

U.S. Army Corps of Engineers (USACE)  
**COMMAND GROUP CALENDAR REQUEST**

The proponent agency is CECS-X.

Purpose: Used to schedule, define, coordinate, and staff meeting requests in accordance with Army Senior Leader and HQDA scheduling processes. Submit completed request forms to: [DLL-CECG-ReadAhead@usace.army.mil](mailto:DLL-CECG-ReadAhead@usace.army.mil).

1. Office of Primary Responsibility (OPR)	2. Date
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3. For  CG  DCG  CSM

4. Subject

5. Type  Pre-Brief  Decision  Update  Information  Backbrief  Office Call

6a. Preferred Dates	6b. Preferred Times
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7. Reason For Meeting Request

8. Briefly Explain The Impact If The Meeting **DOES NOT** Take Place A The Requested Date / Time

9. Location  CG Office  DCG Office  CSM Office  CMD GRP CONF RM  3M60/70

10. Presentation Media (All RAH document due 48 hours prior to meeting to **DLL-CECG-READHEAD**)  
 Desk Side/Paper  Telephonic  Virtual Platform (MS Teams, Webex, etc)

11. Classification  Classified  Unclassified

12. Key Areas Impacted  
 MIL PRGMS  R&D  Legal  HR / Personnel  CIO / G6  OCE / Regiment  
 Civil Works  RM  Contracting  Congressional  G3 / Contingency  PAO  Other

13. Topics to be Discussed

14. Briefer(s)

15. Principal Attendees

16. Desired Outcome

17a. Briefing POC Name	b. Briefing POC Mail	c. Briefing POC Number
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