



5 Cyclone Royal Canadian Air Cadet Squadron

MONTHLY ROUTINE ORDERS

DATED: Feb 2018

ORDER: 0218

LAST ORDER: 1217

AUTHORITY

1. These orders are issued by authority of the Commanding Officer.
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 chart dated September 2017 can be found in Annex A.

DUTY SCHEDULE

4. The Duty Officer will report to the Admin Officer. The Duty Cadets will report to the Duty Officer.
5. The Sr Duty Cadet position will be of the rank of Sgt and above and the Jr Duty Cadet position will be of the rank of FCpl or Cpl.
6. Duty personnel will be responsible for the selected Tuesday training evening from 1830 hours until 2130 hrs as per duties listed in Annex B.

7. The duty schedule for this month is as follows:

DATE	DUTY OFFICER	SR DUTY CADET	JR DUTY CADET
13 Feb 18	Ci Willis	FSgt Cameron	FCpl Garneau
20 Feb 18		Sgt Chenier	Cpl Sinclair
27 Feb 18		Sgt Heller	Cpl Sommers
6 Mar 18		Sgt Perry	Cpl Porteous H
20 Mar 18	Ci McCarthy	Sgt Porteous	Cpl Michaud
27 Mar 18		Sgt Sheridan	Cpl Miles
3 Apr 18		Sgt Stackhouse	FCpl Nadeau
10 Apr 18		Sgt Tanguay	FCpl Perry

MONTHLY ROUTINE ORDERS

FEBRUARY 2018

Any absence or change of duty must be coordinated and approved by the Admin Officer.

TAKEN ON STRENGTH (TOS)

8. The following staff members have been Taken on Strength (TOS), since 1 Dec 2017:

Last Name	First Initial	Rank	Effective Date
nil	nil	nil	nil

9. The following cadets have been Taken on Strength (TOS), since 1 Dec 2017:

Last Name	First Initial	Rank	Date	Transfer from Unit
Smith	L	Recruit	5 Dec 17	
Vinette	A	FCpl	15 Dec 17	
Cadwell	A	Recruit	30 Jan 18	
Thoms	J	Recruit	30 Jan 17	

Current strength of the squadron stands at 55 cadets

STRICKEN OFF STRENGTH (SOS)

10. The following staff members have been Stricken Off Strength (SOS), since 1 Dec 2017:

Last Name	First Initial
nil	nil

11. The following cadets have been Stricken Off Strength (SOS), since 1 Dec 2017:

Last Name	First Initial
Schrader	L

TRANSFERS OUT

12. The following cadets have transferred out to the indicated unit since 1 Dec 2017:

Last Name	First Initial	New Unit	Date
NIL	NIL	NIL	NIL

PROMOTIONS

13. The following cadets have been promoted, since the last ROs have been issued:

Last Name	First Initial	Date Effective
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MONTHLY ROUTINE ORDERS

FEBRUARY 2018

nil	nil	nil
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APPOINTMENTS

14. The following cadets have been assigned an appointment, since the last ROs have been issued:

Last Name	First Initial	Position
nil	nil	nil

ROUTINE ITEMS

UPCOMING EVENTS

15. The most up to date calendar of events is located at:

<http://www.cycloneaircadets.com/upcoming-events.html>

TEAM ACTIVITIES

16. The squadron teams are up and running and practice as follows:

- Effective Speaking: Wednesdays from 1830 hrs to 2000 hrs at the ESCE;
- Band: Thursday from 1830 hrs to 2000 hrs at ESC Embrun, and
- Precision Drill Team: Thursday from 2000 hrs to 2130 hrs at ESC Embrun.

FORECASTED ACTIVITIES

17. The following activities are upcoming

Date	Activities
25 Feb 18	Archery Tag
27 Feb 18	CO's parade
4 Mar 18	Emergency First Aid
10 & 11 Mar 18	Marksmanship Training
13 Mar 18	March break activity
10 Apr 18	CO's parade
12 to 15 Apr 18	Spring Tag Days
27 to 29 Apr 18	Spring FTX

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

MONTHLY ROUTINE ORDERS
FEBRUARY 2018

ADMINISTRATION

- 19.
- a. **Validation forms and Detailed Health Questionnaires** handed out to cadets must be returned to the Admin Officer within 2 weeks. Documents that are outstanding may affect the ability of a cadet to participate in squadron activities.
 - b. **Summer Camps.** Application are to be completed online by 20 Feb 2018 at <http://www.cycloneaircadets.com/2018-summer-training-information.html>

TUESDAY TRAINING NIGHT SCHEDULE

20. Effective **7 SEP 17**, the following time table will be adhere to on Tuesday evening Training Nights.

6:30 pm	Cadets arrive
6:40 pm	Fall-in, roll-call, Inspections
6:50 pm	Dismissed to class
6:55 pm	Period 1
7:00 pm	Office opens
7:25 pm	End of first period
7:30 pm	Period 2
8:00 pm	End of Second period
8:00 pm	Break
8:15 pm	End of Break
8:15 pm	Period 3
8:45 pm	End of third period
8:50 pm	Closing parade, Announcements
9:10 pm	Final dismissal
9:30 pm	All personnel clear from the school

DRESS

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

ANNOUNCEMENTS AND NOTICES

ROUTINE ORDERS

23. 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.

24. Weekly Announcements can be found online at
<http://www.cycloneaircadets.com/announcements.html>

25. Any questions related to points seen in these ROs can be addressed appropriately through the chain of command.

// Original signed //

Mason Magill

Captain

Commanding Officer

Annexes

A - 5 Sqn Staff Organisation Chart

B - Duties of Duty Personnel (Officers and duty cadets)

Distribution List

Action

Duty Officer

Duty Cadets

Info

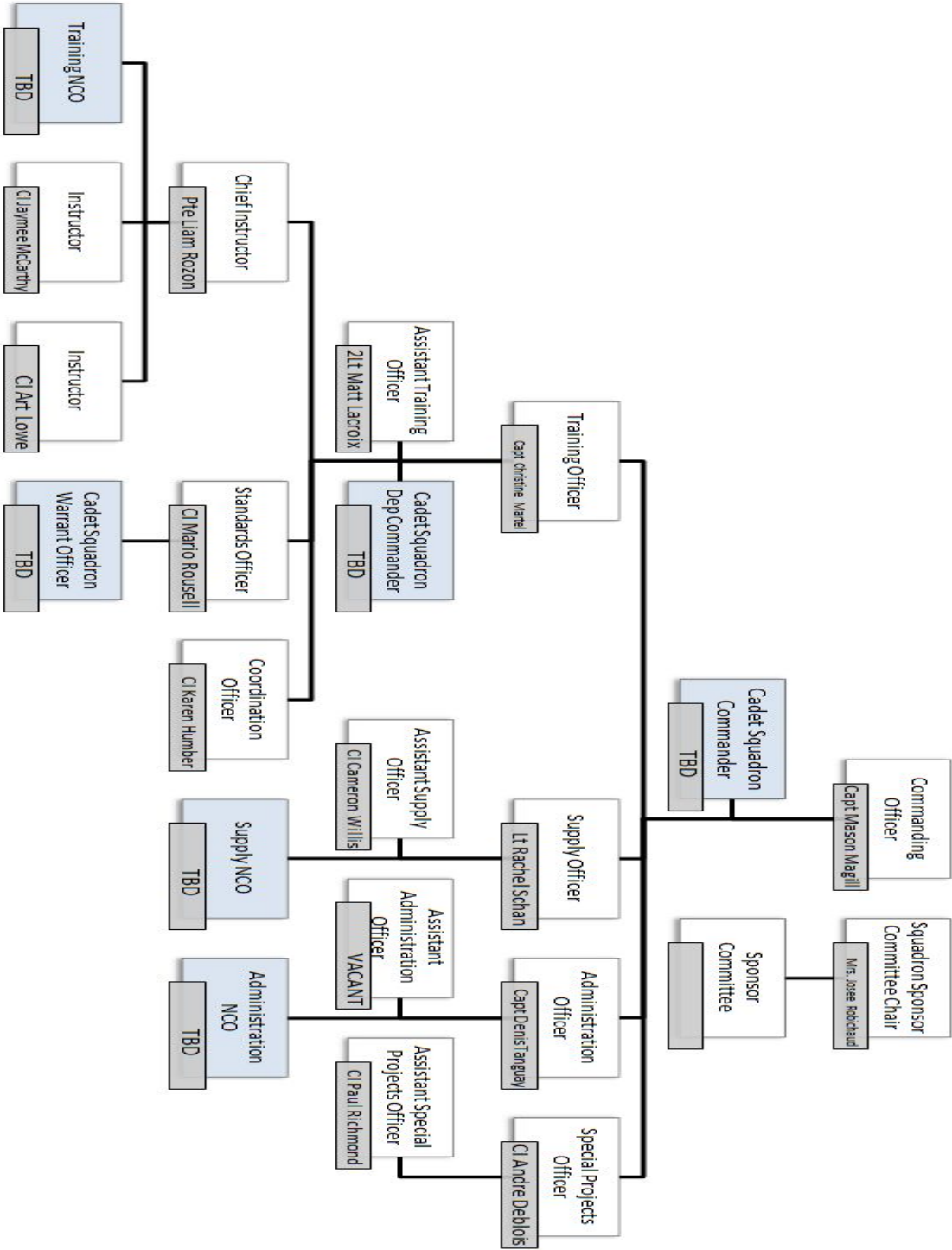
Adult Staff

Cadets (via website)

Sponsor Committee

Annex A
TO RO - FEB 2018

5 Cyclone Staff Organisational Chart
(dated September 2017)



**Annex B
TO RO - FEB 2018**

Duty Responsibilities and Check List

(revised Oct 2017)

Duty Officer

The Duty Officer is responsible to the Admin Officer for the following duties on Tuesday Training evenings:

- Supervise all duty personnel
- Review sign-ins for completeness and provide to Admin Officer
- Ensure classrooms are unlocked for 1830 hrs
- Ensure all staff are in the staff room for stand-up at 1845 hrs
- Ensure all staff are on parade for 2040 hrs
- During the parade portion of closing, conduct a check of the classrooms, announce any action items during the announcement portion.

Senior Duty Cadet

- Reports to the Duty Officer
- Attend classes as required
- Inform the SWO, how many cadets are in the building
- Provide sign-in to Duty Officer
- Be present in the lobby from 1830 hrs to 1900 hrs to direct cadets, parents, new recruits, etc.
- Supervise Break
- Oversee any additional clean-up at the end of the night
- Report to the Duty Officer by 2115 hrs to confirm all duties have been performed and to be relieved of duty.

Junior Duty Cadet

- Report to the Senior Duty Cadet
- Attend classes as required
- Conduct Sign-ins and provide to the senior duty NCM
- Give 5 minute warning to instructors
- Announce when break is over
- Ensure cafeteria is cleaned following break

Date: _____

Duty Officer _____

Senior Duty Cadet _____

Junior Duty Cadet _____