Officer of the Day Checksheet

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

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

|  |  |  |
| --- | --- | --- |
| Time | Duty | Completed |
| 0730 | Monitor Flag Detail |  |
| 0800 | Update all OOD boards |  |
| Comments: | | |
| 1530 (Monday) | Corps Athletics |  |
| 1645 (Monday) | Freshmen Eats Formation |  |
| 1700 | Evening Flag Detail (W,TH-Observe BN Eats Formation) |  |
| Comments: | | |
| 1900(M-Th)  1800(Sun) | BDO Posted in All Battalions and Barracks check. |  |
| Other Comments: | | |

Formation Attendance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Names | Morning Formation | Evening Formation | Grooming Condition | Uniform Condition | Remarks |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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

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