



CHARLES COMPOSITE SQUADRON (MER-MD-019)
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
P.O. Box 1161
La Plata MD 20646
www.charlescap.org ♦ 240-523-2320



18 Mar 13

MEMORANDUM FOR ALL CADETS

FROM: CD for Cadets

SUBJECT: Weekly Report Policy

1. Proper communication is absolutely necessary for the squadron to function well, and thus it is of the utmost importance that legitimate lines communication be open, working, and always conducted according to the chain of command. Staff must make themselves available to both their superiors and subordinates, **but it is the responsibility of each cadet him/herself to contact and communicate to his/her staff all requests or needs, and this is generally to be done through the weekly report.** Typical weekly report information includes attendance (i.e., will you be at the next meeting, and if not, why not?), promotion/progression needs (e.g., a written test, a promotion review board, etc.), activity participation (e.g., o'rides), uniform needs, and any requested information due to the needs of the squadron of flight (made in announcements or through the squadron email list).
2. At each weekly meeting, the Cadet Staff will coordinate with each other to determine what information is needed for the following week's weekly report. **By the end of the meeting**, flight sergeants (flt/Sgts) will inform their flight of what information is required for the following week's weekly report. Cadets will then **email** their weekly report to their flight/sgt no later than (NLT) **1900 Hrs. on Wednesday**. Anytime after this deadline, flt/Sgts will contact those cadets who did not email in their weekly report on-time, tell them that their weekly report will now be officially marked as late, and then instruct them to **email** their weekly reports ASAP. NLT **1900 Hrs. on Thursday**, flt/Sgts will email all of their flight's weekly report information, including the names of those cadets whom they never heard from, to their flt/CC. Upon receiving the flight's weekly report from their flt/Sgt, flt/CCs will make any final attempts to contact unaccounted-for cadets, and will then email the entire flight's weekly report information (including that of the flt/Sgt and flt/CC themselves) to the C/CC NLT **1900 Hrs. on Friday**. The C/CC will then organize all of this information into a single report and email it to both the CD for Cadets as well as the CC NLT **1900 Hrs. on Saturday**.
3. For the sake of not letting anyone slip through the cracks, the Cadet Staff must ensure that each and every person on both the active member section and the potential member section **of that week's master roster**, as issued by the DP, be included in the final weekly report. As per the squadron's "Roster Policy," once a cadet has been moved to the inactive member section of the roster, s/he no longer needs to be accounted for on the weekly report, but until this has officially happened according to the defined procedure, s/he must still be accounted for on the weekly report. **In short, the number of active cadets and potential cadets on that week's roster should be the exact same as the number of active cadets and potential cadets on the weekly report.**

CARLOS M. MONTAGUE, 1st Lt, CAP
Deputy Commander for Cadets