



MARIANNA COMPOSITE SQUADRON, SER-FL-444
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MARIANNA MUNICIPAL AIRPORT, 3689 INDUSTRIAL PARK DRIVE
MARIANNA, FLORIDA 32446-8094

18 March 2023

MEMORANDUM FOR RECORD

FROM: FL444/CDC

SUBJECT: Development of the MCSF 60-83

1. FL-444 has determined that the CAPF 60-83 "Weekly Squadron Meeting Planner" is not meeting the needs of the squadron during the 2023 SUI. Times allotted to each functional area are not clearly denoted.
2. The created form, Marianna Composite Squadron Form (MCSF) 60-83 "Bi-Weekly Squadron Meeting Planner", will indicate the draft revision, contain five (5) training blocks, the drafter's name, and the approving authority if not the FL444/CC or the FL444/CDC.
3. The MCSF 60-83 may either compliment the CAPF 60-83 or serve stand-alone if only one form is needed. Use of the MCSF 60-83 will not apply to other squadrons.
4. For purposes of members enrolled in the Cadet Programs specialty track, those members will still need to complete at least one (1) CAPF 60-83 for their training. The MCSF 60-83 is not intended to, and will not, serve as substitute for that training requirement.
5. Any member may fill and submit the MCSF 60-83, but only the FL444/CC or a duly appointed Deputy Commander can approve the form. In a dispute between Deputy Commanders (if multiple Deputy Commanders are appointed) on approval: the FL444/CDC's decision will overrule that of the FL444/CDS, or the FL444/CC may make the final decision.
6. Each training block must be denoted with a functional area (i.e. Safety, Character Development), topic (i.e. Hydration, Core Values), Lead instructor, a start time, and end time.
7. IAW CAPR 60-1, the MCSF 60-83 should be filled and submitted at least one week prior to the meeting in the same manner prescribed for the CAPF 60-83.
8. IAW CAPR 1-2, this Memorandum for Record and the newly-created MCSF 60-83 will be published to the unit website immediately. These items will be located under "MEMBERS" >> "PUBLICATIONS" >> "FORMS".

Jeremy W. Thomason

JEREMY THOMASON, 2d Lt, CAP
Deputy Commander for Cadets