

CLASSIFICATION

OFFICE SYMBOL

Date

TRIP REPORT

SUBJECT: Enter the subject or name of the event, as applicable (for example, Community Visit to Bamberg, GR2 Update, Army Three-Star Conference)

BLUF: Enter a one- to three-line purpose of the trip. This paragraph must stand alone so it can be separated from the rest of the report.

SUMMARY: The trip summary must include enough detail about the event, the major subjects discussed, and issues that require the attention of or action by the USAREUR command or staff. It should be an analysis of what was discussed—not merely a recounting of events—that clearly shows why the issue is of importance to USAREUR. The goals or objectives of the trip should be stated in the summary.

PowerPoint slides, Excel spreadsheets, and other documents used during the event should be incorporated by extracting the most pertinent elements of the documents (and referred to in the body of the report sequentially) instead of attaching the entire document.

There is no prescribed length for the report, provided all pertinent topics are covered. Brevity should, however, be a goal. The font of the entire trip report is Arial, 12-point.

- **OPTION A: Event-Based Report.** This type of summary is organized according to the sequence of events that took place during the trip. Each bullet applies to an event that is significant or of USAREUR interest. An overview of the itinerary may be included, but is optional. This is recommended if the itinerary involved several locations or several important events.
 - Enter Name of Event, Location, Time, and Host (if applicable).
 - Summarize the event.
 - State why it concerns USAREUR
 - Make a recommendation (if applicable)
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- **OPTION B: Topic-Based Report.** This type of summary is organized in order of significance. This is the preferred option for summarizing events the CG or DCG attended, such as conferences. Each bullet applies to a topic that is significant or of USAREUR interest. Record the topics in order of significance to USAREUR.

- **Most Important Topic: Location, Time, and Host (if applicable).**
 - Summarize the topic.
 - State why it concerns USAREUR
 - Make a recommendation (if applicable)

- **Next Most Important Topic: Location, Time, and Host (if applicable).**
 - Summarize the topic.
 - State why it concerns USAREUR
 - Make a recommendation (if applicable)

CONCLUSION: State whether the goals or objectives of the trip were met or, if they were not met, the reasons why; USAREUR's take of the topics or events that took place; how the topics or events will affect USAREUR; and recommendations if applicable.

OTHER ATTENDEES: Enter a list of other key personnel who were on the trip and key personnel visited.

POC: Enter the grade (if military), name, DSN telephone number, and e-mail address of the action officer responsible for the trip report.

APPROVED: Enter the name and position title of the approval authority of the command or staff office responsible for the trip report.

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