

GUIDELINE	PERFORMANCE	EXCEPTIONS & DEVIATIONS
<p>1. Content and Format</p> <ul style="list-style-type: none"> • Operations orders should contain special operations requirements, administrative directions, special data collection requirements, trending requirements, and other short-term matters. • Orders should be clearly written, dated, and maintained. • Operations orders program should not be used to change operating procedures. • Information intended to be permanent should be incorporated in administrative procedures. 	<p>1. Content and Format</p> <ul style="list-style-type: none"> • Operations orders are normally provided via the “Daily Orders” and “Long-Term Orders” pages on the ASD Web-site. These orders contain special operations requirements, administrative directions, special data collection requirements, trending requirements, and other short-term matters. • Orders are clearly written, dated, and maintained by the Operations Coordinator. • Orders are not used to change operating procedures. • Information intended to be permanent is incorporated in permanent procedures. See OPM 1.A-2.3, “Procedure For Implementing New, Revised or Canceling Permanent Procedures 	<p>1. Content and Format</p> <ul style="list-style-type: none"> • None.
<p>2. Issuing, Segregating and Reviewing Orders</p> <ul style="list-style-type: none"> • Orders should be issued by the operations supervisor to operating personnel. • Orders should be segregated into long-term and daily orders to facilitate review. • Daily orders that are extended should be reviewed daily. • Long-term orders should be reviewed periodically. • Review of orders should be documented in log books. 	<p>2. Issuing, Segregating and Reviewing Orders</p> <ul style="list-style-type: none"> • Orders are issued by the Operations Manager, or designee to operating personnel. • Long Term Orders are generally applicable for an 8 to 20 week period; that is, a typical running period. • Daily orders are reviewed every 30 days. • Long Term Orders are reviewed periodically. • Review of orders is documented by the Operations Manager in the Order Review Log In the ASD Electronic Logbook. 	<p>2. Issuing, Segregating and Reviewing Orders</p> <ul style="list-style-type: none"> • None.
<p>3. Removal of Orders</p> <ul style="list-style-type: none"> • Outdated orders should be removed or canceled. • Operations supervisors should review orders to assure they are current. 	<p>3. Removal of Orders</p> <ul style="list-style-type: none"> • Orders are removed when appropriate by the Operations Coordinator. See OPM 1.B-1, "Documents for Operations." • Orders are reviewed when appropriate by the Operations Coordinator. See OPM 1.B-1, "Documents for Operations" to ensure that they are current. 	<p>3. Removal of Orders</p> <ul style="list-style-type: none"> • None.