



5 Cyclone Royal Canadian Air Cadet Squadron

MONTHLY ROUTINE ORDERS

DATED: 2 Jan 2024

ORDER: 0124

LAST ORDER: 1223

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
9 Jan 24	FCpl Shane	Capt Willis
16 Jan 24	Sgt An	
23 Jan 24	Sgt Routhier	
30 Jan 24	Sgt Mpenza	Capt Czuczor
6 Feb 24	FCpl Castonguay	
13 Feb 24	FCpl Tetreault	

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):

Last Name	First Initial	Rank
Czuczor	K	Capt

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

Last Name	First Initial	Rank	Date	Transfer from Unit
Dufour	C	Cdt	28 Dec 23	Nil
Matton	X	Cdt	12 Dec 23	Nil
Taillon	L	Cdt	12 Dec 23	Nil

Current strength of the squadron stands at 72 cadets.

STRUCK OFF STRENGTH (SOS)

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

Last Name	First Initial
Nil	Nil

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

Last Name	First Initial
Nil	Nil

PROMOTIONS

3. The following officers have been promoted:

Last Name	First Initial	Rank
Nil	Nil	Nil

4. The following cadets have been promoted:

Last Name	First Initial	Rank
Nil	Nil	Nil

APPOINTMENTS

5. The following senior cadets have been appointed:

Rank	Last Name	Position
Nil	Nil	Nil

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:

Date	Activity
27 Jan 24	Music Level Testing - Virtual
30 Jan 24	Optional Activities Night
6 Feb 24	Sqn-Wide Cyber-Security 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

A - 5 Sqn Cadet Organizational Chart

B - 5 Sqn Staff Organizational Chart

C - Duty Staff Responsibilities

Distribution List

Action

Duty Officer

MONTHLY ROUTINE ORDERS
JANUARY 2024

Info

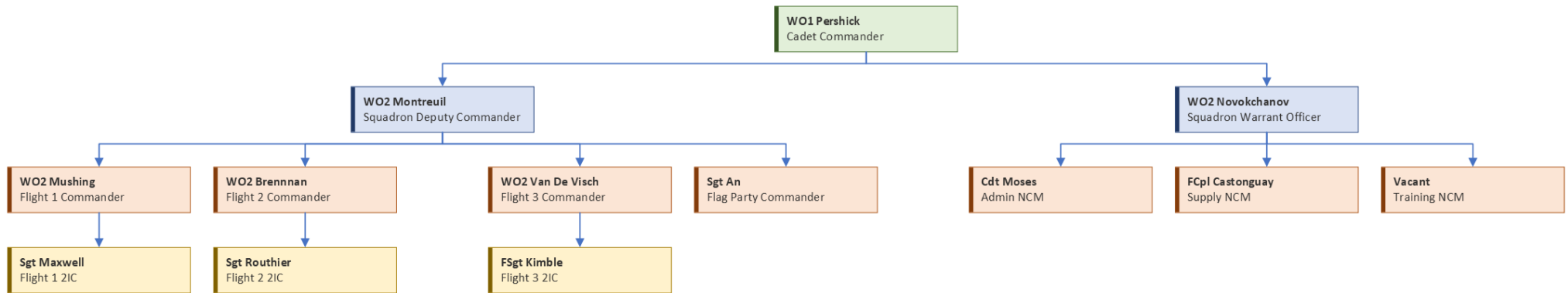
Adult Staff

Cadets (via website)

Sponsoring Committee

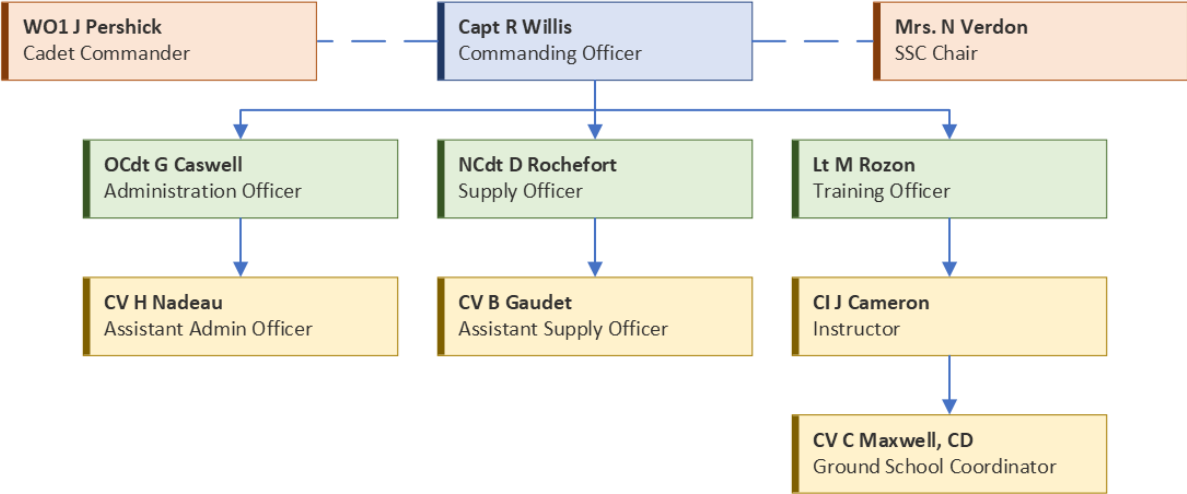
Annex A

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: _____