



# 5 Cyclone Royal Canadian Air Cadet Squadron

## MONTHLY ROUTINE ORDERS

DATED: Nov 2018

ORDER: 1118

LAST ORDER: 1018

### AUTHORITY

1. These orders are issued by authority of the Commanding Officer or his 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 chart dated August 2018 can be found in Annex A.
4. The DCO, Capt Christine Martel, is on a leave of absence until January 2019.

### DUTY SCHEDULE

5. The Duty Officer will report to the Admin Officer. The Duty Cadets will report to the Duty Officer.
6. 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.
7. Duty personnel will be responsible for the selected Tuesday training evening from 1830 hours until 2130 hrs as per duties listed in Annex B.
8. The duty schedule for the next 8 weeks is as follows:

DATE	DUTY OFFICER	SR DUTY CADET	JR DUTY CADET
30 Oct 18	CI Rozon	Sgt Garneau	Cpl Lemay
06 Nov 18		FSgt Stackhouse	FCpl Atkinson
13 Nov 18		Sgt Sinclair	FCpl Leblanc
20 Nov 18		Sgt Ranger	Cpl Berard Beaupre
27 Nov 18	CI Humber	FSgt Tanguay	FCpl Somers
04 Dec 18		Sgt Nadeau	Cpl Brunk-Ayotte
11 Dec 18		FSgt Ball	Cpl Choiniere-Belanger
18 Dec 18		FSgt Perry	Cpl Cloutier-Dion

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

**MONTHLY ROUTINE ORDERS**  
**NOVEMBER 2018**

**TAKEN ON STRENGTH (TOS)**

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

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

10. 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>
Bierman	D	Cdt	23 Oct 18	Nil
Davidson	A	Cdt	9 Oct 18	Nil
Doucette	G	Cdt	2 Oct 18	Nil
Young	E	FCpl	2 Oct 18	507

*Current strength of the squadron stands at **67** cadets*

**STRICKEN OFF STRENGTH (SOS)**

11. The following staff members have been Stricken Off Strength (SOS):

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

12. The following cadets have been Stricken Off Strength (SOS):

<b>Last Name</b>	<b>First Initial</b>
Hall	C
Hall	K

**TRANSFERS OUT**

13. The following cadets have transferred out to the indicated unit:

<b>Last Name</b>	<b>First Initial</b>	<b>New Unit</b>	<b>Date</b>
Nil	Nil	Nil	Nil

**PROMOTIONS**

14. The following cadets have been promoted:

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

**MONTHLY ROUTINE ORDERS**  
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**APPOINTMENTS**

15. The following cadets have been assigned an appointment:

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

**ROUTINE ITEMS**

**UPCOMING EVENTS**

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

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

**TEAM ACTIVITIES**

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

- a. Effective Speaking: Mondays from 1830 hrs to 2000 hrs at ESCE;
- b. Ground School: Wednesdays from 1830 hrs to 2100hrs at Jean-Marc Lalonde Arena;
- c. Band: Thursdays from 1830 hrs to 2000 hrs at ESCE; and
- d. Drill Team: Thursdays from 2000 hrs to 2130 hrs at ESC Embrun.

**FORECASTED ACTIVITIES**

18. The following activities are upcoming

<b>Date</b>	<b>Activities</b>
03 Nov 18	Legion Poppy Sales
04 Nov 18	Vars Remembrance Day Ceremony
10 Nov 18	Visit to War Museum and National Cenotaph
11 Nov 18	Remembrance Day Parades
13 Nov 18	Fitness Testing
17 Nov 18	Junior NCM Course
20 Nov 18	Semi-Annual CO's Parade

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

**ADMINISTRATION**

20. **Validation forms and Detailed Health Questionnaires** handed out to cadets must be returned to the Admin Officer in the next two weeks. Documents which are outstanding may affect the ability of a cadet to participate in squadron activities.

**TUESDAY TRAINING NIGHT SCHEDULE**

21. Effective as of **04 SEP 18**, the following time table will be adhered 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
8:20 pm	End of Break
8:20 pm	Period 3
8:50 pm	End of third period
8:55 pm	Closing parade, Announcements
9:10 pm	Final dismissal
9:30 pm	All personnel clear from the school

**DRESS**

22. As per CATO 55-04, Annex A, Air Cadet Uniform numbered order of dress for the cadets will be C-2.
23. Dress for staff will be as per CF Dress Manual, dress of the day 3B.
24. For information regarding orders of dress, visit:  
<http://www.cycloneaircadets.com/dress-regulations.html>

**ANNOUNCEMENTS AND NOTICES**

**ROUTINE ORDERS**

25. 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.
26. Weekly Announcements can be found online at  
<http://www.cycloneaircadets.com/announcements.html>

## MONTHLY ROUTINE ORDERS

NOVEMBER 2018

27. 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

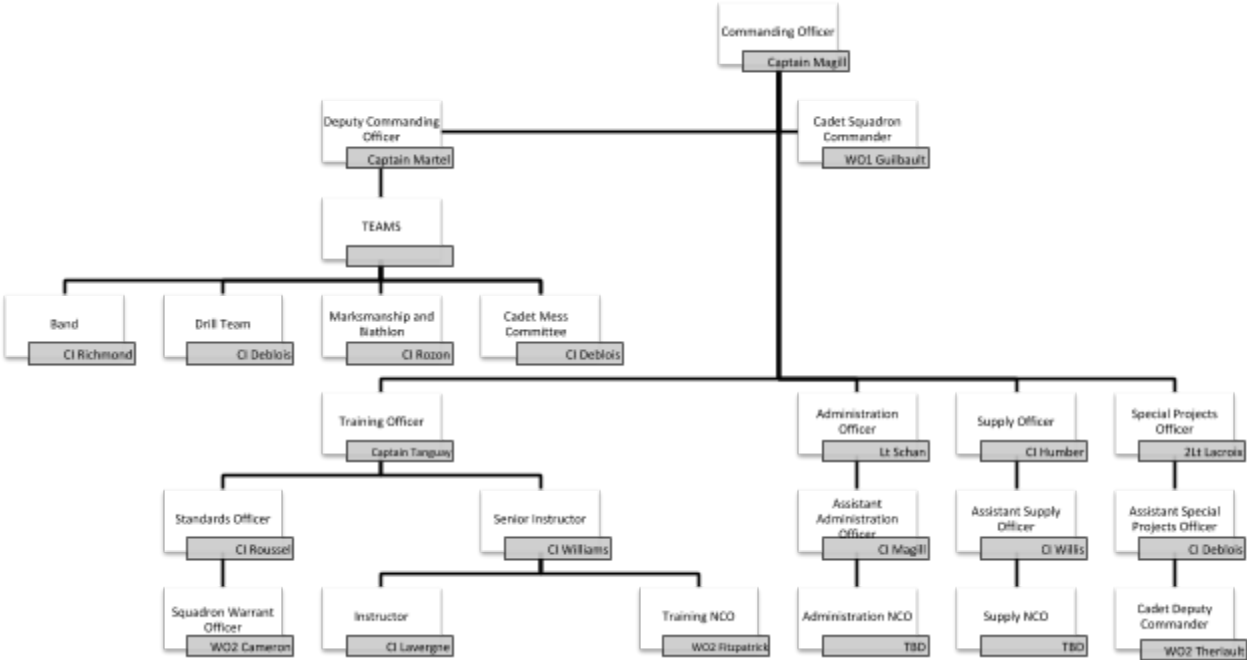
Adult Staff

Cadets (via website)

Sponsor Committee

Annex A  
TO RO - SEPT 18

**5 Cyclone Staff Organisational Chart**  
(dated August 2018)



Annex B  
TO RO - SEPT 2018

**Duty Responsibilities and Checklist**

*(revised Aug 2018)*

**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 \_\_\_\_\_