



5 Cyclone Royal Canadian Air Cadet Squadron

MONTHLY ROUTINE ORDERS

DATED: Jan 2023

ORDER: 0123

LAST ORDER: 1222

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 August 2022 can be found in Annex A.

DUTY SCHEDULE

4. Duty officers are responsible for ensuring all classrooms and spaces used by the squadron at ESCE are left clean and organized.
5. See Annex C for responsibilities.

DATE	Duty Cadet	DUTY OFFICER
3 Jan 23	WINTER BREAK	OCdt Caswell
10 Jan 23	FCpl White	
17 Jan 23	WO2 MacDonald	
24 Jan 23	FCpl An	Capt Willis
31 Jan 23	FCpl Maxwell	
7 Feb 23	FCpl Mpenza	

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

TAKEN ON STRENGTH (TOS)

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

Last Name	First Initial	Rank
Nil	Nil	Nil

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

Last Name	First Initial	Rank	Date	Transfer from Unit
Abraham	J	Cdt	12-12-22	Nil
Boyer	J	Cdt	12-12-22	Nil
Paquette	E	Cdt	12-12-22	Nil
Seguin	A	Cdt	12-12-22	Nil

*Current strength of the squadron stands at **46** cadets*

STRUCK OFF STRENGTH (SOS)

1. The following staff members have been Struck Off Strength (SOS):

Last Name	First Initial
Nil	Nil

2. The following Cadets have been Struck Off Strength (SOS):

Last Name	First Initial
Baxter	L
Lemay	T
Panagapko	L

PROMOTIONS

3. The following officers have been promoted:

Last Name	First Initial	Rank
Nil	Nil	Nil

4. The following cadets have been promoted:

Last Name	First Initial	Rank
Hicks	R	FCpl

APPOINTMENTS

5. The following senior cadets have been appointed:

Rank	Last Name	Position
Nil	Nil	Nil

ROUTINE ITEMS**UPCOMING EVENTS**

6. The calendar of events is located at: <https://www.5cycloneaircadets.ca/calendar.html>

TEAM ACTIVITIES

7. The squadron Teams will begin and practice as detailed in the [Weekly Announcements](#).

FORECASTED ACTIVITIES

8. The following activities are upcoming:

Date	Activity
21 Dec 22 to 9 Jan 23	Winter Break (inclusive)
7 Jan 23	Marksmanship
10 Jan 23	First Training Night of 2023
10 Jan 23	WO1 Merit Review Boards
21 Jan 23	TBD - Squadron Sports Tournament
24 Jan 23	CO's Parade – WO1 Yakabuski Retires

TUESDAY TRAINING NIGHT SCHEDULE

9. Accessible to instructors through Cadet365.

DRESS

10. 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 C5.
11. Dress for staff will be as per CAF Dress Instructions, dress of the day CADPAT.
12. For information regarding orders of dress, visit:
<https://www.5cycloneaircadets.ca/orders-of-dress.html>

ANNOUNCEMENTS AND NOTICES

ROUTINE ORDERS

13. 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.
14. Weekly Announcements can be found online at <https://www.5cycloneaircadets.ca/weekly-announcements>
15. Any questions related to points seen in these ROs can be addressed appropriately through the chain of command.

// Original signed //

Rachel Willis

Captain

Commanding Officer

Annexes

A - 5 Sqn Cadet Organizational Chart

B - 5 Sqn Staff Organizational Chart

C – Duty Staff Responsibilities

Distribution List

Action

Duty Officer

Info

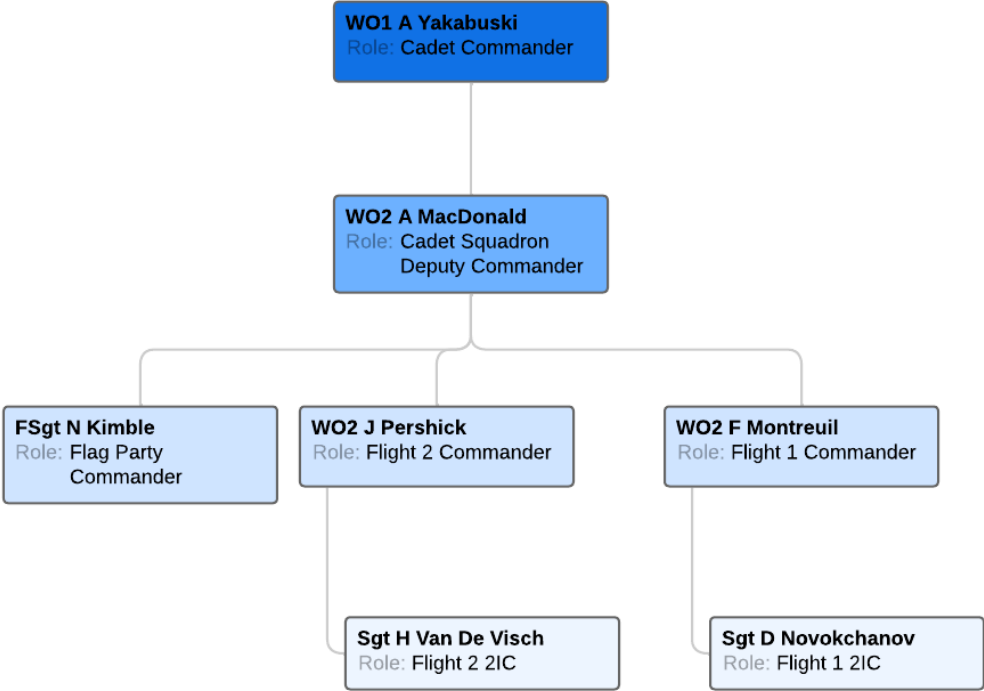
Adult Staff

Cadets (via website)

Sponsoring Committee

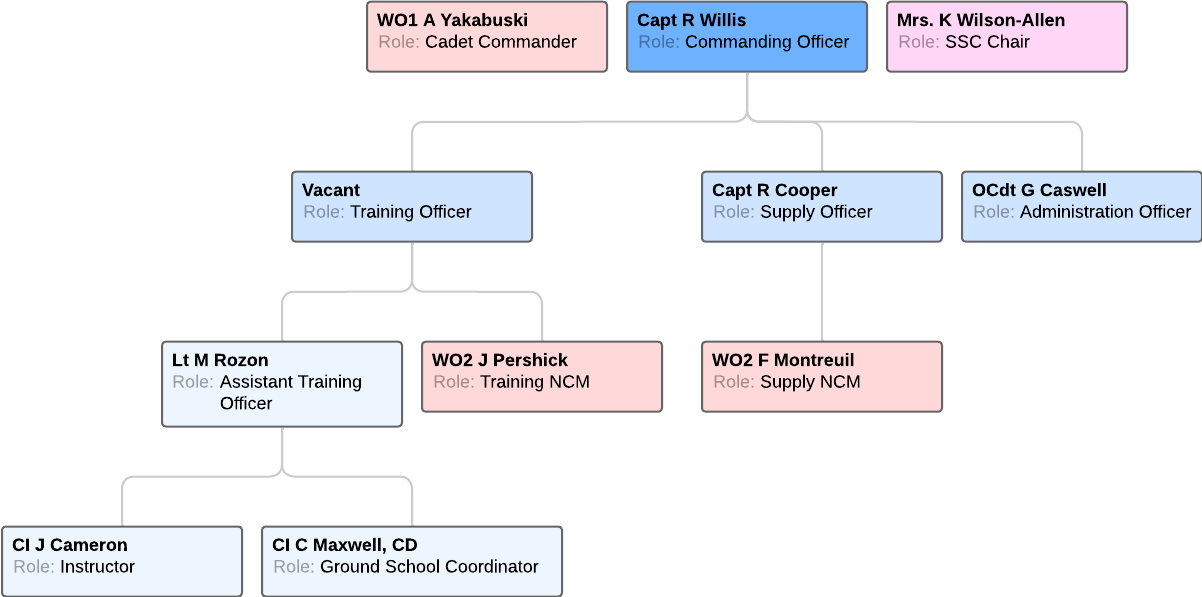
Annex A

5 Cyclone Cadet Organizational Chart
(dated 28 Dec 22)



Annex B

5 Cyclone Staff Organizational Chart
(dated 28 Dec 22)



Annex C

Duty Staff Responsibilities

(revised Oct 2022)

General

The Duty Staff is comprised of two (2) individuals:

- The Duty Officer; and
- The Duty Cadet.

The Duty Staff is overseen by the Commanding Officer (CO). Anyone who is unable to attend a training night where they are scheduled for duty must inform the CO 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 CO for the following duties on training nights (in no particular order):

- Supervise all duty personnel
- 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

Duty Cadet

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

- Attend classes as required.
- Inform the SWO how many cadets are in the building after obtaining the count from Admin
- Be present in the lobby from 1830 hrs to 1900 hrs to direct cadets, parents, new recruits, etc.
- Ensure the cafeteria area is cleaned and reset properly following break.
- Oversee any additional clean-up at the end of the night.

Annex C – Continued

- Report to the Duty Officer by 2115hrs to confirm all duties have been performed and to be relieved of duty.
- Turn the Duty Binder over to the following Duty Cadet.
- Give 5 minute warning to instructors

Annex C – Continued

End of Training Night Checklist

(Revised Oct 2022)

The following areas must be checked at the end of every training night as a collaborative effort between all members of that training night’s duty team. **No one member of the duty team is responsible for checking these areas.**

Classrooms

- All desks placed back where they came from and neatly aligned
- Chairs tucked in (where applicable)
- Boards erased
- Garbage picked up and put in the proper bins
- Nothing left behind
- Supplies borrowed from teachers’ desks have been returned to their places (i.e.: staplers, dry erase markers, pens, Kleenex, etc.)
- All exterior doors/windows closed (where applicable)
- Lights turned off and doors closed

Hallways/Main Entrance

- Nothing left behind
- No garbage

Cafeteria/Gymnasium

- Garbage picked up and put in proper bins
- All exterior doors closed
- Nothing left behind

Miscellaneous

- Any lost and found (items left behind) turned into the Duty Officer
- All checklists filled out and turned into the Administration Officer by **2115hrs**

Date: _____

Duty Officer: _____

Duty Cadet: _____