## **MONTHLY**

- Approved unit minutes are to be sent to the following: DCO, DCoS, DCAPT, DSO-SR, DIRAUX for all scheduled meetings. If no meeting is held for weather or other reasons, a report must still be submitted.
- Approved flotilla finance reports are to be sent to the SOFN.
  SO-FN submits report to DSO-FN.
- Unit newsletters require DSO-PB approval before release.
- All contracts must be approved by (A)DSO-LP prior to signing by FC or DCDR.
- Reports from all SO and FC by the beginning of the month.

# **Flotilla Meetings**

- 05-01 Meeting Time- 4th Wednesday of each month, at 19:00 hours.
- 05-07 Meeting Time- 1st Monday of each month, at 19:00 hours
- 05-08 Meeting Time- 4th Tuesday of each month, at 19:30 hours.
- 05-09 Meeting Time- 3rd Monday of each month, at 1900 hours.

#### **JANUARY 2024**

- 24 FSO-FN & FSO-MA submit Form 7025 to FC & VFC.
- 31 Completed and signed Flotilla Form 7025 due to DCDR & SO-FN.

#### **FEBUARY 2024**

- 11 Flotillas & Divisions completed & signed Form 7025 due to DCAPT.
- 13 @ 1900 Division Meeting

• 15 – 18 D-Train, Marriott Shortpump, Richmond, VA.

### **MARCH 2024**

- TBD N-Train
- 15 DCDR and DSO reports due to DCAPT and DDC
- 31 Approved Flotilla budget copy due to DCDR.

### **APRIL 2024**

- TBD S-Train, TraCen Yorktown, VA.
- 9 @ 1900 Division Meeting.
- 31 Approved Flotilla budget copy due to DCDR.

### **MAY 2024**

- 18 24 National Safe Boating Week
- 31 Approved Flotilla budget copy due to DCDR.
- 31 NACO Three Star Award for DV Excellence nominations due to DCO via chain of approval: (FC to ANACO-DVd with cc to FSO, SO, & DSO-DV).

### **JUNE 2024**

- 11 @ 1900 Division Meeting; talk about dues & succession planning, screening committee for DCDR/VCDR 90 days before election, DCDR/VCDR letters 60 days before election.
- 15 DCDR and DSO reports due to DCAPT and DDC
- 31 Approved Flotilla budget copy due to DCDR.

### **JULY 2024**

TBD

## **AUGUST 2024**

- 13 @ 1900 Division Meeting; talk about DCDR/VCDR letters due, FC: Screening Committee for election, Change of Watch Committee
- TBD NACON

### **SEPTEMBER 2024**

- TBD D-Train, Location TBD
- 15 DCDR & DSO report
- 01 D5S Lifetime Achievement Award nomination due to DCDR from FC.
- TBD NACON

## **OCTOBER 2024**

- 01 COMO Charles S. Greanoff Inspirational Leadership Award nominations due to DCDR.
- 8 @ 1900 Division Meeting; talk about elections held, start disenrollments, budget and audit commitee
- 15 COMO Charles S. Greanoff Inspirational Leadership Award 1 nomination due from DCDR to DCO (cc DCAPT).

### **NOVEMBER 2024**

• 15 Flotilla AoY selections due from FCs to DCDRs

# **DECEMBER 2024**

- 15 DCDR and DSO reports due to DCAPT and DDC
- 20 Annual Unit Officer Report (Form 7007) due per D5S Routing Guide.

### **Event Dates:**

- February 2,3, & 4 2024 Virginia Boat Show (Virginia Beach) (5-1 lead)
- June 2024 HarborFest (5-7 Lead)
- September 21-22 NAS Oceana Airshow

Useful URLs:

Division Meeting: CLICK HERE Meeting ID: 299 121 424 977

Passcode: Rn7zV3