



20 MARCH 2021

**OPORD for <INSERT NAME OF LDR>
Leadership Development Requirement (LDR)**

From: Name of cadet in charge

To: Major David M. Clontz Senior Aerospace Science Instructor (SASI),
Senior Master Sergeant Steven W. Robertson Aerospace Science Instructor (ASI)

1. **Situation** (Write a brief statement about what it is you will be doing.)
 - a. Example: AFJROTC cadets will have a coordinated drill practice every week.
2. **Mission** (who, what when where)
 - a. Who: Open to all cadets.
 - b. What: Cadets will be working on the fundamentals for armed and unarmed drill.
 - c. Where: Cadets will meet at the classroom.
 - d. When: Practice will be held every Wednesday starting at 1515 ending at 1630.
 - e.
3. **Execution** (task list)
 - a. Every week cadets will provide a list of armed drill movements or sequences that will be reviewed.
4. **Sustainment** (weather forecast, supplies needed, transportation requirements, safety precautions)
 - a. Weather: Every Tuesday Cadets will brief SASI or ASI on weather forecast.
 - b. Supplies: Cadets will need access to the supply room and drill and ceremony equipment.
 - c. Transportation: No transportation is required.
 - d. Safety: The Unit First Aid kit will be on hand. All cadets will have personal cell phones available.
5. **Command and Control** (a review of items to be briefed by cadets)
 - a. Every Tuesday Cadets will brief SASI & ASI on
 - i. Weather/safety conditions
 - ii. Cadets in Charge
 - iii. List of drill movements to be reviewed.

Add Cadet in Charge Full name
Cadet Rank, (C/MSgt)

Approving Official:
David M. Clontz
Major (Ret) USAF, NC075 SASI