**Directorates: Writing Weekly Activity Reports (WARs)**

WARs are due **each Tuesday by NLT 1500** and should be sent to the C5ISR Center STRATCOM WAR Action Officers ([daniel.e.lafontaine2.civ@army.mil](mailto:daniel.e.lafontaine2.civ@army.mil) and [edric.v.thompson.civ@army.mil](mailto:edric.v.thompson.civ@army.mil)), with the STRATCOM Chief Cc’d ([justin.w.eimers.civ@army.mil](mailto:justin.w.eimers.civ@army.mil)).

Focus on strategically relevant activities, accomplishments and deliverables in accordance with S&T, Experimentation, Talent Management, Future of Work, and other relevant mission efforts.

Any G1-related entries should focus on strategically relevant activities, accomplishments and deliverables in accordance **People/Future of Work**. This category is defined as outreach activities; significant awards and recognition; contributions to improving processes, business, workforce experience, and morale; etc.

**General Tips:**

* Do **NOT** report on attending meetings – **focus on the resulting outcomes**.
* Do **NOT** report activities that are **more than 2 weeks old**. If needed, pull events/visits forward instead of waiting until afterwards to report.
* Entries for a recurring/ongoing effort **must** specify **what has changed since** the prior submission and clearly identify target value and delta (if applicable).
* Entries on Soldier Touchpoints **must** include **WHAT** the Soldier feedback was.

Content sent via on **NIPR** must be **NO HIGHER** than CUI.

* **Please appropriately apply portion markings to the start of all applicable sections**: **(U)** or **(CUI)**.

**If** you have a **CLASSIFIED** WAR (**CONFIDENTIAL/above**) report full details via **SIPR**:

* Directorate should compile and send CLASSIFIED WAR entries in one email.
* Send SIPR email directly to the C5ISR Center Director and Deputy Director, with the STRATCOM Chief and WAR Action Officers Cc’d ([joseph.d.welch16.civ@mail.smil.mil](mailto:joseph.d.welch16.civ@mail.smil.mil), [jonathan.s.keller.civ@mail.smil.mil](mailto:jonathan.s.keller.civ@mail.smil.mil), [justin.w.eimers.civ@mail.smil.mil](mailto:justin.w.eimers.civ@mail.smil.mil), [daniel.e.lafontaine2.civ@mail.smil.mil](mailto:daniel.e.lafontaine2.civ@mail.smil.mil), and [edric.v.thompson.civ@mail.smil.mil](mailto:edric.v.thompson.civ@mail.smil.mil)).
* Please include a simple **placeholder in the NIPR WAR** document to alert the Action Officers that a CLASSIFIED entry was submitted via SIPR. Please see the bottom of **page 3** for an **example.**

Write entries in active voice, using clear, concise layman’s terms. Do NOT use highly technical language. You may use acronyms in the SUBJECT line but spell out acronyms **on first reference within the entry** (no need to spell out AFC, DEVCOM or C5ISR). Refer to our organization as the C5ISR Center, not just C5ISR.

If there are multiple entries on the same effort (a senior leader engagement, an integrated effort being worked on by multiple teams/branches, an experimentation event), **these should be combined at the directorate level and rewritten as one entry before** sending to the C5ISR Center STRATCOM WAR Action Officers.

Each WAR entry should be aligned to one of the following **categories**:

* **S&T** (defined as a true ST project, TMI or JTCD – **NOT** customer work)
* **Experimentation**
* **Other Mission Efforts** (to include customer work)
* **People/Future of Work**

If applicable, a WAR entry should be **tagged** according to the following mission spaces:

* Next Generation C2
* CJSIL Persistent Experimentation Environment
* Signals Intelligence
* C5ISR Enablers for Counter UAS
* Unified Data Reference Architecture
* Uncooled Infrared
* Advanced Targeting and Lethality Aided System
* EW/Counter Adversary ISR
* Commander Decision Aids
* Vehicle and Air Protection System Efforts
* Operational Energy
* Predictive Logistics

Each WAR entry should be aligned to one of the following **AFC** priorities:

* **Prioritizing People**

(Defined as patents, significant awards and recognition, contributions to improving processes and business, etc.)

* **Delivering the Army of 2030**

(Defined as efforts in operational use by 2030)

* **Designing the Army of 2040**

(Defined as efforts in operational use beyond 2030; you may also use this category if you are uncertain when the effort will be in operational use)

Please format submissions according to the **updated** model below, using **12-point Times New Roman** font and applying the appropriate portion markings as needed:

***(U) SUBJECT:*** Clearly identify the topic and action. Acronyms **are** acceptable in the SUBJECT Line. Use active voice, and (as much as possible) keep it to one line.

EX: ***C5ISR Center executes radio rodeo in support of PM IVAS***

**(U) Category:** Select from the previously mentioned category options above.

**(U) Mission Space(s):** Select from the previously mentioned tag options above.

**(U) DEVCOM Priority:** Select from the previously mentioned priority options above.

**(CUI) Context:** Provide one to two sentences max that establish the overarching, strategic context for why we are doing this activity – whether that be explaining the operational challenge, the need, the overarching initiative, etc.

**(CUI) Summary of the Action:** Provide three to five high-level sentences that address the date and location, the nature of the activity, what the C5ISR Center did/is doing, and why we are doing this. Include the name(s) of any C5ISR Center-led S&T project, TMI, or JTCD. Do **not** dive into processes or the technical details.

**(CUI) Impact on the Army:** Provide one to two sentences that stress the strategic “so what” and explain how the outcome will (or potentially will) provide value added to Big Army. If the entry involves **other customer work**, explain its importance to AFC.

**(CUI) Way Ahead:** Provide one to two sentences that address next steps and associated dates. If you do not know exact dates, it’s ok to provide approximate timeframes: within the next three weeks, throughout July, in 2Q FY23, etc.

**SME:** Name, telephone extension, e-mail address

**Branch Chief:** Name, telephone extension, e-mail address

**Division Chief:** Name, telephone extension, e-mail address

**DAD:** Name, telephone extension, e-mail address

**AD:** Name, telephone extension, e-mail address

Please format **placeholders** accordingly within the NIPR document; no additional text is needed for placeholders other than what is below:

**Sent via SIPR: *C5ISR Center executes radio rodeo in support of PM IVAS***