



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, SHAPE BATTALION
UNITED STATES ARMY
NORTH ATLANTIC TREATY ORGANIZATION
APO AE 09705

ACSB-CO

16 June 2003

MEMORANDUM FOR SHAPE Battalion

SUBJECT: SHAPE (Bn) Guidance Memorandum – Management Control Plan (MCP)

1. REFERENCE: HQ, USANATO Circular 11-2, Army Regulation 11-2, Management Control.
2. Proper stewardship of U.S. Army resources is a commander's primary responsibility and requires careful and deliberate leadership at all levels. Commanders, First Sergeants, and staff principals of the SHAPE Battalion will ensure vigorous enforcement of the SHAPE Battalion and HQ, USANATO MCP as outlined in command policies and AR 11-2, 1 AUG 94, Management Control.
3. The MCP requires that we evaluate essential controls and report annually on the overall effectiveness of our control systems. The key to ensuring our success in this area is effective documentation of procedures, self-assessment, and command inspections (CIP) of our programs. Commanders must establish feedback mechanisms, leader education, accountability at each level, and consistent periodic reviews to ensure no material weaknesses exist.
4. If any soldier, civilian, or family member believes that an area or function does not meet appropriate control standards, they should contact me immediately.
5. I am the Assessable Unit Manager, and fully support the Management Control Process. I am committed to my responsibilities as the steward of resources entrusted to my command.
6. My Battalion Executive Officer, MAJ Eric Tilley, DSN 423-5939, is the MCA for this program. CPT Steven Foster, DSN 423-7299, is the Alternate MCA.

ROGER A. RABIEGO
LTC, AG
Commanding

CC:
HQ USANATO, MCA Administrator