

Information Management

USAREUR Synchronization Calendar

***This regulation supersedes AE Pamphlet 1-11, 11 February 2013.**

For the Commander:

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Summary. This regulation prescribes policy and procedures for managing the USAREUR Synchronization Calendar (USC).

Applicability. This regulation applies to the USAREUR Command Group, HQ USAREUR staff offices, USAREUR major subordinate commands, and tenant commands (glossary) required to enter events on the USC.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are on the Army Records Information Management System website at <https://www.arims.army.mil>.

Supplementation. Organizations will not supplement this regulation without approval of the Chief, Knowledge Management (KM), Office of the Chief of Staff, HQ USAREUR.

Suggested Improvements. The proponent of this regulation is the Chief, KM, Office of the CoS, HQ USAREUR (mil 537-3710). Users may suggest improvements to this regulation by sending DA Form 2028 to the Office of the CoS, HQ USAREUR (AECS-KM), Unit 29351, APO AE 09014-9351.

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Glossary

1. PURPOSE

This regulation prescribes policy and procedures for managing the USAREUR Synchronization Calendar (USC). USC management includes—

- a. Entering events and operations on the USC that require USAREUR visibility.
- b. Deconflicting events entered on the USC when schedules overlap.
- c. Applying quality assurance and quality control (QA/QC) of the USC.

2. REFERENCES

- a. Joint Publication 3.0, Joint Operations.
- b. AE Regulation 350-1, Training and Leader Development in Europe.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The glossary defines abbreviations and terms used in this regulation.

4. THE USC AS A USAREUR REPORTING TOOL

a. The purpose of the USC is to provide visibility of events and operations throughout the USAREUR area of responsibility for the USAREUR Command Group, HQ USAREUR staff, USAREUR major subordinate commands (MSCs), and other Army organizations in Europe that interact with and support USAREUR. The USC is the authoritative calendar for scheduling and synchronizing command-related events and operations across USAREUR. AE Regulation 350-1 lists recurring events.

b. The USC is displayed on the USC Report. To support mission command, the USC Report is organized in six sections:

- (1) Higher Headquarters and Outside Influencers.
- (2) USAREUR Operations.
- (3) USAREUR Command Group.
- (4) HQ USAREUR Staff.
- (5) USAREUR Major Subordinate Commands.
- (6) USAREUR Tenant Units (glossary).

c. Each section of the USC Report—

(1) Consists of multiple lines, and each line is assigned to a staff office or unit required to enter information on the USC. Table A-1 lists which organizations are responsible for entering information in each section and line.

(2) Is a compilation of selected events drawn from each staff office's or unit's SharePoint calendar. Events entered on organizational SharePoint calendars are displayed in their respective lines of the USC Report. Table A-2 lists categories of USC events.

d. The Classified Event Viewer on the SIPRNET augments the USC and provides classified or sensitive details about events posted on the USC.

e. Units at the USAREUR MSC level and below will use the USC to report events and operations internal to their units. The intent is to provide the USAREUR Command Group, the HQ USAREUR staff, and USAREUR MSCs visibility of major events and operations two levels down from HQ USAREUR. Table A-2 describes the types of events that warrant this level of visibility.

5. RESPONSIBILITIES

a. CoS, HQ USAREUR. The CoS is the proponent of the USC.

b. Current Operations (CUOPS) Branch, G33 Operations Directorate, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR. The CUOPS Branch—

(1) Serves as the senior calendar manager for USAREUR.

(2) Serves as the central collection point for all USC entries listed in table A-1 and the final validation authority for all entries except for those managed by the Secretary of the General Staff (SGS), HQ USAREUR (c(1) below).

(3) Ensures Knowledge Management (KM), Office of the CoS, HQ USAREUR, provides organizational calendar managers (e below) of SharePoint calendars connected to the USC SharePoint editing privileges that enable them to replicate their organizational calendar entries on the USC.

(4) Ensures that calendar managers have entered their information correctly and have provided supporting information through SharePoint.

(5) Distributes copies of the USC throughout the USAREUR area of responsibility to ensure key leaders are aware of ongoing and scheduled USAREUR events and operations.

(6) Periodically reviews all entries on the USC Report to ensure accuracy, consistency, and readability.

(7) Advises calendar managers and calendar users to contact Knowledge Management (d below) for training on how to use the USC if necessary.

c. SGS, HQ USAREUR. The SGS—

(1) Ensures QA/QC and synchronization of events in the following sections of the USC:

(a) Visitors.

(b) Battle Rhythm.

(c) Headquarters and Headquarters Battalion (HHBN), USAREUR.

(d) Ready and Resilient Campaign (R2C).

(e) USAREUR Command Group (CG, DCG, CSM, CoS).

(f) HQ USAREUR staff.

(g) United States Army NATO (USANATO).

(h) IMCOM-Europe and United States Army Garrison (USAG) Wiesbaden.

(2) Ensures calendar managers provide supporting information for their events and operations through SharePoint.

(3) Serves as final validation authority for entries in sections listed in (1)(a) through (h) above.

(4) Synchronizes events and operations on the USC Report at the weekly Executive Officer Synchronization Meeting (XO Sync Meeting). During these meetings, the SGS works with the XOs to deconflict entries on the USC by doing the following:

(a) Identifying entries with conflicting requirements for time, locations, resources, or personnel, as applicable.

(b) Prioritizing conflicting events and operations by discussing them with the XOs, identifying which ones must remain on the USC as scheduled, and helping XOs reschedule the others.

(5) Develops business rules for calendar managers and works with the CUOPS Branch to share these rules and best practices with all USC calendar managers and users.

d. KM. KM, Office of the Chief of Staff, HQ USAREUR, is responsible for—

(1) Maintaining the automation of the USC and ensuring users are able to enter, view, and change events at the required level.

(2) Changing and applying updates to the USC that improve its usefulness or enhance the visual presentation of the USC Report.

(3) Training USC calendar managers, event input action officers (EIAOs), and other USC users on calendar-management tools and processes. This includes a block of training during each USAREUR Staff Orientation Course.

(4) Providing procedural calendar-management guidance and desk-side support to calendar users when necessary to resolve issues relating to using the USC.

(5) Maintaining a historical record of additions, deletions, and other changes to the USC to enable USC users to identify any changes on the USC Report from week to week.

(6) Providing organizations responsible for entering data on the USC a SharePoint calendar with the required level of access privileges.

(7) Maintaining a list of all calendar managers and EIAOs connected to the USC.

(8) Serving as the collection point for all suggestions to improve the USC automated system and the visual presentation of the USC Report and implementing automation changes to USC processes and business rules on behalf of all organizations represented on the USC.

e. Calendar Managers. Each organization that displays information on the USC must have a designated calendar manager. Calendar managers—

(1) Maintain their organization's SharePoint calendar and ensure it is linked to the USC.

(2) Ensure their EIAOs (f below) are trained on calendar management, cyber defense, and operations security (OPSEC) to prevent spillage of classified information on the USC.

(3) Ensure the accuracy and consistency of USC entries made by their EIAOs and serve as the approval authority for these entries.

(5) Maintain editing capability for their portion of the USC.

(6) Provide QA/QC for their portions of the USC. QA/QC includes, but is not limited to—

(a) Confirming and checking the accuracy of EIAO entries in accordance with table A-1.

(b) Ensuring consistency (for example, classifications, nomenclature) of similar events and operations entered on the USC for their organization.

(c) Ensuring events are categorized in accordance with table A-2.

(d) Ensuring their EIAOs follow the timelines in paragraph 6.

f. EIAOs. Each organization displayed on the USC must have a designated EIAO. The EIAO may also serve as the calendar manager if enough personnel are not available to have both. If the organization has a separate EIAO and calendar manager, the EIAO works under the direction of the calendar manager. EIAOs will do the following:

(1) Use tables A-1 and A-2 to identify and categorize organizational events and operations that require USAREUR-wide visibility and enter those events and operations on the USC.

(2) Provide sufficient detail about all events and operations they enter on the USC.

(3) Ensure no classified information is entered on the USC.

(4) Comply with established OPSEC plans and security practices for protecting and controlling sensitive information.

(5) Edit the entries concerning their organization's events and operations when necessary.

6. TIMELINES FOR ENTERING AND UPDATING USC DATA

a. Each reporting organization on the USC is required to update and maintain its portion of the calendar in accordance with the following:

(1) Calendar managers will enter culminating training exercises, certification training exercises, multinational training exercises, and deployments 2 years out.

(2) USAREUR MSC and tenant unit calendar managers will enter their events and operations 6 to 9 months out.

(3) The SGS calendar manager will enter USAREUR Command Group events 6 to 9 months out.

(4) HQ USAREUR staff calendar managers will enter their events and operations 6 to 9 months out.

b. All calendar managers will update their portions of the USC at least once a week, but no later than close of business every Tuesday. This will ensure the USC Report presented at the CoS Update each Wednesday is complete and up to date. To update the USC, each calendar manager will do the following:

(1) Review existing entries and enter any additional events and operations in accordance with the timelines in subparagraphs a(1) through (4) above.

(2) Add any new short-notice events and operations. Short-notice events and operations are those that will occur before the timelines prescribed in subparagraphs a(1) through (4) above.

(3) Update events and operations that have changed.

(4) Perform QA/QC for all entries to ensure currency, accuracy, and consistency.

**APPENDIX A
REPORTING RESPONSIBILITIES AND CATEGORIES OF USC EVENTS**

Table A-1 lists responsibilities for entering information on the USAREUR Synchronization Calendar (USC). Table A-2 lists the categories of events. The glossary defines abbreviations used in the tables.

Table A-1 Reporting Responsibilities for USC Events				
Calendar Line	Responsible for Input	Responsible for QA/QC	Types of Events to Enter	Examples of Events
DA	G3/5/7	CUOPS	DOD- or DA-level events that require the attendance (physical or VTC) of the USAREUR CG, DCG, or G3/5/7	3-star GOSC, DA SHARP Conference, SECDEF Leadership Council, WWSVTC
EUCOM	G3/5/7	CUOPS	EUCOM-level events that affect USAREUR operations or require USAREUR CG, DCG, or G3/5/7 attendance	CDRUSEUCOM CCC, JWICS SVTC
VISITORS	ESD	SGS	GO or civilian-equivalent visits to USAREUR	GO visit, visit by Congressional delegation, visit by head of U.S. Federal agency
U.S. HOLIDAYS/ GERMAN HOLIDAYS	KM	CUOPS	U.S. and German Federal holidays and USAREUR training holidays, all of which affect USAREUR operations	Christmas Day, German Reunification Day, day off for liaison officers
DODDS	G3/5/7	CUOPS	DODDS events that affect USAREUR personnel	Teacher workdays (no school), school vacation dates, school-in-session dates that coincide with USAREUR training holidays, high-school graduation dates
BATTLE RHYTHM	SGS	SGS	All USAREUR battle-rhythm events that require attendance of the USAREUR CG, DCG, CoS, or the attendance of several USAREUR commanders or staff-office principals	COIC Updates, CoS Updates, ESWGs, Warfighter Forums, XO Sync Meetings
USAREUR TRAINING, EXERCISES, OPERATIONS	G3/5/7	CUOPS	USAREUR-sponsored training and operational events at battalion and higher levels not already listed on other USC lines (for example, MRE, range); meetings, workgroups, and OPTs that affect more than one element of USAREUR and are not part of the regular battle rhythm	ATEC, ROC drill, NATO Security Conference, Senior PBAC, TMR, UPCC, USOC
USAREUR EVENTS	G3/5/7 and SGS	CUOPS	USAREUR-sponsored events that are not directly related to USAREUR training, exercises, or major operations	USAREUR hail and farewell; USAREUR change of command; Senior Leader Forum; USAREUR staff ride
JMRC/JMTC TNG	JMTC	CUOPS	Major training events or exercises at JMRC or JMTC involving multiple USAREUR units or multiple nations	MRE, unit rotation; named exercise (for example, Saber Guardian, Steadfast Jazz)
HHBN USAREUR	HHBN	SGS	HHBN-sponsored training, exercises, and operations affecting USAREUR operations and the HQ USAREUR staff	Academic course, annual or other required training, range time, readiness day, seminar
R2C	R2C Mgr, G1	SGS	Events, training, exercises, and operations related to R2C, especially those focused on SHARP	Community HPOC, R2C council of colonels; R2C GOSC, SHARP summit
CG	SGS	SGS	CG's travel plans and major events that take the CG out of the office for more than 24 hours; CG-sponsored events not already listed on another line and that require participation of multiple staff principals or representatives of other nations	CG attendance at senior-leader engagement, DV days, exercise, or host-nation reception; CG away-visit, CG reception; CG TDY
DCG	SGS	SGS	DCG's travel plans and major events that take the DCG out of the office for more than 24 hours; DCG-sponsored events not already listed on another line and that require participation of multiple staff principals or representatives of other nations	DCG attendance at senior-leader engagement, DV days, exercise, or host-nation reception; DCG away-visit, DCG reception; DCG TDY

**Table A-1
Reporting Responsibilities for USC Events—Continued**

Calendar Line	Responsible for Input	Responsible for QA/QC	Types of Events to Enter	Examples of Events
G3	G3/5/7	CUOPS	G3/5/7 's travel plans and major events that take the G3/5/7 out of the office for more than 24 hours; G3/5/7-sponsored events not already listed on another line and that require participation of multiple staff principals or representatives of other nations	G3/5/7 attendance at senior-leader engagement, DV days, exercise, or host-nation reception; G3/5/7 away-visit, G3/5/7 reception; G3/5/7 TDY
COS	SGS	SGS	CoS's travel plans and major events that take the CoS out of the office for more than 24 hours; CoS-sponsored events not already listed on another line and that require participation of multiple staff principals or representatives of other nations	CoS attendance at senior-leader engagement, DV days, exercise, or host-nation reception; CoS away-visit, CoS reception; CoS TDY
CSM	SGS	SGS	CSM's travel plans and major events that take the CSM out of the office for more than 24 hours; CSM-sponsored events not already listed on another line and that require participation of multiple staff principals or representatives of other nations	CSM attendance at senior-leader engagement, DV days, exercise, or host-nation reception; CSM away-visit, CSM reception; CSM TDY
HQ USAREUR staff lines (G1 thru OTHER)	Each HQ USAREUR staff office	SGS	Staff-office-specific conferences and boards, battle-rhythm events, and training events that affect USAREUR operations and warrant USAREUR Command Group visibility; events that require resources from or synchronization among multiple HQ USAREUR staff offices; multinational events; events involving staff principals, their deputies, or both, that take the principal or deputy out of the office for more than 24 hours	Board, conference, key internal battle-rhythm event, key training event, major inspection by an external agency, multinational training, ROC drill, steering committee, support to other USAREUR units, TDY of staff principal or deputy, working group
MSC lines	Each MSC	CUOPS	Battalion-level and higher training events, exercises, and operations; unit-specific battle-rhythm events, boards, and conferences that warrant USAREUR Command Group visibility; events that require resources from or synchronization among multiple HQ USAREUR staff offices; multinational and multi-unit events	Airborne operation, battalion- or higher-level training event (for example, CPX, CTE, FTX, LFX, MRE); block-leave dates; change-of-command and assumption-of-responsibility dates; MSC deployment and redeployment dates; JMTC rotations; senior-leader development, reception, or social; TMR; QTB to USAREUR; other events identified by the MSC command group
USA NATO	USANATO Bde	SGS	Staff-office-specific conferences and boards, battle rhythm events, and training events that affect USAREUR operations and warrant Command Group visibility; events that require resources from or synchronization among multiple staff offices; multinational events; events involving staff principals, their deputies, or both, that take the principal or deputy out of the office for more than 24 hours	Board, conference, key internal battle-rhythm event, key training event, major inspection by an external agency, multinational training, ROC drill, steering committee, support to other USAREUR units, TDY of staff principal or deputy, working group
Tenant command lines	Each tenant command	CUOPS (SGS for IMCOM-E/USAG Wiesbaden)	Unit specific battle-rhythm events, boards, and conferences that warrant USAREUR Command Group visibility; events that require resources from or synchronization among HQ USAREUR staff offices; multinational and multi-unit events; large garrison events	Tenant-command senior-leader interaction with the USAREUR Command Group or HQ USAREUR staff; event requiring USAREUR support or coordination, tenant-command deployment and redeployment dates, block-leave dates, garrison reception, exercise dates, ceremony, forum, change-of-command and assumption-of-responsibility dates, other events identified by the command group of the tenant command

Table A-2 Categories of USC Events		
USC Category	Definition	Examples of Events and Activities
CG Key Event	An event or operation the CG, USAREUR, has designated as critical to the operation of USAREUR, HQ USAREUR, or both.	HPOCs, USAREUR-USAFE/AFAFRICA Day, Warfighter Forums
Inspection	An on- or off-site inspection conducted by an organization external to USAREUR.	DAIG unit training-management inspections, nuclear surety inspections
Conference or Board	<p><u>Conference</u>: A meeting, retreat, seminar, symposium, or other event that involves attendee travel. Conferences are also called conventions, exhibitions, expositions, and workshops. Events within the geographical area of the local duty station that do not require attendees to travel ("local conferences") may also qualify as conferences if they involve payment of a registration or conference fee, take place in a conference center, or both. Conferences generally apply to and require the participation of representatives from multiple Government agencies, non-Governmental agencies, or both.</p> <p><u>Board</u>: An organized group of individuals within a commander's headquarters appointed by the commander (or other authority) that meets with the purpose of gaining guidance or a decision. A board's responsibilities and authority are governed by the authority that established the board.</p> <p>This category also includes battle-rhythm events and other meetings.</p>	All 3 Meetings (glossary), AUSA Conferences, CoS Updates, Leadership Councils, MRRs, PRRs, security conferences, SHARP conferences, SPP boards, SRRs, townhall meetings, USAREUR training conferences, XO Sync Meetings
Training	The instruction of personnel to enhance their capacity to perform specific military functions and tasks. The exercise of one or more military units conducted to enhance their combat readiness.	APFTs, authorized service interruptions, battalion- and higher-level team-building events, leader-development events, ROC drills, multinational training events; multi-unit training events
CPX, FTX, MRE	<p><u>CPX</u>: An exercise in which the forces are simulated, involving the commander, the staff, and communications within and between headquarters.</p> <p><u>FTX</u>: An exercise in which actual forces are used to train commanders, staffs, and individual units in basic, intermediate, and advanced-level warfare skills.</p> <p><u>MRE</u>: A military maneuver or simulated wartime operation involving planning, preparation, and execution that is carried out for the purpose of training and evaluation.</p>	Battalion- and higher-level CPXs, FTXs, and MREs; force-protection exercises; JMTC and JMRC exercises; multinational training exercises
Range	A training event held specifically to enhance the capacity to improve engagement of the enemy with assigned weapons.	Annual range training, gunnery, EST, PMI
Social	An event or operation to support the morale and welfare of Soldiers and their Families. This category also includes U.S. Federal, host-nation, and USAREUR training holidays.	Battalion- or higher-level organization days; brigade- and higher-level changes of command; large USAREUR or USAG events (for example, tree-lighting ceremony, USAREUR hail and farewell, USO show); MWR events; post-retirement ceremonies; receptions; senior-leader engagements; teacher workdays; U.S. Federal, host-nation, and USAREUR training holidays
VIP Visit	GO or civilian-equivalent visit to the USAREUR area of responsibility.	Visits by GOs, members of Congress, heads of U.S. Federal agencies, U.S. State governors, or celebrities on official MWR or USO business
Personal	Leave, pass, or other planned activity that results in the organization's senior leader or staff principal (including their deputies and SGMs) being out of the office for 8 or more hours.	Leave, pass; all others are labeled "Absent"
TDY In-Country	TDY of the organization's senior leader or staff principal (including their deputies and SGMs) within the borders of Germany.	Self-explanatory
TDY Out-Country	TDY of the organization's senior leader or staff principal (including their deputies and SGMs) outside the borders of Germany.	Self-explanatory

GLOSSARY

SECTION I ABBREVIATIONS

AE	Army in Europe
APFT	Army physical fitness test
AR	Army regulation
ATEC	Antiterrorism Executive Committee
ATTP	Army tactics, techniques, and procedures
AUSA	Association of the United States Army
bde	brigade
bn	battalion
CCC	component commanders conference
CDRUSEUCOM	Commander, United States European Command
CG	commanding general
COIC	Combined Operations and Intelligence Center
CoS	chief of staff
CPX	command post exercise
CSM	command sergeant major
CTE	combined training exercise
CUOPS	Current Operations Branch, G33 Operations Directorate, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
DA	Department of the Army
DAIG	Department of the Army Inspector General
DCG	Deputy Commanding General, United States Army Europe
DOD	Department of Defense
DODDS	Department of Defense Dependents Schools
DV	distinguished visitor
EIAO	event input action officer
ESD	Executive Services Division, Office of the Chief of Staff, Headquarters, United States Army Europe
EST	Engagement Skill Trainer
ESWG	Engagement Synchronization Working Group
EUCOM	United States European Command
FM	field manual
FTX	field training exercise
G1	Deputy Chief of Staff, G1, United States Army Europe
G3/5/7	Deputy Chief of Staff, G3/5/7, United States Army Europe
GO	general officer
GOSC	general officer steering committee
HHBN	headquarters and headquarters battalion
HPOC	Health Promotion Oversight Council
HQ USAREUR	Headquarters, United States Army Europe
IMCOM-Europe	United States Army Installation Management Command, Europe Region
JMRC	United States Army Joint Multinational Readiness Center
JMTC	Seventh Army Joint Multinational Training Command
JP	joint publication
JWICS	Joint Worldwide Intelligence Communications System

KM	Knowledge Management, Office of the Chief of Staff, Headquarters, United States Army Europe
LFX	live-fire exercise
mgr	manager
MRE	mission-readiness exercise
MRR	monthly readiness review
MRX	mission-rehearsal exercise
MSC	major subordinate command
MWR	morale, welfare, and recreation
NATO	North Atlantic Treaty Organization
OPSEC	operations security
OPT	operational planning team
PBAC	Program and Budget Advisory Committee
PMI	preliminary marksmanship instruction
POME	point of main effort
PRR	personnel readiness review
QA/QC	quality assurance/quality control
QTB	quarterly training briefing
R2C	Ready and Resilient Campaign
ROC	rehearsal of concept
SECDEF	Secretary of Defense
SGM	sergeant major
SGS	Secretary of the General Staff, Headquarters, United States Army Europe
SHARP	Sexual Harassment/Assault Response and Prevention
SIPRNET	Secret Internet Protocol Router Network
SPP	strategy, policy, and programs
SRR	sustainment readiness review
SVTC	secure video-teleconference
TDY	temporary duty
TMR	training management review
TNG	training
UPCC	USAREUR Pre-Command Course
U.S.	United States
USAFE/AFAFRICA	United States Air Forces in Europe/United States Air Forces Africa
USAG	United States Army garrison
USANATO	United States Army NATO
USAREUR	United States Army Europe
USC	USAREUR Synchronization Calendar
USO	United Services Organization
USOC	USAREUR Staff Orientation Course
VIP	very important person
VTC	video-teleconference
WWSVTC	World Wide Secure Video-Teleconference
XO	executive officer

SECTION II TERMS

activity

A function, mission, action, or collection of actions (JP 3-0).

All 3 Meeting

A meeting among members of the G37 Training and Exercise Directorate, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR; S3s and G3s of USAREUR major subordinate and specialized commands; and the G3, Seventh Army Joint Multinational Training Command. The “3s” use these meetings to discuss training-related issues, share information with one another, and address training-related concerns.

event

An occurrence of a significant or special activity. Events may warrant special security, safety, or logistical support requirements or assistance, or special command emphasis. Events may involve multiple staff offices, units, or nations.

operation

A military action or the carrying out of a strategic, operational, tactical, service, training, or administrative military mission (JP 3-0).

tenant command

A command or other organization located within another command’s area of responsibility and responsible for providing support to that command. Tenant commands are under the administrative or operational control of the command with primary responsibility for the shared geographical area.