

DECLASSIFIED

Authority: E.O. 13526

By: NDC NARA Date: Dec 31, 2012

The Officer of the Day shall have assigned to him such Junior Officers, Petty Officers and messengers as may be required.

5. STATION ORDERS, MEMORANDUMS ETC.

1. The Air Base Commander and Executive Officer will from time to time issue directives which shall contain detailed instructions of either temporary or permanent nature. These directives will be issued as either Base Orders, Base Memoranda, Executive Officer's orders or Executive Officer's Memoranda. Directives shall be serially numbered for the calendar year in category.

2. The Plan of the Day shall be published by the office force of the Base Administration Building and shall be distributed prior to 0800 daily. Items which are to be included shall be in the yeoman's hands prior to 1400 of the preceding day. The Plan of the Day will show the times of musters, drills, inspections, and all other routine or special events scheduled, special uniform of the day, orders that may be promulgated, and hours of church services, movies and sports or other recreational events. Miscellaneous notices of all kinds which are to be brought to the attention of all hands or are of general interest will be included.

3. LOGS, INSPECTIONS, MUSTERS: The Executive Officer will see that the following logs are properly kept: