Officer of the Day Report

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Time | Duty | Completed |
| 0730 | Monitor Flag Detail |  |
| 0800 | Update all OOD boards |  |
| Comments: |
| 1530 (Wednesday) | Company Athletics |  |
| 1645 (Monday) | Freshmen Eats Formation  |  |
| 1700  | Evening Flag Detail  |  |
| Comments: |
| 1800 | BDOs posted in basement and first floors of both New Cadet Hall and Pearson Hall. |  |
| Other Comments: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Unit | Morning Formation | Evening Formation | Grooming Condition | Uniform Condition | Remarks |
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Weekend Formation Attendance

OOD Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Send report electronically to Regimental Executive Officer for review no later than 1830.