

# UNITED STATES POWER SQUADRONS®

P.O. Box 30423

Raleigh, NC 27622

Telephone: (888)367-8777 - Fax: (888)304-0813

## ORDER FOR OPERATIONS TRAINING MATERIAL

Rank, Name and Address of OT Chairman \_\_\_\_\_ OT Chairman's Certificate No. \_\_\_\_\_  
 \_\_\_\_\_ Squadron \_\_\_\_\_  
 \_\_\_\_\_ Squadron Code \_\_\_\_\_ District \_\_\_\_\_  
 \_\_\_\_\_ Material required by (date) \_\_\_\_\_

*Please allow up to 30 days for normal delivery.*

ITEM#	QTY	STUDENT MATERIAL	PRICE	TOTAL
01-43-001		Operations Training Program	\$ 4.00	
01-43-003		Leadership Development Program	\$ 4.00	
		<b>REFERENCE MATERIAL</b>		
07-52-100		USPS Operations Manual on CD	\$ 5.00	
01-52-105		USPS Operations Manual (Hardcopy – August 2005)	\$25.00	
01-43-002		Squadron Job Descriptions	\$ 4.00	
01-43-005		District Job Descriptions	\$ 4.00	
11-43-104		Parliamentary Procedure Skit	N/C	
		<b>FORMS FOR OT CHAIRMAN'S USE</b>		
OT-1		Order for Operations Training Material (Form OT-1)	N/C	
OT-2		Request for OTP Certificate of Completion (Form OT-2) (Order one copy for each 12 students)	N/C	
OT-3		Request for LDP Certificate of Completions (Form OT-3) (Order one copy for each 12 students)	N/C	
		<b>SUPPLEMENTAL MATERIAL FOR INSTRUCTORS</b> <b>(Maximum Quantity - One Copy of Each Item)</b>		
		Standard Operating Procedure, District OT Committee (Oct. 2005)	N/C	
		Standard Operating Procedure, Squadron OT Committee (Oct. 2005)	N/C	
07-43-001		LDP Presenter's Guide – Power Point CD	\$ 4.00	
08-43-100		OT Presenter's Guide – Power Point CD	\$ 4.00	
11-43-108		Presenter's Guide for OTP	\$ 6.00	
11-43-109		Presenter's Guide for LDP	\$ 6.00	
98-63-114		Service Charge	\$ 4.00	\$ 4.00
		<b>TOTAL</b>		\$

Signature of OT Chairman \_\_\_\_\_ Date \_\_\_\_\_  
 E-mail Address \_\_\_\_\_ Telephone# \_\_\_\_\_