**DEPARTMENT OF THE ARMY**
CALIFORNIA ARMY NATIONAL GUARD
HEADQUARTERS, CAMP ROBERTS
CAMP ROBERTS, CALIFORNIA 93451-5000

CACR-CDR

4 January 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Conduct of Tenant Meetings

1. **Purpose:** This memorandum establishes policy and procedures for the conduct of tenant meetings.

2. **Applicability.** This regulation applies to installation staff members and commanders of all tenant organizations. Direct participation by commanders and CSMs or first sergeants is highly encouraged. Commands may be represented by their FTM/ M-Day primary or secondary staff.

**3. Procedures.**

a. Meetings will be the first Wednesdays of odd-numbered months at 1000 hours, in the Building 2021.

b. The post commander is responsible for the overall preparations and conduct of the meetings. He will follow-up with tenants not present at the previous meeting to promote participation. He will also manage the staff in working issues brought up during tenant meetings. The general meeting format is as follows:

(1) Introductions.

(2) Overview of current and future operations using the strategic plan.

(3) Review of minutes (open issues) from the last meeting.

(4) Discussion of old business, to include business reports from DPRM (troop support), DPW (including Fire Department), DOL, DPTMS, IM, Environmental, and the NAF manager.

(5) Discussion of new business, to include items not earlier identified in the agenda.

c. DPTMS:

(1) Maintain master spreadsheet (or database) of all tenants to include addresses. A copy of this report will be used as the sign-in roster. Tenants will review, correct, and initial report.

(2) Collect topics or concerns for discussion from tenants and installation staff. Print and distribute an agenda not later than the 20th of the month prior to the next meeting.

(3) Notify tenants as a reminder two days before the meeting occurs, confirm they have received agenda items, and ask if they would like to add anything.

(4) Open and set-up room prior to 0930.

(6) Record minutes of the meeting (limited to attendance by organization and current status of open issues). Distribute the minutes no later than one week after the meeting.

JOHN F. SMITH
COL, FA, CAARNG
Commanding

DISTRIBUTION:
B (Garrison Staff and Tenant Organizations)



WHITMAN.STACEY.
LYNN.1187851749
I attest to the accuracy and
integrity of this document
2006.08.01 14:25:40 -07'00'