



# 5 Cyclone Royal Canadian Air Cadet Squadron

## MONTHLY ROUTINE ORDERS

DATED: 16 Oct 2017

ORDER: 1017

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 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 6 Oct to 15 Oct 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
17 OCT 17	CI Richmond	Sgt Heller B	FCpl Ranger I
24 OCT 17		Sgt Perry M	FCpl Tanguay V
31 OCT 17		Sgt Porteous M	Cpl Atkinson A
7 NOV 17		Sgt Sherian M	Cpl Boucher-Roussy M
14 NOV 17	CI Lowe	Sgt Foster M	FCpl Ball E

6. 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 TOS, since the last ROs have been issued:

Last Name	First Initial	Date
FCpl Ball	E	7 Sep 2017
Barker	R	7 Sep 2017
Cahill	R	7 Sep 2017
Choinière-Bélanger	S	7 Sep 2017
Cloutier-Dion	M	7 Sep 2017
Lemay	J	7 Sep 2017
Pershick	J	7 Sep 2017
Walsh	L	7 Sep 2017

**STRICKEN OFF STRENGTH (SOS)**

8. The following cadets have been SOS, since 1 Sep 2017:

Last Name	First Initial
Shea,	Duncan
St-Onge,	Alissa
Porteous,	Sabrina
Parent,	Christopher
Boileau,	Bertrand
Barret,	Samuel
Quenneville,	Johnathan
Vinette,	Alexandre
Boileau,	Gabrielle
Haynes,	Samantha
Miner,	Jack
Porco,	Noah
Baron,	Christine
Johnston,	Keith
Johnston,	James
Seguin,	Janie
Kimble,	Jeremie
Peach	Holden
Peters	Chelsea

**TRANSFERS**

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

Last Name	First Initial	New Unit	Date
FSgt Fitzpatrick	R.	75	7 Sep 2017
FSgt Ferguson	J	75	7 Sep 201
FCpl Ferguson	J	75	7 Sep 201
FCpl Batchelder	O	60	7 Sep 201

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### 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
FSgt Camron	JA	Flight 1 Comd
FSgt McCulloch	A	Flight 2 Comd
FSgt Quenneville	Ju	Recruit Flight Comd
Sgt Vinette	G	Flight 1 2IC
Sgt Humber	P	Flight 2 2IC
Sgt Porteous	M	Recruit Flight 2IC

### ROUTINE ITEMS

#### UPCOMING EVENTS

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

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

#### FORECASTED ACTIVITIES

13. The following activities are upcoming

Date	Activities
21-22 Oct 2017	Fall FTX
28 Oct 2017	Gliding Day #2
29 Oct 2017	Jnr NCO Training day
4 Nov 2017	Legion Poppy Sales
11 Nov 2017	Russell Remembrance Day Parade
14 Nov 2017	Semi-Annual Parade

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

**ADMINISTRATION**

15. **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.

**TUESDAY TRAINING NIGHT SCHEDULE**

16. 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**

17. Unless otherwise indicated “dress of the day” for all cadets and staff is summer dress (C2-B) until Monday 16 Oct 2017. Winter dress is in effect thereafter..
18. For information regarding orders of dress, visit:  
<http://www.cycloneaircadets.com/dress-regulations.html>

**ANNOUNCEMENTS AND NOTICES**

**ROUTINE ORDERS**

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19. 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.
20. Weekly Announcements can be found online at <http://www.cycloneaircadets.com/announcements.html>
21. 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

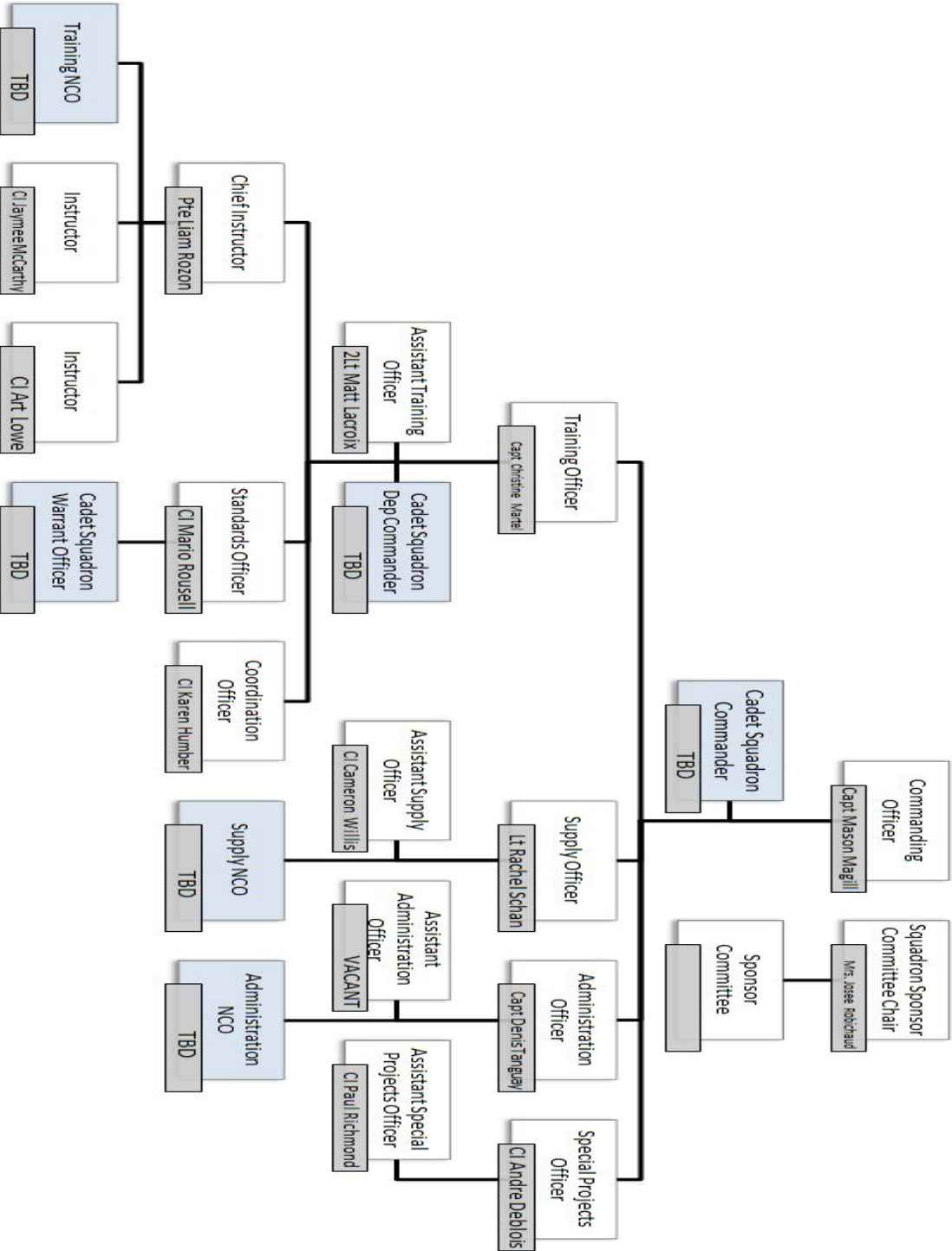
Adult Staff

Cadets (via website)

Sponsor Committee

Annex A  
TO RO - Oct 2017

**5 Cyclone Staff Organisational Chart**



Annex B  
TO RO - OCT 2017

**Duty Responsibilities and Check List**

**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
- 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
- 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 \_\_\_\_\_