



5 Cyclone Royal Canadian Air Cadet Squadron

MONTHLY ROUTINE ORDERS

DATED: October 2019

ORDER: 1019

LAST ORDER: 0919

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 August 2019 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	SR DUTY CADET	JR DUTY CADET
24 Sept 19	CI Gagnon, J	Sgt Gaudreault	FCpl Stewart
01 Oct 19		Sgt Young	FCpl Pershick
08 Oct 19		Sgt Willis	FCpl Barker
15 Oct 19	CI Deblois	Sgt Atkinson	Cpl Plourde
22 Oct 19		Sgt Leblanc	Cpl Van De Visch
29 Oct 19		Sgt Lemay	Cpl Maxwell

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

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

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

Last Name	First Initial	Rank	Date	Transfer from Unit
Bissonnette	X	Cdt	17 Sep 19	Nil
Bühler	J	Cdt	24 Sep 19	Nil
Cheslock	C	Cdt	24 Sep 19	Nil
Clermont	P	Cdt	17 Sep 19	Nil
Forero Dimas	A	Cdt	17 Sep 19	Nil
Forero Dimas	P	Cdt	17 Sep 19	Nil
Ham	R	Cdt	03 Sep 19	Nil
Holmes-Benjamin	A	Cdt	03 Sep 19	Nil
Ivanski	J	Cdt	24 Sep 19	Nil
Landriault	S	Cdt	03 Sep 19	Nil
Malec	J	Cdt	03 Sep 19	Nil
Matamoros	D	Cdt	10 Sep 19	Nil
Montreuil	F	Cdt	03 Sep 19	Nil
Neri	C	Cdt	03 Sep 19	Nil
Panagapko	G	Cdt	10 Sep 19	Nil
Skinner	P	Cdt	24 Sep 19	Nil
Vanhaaften	W	Cdt	03 Sep 19	Nil

*Current strength of the squadron stands at **67** 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
MacDonald	V
Miles	J
Porteous	H
Porteous-Guay	T
Tew	C

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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
Perras Villeneuve	N	Cpl
Perry	M	WO2

APPOINTMENTS

14. The following cadets have been assigned an appointment:

Last Name	First Initial	Position
Ball	E	Public Affairs Cadet
Garneau	N	Canteen NCM
MacDonald	A	Recruit Flight Sergeant
Nadeau	H	Flight Commander - Flight 2
Perry	M	Cadet Squadron Warrant Officer
Perry	S	Flight Sergeant - Flight 2
Ranger	I	Flight Commander - Flight 1
Sheridan	M	Deputy Cadet Commander
Stackhouse	J	Flight Commander - Flight 3
Tanguay	V	Flight Commander - Recruit Flight
Weiher	A	Flight Sergeant - Flight 1
Willis	J	Recruit Flight Sergeant
Yakabuski	A	Flag Party Commander
Young	E	Flight Sergeant - Flight 3

ROUTINE ITEMS

UPCOMING EVENTS

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

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

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TEAM ACTIVITIES

16. The squadron teams have begun and practice as follows:
- Band: Wednesdays starting 2 October from 1900hrs to 2100hrs 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;
 - Marksmanship: Saturdays from 0900 hrs to 1200 hrs as per website calendar;
 - Biathlon: Saturdays from 1300 hrs to 1500 hrs as per website calendar; and
 - Effective Speaking: Details to be issued in the Weekly Announcements.

FORECASTED ACTIVITIES

17. The following activities are upcoming

Date	Activities
01 Oct 19	CO's Armchair Discussion
03-06 Oct 19	Fall Tag Days
08 Oct 19	CO's Parade
11 Oct 19	Senior NCM Activity
14 Oct 19	Winter Dress in Effect
19 Oct 19	Pipes and Drums Music Clinic
19-20 Oct 19	Biathlon Patrol Race
20 Oct 19	Fall Gliding Day #2
25-27 Oct 19	Fall FTX

18. For information on activities outlined above, visit the Weekly Announcements under "Keeping Informed" on the Squadron Website.

ADMINISTRATION

19. **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

20. 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

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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

21. As per CATO 55-04, Annex A, Air Cadet Uniform numbered order of dress for the cadets will be C-2B until 14 Oct 19. From 14 Oct 19 onward, dress will be C-2.
22. Dress for staff will be as per CF Dress Manual, dress of the day 3B until 14 Oct 19 and 3C after this date.
23. For information regarding orders of dress, visit:
<https://www.5ycloneaircadets.ca/orders-of-dress.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 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.
25. Weekly Announcements can be found online at
<https://www.5ycloneaircadets.ca/weekly-announcements>
26. 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

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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 19

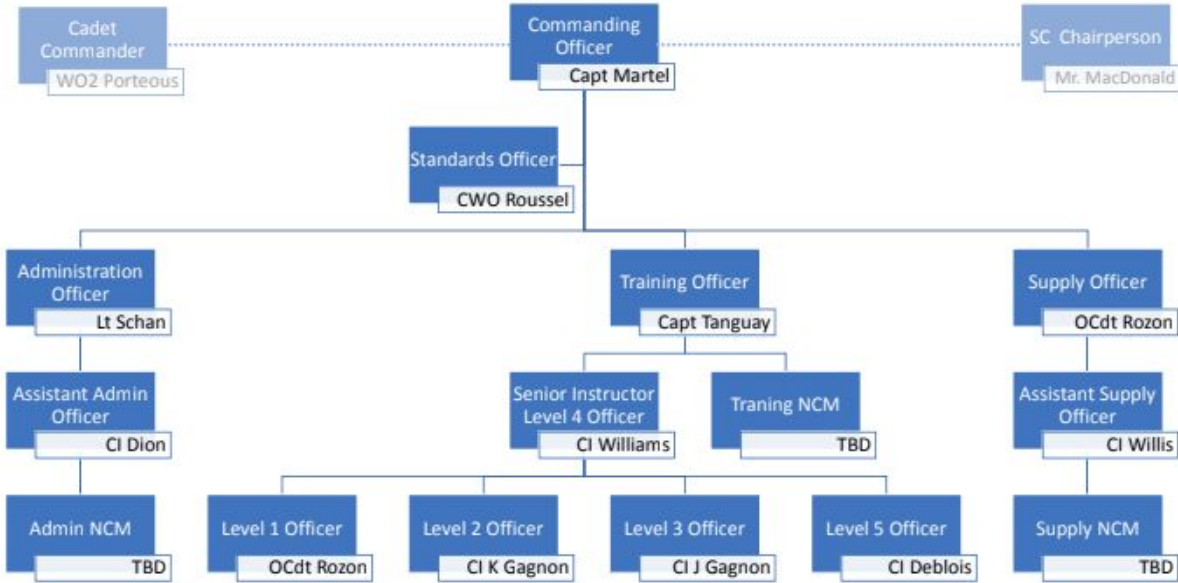
5 Cyclone Staff Organisational Chart

(dated August 2019)



5 Cyclone Squadron
Royal Canadian Air Cadets

Organizational Chart 2019-20



**Annex B
TO RO - SEPT 2019**

Duty Responsibilities and Checklist

(revised Aug 2019)

Duty Officer

The Duty Officer is responsible to the Admin Officer for the following duties on Tuesday Training evenings:

- 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 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 attendance 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 attendance sign-in 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 _____