NINTH CENTRAL REGION REPORTING STANDARD

Reports

1. Reporting to DCO. District Board Members should ensure that they provide timely reports per the District Administrative Needs Calendar and as requested from time to time.

2. Reporting to DCOS. District Staff Officers should ensure that they receive timely reports from their Assistant District Staff Officers in accordance with the District Administrative Needs Calendar so that their report to the DCOS is submitted on time per the schedule noted. District Staff Officers should consolidate these reports into their final report to the DCOS. The DCOS will consolidate these reports and submit to the DCO in a timely manner.

3. All reports should be a narrative summary of the activities in your area(s) over the past reporting period with specific use of data to emphasize items of interest. It is strongly preferred that reports provide a narrative of the activities and not just a listing of AUXDATA facts/information. Reports should focus on areas as they relate to District initiatives or strategies.

4. Reporting content:

a. Current progress relative to District Strategic/Operational Plan and contingency plans. This should be a positive summary of the accomplishments of your area(s) and milestones that have been achieved. The summary should address the tactical plans that you have developed relative to the District Strategic/Operational Plan.

b. Future plans and projects as it relates to District Strategic/Operational Plan. Description of the proposed implementation strategies and resources that may be needed in order to achieve goals.

c. Potential barriers to performance objectives and goals, strategies to overcome the barriers and assistance that may be needed in addressing the barriers.

5. Special Reports. The District will re-assess and where necessary update the Strategic/Operational Plan. It may be necessary for additional reporting that will address the impact of the update, adjustments in tactical strategy, and modification of timelines where necessary.