



## 5 Cyclone Royal Canadian Air Cadet Squadron

### MONTHLY ROUTINE ORDERS

DATED: 1 Dec 2023

ORDER: 1223

LAST ORDER: 1123

### AUTHORITY

1. These orders are issued by the authority of the Commanding Officer or their delegate.
2. Routine Orders will be issued on the last Tuesday of every month for the subsequent month.

### DUTIES AND APPOINTMENTS

#### UNIT ORGANIZATION

3. Current organizational charts dated November 2023 can be found in Annex A and B.

#### DUTY SCHEDULE

4. Duty officers are responsible for ensuring all classrooms and spaces used by the squadron at ESCE are left clean and organized.
5. See Annex D for responsibilities.

DATE	DUTY CADET	DUTY OFFICER
28 Nov 23	FCpl Tetreault	OCdt Caswell
5 Dec 23	FCpl Cheriai	
12 Dec 23	FCpl Girard	
19 Dec 23	FCpl McGee	NCdt Rochefort
26 Dec 23	No Training	
2 Jan 23	No Training	

*Any absence or change of duty must be coordinated with the Administration Officer.*

#### TAKEN ON STRENGTH (TOS)

3. The following staff members have been Taken on Strength (TOS):

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<b>Last Name</b>	<b>First Initial</b>	<b>Rank</b>
Nil	Nil	Nil

4. The following cadets have been Taken on Strength (TOS):

<b>Last Name</b>	<b>First Initial</b>	<b>Rank</b>	<b>Date</b>	<b>Transfer from Unit</b>
Westfall	B	Cdt	2 Nov 23	Nil

*Current strength of the squadron stands at 69 cadets.*

**STRUCK OFF STRENGTH (SOS)**

1. The following staff members have been Struck Off Strength (SOS):

<b>Last Name</b>	<b>First Initial</b>
Nil	Nil

2. The following Cadets have been Struck Off Strength (SOS):

<b>Last Name</b>	<b>First Initial</b>
Ewere	D
Izevbigie	D
MacGillivray	F
Murphy	D
Taylor	H

**PROMOTIONS**

3. The following officers have been promoted:

<b>Last Name</b>	<b>First Initial</b>	<b>Rank</b>
Nil	Nil	Nil

4. The following cadets have been promoted:

<b>Last Name</b>	<b>First Initial</b>	<b>Rank</b>
Brennan	E	WO2
Mushing	L	WO2
Novokchanov	D	WO2
Pershick	J	WO1
Routhier	C	Sgt

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Van De Visch	H	WO2
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**APPOINTMENTS**

5. The following senior cadets have been appointed:

<b>Rank</b>	<b>Last Name</b>	<b>Position</b>
Sgt	An	Flag Party Commander
WO2	Brennan	Flight Commander – Flight 2
FSgt	Kimble	Flight 2IC – Flight 3
Sgt	Maxwell	Flight 2IC – Flight 1
WO2	Mushing	Flight Commander – Flight 1
WO2	Novokchanov	Cadet Squadron Warrant Officer
WO1	Pershick	Cadet Squadron Commander
Sgt	Routhier	Flight 2IC – Flight 2
WO2	Van De Visch	Flight Commander – Flight 3

**ROUTINE ITEMS**

**UPCOMING EVENTS**

6. The calendar of events is located at: <https://www.5cycloneaircadets.ca/calendar.html>

**TEAM ACTIVITIES**

7. The squadron Teams practice as detailed in the [Weekly Announcements](#).

**FORECASTED ACTIVITIES**

8. The following activities are upcoming:

<b>Date</b>	<b>Activity</b>
5 Dec 23	Optional Activities Night
19 Dec 23	Aviation Career Fair
20 Dec 23 – 8 Jan 24	Holiday Standdown – No Training

**TUESDAY TRAINING NIGHT SCHEDULE**

9. Accessible to instructors through Cadet365.

10. Timings are as follows:

- a. 1830-1845: Arrival
- b. 1845-1855hrs: Opening Parade

- c. 1900-1930hrs: Period 1
- d. 1935-2005hrs: Period 2
- e. 2010-2025hrs: Break
- f. 2025-2055hrs: Squadron Drill & Closing Parade
- g. 2100hrs: Departure

#### DRESS

- 11. As per Cadet and Junior Canadian Rangers Group (CJCR Gp) Dress Instructions the numbered order of dress for the cadets will be C5 unless otherwise specified in the Weekly Announcements.
- 12. Dress for CAF members will be operational dress as per CAF Dress Instructions (CADPAT/NCDs) unless indicated otherwise in the Weekly Announcements.
- 13. For information regarding orders of dress, and uniform standards, please see the [CJCR Gp Dress Instructions](#).

#### ANNOUNCEMENTS AND NOTICES

#### ROUTINE ORDERS

- 14. A reminder that Routine Orders (ROs) are supplementary orders issued by the Commanding Officer to keep all unit personnel current with directives and information. ROs will contain new information monthly, thus all unit personnel shall read and be knowledgeable with each new RO issued.
- 15. Weekly Announcements can be found online at <https://www.5cycloneaircadets.ca/weekly-announcements>
- 16. Any questions related to points seen in these ROs can be addressed appropriately through the chain of command.

*// Original signed //*

**Rachel Willis**

Captain

Commanding Officer

**Annexes**

**MONTHLY ROUTINE ORDERS**  
DECEMBER 2023

- A - 5 Sqn Cadet Organizational Chart
- B - 5 Sqn Staff Organizational Chart
- C - Duty Staff Responsibilities

**Distribution List**

Action

Duty Officer

Info

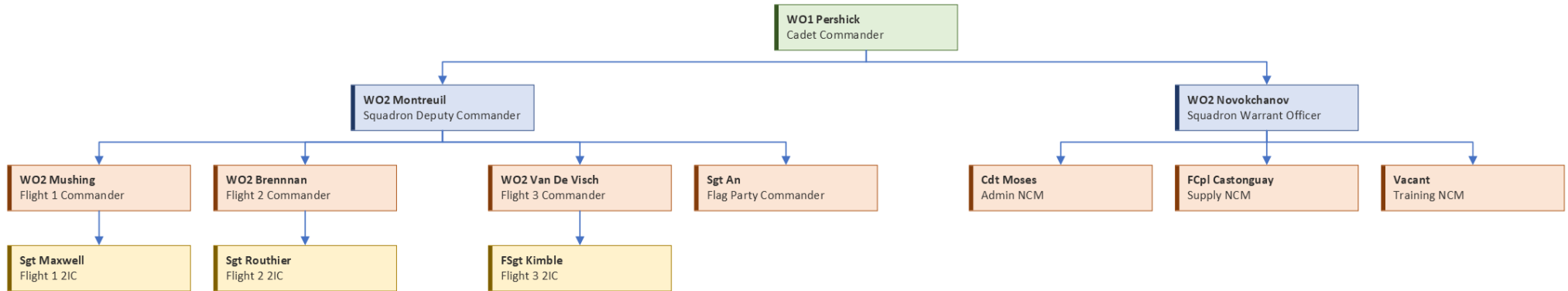
Adult Staff

Cadets (via website)

Sponsoring Committee

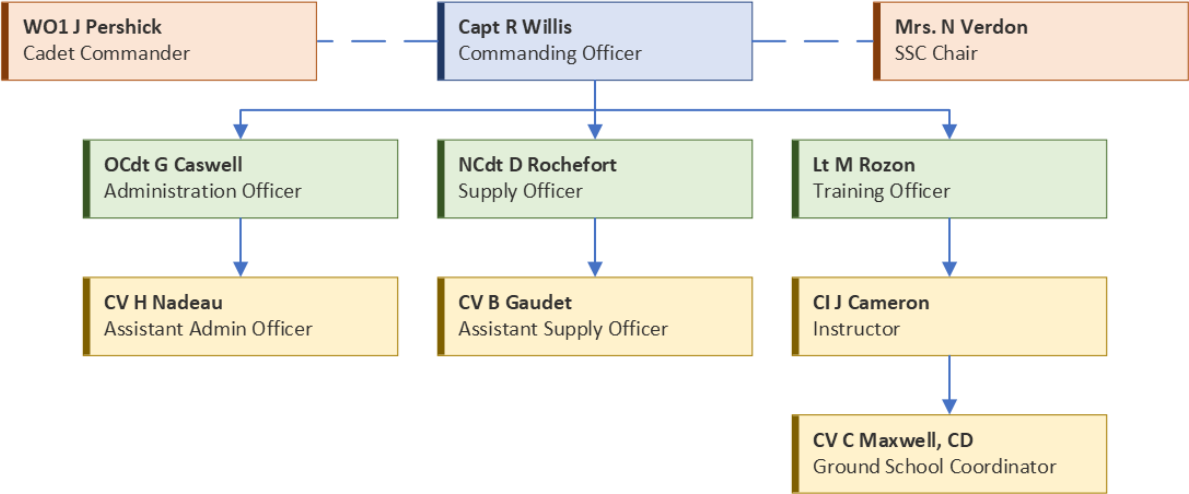
Annex A

**5 Cyclone Cadet Organizational Chart**  
*(dated November 2023)*



Annex B

**5 Cyclone Staff Organizational Chart**  
*(dated November 2023)*



**Annex D**

**Duty Staff Responsibilities**

*(revised Oct 2023)*

**General**

The Duty Staff is comprised of two (2) individuals:

- The Duty Officer; and
- The Duty Cadet.

The Duty Staff is overseen by the Commanding Officer (CO). Anyone who is unable to attend a training night where they are scheduled for duty must inform the CO as soon as they are aware they will not be in attendance so the proper adjustments may be made.

The duty schedule is released monthly in 6 week increments via the Monthly Routine Orders.

**Duty Officer**

The Duty Officer is responsible to the CO for the following duties on training nights (in no particular order):

- Supervise all duty personnel
- Ensure classrooms are unlocked for 1830hrs
- Ensure all staff are on parade for 2040hrs
- During the parade portion of closing, conduct a check of the classrooms, announce any action items during the announcement portion.
- After closing parade ensure that all common areas of the school are clear including, but not limited to:
  - Cafeteria
  - Gymnasium
  - Hallways

**Duty Cadet**

The Duty Cadet is a cadet holding the rank of FCpl or higher and is responsible to the Duty Officer for the following duties on training nights (in no particular order):

- Attend classes as required.
- Inform the SWO how many cadets are in the building after obtaining the count from Admin
- Be present in the lobby from 1830hrs to 1900hrs to direct cadets, parents, new recruits, etc.
- Ensure the cafeteria area is cleaned and reset properly following break.
- Oversee any additional clean-up at the end of the night.
- Report to the Duty Officer by 2100hrs to confirm all duties have been performed and to be relieved of duty.
- Turn the Duty Binder over to the following Duty Cadet.
- Give 5 minute warning to instructors



Annex D – Continued

**End of Training Night Checklist**  
*(revised Oct 2023)*

The following areas must be checked at the end of every training night as a collaborative effort between all members of that training night's duty team. **No one member of the duty team is responsible for checking these areas.**

**Classrooms**

- All desks placed back where they came from and neatly aligned
- Chairs tucked in (where applicable)
- Boards erased
- Garbage picked up and put in the proper bins
- Nothing left behind
- Supplies borrowed from teachers' desks have been returned to their places (i.e.: staplers, dry erase markers, pens, Kleenex, etc.)
- All exterior doors/windows closed (where applicable)
- Lights turned off and doors closed

**Hallways/Main Entrance**

- Nothing left behind
- No garbage

**Cafeteria/Gymnasium**

- Garbage picked up and put in proper bins
- All exterior doors closed
- Nothing left behind

**Miscellaneous**

- Any lost and found (items left behind) turned in to the Duty Officer
- All checklists filled out and turned into the Administration Officer by **2100hrs**

Date: \_\_\_\_\_

Duty Officer: \_\_\_\_\_

Duty Cadet: \_\_\_\_\_