

COMOMAGINST 5214.1C  
01  
31 Mar 03

COMOMAG INSTRUCTION 5214.1C

Subj: TRIP REPORTS

Encl: (1) Trip Report, COMOMAG 5214/1 (Rev. 3-03)

1. Purpose. To establish policy for the submission of trip reports upon completion of temporary additional duty (TAD/TEMADD) travel.
2. Cancellation. COMOMAG/MOMAGINST 5214.1B.
3. Discussion. Due to the physical location and the nature of business conducted by staff members of Commander, Mobile Mine Assembly Group (COMOMAG) and Mobile Mine Assembly Group (MOMAG) units and detachment, official travel is extremely important to the coordination of business with commands outside of MOMAG. All official business is of interest to COMOMAG. It is important that results of trips are known to COMOMAG staff personnel so follow-up action can be taken as appropriate. All written trip reports will be submitted following the outline provided in enclosure (1).
4. Action
  - a. COMOMAG Staff personnel will brief the Chief Staff Officer (CSO) upon return from TAD. A written trip report will be provided within five working days following completion of a trip. Staff personnel will route the trip report to COMOMAG via their Department Head and/or CSO.
  - b. Unit Commanding Officers/Officer-in-Charge will submit a trip report to COMOMAG within five working days following completion of a trip.
  - c. Unit personnel will brief their individual CO/OIC upon return from TAD. A written report will be submitted within five working days following completion of TAD. Unit personnel will submit their reports to COMOMAG via their unit CO/OIC if appropriate.
  - d. In the case of groups participating in the same event, the senior member will submit the trip report using enclosure (1). Priority items should be indicated by asterisks on the trip report, with additional correspondence attached.
5. Extended trips or discussion may require a discussion paper as appropriate. The trip report will include proposed tasking items and recommended follow-up items. Travel which normally results in a

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written report as a matter of routine, such as Administrative and Material (ADMAT) Assessment Program, Material and Readiness Certification Inspections (MRCI), Field Calibration Activity Certifications, etc., do not require a separate trip report.

/s/  
T. W. AUBERRY

Distribution:  
COMOMAGINST 5216.1T  
List I  
List II, Case A

TRIP REPORT

NAME(S) OF TRAVELER(S) :

PURPOSE OF TRAVEL: (INCLUDE DATES/LOCATION/COMMAND)

DISCUSSION OF VISIT/MEETING: (INCLUDE MAJOR POINTS OF INTEREST.  
SUPPORTING MATERIAL MAY BE SUBMITTED)

ACTIONS AND RECOMMENDATIONS:

UNIT/DETACHMENT CO/OIC COMMENTS:

COMOMAG REVIEW/COMMENTS: