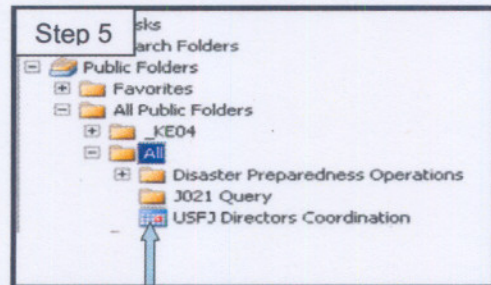
3. Next click on All Public Folders.



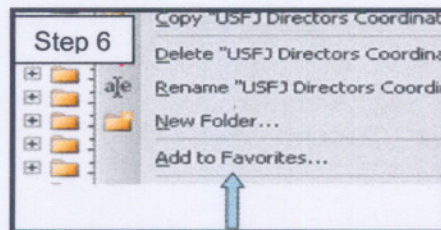
4. Next double-click on "All".



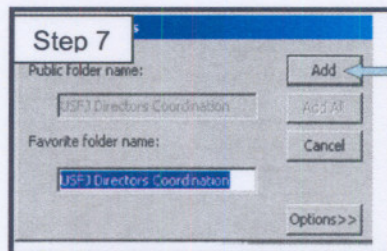
5. USFJ Director's Coordination will appear



6. Right click on USFJ Director's Coordination and select add to favorite. A small window will appear. Once the window appears click on add to favorites. Another window will appear.



7. Click on "Add" and the calendar will now appear in your calendar's favorite at the bottom left hand side of your Microsoft outlook calendar list.



8. Action Officers in each directorate shall have ownership rights (able to add/delete user) and will delegate administrative rights (able to read/write) to appropriate personnel. Each directorate has a corresponding color code that must be used to highlight that directorate published events on this calendar. On the right hand side, below the subject line is a drop-down box marked "Categorize". Click it and select the color that corresponds to your directorate. White (no category) will be used for J00 and J01 travel and events as desired by J04.

9. Events published on this calendar shall be in strict compliance with our information assurance practices. Classified information will not be included in calendar entries. Events that fall in this realm shall be communicated with other directorates in the appropriate medium.

Ensure the following information is included when publishing events on this calendar. On the subject line, first indicate your directorate symbol, colon and then title or name of event, i.e. "J31: TF part 2."

Indicate "where" the event will take place in the location box.

Choose either all day event, or specific times. Selecting the "All day event" box, will make the item more visible on the weekly and monthly calendars; using specific times will be more useful on the daily view and as the event comes closer in time.

Use the subject matter expert/alternate as the POC for that event. Also, list "Who" the participating directorates are that will be required in that event. Then provide a "what" giving a brief description of the event! Do not publish classified information on this Calendar. If the details of an event are classified, address the "what" by simply entering "contact POC" as shown below.

