

GUIDELINE	PERFORMANCE	EXCEPTIONS
<p>1) Content and Format</p> <p>a) Operations orders should contain special operations requirements, administrative directions, special data collection requirements, trending requirements, and other short-term matters</p> <p>b) Orders should be clearly written, dated, and maintained</p> <p>c) Operations orders program should not be used to change operating procedures</p> <p>d) Information intended to be permanent should be incorporated in administrative procedures</p>	<p>1) Content and Format</p> <p>a) Operations orders are normally provided via the “Daily Orders” and “Long-Term Orders” pages on the C-AD Web-site. These orders contain special operations requirements, administrative directions, special data collection requirements, trending requirements, and other short-term matters.</p> <p>b) Orders are clearly written, dated, and maintained by the Head of the MCR</p> <p>c) Orders are not used to change operating procedures</p> <p>d) Information intended to be permanent is incorporated. See C-AD OPM 1.4.3, “Procedure For Implementing New, Revised or Canceling Permanent Procedures.”</p>	<p>1) Content and Format None</p>
<p>2) Issuing, Segregating and Reviewing Orders</p> <p>a) Orders should be issued by the operations supervisor to operating personnel</p> <p>b) Orders should be segregated into long-term and daily orders to facilitate review</p> <p>c) Daily orders that are extended should be reviewed daily</p> <p>d) Long-term orders should be reviewed periodically</p> <p>e) Review of orders should be documented in log books</p>	<p>2) Issuing, Segregating and Reviewing Orders</p> <p>a) Orders are issued by the C-AD Head of the MCR to operating personnel</p> <p>b) Long Term Orders are generally applicable for an 8 to 20 week period; that is, a typical running period</p> <p>c) Daily orders are reviewed and deleted every 30 days</p> <p>d) Long Term Orders are reviewed periodically</p> <p>e) Review of orders is documented by the Head of Operations in the Order Review Log.</p>	<p>2) Issuing, Segregating and Reviewing Orders None</p>
<p>3) Removal of Orders</p> <p>a) Outdated orders should be removed or canceled</p> <p>b) Operations supervisors should review orders to assure they are current</p>	<p>3) Removal of Orders</p> <p>a) Orders are removed when appropriate by the C-AD Head of MCR. See OPM 1.2, "C-AD Documents."</p> <p>b) The TVDG Operations Supervisor, C-AD Head of MCR and the Head of Operations review orders to ensure they are current</p>	<p>3) Removal of Orders None</p>