



MONTHLY ROUTINE ORDERS

DATED: November 2020

ORDER: 1120

LAST ORDER: 1020

AUTHORITY

1. These orders are issued by the authority of the Commanding Officer or their 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 September 2020 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 the next 6 weeks is as follows:

DATE	DUTY OFFICER
17 Nov 20	Capt Tanguay
24 Nov 20	
1 Dec 20	
8 Dec 20	2Lt Rozon
15 Dec 20	

Any absence or change of duty must be coordinated with the Admin Officer.

MONTHLY ROUTINE ORDERS

OCTOBER 2020

TAKEN ON STRENGTH (TOS)

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

Last Name	First Initial	Rank	Effective Date
Nil	Nil	Nil	Nil

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

Last Name	First Initial	Rank	Date	Transfer from Unit
Mpenza	E	Cdt	2 Nov 2020	Nil

*Current strength of the squadron stands at **60** cadets*

STRICKEN OFF STRENGTH (SOS)

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

Last Name	First Initial
Nil	Nil

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

Last Name	First Initial
Nil	Nil

TRANSFERS OUT

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

Last Name	First Initial	New Unit
Nil	Nil	Nil

PROMOTIONS

13. The following cadets have been promoted:

Last Name	First Initial	Rank
Nil	Nil	Nil

APPOINTMENTS

14. The following cadets have been assigned an appointment:

Last Name	First Initial	Position
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Nil	Nil	Nil
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ROUTINE ITEMS

UPCOMING EVENTS

3. The most up to date calendar of events is located at:
<https://www.5ycloneaircadets.ca/calendar.html>

TEAM ACTIVITIES

4. The squadron Teams will begin and practice as follows:
 - a. Ground School, being delivered online, as per Weekly Announcements:
<https://www.5ycloneaircadets.ca/weekly-announcements>
 - b. Further information for Optional Activities will be provided in the November ROs

FORECASTED ACTIVITIES

5. In accordance with orders from RCSU (E) CO received 30 Sep, all in-person training including events and activities have been cancelled until further notice.

ADMINISTRATION

6. **Detailed Health Questionnaires** and **Annual Validation Forms** sent out to cadets must be returned to the Admin Officer within **one week**. Cadets who haven't submitted completed documentation cannot participate in Squadron/Regional activities and summer training.

TUESDAY TRAINING NIGHT SCHEDULE

Refer to <https://www.5ycloneaircadets.ca/training-schedule.html>

DRESS

7. As per A-CR-CCO-100/AG-001, Cadet and Junior Canadian Rangers Dress Instructions the numbered order of dress for the cadets will be C3B.
8. Dress for staff will be as per CAF Dress Instructions, dress of the day 3B.
9. For information regarding orders of dress, visit:
<https://www.5ycloneaircadets.ca/orders-of-dress.html>

ANNOUNCEMENTS AND NOTICES

ROUTINE ORDERS

3. 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.
4. Weekly Announcements can be found online at <https://www.5cycloneaircadets.ca/weekly-announcements>
5. Any questions related to points seen in these ROs can be addressed appropriately through the chain of command.

// Original signed //

Christine Martel

Captain

Commanding Officer

Annexes

A - 5 Sqn Staff Organisation Chart

Distribution List

Action

Duty Officer

Info

Adult Staff

Cadets (via website)

Sponsoring Committee

Annex A

5 Cyclone Staff Organisational Chart
(dated 29 Sep 20)



5 Cyclone Squadron
Royal Canadian Air Cadets

Organizational Chart 2020-21

