



## 5 Cyclone Royal Canadian Air Cadet Squadron

### MONTHLY ROUTINE ORDERS

DATED: January 2020

ORDER: 0120

LAST ORDER: 1219

### AUTHORITY

1. These orders are issued by 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 December 2019 can be found in Annex A.
4. Terms of Reference for the Canteen NCM can be found in Annex C.

#### 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 6 weeks is as follows:

DATE	DUTY OFFICER	SR DUTY CADET	JR DUTY CADET
07 Jan 20	CI Dellisse	Sgt Furlong	Cpl Plourde
14 Jan 20		Sgt Yakabuski	Cpl Bierman
21 Jan 20		Sgt Garneau	Cpl Laurin Marinier
28 Jan 20	CI Gagnon, K	No Training	No Training
04 Feb 20		FSgt Ball	Cpl Perras Villeneuve
11 Feb 20		Sgt Willis	Cpl Maxwell

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

**Please note: The Tuesday training night scheduled for 28 Jan has been moved to Wednesday, 29 Jan 20. There will not be duty on 28 or 29 Jan.**

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**TAKEN ON STRENGTH (TOS)**

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

Last Name	First Initial	Rank	Effective Date
Nil	Nil	Nil	Nil

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

Last Name	First Initial	Rank	Date	Transfer from Unit
Lacroix	T	Cdt	17 Dec 19	Nil

*Current strength of the squadron stands at **66** cadets*

**STRICKEN OFF STRENGTH (SOS)**

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

Last Name	First Initial
Nil	Nil

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

Last Name	First Initial
Nil	Nil

**TRANSFERS OUT**

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

Last Name	First Initial	New Unit
Nil	Nil	Nil

**PROMOTIONS**

14. The following cadets have been promoted:

Last Name	First Initial	Rank
Porteous	M	WO1

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### APPOINTMENTS

15. The following cadets have been assigned an appointment:

Last Name	First Initial	Position
Nil	Nil	Nil

### ROUTINE ITEMS

#### UPCOMING EVENTS

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

<https://www.5cycloneaircadets.ca/calendar.html>

#### TEAM ACTIVITIES

17. The squadron teams will begin and practice as follows:

- Pipes and Drums Music: Wednesdays from 1900 hrs to 2100 hrs at Russell High School;
- Drill Team: Thursdays from 1900 hrs to 2100 hrs at ESCE;
- Ground School: Wednesdays from 1830 hrs to 2100 hrs at ESCE; and
- Marksmanship/Biathlon: As announced in the Weekly Announcements.

#### FORECASTED ACTIVITIES

18. The following activities are upcoming

Date	Activities
4 Jan 20	End of Christmas Break Stand Down
7 Jan 20	Sports Night
18 Jan 20	National Exams - Flying Scholarships
18 Jan 20	Regional Bowling Competition
18 Jan 20	Living Locally Fair - Volunteering
22 Jan 20	Mock Interviews for National Summer Training Opportunities
25-26 Jan 20	Biathlon Competition
25 Jan 20	Ottawa 67s Game and Skating
29 Jan 20	Archery Tag

19. For information on activities outlined above, visit the Weekly Announcements under “Keeping Informed” on the Squadron Website.

**ADMINISTRATION**

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

**TUESDAY TRAINING NIGHT SCHEDULE**

21. 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
7:25 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 A-CR-CCO-100/AG-001, Cadet and Junior Canadian Rangers Dress Instructions the numbered order of dress for the cadets will be C-3.
23. Dress for staff will be as per CF Dress Instructions, dress of the day 3C.
24. For information regarding orders of dress, visit:  
<https://www.5cycloneaircadets.ca/orders-of-dress.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

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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 <https://www.5ycloneaircadets.ca/weekly-announcements>
27. 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

B - Duty Personnel Responsibilities (Officers and duty cadets)

C - Terms of Reference - Canteen NCM

### Distribution List

#### Action

Duty Officer

Duty Cadets

#### Info

Adult Staff

Cadets (via website)

Sponsor Committee

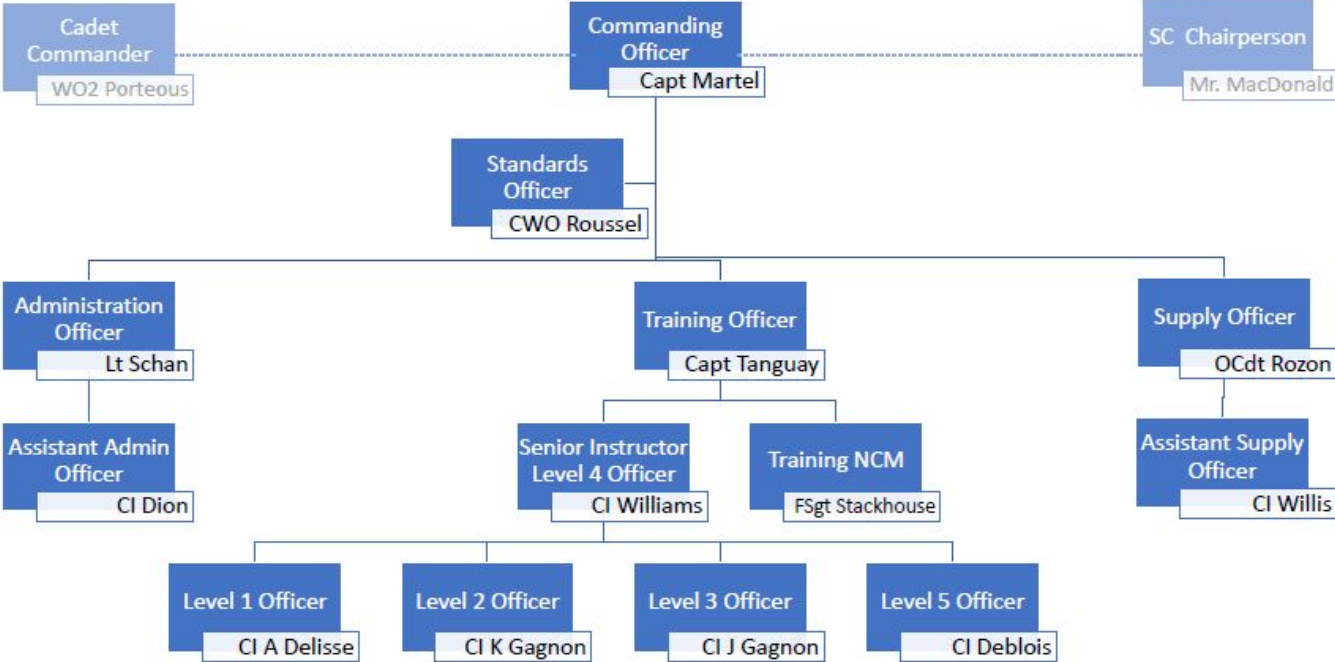
Annex A  
TO RO - DEC 19

**5 Cyclone Staff Organisational Chart**  
(dated December 2019)



**5 Cyclone Squadron**  
Royal Canadian Air Cadets

**Organizational Chart 2019-20**



**Annex B**

**TO RO - DEC 2019**

**Duty Staff Responsibilities**

*(revised Oct 2019)*

**General**

The Duty Staff is comprised of three (3) individuals:

- The Duty Officer;
- The Senior Duty Cadet; and
- The Junior Duty Cadet.

The Duty Staff is overseen by the Administration Officer (Admin O). Anyone who is unable to attend a training night where they are scheduled for duty must inform the Admin O as soon as they are aware they will not be in attendance so the proper adjustments may be made.

The duty schedule is released monthly in 6 week increments via the Monthly Routine Orders.

**Duty Officer**

The Duty Officer is responsible to the Admin O for the following duties on training nights (in no particular order):

- Supervise all duty personnel
- Review cadet attendance for completeness and provide to Admin Officer
- Ensure all adults have signed in (SSC and Squadron Staff)
- Ensure classrooms are unlocked for 1830 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.
- After closing parade ensure that all common areas of the school are clear including, but not limited to:
  - Cafeteria
  - Gymnasium
  - Hallways

**Senior Duty Cadet**

The Senior Duty Cadet is a cadet holding the rank of Sgt or higher and is responsible to the Duty Officer for the following duties on training nights (in no particular order):

- Attend classes as required
- Once attendance has been collected, inform the SWO how many cadets are in the building
- Provide attendance to Duty Officer
- Be present in the lobby from 1830 hrs to 1900 hrs to direct cadets, parents, new recruits, etc.

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- Work with Canteen NCM after break to ensure the area is cleaned properly
- 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.
- Turn the Duty Binder over to the following Senior Duty Cadet

### **Junior Duty Cadet**

The Junior Duty cadet is a cadet holding the rank of Cpl or FCpl and is responsible to the Senior Duty Cadet for the following duties on training nights (in no particular order):

- Attend classes as required
- Attain attendance from Assistant Admin O
- Conduct attendance sign-in and provide to the senior duty NCM
- Give 5 minute warning to instructors
- Work with Senior Duty Cadet and Canteen NCM to ensure cafeteria is cleaned following break



**Annex C**

**TO RO - NOV 19**

**Terms of Reference (TOR) - Canteen Non-Commissioned Member (NCM)**

The Canteen NCM reports to the Duty Officer and is responsible for the following duties:

- Prior to 1930hrs, check with Duty Officer and Cadet Commander to find out if any announcements need to be made during break;
- Make any squadron-wide announcements that need to be made during break once all levels have arrived in the cafeteria;
- Assist the canteen parent with management of queue for canteen (as required);
- Keep cadets away from any ongoing cadet business (whether cadet, staff or sponsoring committee) in the cafeteria during the break period;
- Announce the end of the break period to the squadron promptly at 2015hrs (unless otherwise specified);
- Along with the Senior and Junior Duty NCM, ensure that the cafeteria is in proper order following the end of the break period (no garbage is left anywhere, tables are straightened out, chairs tucked in under tables exterior door is closed...etc). Once completed, send Junior and Senior Duty NCM to 3rd period training;
- Assist canteen parent with putting away canteen supplies;
- Report to Duty Officer any incident that occurs during the break period;
- Report to Duty Officer once cleanup of cafeteria is completed; and
- Any other duties as assigned.