



5 Cyclone Royal Canadian Air Cadet Squadron

MONTHLY ROUTINE ORDERS

DATED: September 2019

ORDER: 0919

LAST ORDER: 0519

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 July 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
03 Sep 19	CI Willis	FSgt Ranger	FCpl Cloutier-Dion
10 Sep 19		Sgt Neri	FCpl Stewart
17 Sep 19		Sgt Yakabuski	FCpl Walsh
24 Sep 19	CI Gagnon, J	Sgt Gaudreault	Cpl MacDonald
01 Oct 19		Sgt Young	FCpl Pershick
08 Oct 19		Sgt Willis	FCpl Barker

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

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TAKEN ON STRENGTH (TOS)

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

Last Name	First Initial	Rank	Effective Date
Dion	N	Cl	27 Aug 19
Gagnon	J	Cl	27 Aug 19
Gagnon	K	Cl	27 Aug 19
Guilbault	L	Cl	03 Sep 19
Maxwell	C	Mrs	27 Aug 19

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

Last Name	First Initial	Rank	Date	Transfer from Unit
Acs	J	Cdt	01 Sep 19	Nil
Weiher	A	FSgt	03 Sep 19	517
Weiher	E	FCpl	03 Sep 19	517

*Current strength of the squadron stands at **54** cadets*

STRICKEN OFF STRENGTH (SOS)

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

Last Name	First Initial
Lacroix	M
Magill	E
Magill	M
Richmond	P

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

Last Name	First Initial
Fitzpatrick	R
Gaskin	D
Guilbault	L
Therault	S

TRANSFERS OUT

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

Last Name	First Initial	New Unit
Cahill	R	Unknown

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
Porteous	M	Cadet Commander

ROUTINE ITEMS

UPCOMING EVENTS

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

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

TEAM ACTIVITIES

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

- Band: Wednesdays. Details to be announced in Weekly Announcements;
- Drill Team: Thursdays from 1900 hrs to 2100 hrs at ESCE beginning on 19 Sep for returning members and 26 Sep for new members;
- Ground School: Day to be determined. Details to be announced in Weekly Announcements; and
- Marksmanship/Biathlon: See the calendar.

FORECASTED ACTIVITIES

17. The following activities are upcoming

Date	Activities
03 Sep 19	Sports Night and New Cadet Registration
06-08 Sep 19	Senior NCM Course
07-08 Sep 19	Russell Fair Booth
10 Sep 19	First Regular Training Night and New Cadet Registration
11 Sep 19	Ground School Begins
14 Sep 19	Fall Gliding
15 Sep 19	Battle of Britain Parade
17 Sep 19	New Cadet Registration
19 Sep 19	Drill Team practice for Returning Members
24 Sep 19	Open House

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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
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.
22. Dress for staff will be as per CF Dress Manual, dress of the day 3B.
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.

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25. Weekly Announcements can be found online at
<https://www.5cycloneaircadets.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

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

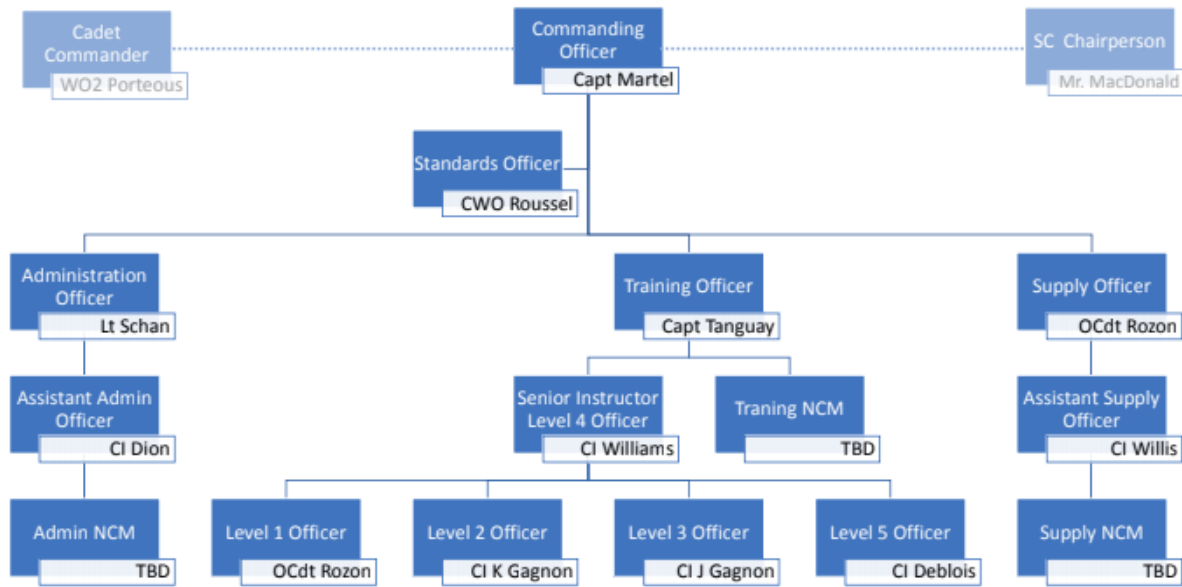
5 Cyclone Staff Organisational Chart

(dated August 2019)



5 Cyclone Squadron
Royal Canadian Air Cadets

Organizational Chart 2019-20



2019-08-20

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 _____