

Call Down Procedure-

1. CC will send the call downs to 1stSgt. The CC will also cc the executive cadet staff on the email.
2. 1st Sgt will send the call downs to the flight commanders.
3. Flight Commander will give the call downs to flight sgt.
4. Flight sgt will give the call downs to the Element Leaders
5. Element leaders will give the call downs to element members and record responses.
6. Element leader will give the responses back to flight sgt.
7. Flight sergeant will give responses to flight commander.
8. Flight commander will give responses to 1st Sgt. (Flight Commanders deadline is 1800 Friday)
9. The 1st Sgt then compiles all of the call down sheets onto one and sends it to the C/CC, C/DC, and C/XO. (1st Sgt's deadline is 1600 Saturday)
10. C/CC will send the call downs to the senior staff by Sunday at noon.