



5 Cyclone Royal Canadian Air Cadet Squadron

MONTHLY ROUTINE ORDERS

DATED: 6 Nov 2017

ORDER: 1117

LAST ORDER: 1017

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 2017 can be found in Annex A.
2. During the absence of the Commanding Officer, Capt Mason Magill, Capt Christine Martel is appointed acting Commanding Officer from 1 Dec to 11 Dec 2017 inclusively.

DUTY SCHEDULE

3. The Duty Officer will report to the Admin Officer. The Duty Cadets will report to the Duty Officer.
4. 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.
5. Duty personnel will be responsible for the selected Tuesday training evening from 1830 hours until 2130 hrs as per duties listed in Annex B.
6. The duty schedule for this month is as follows:

DATE	DUTY OFFICER	SR DUTY CADET	JR DUTY CADET
7 Nov 17	CI Richmond	Sgt Sheridan M	Cpl Bouchy-Roussy M
14 Nov 17	CI Lowe	Sgt Foster M	FCpl Ball E
21 Nov 17		Sgt Stackhouse J	FCpl Garneau N
28 Nov 17		Sgt Tanguay M	Cpl Foster R
5 Dec 17		Sgt Vinette G	FCpl Nadeau H
12 Dec 17	CI Humber	Sgt Chenier C	Cpl Leblanc D

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

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TAKEN ON STRENGTH (TOS)

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

Last Name	First Initial	Rank	Date	Transfer from Unit
Brunk-Ayotte	JC		3 Oct 2017	
Tew	C		3 Oct 2017	
Dillon	S		3 Oct 2017	
Schrader	L		17Oct 2017	
Chenier	C	Sgt	24 Oct 2017	832 Sqn

*Current strength of the squadron stands at **53** cadets*

STRICKEN OFF STRENGTH (SOS)

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

Last Name	First Initial
Meloche	J
Skinner	T
Turay	C
McGregor	A

TRANSFERS OUT

9. The following cadets have transferred out to the indicated unit since 1 Oct 2017:

Last Name	First Initial	New Unit	Date
NIL	NIL	NIL	NIL

PROMOTIONS

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

Last Name	First Initial	Date Effective
NIL	NIL	NIL

APPOINTMENTS

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

Last Name	First Initial	Position
Nil	Nil	Nil

ROUTINE ITEMS

UPCOMING EVENTS

12. The most up to date calendar of events is located at:
<http://www.cycloneaircadets.com/upcoming-events.html>

TEAM ACTIVITIES

13. The squadron teams are up and running and practice as follows:
- a. Effective Speaking: Wednesdays from 1830 hrs to 2000 hrs at the Russell Legion;
 - b. Ground School: Wednesday from 1830 hrs to 2130 hrs at ESC Embrun;
 - c. Band: Thursday from 1830 hrs to 2000 hrs at ESC Embrun, and
 - d. Precision Drill Team: Thursday from 2000 hrs to 2130 hrs at ESC Embrun.

FORECASTED ACTIVITIES

14. The following activities are upcoming

Date	Activities
4 Nov 2017	Legion Poppy Sales
11 Nov 2017	Russell Remembrance Day Parade
14 Nov 2017	Semi-Annual Parade
18 Nov 2017	Level 1 Boot Camp
9 Dec 2017	Squadron Christmas Dinner
15 Dec 2017	Christmas activity at Russell Meadows with seniors
19 Dec 2017	Last training day before Christmas break
9 Jan 2018	Training Resumes

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

ADMINISTRATION

- 16.
- 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. Application for **Senior and National Courses must be received NLT 21 Nov 2017**

TUESDAY TRAINING NIGHT SCHEDULE

17. 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

18. Unless otherwise indicated “dress of the day” for all cadets and staff is winter dress (C2) unless indicated otherwise.
19. For information regarding orders of dress, visit:
<http://www.cycloneaircadets.com/dress-regulations.html>

ANNOUNCEMENTS AND NOTICES

ROUTINE ORDERS

20. 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.
21. Weekly Announcements can be found online at
<http://www.cycloneaircadets.com/announcements.html>

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

// Original signed //

Mason J.L. 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

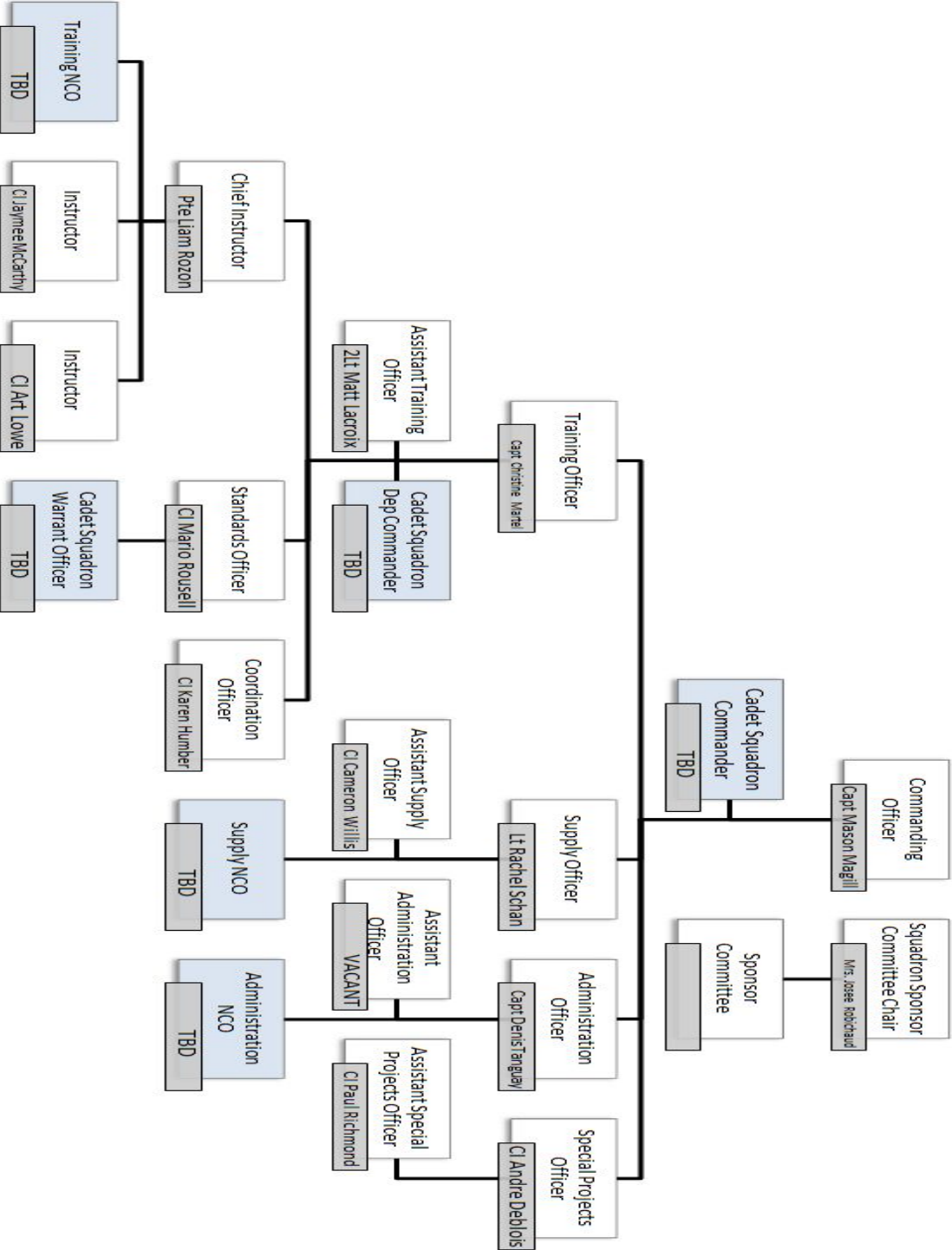
Adult Staff

Cadets (via website)

Sponsor Committee

Annex A
TO RO - NOV 2017

5 Cyclone Staff Organisational Chart



Annex B
TO RO - NOV 2017

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 _____