

Monthly Routine Order

September 2016



5 Cyclone Squadron - Royal Canadian Air Cadets

MONTHLY ROUTINE ORDERS

ORDER: 0916

LAST ORDER: Nil

AUTHORITY

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

DUTIES AND APPOINTMENTS

UNIT ORGANIZATION

1. Current organizational chart for September 2016 can be found in Annex A.

DUTY SCHEDULE

2. The duty NCO will be responsible from 1830 hours until 2130 hrs.
3. The duty schedule for this month is as follows:

DATE	DUTY NCO
06 SEPT 16	
13 SEPT 16	
20 SEPT 16	
27 SEPT 16	

TAKEN ON STRENGTH (TOS)

4. The following personnel have been TOS, since the last ROs have been issued:

Last Name	First Initial	Date
Nil	Nil	Nil

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STRICKEN OFF STRENGTH (SOS)

5. The following personnel have been SOS, since the last ROs have been issued:

Last Name	First Initial	Date
Nil	Nil	Nil

PROMOTION

6. The following personnel have been promoted, since the last ROs have been issued:

Last Name	First Initial	Date
Nil	Nil	Nil

APPOINTMENTS

7. The following personnel have been assigned an appointment, since the last ROs have been issued:

Last Name	First Initial	Date
Nil	Nil	Nil

ROUTINE ITEMS

UPCOMING EVENTS

1. The full calendar is located at: <http://www.cycloneaircadets.com/upcoming-events.html>

FORECASTED ACTIVITIES

2. The following activities are upcoming

Date	Activity	Dress
6 Sep 16	Welcome Back BBQ	Civilian Casual
11 Sep 16	Gliding	Civilian Outdoor
8-12 Sep 16	Russell Fair	Summer Dress
16-18 Sep 16	Senior NCO Course	Various
20 Sep 16	CO's Parade	Full Dress – Tunic and Medals

3. For detailed information all activities outlined above, review the Warning Orders attached on the squadron calendar.

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TRAINING NIGHT SCHEDULE

4. Effective 6 SEP 16

Time	Action
1830	Cadets arrive
1840	Inspection
1855	Dismiss to Class
1900	Period 1
1900	Office Opens (staff are available for inquiries)
1930	Period 2
2000	Break
2015	Period 3
2045	Final Parade and announcements
2115	Cadets Depart
2130	Staff Depart

TEAMS

- 5.

DRESS

6. Unless otherwise indicated “dress of the day” for all cadets and staff is currently summer dress.
7. For information regarding orders of dress, visit: <http://www.cycloneaircadets.com/dress-regulations.html>

ANNOUNCEMENTS AND NOTICES

ROUTINE ORDERS

8. A reminder that Routine Orders (ROs) are supplementary orders issued by the Commanding Officer to keep all unit personnel up to date with current directives and information. ROs will contain new information monthly, thus all unit personnel shall read and be familiar with each new RO issued. These orders supplement the Squadron Standing Orders (SSO) and should be read in conjunction.
9. Any questions related to points seen in these ROs can be addressed appropriately through the chain of command.

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Mason J.L. Magill

Captain

Commanding Officer

Annex A – Organization Chart

Distribution List

Action

Duty Officer

Duty NCO

Info

Adult Staff

Cadets

Sponsor Committee

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Annex A – Organizational Chart

