



5 Cyclone Royal Canadian Air Cadet Squadron

MONTHLY ROUTINE ORDERS

DATED: Sept 2018

ORDER: 0918

LAST ORDER: 0218

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 August 2018 can be found in Annex A.
4. During the absence of the CO, Capt Mason Magill, the DCO, Capt Christine Martel, is appointed acting commanding officer from 31 Aug to 11 Sept 18 inclusively.

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
4 Sept 18	CI Willis	FSgt Sheridan	FCpl Furlong
11 Sept 18		FSgt Ball	Cpl Pershick
18 Sept 18		Sgt Ranger	Cpl Barker
25 Sept 18		Sgt Perry	Cpl Cloutier-Dion
2 Oct 18	CI Lavergne	Sgt Vinette	FCpl MacDonald
9 Oct 18		FSgt Humber	Cpl Walsh
16 Oct 18		Sgt Nadeau	FCpl Gaudreault
23 Oct 18		FSgt Porteous	FCpl Yakabuski

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

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TAKEN ON STRENGTH (TOS)

9. The following staff members have been Taken on Strength (TOS), since 12 Jun 18:

Last Name	First Initial	Rank	Effective Date
Rozon	Marc	Cl	

10. The following cadets have been Taken on Strength (TOS), since 12 Jun 18:

Last Name	First Initial	Rank	Date	Transfer from Unit
Fitzpatrick	R	WO2	1 Sept 18	75

*Current strength of the squadron stands at **52** cadets*

STRICKEN OFF STRENGTH (SOS)

11. The following staff members have been Stricken Off Strength (SOS), since 12 Jun 18:

Last Name	First Initial
Czuczor	K

12. The following cadets have been Stricken Off Strength (SOS), since 12 Jun 18:

Last Name	First Initial
Boucher-Roussy	M
Foster	M
Quenneville	J
Vinette	G

TRANSFERS OUT

13. The following cadets have transferred out to the indicated unit since 12 Jun 18:

Last Name	First Initial	New Unit	Date
Chenier	C	832	3 Sept 18

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PROMOTIONS

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

Last Name	First Initial	Date Effective
Atkinson	A	22 May 18
Ball	E	22 May 18
Barker	R	22 May 18
Brunk-Ayotte	J	22 May 18
Cahill	R	27 Feb 18
Cameron	J	22 May 18
Chenier	C	22 May 18
Choiniere-Belanger	S	22 May 18
Cloutier-Dion	M	12 Jun 18
Foster	M	22 May 18
Foster	R	22 May 18
Furlong	K	22 May 18
Garneau	N	12 Jun 18
Gregoire-Toutant	W	22 May 18
Guilbault	L	22 May 18
Humber	P	22 May 18
Leblanc	D	22 May 18
Lemay	T	22 May 18
MacDonald	A	22 May 18
Miles	J	22 May 18
Nadeau	H	22 May 18
Neri	A	12 Jun 18
Neri	M	22 May 18
Perry	M	22 May 18
Perry	S	22 May 18
Pershick	J	22 May 18
Porteous	H	22 May 18
Porteous	M	22 May 18
Ranger	I	22 May 18
Sheridan	M	22 May 18
Sinclair	J	22 May 18
Somers	G	22 May 18
Stackhouse	J	22 May 18
Stackhouse	S	22 May 18
Tanguay	M	27 Feb 18
Tanguay	V	22 May 18
Tew	C	22 May 18
Walsh	L	22 May 18
Willis	J	22 May 18
Yakabuski	A	22 May 18

APPOINTMENTS

15. 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

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 have not yet been established for the 2018-2019 training year.

FORECASTED ACTIVITIES

18. The following activities are upcoming

Date	Activities
8 Sept 18	Russell Fair
9 Sept 18	Fall Gliding
11 Sept 18	New Cadet Information Night
14-16 Sept 18	NCM Course
16 Sept 18	Battle of Britain Parade
29 Sept 18	Sqn Marksmanship and Sports
2 Oct 18	Open House
6 Oct 18	Aviation Day

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

ADMINISTRATION

20.

- 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.

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TUESDAY TRAINING NIGHT SCHEDULE

21. Effective **4 SEPT 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-2B, until stated otherwise.

23. For information regarding orders of dress, visit:

<http://www.cycloneaircadets.com/dress-regulations.html>

ANNOUNCEMENTS AND NOTICES

ROUTINE ORDERS

24. 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.
25. Weekly Announcements can be found online at <http://www.cycloneaircadets.com/announcements.html>
26. 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

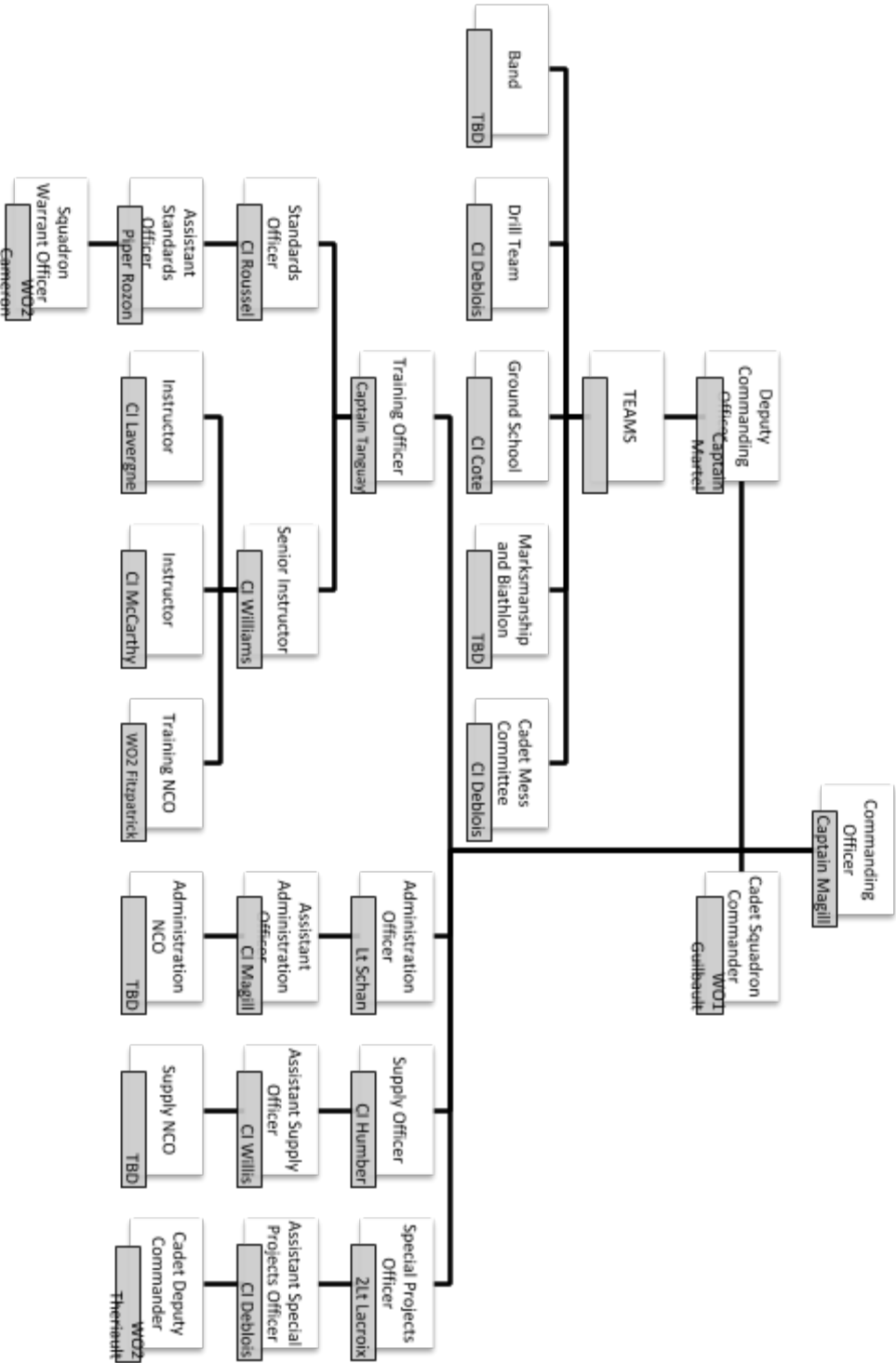
Duty Officer
Duty Cadets

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 _____