



**Headquarters**  
**CIVIL AIR PATROL**  
United States Air Force Auxiliary  
**Charles Composite Squadron (MER-MD-019)**  
P.O. Box 1161  
La Plata MD 20646




07 Nov 11

MEMORANDUM FOR ALL PERSONNEL

FROM: CC

SUBJECT: Orders-of-the-Day Policy

1. The Orders-of-the-Day, or simply called the orders, serves as the squadron's meeting schedule, coordination of classes and instructors, and directives for the function of the meeting.
2. The orders will consist of the date of the meeting, the Uniform-of-the-Day (UOD), meeting schedule, all classes, including the class' primary instructor (PI), alternate instructor (AI), location (Loc), references (Ref), and details for more information if needed. A detail flight will be designated to set up the tables, chairs, etc., and clean up the area after the meeting. A list of upcoming activities and their basic information will be at the end of the orders. See the attachment for an example.
3. Using the Monthly Schedule, which serves as the basic skeleton from which the orders are made, the Cadet Operations Officer (C/DO), or, in his absence, the Cadet Executive Officer (C/XO) or the Cadet Commander (C/CC), will coordinate with the required staff members to determine the detailed information, including classes, PI, AI, Loc, Ref. This process should begin at each weekly meeting itself, looking ahead to the upcoming weekly meeting.
4. **NLT 1900 Hrs. on Thursday**, the C/DO will send a draft copy of the upcoming weekly meeting's orders to the squadron command staff (CC, CDS and CDC) as well as any of the other staff members, cadet or SM, who are listed on the orders as a PI or AI. These individuals must review these draft orders and submit any changes back to the C/DO **NLT 1900 Hrs. on Friday**. The C/DO will then make any necessary changes, as well as input any other required information that has come up through the cadets' weekly reports (such as names of cadets requesting a PRB, test, exception, etc.), and then publish the final copy of the orders by sending it over the squadron email list NLT **1900 Hrs. on Saturday**.

  
JOHN F. REUTEMANN III, Lt Col, CAP  
Commander

Attachment:

1. Orders-of-the-Day for 10 Oct 11

## Charles Composite Squadron Orders of the Day

**Date: 10 Oct 11 (Week 2)**

**UOD: BDU**

Time	Cadet Schedule	Senior Member (SM) Schedule		
1850 - 1900	<b>Set-up</b>  PI: Alpha Flight	<b>Greet New Parents</b>  PI: SM Salvagnini; AI: 2d Lt Chappell		
1900 - 1910	<b>Opening Formation &amp; Inspection</b>  PI: Alpha/Sgt Location: Flight Line Notes: C/SrA Salvagnini is acting C/CC, 2d Lt Montague is the acting CC. C/CC will conduct inspection of Cadet Corps after CC has received report and departed.			
1910 - 1915	<b>Announcements</b>  PI: 2d Lt Montague			
1915 - 2000	<b>Drill</b>  PI: C/SrA Salvagnini SM Support: TFO McGee & SM Steele Location: Outside Notes: C/SrA Salvagnini will drill the cadets and then give the cadets opportunities one at a time to drill the flight, allowing them to practice their command voice and leadership skills.	<b>Level 1 Modules</b>  PI: 2d Lt Montague, AI: 2d Lt Chappell Location: Back room Notes: 2d Lts Montague & Chappell will help those SMs who have not yet completed Level 1 log in to e-services and complete the modules needed. 2d Lt Chappell as PDO will later submit the paperwork for those SMs who complete and review the CPPT and Foundations modules since they require squadron certification.		
2000 - 2010	<b>Break</b>			
2010 - 2055	<b>Team Building Activity</b>  PI: C/SrA Salvagnini SM Support: TFO McGee & SM Steele Location: Outside Notes: C/SrA Salvagnini will conduct a team building activity.	<b>Specialty Track Training</b>  PI: 2d Lt Montague, AI: 2d Lt Chappell Location: Back room Notes: 2d Lts Montague & Chappell will make sure all the SMs understand what each of them has to do to get the technician rating in their particular tracks. Either of them can also enroll SMs into whatever other tracks they want.		
2055 - 2100	<b>Closing Formation</b>  PI: Alpha/Sgt Location: Flight Line Notes: C/SrA Salvagnini is acting C/CC, 2d Lt Montague is the acting CC.			
<b>Notes:</b> Lt Col Reutemann, Capt Salvagnini, & C/SMSgt Reitmayer will be at Group III HQ tonight for the Group/CC's call and the Group CAC meeting.				
<b>Next Meeting:</b> 17 Oct 11 (Week 3): AE & CPFTs				
<b><u>Upcoming Activities</u></b>				
<b><u>Date</u></b>	<b><u>Activity</u></b>	<b><u>Location</u></b>	<b><u>OIC</u></b>	<b><u>C/OIC</u></b>
Sun, 16 Oct 11	Airport Picnic Support	Airport	SM Salvagnini	?