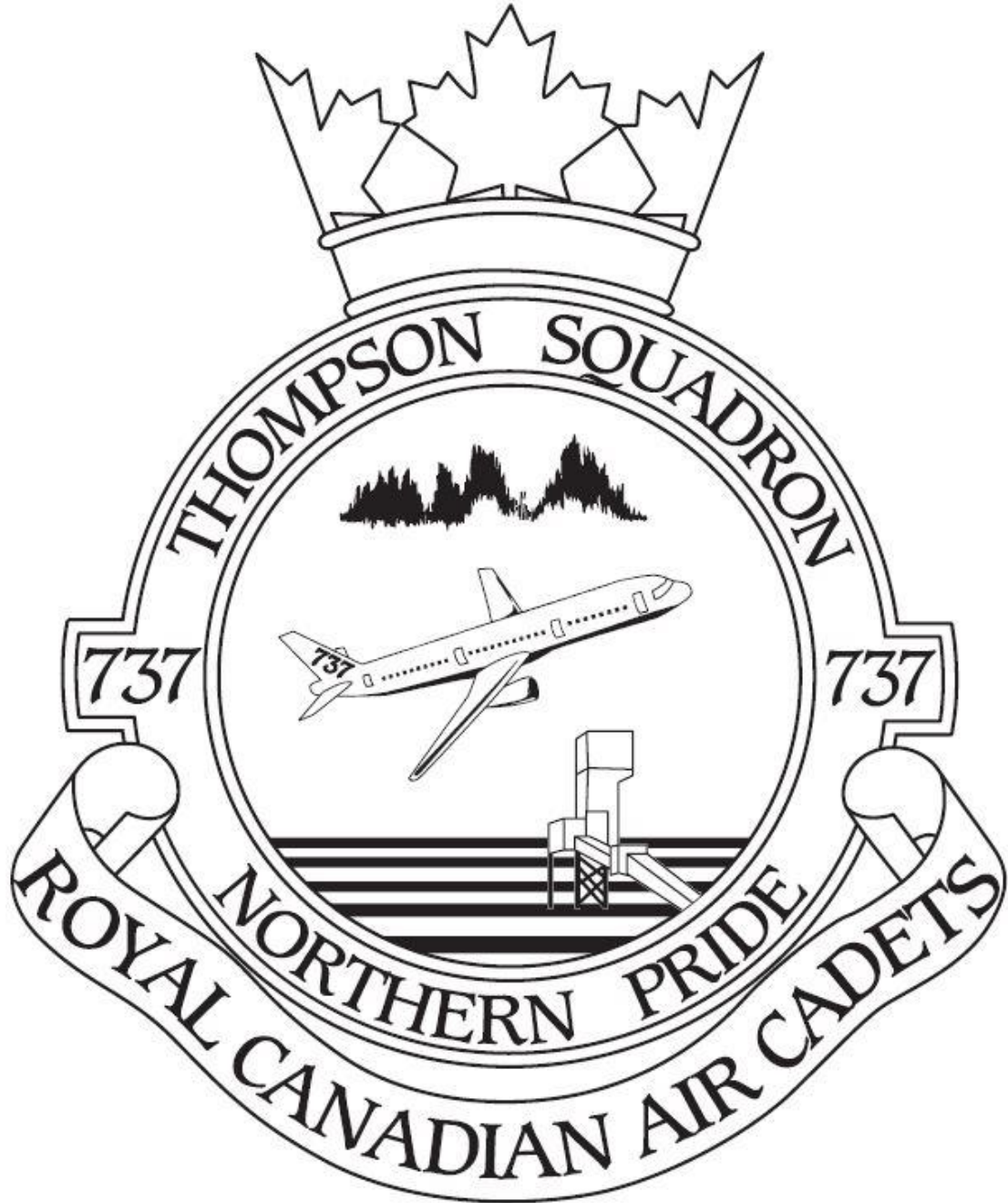


**SQUADRON STANDING ORDERS**



**737 THOMPSON SQUADRON  
ROYAL CANADIAN AIR CADETS**

### Commanding Officer's Message

1. These Squadron Standing Orders define regulations that are particular to this Squadron and do not change regularly.
2. All personnel shall acquaint themselves with, obey and enforce these Orders. Breaches will be taken seriously and dealt with accordingly.
3. Ignorance of the contents of these Orders will not be as an excuse for failure to obey them, as all personnel are aware of the existence and purpose of these Orders.
4. No set of orders can provide for every situation and/or emergency, and therefore these Orders shall not replace sound judgement and effective supervision. Personnel are expected to use common sense in unusual or emergency situations.
5. These Standing Orders are designed to enhance national and regional orders and directives (including but not limited to CATOs, CJCR SpGpOs, DAODs, QR&Os, QR(Cadets), and shall not replace nor supersede the national/regional orders at any time. In a case of discrepancy between the national or regional orders and the orders contained herein, the national or regional orders shall prevail.
6. The discretion of the Commanding Officer shall be the final authority in all decisions at the local level.
7. These Orders and all amendments hereto are effective upon receipt.

D. Colosie  
Captain  
Commanding Officer  
737 RCACS

RECORD OF AMENDMENTS

Amendment Number	Paragraph(s) Amended	Date of Amendment	Amended By (Rank & Name)
2018-1 (Original)	ALL	05 Oct 2018	Captain D. Colosie
2021-1	<p style="text-align: center;"> <u>1.3.25; 1.3.28; Section 1.4;</u>  <u>Section 2.2; 2.4.2; 2.5.2; 2.5.4.1;</u>  <u>2.5.4.2; 2.6.1; 2.7.4; Section 2.10;</u>  <u>2.13.2; 2.13.3; 2.14.2; 2.14.7;</u>  <u>3.1.4; Section 3.2; 3.4.4; 3.4.9;</u>  <u>3.5.9; 3.6.2.1; 3.7.2; 3.9.6.1; 3.9.8;</u>  <u>3.10.1.5; 3.10.1.6; 3.12.1; 3.12.2.1;</u>  <u>3.12.6; 3.12.7; 3.14.3; 3.14.8.1;</u>  <u>3.15.2; 4.6.6; Section 4.7; 5.2.1;</u>  <u>5.10.1.1; 5.10.3.5; 6.2.1; 6.3.4;</u>  <u>6.6.3; Section 6.7; Section 6.9;</u>  <u>6.11.4; 6.11.5; 6.11.6; 6.11.7;</u>  <u>7.2.5; 8.2.2.1; 8.2.2.2; 8.2.6; 8.2.7;</u>  <u>8.4.1; 8.4.2; 8.4.4.1; 8.5.5; 8.5.6;</u>  <u>8.5.7; Section 8.6; 9.3.1;</u>  <u>Section 9.6 Title Only; 10.3.6.1;</u>  <u>10.5.2; 10.5.3; 11.8.2; 11.9.3;</u>  <u>11.10.4; 12.3.2; 12.7.2; 12.8.1;</u>  <u>Section 12.10; 12.12.2; 12.12.7;</u>  <u>12.13.6; 12.15.1; 12.16.4; 12.17.2;</u>  <u>12.17.6; 12.18.4; Section 12.19;</u>  <u>Section 18.3.</u> </p>	29 Aug 2021	Captain D. Colosie

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## **1.0 GENERAL**

### **1.1 AIM**

- 1.1.1 The aim of these Standing Orders is to provide clear direction to the staff and cadets of 737 Royal Canadian Air Cadet Squadron regarding proper procedures, expected standards and organization and operation of the squadron.

### **1.2 DEFINITIONS**

- 1.2.1 Personnel – All CIC Officers, CVs, CIs, SSC Members, and Cadets of 737 RCACS, and visitors to 737 RCACS.
- 1.2.2 Member – All personnel, not including visitors.
- 1.2.3 Staff – All CIC Officers, CVs and CIs of 737 RCACS.
- 1.2.4 Shall / Will / Must – To be interpreted as imperative and/or mandatory.
- 1.2.5 May / Can – To be interpreted as permissive.
- 1.2.6 Should / Could / Might – To be interpreted as informative and/or optional.
- 1.2.7 References to positions such as Commanding Officer shall be interpreted as the position within 737 RCACS unless specified otherwise.
- 1.2.8 Medical Help – A doctor or other health care professional.
- 1.2.9 FORTRESS – The national database which is used to manage all cadet information files electronically.
- 1.2.10 Cadet Squadron Command Team (AKA Command Team)– The team made up of the CSC, DComd, SWO, and Adj.

### **1.3 ABBREVIATIONS**

- 1.3.1 AC – Air Cadet (rank)
- 1.3.2 ACGP – Air Cadet Gliding Program
- 1.3.3 ACLC – Air Cadet League of Canada
- 1.3.4 ACR – Annual Ceremonial Review
- 1.3.5 Adj – Cadet Squadron Adjutant
- 1.3.6 AdmO – Administration Officer
- 1.3.7 AED – Automated External Defibrillator
- 1.3.8 AKA – Also Known As
- 1.3.9 AWOL – Absent Without Leave
- 1.3.10 BandO – Band Officer
- 1.3.11 BandSL – Band Section Leader
- 1.3.12 Band2IC – Band Second-in-Command
- 1.3.13 BC – British Columbia
- 1.3.14 BCPC – British Columbia Provincial Committee
- 1.3.15 C.O.D. – Cash on Delivery
- 1.3.16 CAF – Canadian Armed Forces
- 1.3.17 CATO – Cadet Administrative and Training Order(s)
- 1.3.18 CCO – Canadian Cadet Organization(s)
- 1.3.19 CD – Canadian Decoration
- 1.3.20 CDS – Chief of the Defense Staff
- 1.3.21 CF – Canadian Forces
- 1.3.22 CFTC – Cadet Flying Training Centre (formerly RGS – Regional Gliding School)



1.3.23	CI	–	Civilian Instructor (rank)
1.3.24	CIC	–	Cadet Instructors Cadre
1.3.25	CJCR GpO	–	Cadets & Junior Canadian Rangers Group Order
1.3.26	CO	–	Commanding Officer (referring to the CO of 737 RCACS unless otherwise specified)
1.3.27	Cpl	–	Corporal (rank)
1.3.28	CPR	–	Cardiopulmonary Resuscitation
1.3.29	CRSO	–	Chief Range Safety Officer
1.3.30	CSC	–	Cadet Squadron Commander
1.3.31	CSG	–	Cadet Supply Group (usually referring to CSG Winnipeg)
1.3.32	CTC	–	Cadet Training Centre (formerly CSTC – Cadet Summer Training Centre)
1.3.33	CV	–	Civilian Volunteer (rank)
1.3.34	DAOD	–	Defense Administrative Orders and Directives
1.3.35	DCO	–	Deputy Commanding Officer
1.3.36	DComd	–	Cadet Squadron Deputy Commander
1.3.37	DM	–	Drum Major
1.3.38	DND	–	Department of National Defence
1.3.39	DOE	–	Duke of Edinburgh
1.3.40	DutyO	–	Duty Officer
1.3.41	EO	–	Enabling Objective
1.3.42	ERP	–	Emergency Response Plan
1.3.43	ERS	–	Emergency Response Services (fire and ambulance)
1.3.44	Etc.	–	et cetera
1.3.45	F/Comd	–	Cadet Flight Commander
1.3.46	F/Sgt	–	Cadet Flight Sergeant (not to be confused with the rank of FSgt)
1.3.47	Famil	–	Familiarization
1.3.48	FAO	–	First Aid Officer
1.3.49	FCpl	–	Flight Corporal (rank)
1.3.50	FltO	–	Flight Officer
1.3.51	FOD	–	Foreign Objects and Debris (usually: garbage)
1.3.52	FP2IC	–	Flag Party Second-in-Command
1.3.53	FPA	–	Firing Point Assistant
1.3.54	FPComd	–	Flag Party Commander
1.3.55	FPO	–	Flag Party Officer
1.3.56	FSgt	–	Flight Sergeant (rank) (not to be confused with the position F/Sgt)
1.3.57	FTX	–	Field Training Exercise
1.3.58	Fv2	–	FORTRESS Version 2
1.3.59	GPS	–	Glider Pilot Scholarship Course
1.3.60	GSO	–	General Safety Officer
1.3.61	IAW	–	In Accordance With
1.3.62	IG	–	Instructional Guides
1.3.63	LAC	–	Leading Air Cadet (rank)
1.3.64	LCO	–	Launch Control Officer

1.3.65	LHQ	–	Local Headquarters (also known as “Parade Location”)
1.3.66	Lt	–	Lieutenant (rank)
1.3.67	LvIO	–	Level Officer
1.3.68	Maj	–	Major (rank)
1.3.69	MROs	–	Monthly Routine Orders
1.3.70	MVPA	–	Moderate-to-Vigorous Physical Activity
1.3.71	NCO	–	Non-Commissioned Officer (referring to the cadet ranks of Corporal through Warrant Officer First Class)
1.3.72	NCOIC	–	NCO In Command / NCO In Charge
1.3.73	NCO2IC	–	NCO Second-in-Command
1.3.74	NCOTE	–	NCO Training Exercise
1.3.75	NSTC	–	National Scholarship Training Course(s)
1.3.76	OCdt	–	Officer Cadet
1.3.77	OIC	–	Officer in Charge
1.3.78	OpsTL	–	Operations Team Leader
1.3.79	OpsTM	–	Operations Team Member
1.3.80	PL	–	Proficiency Level
1.3.81	PMV	–	Personal Motor Vehicle / Personally-Owned Motor Vehicle
1.3.82	PO	–	Performance Objective
1.3.83	POL	–	Petroleum Oils and Lubricants Site
1.3.84	PPS	–	Power Pilot Scholarship Course
1.3.85	PRCI	–	Pacific Region Cadet Instruction(s)
1.3.86	PRSO	–	Primary Range Safety Officer
1.3.87	PSRY	–	Positive Social Relations for Youth
1.3.88	QR&O	–	Queens Regulations and Orders
1.3.89	QR(Cadets)	–	Queens Regulations (Cadets)
1.3.90	QSP	–	Qualification Standard and Plan
1.3.91	RCACS	–	Royal Canadian Air Cadet Squadron
1.3.92	RCAOps	–	Regional Cadet Air Operations
1.3.93	RCL	–	Royal Canadian Legion
1.3.94	RCMLO	–	Regional Cadet Medical Liaison Officer
1.3.95	RCMP	–	Royal Canadian Mounted Police
1.3.96	RCSU	–	Regional Cadet Support Unit
1.3.97	RCSU(P)	–	Regional Cadet Support Unit Pacific
1.3.98	RECCE	–	Reconnaissance
1.3.99	RSO	–	Range Safety Officer
1.3.100	RTU	–	Return to Unit
1.3.101	SCOT	–	Squadron Call-Out Tree
1.3.102	Sgt	–	Sergeant (rank)
1.3.103	SME	–	Subject Matter Expert(s)
1.3.104	SMS	–	Short Message Service (also known as Text Messaging)
1.3.105	SOS	–	Struck off Strength (Termination of Cadet Membership)
1.3.106	SSC	–	Squadron Sponsoring Committee
1.3.107	StdsO	–	Standards Officer
1.3.108	StdsTL	–	Standards Team Leader
1.3.109	StdsTM	–	Standards Team Member

1.3.110	SupO	–	Supply Officer
1.3.111	SWO	–	Cadet Squadron Warrant Officer
1.3.112	TCS	–	Training Counselling Session
1.3.113	TOS	–	Taken on Strength (Registration/Reactivation of Cadet Membership)
1.3.114	TrgO	–	Training Officer
1.3.115	UCCMA	–	Unit Cadet Conflict Management Advisor
1.3.116	UTP	–	Unit Training Plan
1.3.117	WO1	–	Warrant Officer First Class (rank)
1.3.118	WO2	–	Warrant Officer Second Class (rank)
1.3.119	2IC	–	Second-in-Command
1.3.120	2Lt	–	Second Lieutenant (rank)

#### **1.4 GENDER**

- 1.4.1 Wording specifying either the masculine or feminine gender shall be interpreted to include all persons regardless of gender identity unless the context clearly indicates otherwise.
- 1.4.2 737 RCACS commits to being a discrimination and harassment free environment in all cases, and specifically individuals are not to be discriminated against or harassed based on their gender identity.
- 1.4.3 Members of 737 RCACS are encouraged to speak with the Commanding Officer if they need specific accommodations based on their gender identity.
- 1.4.3.1 At the LHQ, a gender-neutral single-occupant washroom space is available.

#### **1.5 AUTHORITY**

- 1.5.1 WHEREAS Captain Daniel Colosie is appointed to the posting of Commanding Officer of 737 Royal Canadian Air Cadet Squadron under the authority of LCol Denis Letellier, Commanding Officer of the Regional Cadet Support Unit Northwest as per Change of Command documentation dated 03 October 2018, AND WHEREAS Captain Colosie will be the Commanding Officer of 737 Royal Canadian Air Cadet Squadron commencing on the date of 03 October 2018 and terminating on the date of 03 October 2021 except as otherwise ordered, THEREFORE these Standing Orders are issued by the Commanding Officer of 737 Royal Canadian Air Cadet Squadron under the authority of Queens Regulations and Orders 4.20.

#### **1.6 RESPONSIBILITY & DISTRIBUTION**

- 1.6.1 These Orders will be distributed to the following locations:
- Main Office at 737 LHQ
  - Squadron website – Resources section
  - Squadron Dropbox (staff)
  - Cadet Squadron Commander
  - Squadron Sponsoring Committee Chairperson
- 1.6.2 Copies of these Orders posted on web services, to include the Squadron website and Google Drive will be maintained by the CO.

- 1.6.3 Copies of these Orders posted at the LHQ shall be maintained by the Administration Officer.
- 1.6.4 Copies of these Orders distributed to other members shall be maintained by the member.

### **1.7 APPLICABILITY**

- 1.7.1 These Standing Orders apply to all personnel of 737 RCACS.
- 1.7.2 These Standing Orders shall be considered in effect whenever and wherever 737 Squadron personnel gather at any squadron activity, unless they are superseded by orders and directives issued by the CO or by orders and directives issued by another CAF/Cadet unit during joint activities when so directed by the CO.

### **1.8 AMENDMENTS**

- 1.8.1 The CO retains the right to temporarily or permanently amend or override these Orders for any reason.
  - 1.8.1.1 When discrepancies exist between these Orders and those Orders given subsequently by the CO, those Orders given subsequently by the CO shall take precedence.
- 1.8.2 Amendments to these Orders are the responsibility of the CO.
- 1.8.3 Suggestions for amendments to these Orders shall be submitted in writing through the chain of command to the CO.
- 1.8.4 All permanent amendments shall be assigned a number sequentially each year. This designation will be in the format of yyyy-##. (E.g. 2018-01, 2018-02, 2019-01, etc.)
- 1.8.5 All pages affected by the amendment shall be printed for all paper copies with the amendment number on the bottom left corner, and the date of amendment on the bottom right corner of the page.
  - 1.8.5.1 Note that changes to one page may affect other pages within the same section (1.0, 2.0, etc.), and care should be taken to print all pages within the same section if any doubt exists as to the integrity of the printed copy.

## **2.0 ORGANIZATION**

### **2.1 GENERAL**

- 2.1.1 Organizational Orders are the means of delegating authority and responsibility, and of coordinating the functions of staff and cadets within the squadron.
- 2.1.2 Organizational Orders are primarily contained in these Standing Orders, however, may appear as part of the Monthly Routine Orders (MROs). Organizational Orders contained in the MROs are no less important and shall be considered orders given subsequent to these Orders by the CO.
  - 2.1.2.1 Organizational orders published in MROs that are intended to become permanent changes to these Orders shall be appended into these Orders on the next amendment.

### **2.2 SQUADRON PURPOSE**

- 2.2.1 The purpose of 737 RCACS is to train its cadet members IAW the Aims of the Air Cadet Movement, as defined in CJCR GpO 8002-0 and CJCR GpO 8030-0.
- 2.2.2 The training objectives of the aforementioned CJCR GpOs are to be accomplished through a program of personal and social development based on military-like training, aviation and leadership studies, citizenship activities and a physical fitness program.
- 2.2.3 Activities not in support of the above training objectives are not authorized as a Squadron activity unless specifically approved by the CO and/or the appropriate regional authority.

### **2.3 COMMAND AND CONTROL**

- 2.3.1 The CO is responsible to the CO of RCSU Northwest LCol Denis Letellier.
- 2.3.2 The CO has the responsibility to supervise and control all duties of personnel under his command.
- 2.3.3 The CO has the right to expect the support of all personnel under his command. Personnel are to conduct themselves in a manner which is not detrimental to the Squadron's operational efficiency, nor in a manner which could bring discredit to the Squadron and or the CAF.
- 2.3.4 The CO may seek suggestions or information from others which may be used in assisting to make decisions or policies, however it will always be the CO who makes the final decision and bears responsibility for said decisions.
- 2.3.5 While the CO is responsible for the command, control and administration of 737 RCACS, the CO will from time-to-time delegate command, control and administrative duties to other personnel as he sees fit. The persons to whom these duties are delegated are then in turn responsible to the CO for their actions and inactions in the performance of their duties. Terms of Reference for positions and duties which have been assigned by way of these Orders are included at Section 14.0 (staff) and Section 16.0 (cadets).

### **2.4 COMMUNICATIONS – PARADE NIGHT**

- 2.4.1 Personnel present on parade nights will receive announcements during Closing Parade.

- 2.4.2 Important announcements made on parade will also be posted to the Squadron Website and Discord Server.
- 2.4.3 Personnel absent from Parade Nights are expected to catch up on announcements made using methods in paragraphs 2.5 and 2.6.

## **2.5 COMMUNICATIONS – NON-PARADE NIGHT**

- 2.5.1 Squadron personnel shall use the chain of command in all communication, whenever possible.
- 2.5.2 It is the responsibility of all members holding Squadron positions to ensure they are in possession of the most current contact information for their subordinates, as available in FORTRESS.
  - 2.5.2.1 Cadets holding Squadron positions requiring contact lists shall make a request through the Administration department.
- 2.5.3 The Squadron Call-Out Tree (SCOT) shall be as follows:
  - 2.5.3.1 For adult staff, the CO, DCO, UCCMA, GSO, StdsO, AdmO, SupO, and TrgO are the positions that are required to be notified of any messages using the SCOT, regardless of the level of the originator in the chain of command.
    - The exception to the above statement is when a message is directed ONLY to one specific team (E.g. the Drill Team for a message about a team practice) or one specific flight (E.g. Phoenix Flight for a message about a flight night). In these cases, the originator should notify the CO through the Chain of Command, and the cadet directly responsible for the team or flight. The CO may choose to notify the CSC if he deems it necessary/appropriate.
  - 2.5.3.2 It is the responsibility of the AdmO to contact all adult staff who do not hold one of the positions outlined in paragraph 2.5.3.1.
  - 2.5.3.3 For cadets, the CO shall contact the CSC. The CSC shall then disseminate the message to all cadets through the Chain of Command.
  - 2.5.3.4 Once the message has gone down the cadet chain of command and attempts to contact all cadets have been made, the CSC shall be notified through the cadet chain of command, including a list of those persons who could not be contacted in each section.
  - 2.5.3.5 Once the CSC has received notification that all cadets have been contacted or attempts have been made, he shall notify the CO, who shall in turn notify the originator of the message.
  - 2.5.3.6 Notwithstanding any other statement under 2.5.3, the unavailability of one person shall not preclude the contacting or attempts to contact the remaining members of the SCOT. (E.g. if the AdmO originates a message, passes it to the DCO, and the CO is unable to be reached to pass the message to the CSC, the DCO will then have the responsibility to contact the CSC in lieu of the CO.)
- 2.5.4 Communications on non-parade nights will be disseminated using one of the following communication protocols, as determined by the initiating member:
  - 2.5.4.1 Condition Green (Regular)

- Communications may utilize electronic mail (e-mail), Short Message Service (text message) using the SCOT, telephone using the SCOT, or social media (Squadron website, Facebook, Discord Server, etc.).
- Voicemails may be left.
- Confirmation to the originator that all persons have received the information is not required.

#### 2.5.4.2 Condition Yellow (Urgent)

- Communications may utilize Short Message Service (text message) using the SCOT, telephone using the SCOT, or social media direct messaging (E.g. Facebook Messenger, Discord direct messages) using the SCOT.
- Voicemails may be left, but prompt follow up is required to ensure the message was received.
- Confirmation must be provided to the originator that all persons have received the information.

#### 2.5.4.3 Condition Red (Critical)

- Communications may utilize telephoning using the SCOT only.
- Voicemails are not authorized.
- Confirmation must be provided to the originator that all persons have received the information.

## 2.6 COMMUNICATIONS – SOCIAL MEDIA

- 2.6.1 Social Media, specifically Facebook and Discord, are approved methods of communication, however, should be used with care due to their public nature.
- 2.6.2 Personnel are instructed to take care not to post items that would or could cause discredit to a member, the Squadron, CAF, CCO, DND, ACLC, SSC, or any other affiliated unit/organization.

## 2.7 COMMUNICATIONS – MEDIA

- 2.7.1 Communications with any media organization, whether radio, print, television, or other media group, shall be through, or as directed by, the CO only.
- 2.7.1.1 Cadets will only be authorized by the CO to speak to the media under the direct supervision of a CAF Member or DND employee, and that member/employee shall be accountable for the information provided to the media by the cadet.
- 2.7.2 When so authorized, all CAF members and DND employees are responsible for the CAF image that is shown to Canadians by the media. CAF members and DND employees are accountable to their chain of command for:
- 2.7.2.1 the accuracy of information they make available to the public; and
- 2.7.2.2 reporting significant incidents in a timely manner. (Ideally CF members should be informed via the chain of command before the announcement is made to the media in all cases.)
- 2.7.3 CAF members and DND employees are responsible for:

- 2.7.3.1 ensuring that any information they make available to the public is up-to-date, released within the law, and respectful of the principle of operational security;
  - 2.7.3.2 participating in the development and delivery of Public Affairs programs and activities as required;
  - 2.7.3.3 acting as designated SMEs as required; and
  - 2.7.3.4 responding to requests for media interviews IAW DAOD 2008-2 – Media Relations and Public Announcements.
- 2.7.4 737 Personnel will adhere to CJCR GpO section 2008 in all Public Affairs communications.

## **2.8 COMMUNICATIONS WITH CANADIAN ARMED FORCES UNITS**

- 2.8.1 Due to the CCO's affiliation with the DND and CAF, 737 RCACS may have contact with units and individuals of the CAF. All communications to and from the CAF and its members shall be through, or as directed by, the CO.

## **2.9 COMMUNICATIONS WITH THE AIR CADET LEAGUE OF CANADA**

- 2.9.1 The ACLC is a national organization with provincial and local branches.
- 2.9.2 All communications to and from the ACLC on behalf of the squadron or in any official capacity by squadron personnel shall be through, or as directed by, the CO.
- 2.9.3 The SSC is the local branch of the ACLC. Communications to and from the SSC by squadron personnel shall be through, or as directed by, the CO.

## **2.10 COMMUNICATIONS WITH SQUADRON SPONSORS**

- 2.10.1 In addition to the ACLC / SSC, the squadron is supported by the Royal Canadian Legion, Branch 244 – Burntwood.
- 2.10.2 The squadron may from time to time be sponsored by other corporations or individuals.
- 2.10.3 Communications to and from any of the corporations, organizations, and/or individuals mentioned in this section, whether expressed or implied, shall be through, or as directed by, the CO.

## **2.11 DUTIES AND RESPONSIBILITIES – GENERAL**

- 2.11.1 All Officers, CIs, CVs, and Cadets are personally responsible for the execution of the duties assigned to them by higher authority.
- 2.11.2 Staff and cadets holding supervisory positions are in turn responsible for assigning and supervising the duties of their subordinates.

## **2.12 DUTIES AND RESPONSIBILITIES – PRIMARY DUTIES**

- 2.12.1 Primary duties are assigned by the CO and are rotated at his discretion, reflecting fairness and the member's experience, rank, and attention to duty.
- 2.12.2 Primary duties include both officer/staff positions and cadet positions.
- 2.12.3 Primary duties shall be considered the main focus of the member to whom they are assigned. Personnel covering the duties of more than one primary duty position are to ensure appropriate dedication is applied to each primary duty.



2.12.4 See paragraph 2.14.2 for officer staff positions, and paragraph 2.15.2 for cadet positions.

### **2.13 DUTIES AND RESPONSIBILITIES – SECONDARY DUTIES**

2.13.1 Secondary duties are assigned by the CO and are rotated at his discretion, reflecting fairness and the member’s experience, rank, and attention to duty.

2.13.2 Secondary duties are not to interfere with the execution of primary duties.

2.13.3 An exception to 2.13.2 exists for the role of UCCMA. The duties of the UCCMA are listed as a secondary duty, however, should be considered an auxiliary primary duty instead. When the requirement to act as the UCCMA exists, this requirement shall take precedence over regular primary duties as long as the safety of the cadets is not compromised by the temporary deviation from primary duties.

### **2.14 INTERNAL ORGANIZATION – CADET INSTRUCTORS CADRE & CIVILIAN STAFF**

2.14.1 The chain of command of CIC Officers and Civilian Staff is located at section 13.0 of these Orders. All CIC Officers and Civilian Staff are responsible and accountable to the Commanding Officer through the Chain of Command.

2.14.2 Positions are formally established and recognized by RCSU(NW) for the Commanding Officer, Deputy Commanding Officer, Training Officer, Administration Officer, and Supply Officer.

2.14.3 Additional positions have been locally created for Range Safety Officer(s), Flight Operations Officer, Marksmanship Coach, Biathlon Coach, Duke of Edinburgh Award Leader, Duty Officer, Unit Cadet Conflict Management Advisor, and Instructor.

2.14.4 Terms of Reference for all formally established and locally created positions are located at Section 14.0 of these Orders.

2.14.5 The positions of Commanding Officer, Deputy Commanding Officer, Training Officer and Supply Officer are to be staffed by CIC Officers when there is a CIC Officer available to fill the role.

2.14.6 Enrolment of CIC officers and Civilian Staff and Promotion of CIC Officers will be IAW national regulations and directives.

2.14.7 As of August 2021, the 737 RCACS slate includes 5 available paid positions.

	Annual Paid Days	Name
Position 1 (CO)	35	Captain D. Colosie
Position 2	25	Captain M. Murphy
Position 3	20	Civilian Instructor M. Hykawy
Position 4	20/25	(Vacant)
Position 5	20/25	(Vacant)

### **2.15 INTERNAL ORGANIZATION – CADET NON-COMMISSIONED OFFICERS (NCOs)**

2.15.1 The chain of command for cadet positions is located at Section 14.23.2.8 of these Orders.

- 2.15.2 Parade Positions are established for the following positions. Suggested ranks for each position are listed in brackets after each.
- Cadet Squadron Commander (Warrant Officer First Class)
  - Cadet Deputy Squadron Commander (Warrant Officer Second Class)
  - Cadet Squadron Warrant Officer (Warrant Officer Second Class)
  - Cadet Squadron Adjutant (Warrant Officer Second Class)
  - Cadet Flight Commander (Flight Sergeant)
  - Cadet Flight Sergeant (Sergeant)
- 2.15.3 Additional cadet positions (not on parade) are established for the following positions:
- Standards Team Leader (Flight Sergeant)
  - Standards Team Member(s) (Sergeant / Flight Corporal)
  - Cadet Instructor (Sergeant and above)
- 2.15.4 Terms of Reference for all positions listed in 2.15.2 and 2.15.3 are located at Section 16.0 of these Orders.
- 2.15.5 Squadron teams and clubs are authorized to create additional non-parade positions internal to their team and create their own Terms of Reference for these positions. These positions shall only be in effect when participating in activities specific to that team/club.
- 2.15.6 CATO 13-02 establishes cadet rank quotas. Cadet appointments to rank are dependent both on a cadet meeting the national standards of qualification and that cadet meeting squadron qualifications of merit, as decided by the Commanding Officer in consultation with other Squadron staff.
- 2.15.6.1 There may be a maximum of one (1) Warrant Officer First Class (WO1) per squadron, IAW CATO 13-02.
- 2.15.6.2 While the national and regional regulations have removed the maximum number of Warrant Officer Second Class (WO2) positions, 737 RCACS retains the authority to continue to apply WO2 billets as follows:
- With a cadet quota of 0-29 cadets, 1 WO2 position (or 2 WO2 positions if no WO1 is appointed);
  - With a cadet quota of 30-59 cadets, 2 WO2 positions;
  - With a cadet quota of 60-89 cadets, 3 WO2 positions;
  - With a cadet quota of 90-119 cadets, 4 WO2 positions;
  - With a cadet quota of 120-199 cadets, 6 WO2 positions; and
- 2.15.6.3 The Commanding Officer may, at his own discretion, choose to either exceed or reduce the number of vacancies for WO2 positions based on candidate merit and other suitable criteria.

### **3.0 ADMINISTRATION**

#### **3.1 WEEKLY PARADE NIGHT ROUTINE**

3.1.1 The parade night routine for regular parade nights is:

- 1815 Duty Officer arrives and opens facility
- 1825 Remainder of Cadet Parade Positions and adult staff arrive
- 1830-1855 Squadron fall in, roll call, and opening parade
- 1900-1935 First Period
- 1935-2010 Second Period
- 2010-2025 Break (Canteen)
- 2025-2100 Third Period
- 2100-2130 Squadron fall in and closing parade
- 2130 Dismissal of parade
- 2130-2145 Cleanup / Duty
- 2145 Cadets dismissed
- NLT 2200 Building secured, and staff depart

3.1.2 For Commanding Officer's parades, the timings in paragraph 3.1.1 shall remain in effect, except for the following replacements:

- 1900-1935 Commanding Officer's Discretionary Period
  - This period will usually be full parade sequence, with an inspection, marchpast, and advance in review order.
  - Time remaining after the completion of the CO's parade will usually be used for drill review or to correct deficiencies noted during the parade.

3.1.3 Commanding Officer's Parades will be the first parade night of each month.

3.1.4 Notwithstanding paragraph 3.1.3, the CO reserves the right to adjust the dates or CO's parades or to cancel them entirely. There will usually be NO CO's parade in September.

#### **3.2 ATTENDANCE PROCESS**

3.2.1 On regular parade nights, and at other cadet activities as required, the Flight Sergeant will be required to call the roll.

3.2.2 It is the responsibility of the Flight Sergeant to ensure that all members are accounted for on the attendance, and that any members who arrive late or depart early are similarly documented and reported to the Squadron Adjutant.

3.2.3 The Squadron Adjutant will provide the Flight Sergeant an attendance form for use each parade night, and a series of blank spares will be available in case a technical failure makes the printing of a current form impossible.

#### **3.3 CADET ENROLLMENT**

3.3.1 The prerequisites for enrollment into the CCO are as described in CATO 13-01, and are as follows:

- Be a legal resident of Canada;
- Provide proof of provincial health insurance coverage or equivalent;
- Be at least 12 years of age;
- Not have reached 19 years of age;

- Normally be in good physical condition;
  - Not belong to another Corps or Squadron; and
  - Be acceptable to the Commanding Officer.
- 3.3.2 Any cadet not meeting all of the requirements of paragraph 3.3.1 shall not be authorized to enrol into 737 RCACS (or any other cadet unit) unless direct authorization is received from RCSU(NW) to waive one or more requirements.
- 3.3.3 Upon enrollment, cadets will be measured for a uniform as soon as practicable by the Supply Officer, however the cadet will not be eligible to have a uniform issued to them until they have completed 9 full periods of training.
- 3.3.3.1 The 9 periods of training may be conducted over 3 weeks of regular parade night training or condensed into one weekend day.
- 3.3.4 For the first three to five (3-5) months of training (dependent on cadet and team performance) new members will be known as ‘recruits’ and may be limited in the activities and/or events in which they may participate.

### **3.4 ATTENDANCE**

- 3.4.1 All members are expected to attend Wednesday night parades, as they are deemed Mandatory. Cadets are to arrive and depart at timings appropriate for their role as per the weekly routine schedule.
- 3.4.2 Officers and other staff are expected to be on duty on parade nights from 1825 to 2145.
- 3.4.3 The Duty Officer is expected to be on duty on parade nights from 1815 to the latter of 2200 or until the last cadet has departed the LHQ.
- 3.4.4 Personnel who are unable to attend or will be late for a parade night or other scheduled activity shall:
- 3.4.4.1 in the case of staff – notify the Commanding Officer either by e-mail, Discord message, or SMS (text message). They shall also ensure that assigned duties and responsibilities are covered by delegating to other staff members;
  - 3.4.4.2 in the case of cadets – notify the chain of command by utilizing the Excused Absence Request Form on the Squadron website or posting a message in the Discord Server Absence Requests channel; and
  - 3.4.4.3 in the case of the CO – notify other adult staff by e-mail or SMS.
  - 3.4.4.4 In all of the above cases, the notification of absence or tardiness should take place as soon as possible, but no later than 3 hours before the start of the activity except in absolute emergency.
- 3.4.5 For events other than parade nights, the OIC of the activity is expected to be present at least 10 minutes prior to the start of the activity, and all other staff that are scheduled to attend are expected to be present at least 5 minutes prior to the start of the activity.
- 3.4.6 Presence at and participation in at least a majority of parade nights in any given month is a condition of employment for 737 Officers and Civilian Instructors. Failure to comply may result in the member being replaced if other staff are available to fill the slate position.
- 3.4.7 Minimum attendance of CVs shall be IAW the Civilian Volunteer Agreement as agreed upon by both the volunteer and the Commanding Officer.

- 3.4.8 Attendance of cadets at all activities is recorded in Fortress version 2, and is recorded as follows:
- Present – the cadet was present at the activity.
    - Late – the cadet arrived late and did not submit notification of late arrival more than 3 hours prior to the start of the activity.
    - Late Excused – the cadet arrived late and submitted notification of late arrival more than 3 hours prior to the start of the activity.
    - Early Leave – the cadet was present at the start of the activity but left prior to the conclusion of the activity.
  - Absent – the cadet was absent for the activity.
    - Absent Excused – the cadet submitted an excused absence request more than 3 hours prior to the start of the activity. This includes cadets on an Extended Leave of Absence (see paragraph 3.5)
- 3.4.9 Cadets who are AWOL for three (3) or more activities shall be counselled by their Flight Commander, and a report shall be submitted by the Flight Commander to the Commanding Officer. Administrative and/or disciplinary action may be taken.
- 3.4.10 Cadets who sign up for mandatory and/or complimentary training are required to attend. Failure to notify the OIC well in advance of the activity will result in the cadet being considered AWOL and may result in administrative or disciplinary action, and/or the cadet being ineligible for future activities of the same or similar types.

### 3.5 CADET LEAVE OF ABSENCE

- 3.5.1 IAW CATO 13-30 – Cadets Excused Absence from LHQ Training, 737 cadets who have been enrolled for a minimum of 2 calendar years and have not reached their 18<sup>th</sup> birthday are eligible to apply for an extended leave of absence from LHQ training.
- 3.5.2 The CO of 737 RCACS has the authority to grant requests for an extended leave of absence up to, but not including, 120 calendar days.
- 3.5.3 Notwithstanding paragraph 3.5.2, cadets may request an extended leave of absence for as long as they wish. Details of approval requirements for these requests of 120 days or more can be found in CATO 13-30.
- 3.5.4 The request for an excused leave of absence will be considered by the Commanding Officer using the following criteria:
- The reason for the request,
  - The past attendance, performance and conduct of the cadet,
  - Whether there are better alternatives to permit the cadet to continue his/her cadet career without a break, such as a transfer to another corps/squadron, or in the case of a fully trained senior cadet to parade with a unit of another element of the CCO, and
  - Whether the cadet will return to regular attendance at a corps/squadron in a reasonable time to have a meaningful cadet career.
- 3.5.5 For periods of under 120 days cadets:
- will be counted as cadets on the effective strength of the Squadron,

- may participate in special Squadron activities within the local community as authorized by the Commanding Officer (providing no additional costs are incurred by the Squadron nor the DND nor ACLC than if the cadet was parading normally),
  - may apply for staff cadet positions at a CTC in competition with other applicants, and
  - may retain their uniform.
- 3.5.6 Note that cadets on an Excused Leave of Absence are not considered a cadet while participating in activities other than cadet training, such as Duke of Edinburgh Awards Programme activities and community volunteer work, and therefore DND and the ACLC will not be held responsible or liable in any manner whatsoever for these cadets.
- 3.5.7 Cadets requesting this extended leave shall complete the form located at CATO 13-30 Annex A and submit it to the Administration Officer not less than two (2) weeks prior to the proposed effective date of the leave of absence. The Administration Officer will then seek the approval of the Commanding Officer prior to entering the leave in Fortress.
- 3.5.8 Progression of cadets through the training level system and promotions system may be impacted by an extended leave of absence.
- 3.5.9 Cadets who are requesting an Excused Leave of Absence equal to or greater than 120 calendar days are required to comply with the instructions in CATO 13-30. This type of leave generally requires the approval of the CO RCSU(NW).

### **3.6 MONTHLY ROUTINE ORDERS (MROs)**

- 3.6.1 MROs will be published a minimum of 2 calendar days prior to the start of the calendar month for which they are being published.
- 3.6.2 MROs will be prepared by the Administration Officer and sent to the Commanding Officer for approval and dissemination.
- 3.6.2.1 The Commanding Officer will post the MROs to the squadron Discord Server and website and send a copy to the Zone Training Officer as required.
- 3.6.2.2 The Administration Officer shall post a copy to the clipboard in the main office.
- 3.6.3 MROs will contain regular training information, notices of upcoming exercises and tours, squadron personnel assignments, published strength announcements, promotions, duty personnel, and other information as deemed necessary by the Commanding Officer and/or as directed by national and regional directives.
- 3.6.4 Directives and Orders posted in the MROs are to be considered Standing Orders unless a specific expiry date is stated.
- 3.6.4.1 Orders related to exercises, operations, or other specific dated activities shall automatically expire upon completion of the activity unless otherwise noted.
- 3.6.5 Duty personnel schedules shall be posted for the complete month of the MROs and an additional 2 weeks into the following month so as to allow personnel to plan their schedule or trade duty shifts if required.

- 3.6.6 All members of 737 RCACS are responsible for reading and complying with all orders and directives promulgated through Monthly Routine Orders.

### **3.7 MEETINGS – STAFF**

- 3.7.1 Staff meetings will be held a minimum of once every two months.
- 3.7.2 These meetings will be held at the area and time designated by the Commanding Officer, but normally will be held at the LHQ office or virtually on Discord.
- 3.7.3 At the invitation of the Commanding Officer, the SSC Chairperson, the Cadet Squadron Commander, and/or other senior cadets may attend specific staff meetings.
- 3.7.4 At the invitation of the Commanding Officer, staff from other CCO units may attend specific staff meetings.
- 3.7.4.1 Staff from other CCO units will usually only be invited if they will be participating in 737 operations or 737 will be participating in joint operations with their unit.
- 3.7.5 Official meeting minutes will be taken by a designated officer, to include members present and regrets, the times of calling the meeting to order and adjournment, and all business discussed. These minutes will be posted in the staff Dropbox, as well as made available in print copy to any person who was present if they wish.
- 3.7.6 Personnel unable to attend a meeting shall be accountable to the Commanding Officer for reviewing the meeting minutes and actioning any items that fall under their Terms of Reference or other areas of responsibility.
- 3.7.7 Personnel unable to attend a meeting shall notify the Commanding Officer via email or SMS in advance of the meeting time, with at least 24 hours of notice if possible.

### **3.8 MEETINGS – NCOs**

- 3.8.1 NCO meetings will be held a minimum of once every two months for the Senior NCOs of 737 RCACS.
- 3.8.2 The meeting timings will be selected by the CSC; however, they shall not interfere with other Squadron operations.
- 3.8.3 Meetings scheduled outside of Wednesday evening parade nights shall meet the following criteria:
- 3.8.3.1 Must be proposed to the Commanding Officer in memorandum format not less than four (4) weeks prior to the proposed meeting date and receive the approval of the Commanding Officer.
- 3.8.3.2 Must provide at least three (3) weeks' notice to the NCOs that are expected to attend.
- 3.8.3.3 Must include an officer (either the Commanding Officer or his designate) for supervision purposes.
- 3.8.4 The general aims of a normal NCO meeting are:
- for the Commanding Officer to designate or brief the NCOs on pertinent changes in the rules, orders, policies, and/or activities of the Squadron;

- for the NCOs to report on and suggest improvements in Squadron operations;
  - for the NCOs to plan upcoming events;
  - for the NCOs to recommend ideas/suggestions for consideration by the Commanding Officer and/or Cadet Squadron Commander;
  - to bring forth and/or collectively consider suggestions/ideas as put forth by members of the Squadron.
- 3.8.5 The Cadet Squadron Commander may, at their discretion, request that the officer(s)/staff present leave the room for portions of the meeting if they deem it necessary to discuss items specific to the operation of the NCO body – such as for elections of NCOs to specific positions within the group (E.g. secretary, treasurer, etc.)

### **3.9 SECURITY**

- 3.9.1 All members of 737 RCACS are responsible and accountable for the security of 737 RCACS and DND property at all times.
- 3.9.2 Doors to the LHQ shall be closed at all times and shall be locked at all times unless personnel are active within the facility and being supervised.
- 3.9.3 All firearms lockers, stores, offices, filing cabinets, etc. shall be secured unless under the direct supervision of a staff member with the appropriate clearance for the specific cabinet and while accessing the contents.
- 3.9.4 Keys to Supply/Stores shall be held by the Commanding Officer and Supply Officer only.
- 3.9.5 Keys to the firearms lockers shall be locked in a key press, the code to which shall be known only by the Commanding Officer and qualified Range Safety Officers.
- 3.9.5.1 In order for firearms key press code to be distributed to the Range Safety Officer(s), each Range Safety Officer must prove to the Commanding Officer that s/he can be trusted with the security levels required for the handling of firearms keys.
- 3.9.6 Keys to protected filing cabinets are to be locked in a key press, the code to which shall be known only by the staff members with appropriate security clearance to access all files in the cabinet.
- 3.9.6.1 The protected cabinet in the LHQ office is classified PROTECTED B.
- 3.9.7 All security breaches are to be reported to the Deputy Commanding Officer and are to be recorded in a log of security breaches. Those responsible for breaches may be subject to disciplinary action.
- 3.9.8 The last staff member to leave the LHQ is personally responsible for securing the premises. Securing the premises shall include:
- clearing the entire facility (no personnel remain, and all gear has been removed/stored) regardless of the information passed to them by other personnel;
  - completing a walkthrough of the main hall to ensure it has been returned to the original state (no garbage, lost and found, etc.); and
  - ensuring doors and windows to areas used are secured prior to departure;



- 3.9.9 If a staff member leaves after the Duty Officer, they are responsible for securing the premises in lieu of the Duty Officer.

### **3.10 RESTRICTED AREAS**

- 3.10.1 The following areas are restricted access:
- 3.10.1.1 737 Office – restricted to Squadron staff and those personnel directly escorted by a staff member.
  - 3.10.1.2 Exercise POL sites – restricted to those members with a specific duty-related purpose to work in these areas, such as filling lanterns/stoves.
  - 3.10.1.3 Storage cupboards at the Legion not belonging to 737 RCACS – off limits to all members.
  - 3.10.1.4 The Squadron Supply closets – restricted to the Commanding Officer and the Supply Officer.
    - The SupO may designate individuals to assist with supply under his/her direction.
  - 3.10.1.5 The Legion kitchen – off limits to all members unless authorized by the Legion Ladies Auxiliary.
  - 3.10.1.6 The Legion bar-side – off limits to all cadets at all times during cadet activities, regardless of age; off limits to cadets under the age of majority at all times; off limits to all members when no bartender or office personnel from the Legion are present.
- 3.10.2 Other restricted areas will apply at various locations that the Squadron may use from time to time, and these will be identified during a RECCE or upon arrival and will be included in the site briefing to all personnel upon arrival.

### **3.11 CLASSROOMS**

- 3.11.1 737 RCACS uses the main hall and the Chimo Room as classrooms.
- 3.11.2 Due to the acoustic nature of the facility, instructors are encouraged to minimize class noise as much as possible so as to avoid disrupting other classes.
- 3.11.3 Whiteboards are available for use and should be used by instructors. These are found in the Squadron office.

### **3.12 TRAVEL – USE OF PMV**

- 3.12.1 When using the PMV, cadets may act as the driver only under the following conditions:
- The cadet must drive only between their own place of residence and the LHQ.
  - The cadet shall not use PMV to drive to special events, activities, exercises, etc. without the direct permission of the Commanding Officer and the activity OIC.
  - The cadet shall not provide rides to other cadets except for those cadets related to them (sibling/step-sibling/cousin/niece/nephew).
- 3.12.1.1 Exceptions to paragraph 3.12.1 may be requested in writing from the Commanding Officer through the chain of command. When the exception request is to allow a cadet to provide a ride to another cadet

that is not a family member, the parent of the cadet receiving the ride must provide written authorization for the cadet to travel in the PMV driven by the other cadet and this authorization must accompany the request to the Commanding Officer.

- 3.12.2 Regardless of who is driving (cadet themselves or parent/guardian), cadets shall travel in Dress of the Day both to and from all cadet activities unless otherwise authorized by the Commanding Officer.
  - 3.12.2.1 When the Dress of the Day is any order of cadet uniform (as detailed in the CJCR Dress Instructions) there shall be NO STOPS between the cadet's place of residence and the LHQ unless prior approval has been obtained from the Commanding Officer or Deputy Commanding Officer. Cadets are authorized use drive-thru services in uniform if they wish on their way to/from cadets.
- 3.12.3 Squadron staff may use PMV as required to the LHQ.
- 3.12.4 Squadron staff should not provide rides to cadets if the situation is avoidable, however are permitted to provide emergency transport using PMV. Staff are reminded that it is best to ensure they are not alone with a cadet at any time, including during travel.
- 3.12.5 Squadron staff may also use PMV to travel to special events, activities, exercises, etc. provided that they are not required to drive a military rented vehicle nor supervise a bus of cadets as may from time to time be required of them.
- 3.12.6 All personnel who use PMV are responsible for all expenses related to the use of their PMV. Neither the squadron nor DND will reimburse vehicle expenses except those approved in advance by DND for certain exercises as required.
- 3.12.7 When a PMV is authorized for use as a safety vehicle or otherwise reimbursable-expense vehicle, the Treasury Board of Canada Travel Administration Guide applies. This document states "Where a private vehicle is authorized, at either the higher or lower rate, employees must ensure that there is a valid 'basic insurance' policy applicable to the PMV being used. Basic insurance must include at least \$1,000,000 Public Liability and Property Damage (PLPD) and the coverage to drive to and from work, generally referred to in the insurance business as level 02 to 05 coverage depending on the distance between home and the workplace. Basic insurance costs must not be reimbursed. They are the responsibility of the traveler. These costs are reimbursed as a component of the kilometric rates."
  - 3.12.7.1 In cases in which 737 RCACS has asked for and received approval from RCSU to use PMV, it is the responsibility of the Commanding Officer to ensure the correct insurance is on the vehicle. The Commanding Officer holds the owner and operator of the PMV responsible for this verification.

### **3.13 RECRUITING**

- 3.13.1 Recruiting of cadets for 737 RCACS is officially the responsibility of the Squadron Sponsoring Committee, as per the Memorandum of Understanding between the Department of National Defense and the Air Cadet League of

Canada, however all members of 737 RCACS are encouraged to assist in this endeavour.

- 3.13.2 All new recruits shall enroll into the squadron through the Administration Officer using form CF-1158 Application for Membership.
- 3.13.3 The Administration Officer, when receiving form CF-1158, shall:
  - 3.13.3.1 verify that the cadet's name(s) on the form match exactly to the accepted form of identification;
  - 3.13.3.2 review form CF-1158 to ensure all fields were appropriately completed, especially including Section 5 (Limitations, obligations and conditions), Access Rights to the Applicant (under each parent/guardian's information section), the health questions, and signatures;
    - Note that if the applicant checked yes to question 1 of the health questions they must also answer the food consent question, and if they answered yes to question 5 of the health questions they must also answer questions 6a through 6j.
  - 3.13.3.3 take a copy of the applicant's proof of citizenship and health insurance card (MB Health Card or equivalent); and
  - 3.13.3.4 enter the data into FORTRESS.
- 3.13.4 The TOS date of all recruits shall be the first parade night following the submission and acceptance of all required paperwork and identification.
  - 3.13.4.1 No recruit shall be permitted to remain at the LHQ without their parent/guardian until the application has been successfully entered into FORTRESS.

### **3.14 CADET CANTEEN**

- 3.14.1 The cadet canteen will be run by the Squadron NCOs at break on parade nights and at other times as directed by the Squadron staff.
- 3.14.2 The cadet canteen uses the "Loyverse" system to process and track purchases and stock. Cadets may choose to pre-pay in advance for "points" which can then be used for purchases in the canteen (1 point = \$1.00), or they may present cash to the canteen NCOs at the time of purchase. Cashless payments (debit/credit) are not available at this time.
  - 3.14.2.1 Points can be added at any time, and cadets are encouraged to use this system in an effort to make the canteen lineup process more efficient.
  - 3.14.2.2 Points are refundable upon request in whole dollar amounts only.
  - 3.14.2.3 Points are transferrable from one cadet to another upon request in whole dollar amounts only.
- 3.14.3 The NCOs appointed to run the canteen will be entrusted with a float of cash to use for cash transactions. At no time is the amount of funds in the float to exceed \$200.00. It is the responsibility of the NCOs appointed to run the canteen to ensure the actual float count matches the amount that should be present. Counts by a staff member will be conducted on a minimum basis of monthly.

- 3.14.4 The funds in the float and the proceeds raised by the Canteen will be placed into an NCO fund to be used by the Command Team for Squadron activities or other items as they see fit, under the scrutiny of the Squadron staff.
- 3.14.5 Ordering of items for the canteen (restocking) shall be done by a member of the squadron adult staff, using funds from the NCO fund.
- 3.14.6 Item prices will be set in the Loyverse system by the administrator (currently the Commanding Officer) based on cost of the item.
- 3.14.7 Discounts can be offered in the Loyverse system, such as for when items are nearing expiry, at the discretion of the canteen administrator.
- 3.14.8 Canteens run by other venues or organizations are approved for cadet use provided cadets are not purchasing unauthorized items such as alcohol, tobacco products, or other narcotics.
  - 3.14.8.1 Canteens run by other venues or organizations may employ a cash or credit/debit system and cadets are authorized to use these methods at the discretion of the operating agency.

### **3.15 VISITORS**

- 3.15.1 Due to the fact that parade nights are working nights for both cadets and staff, and due to the need for the protection of the safety of the cadets and security of the facilities, visiting hours for the public have been established and are as follows:
  - 3.15.1.1 On a regular parade night, visitors may freely enter and exit the LHQ during the times of:
    - 1815-1900 (Opening Parade)
    - 2055-2145 (Closing Parade)
  - 3.15.1.2 On a Commanding Officer's parade night, visitors may freely enter and exit the LHQ during the times of:
    - 1815-1935 (Opening & CO's Parade)
    - 2055-2145 (Closing Parade)
- 3.15.2 At any times other than those defined in paragraph 3.15.1, all visitors shall report to the LHQ Office. The visitor will then sign in using the visitor log, found at section 18.1 of these Orders, and will wear a visitor ID badge. Any unrecognized person who is not wearing a visitor ID badge is to be stopped by the first senior NCO or adult staff member who notices them and requested to sign in.
- 3.15.3 All visitors who are signed in are also required to sign out upon departure.
- 3.15.4 Visitors are not permitted at any Field Training Exercises (FTX) unless approved in advance by both the Commanding Officer and Operation OIC.
- 3.15.5 Violation of any part of these Orders regarding visitors (paragraph 3.15) shall result in the visitor being deemed a trespasser, and the trespasser will then be escorted from the building/area by a member of the Squadron staff. If required, civilian authorities (RCMP or other local law enforcement) or Military Police may be involved.

### **3.16 PROMOTION POLICY**

- 3.16.1 This promotion policy, as promulgated by the Commanding Officer of 737 RCACS, is to amplify the directives set out in CATO 13-02 – Merit Based Cadet Rank Promotions.
- 3.16.2 The final decision on whether or not to promote a cadet to any rank of Corporal and above rests with the Commanding Officer. Promotions to the rank of Leading Air Cadet shall not be unreasonably withheld.
- 3.16.3 CATO 13-02 sets out the following minimum requirements of eligibility for rank promotion:
- To the rank of Air Cadet
    - Register in the Canadian Cadet Organization, Air Cadets program
  - To the rank of Leading Air Cadet
    - Have participated in the first year of the Proficiency Level One training program for a minimum period of five (5) months
    - Be recommended by the Flight Commander / Flight Officer
  - To the rank of Corporal
    - Currently hold the rank of Leading Air Cadet
    - Successfully complete Proficiency Level One
    - Participate in the Cadet Fitness Assessment as part of PO X04
    - Be recommended by the Flight Commander / Flight Officer
  - To the rank of Flight Corporal
    - Complete at least six (6) months of service at the rank of Corporal
    - Successfully complete Proficiency Level Two
    - Participate in the Cadet Fitness Assessment as part of PO X04
    - Be recommended by the Flight Commander / Flight Officer
  - To the rank of Sergeant
    - Complete at least six (6) months of service at the rank of Flight Corporal
    - Successfully complete Proficiency Level Three
    - Achieve a minimum of “Completed Without Difficulty” in PO 303 (Leadership)
    - Participate in the Cadet Fitness Assessment as part of PO X04
    - Be recommended by the Flight Commander / Flight Officer
  - To the rank of Flight Sergeant
    - Complete at least six (6) months of service at the rank of Sergeant
    - Successfully complete Proficiency Level Four
    - Achieve a minimum of “Completed Without Difficulty” in PO 403 (Leadership)
    - Participate in the Cadet Fitness Assessment as part of PO X04
    - Be recommended by the Flight Commander / Flight Officer
  - To the rank of Warrant Officer Second Class
    - Complete at least six (6) months of service at the rank of Flight Sergeant
    - Achieve a minimum of “Completed Without Difficulty” in PO 503 (Leadership)
    - Participate in the Cadet Fitness Assessment as part of PO X04

- Be recommended by the Flight Commander / Flight Officer
  - Identified as a successful candidate through the merit review board process
  - To the rank of Warrant Officer First Class
    - Completed at least six (6) months service at the rank of Warrant Officer Second Class
    - Be recommended by the Flight Commander / Flight Officer
    - Identified as a successful candidate through the merit review board process
- 3.16.4 For the purposes of the above section, the term Flight Officer shall be taken to mean the Training Officer, and the term Flight Commander shall include both the Flight Commander and any instructor(s) who have worked with the cadet in recent weeks.
- 3.16.5 The factors that the Flight Officer and Flight Commander will consider when determining whether or not to recommend a cadet for promotion are as follows:
- The cadet's uniform standards (dress);
  - The cadet's conduct, discipline and attitude (deportment);
  - The cadet's participation, both in parade night activities and other optional activities;
  - The cadet's response to direction (followership);
  - The cadet's ability to interact positively and comfortably with others;
  - The cadet's ability to make sound judgements regarding their own actions;
  - The cadet's willingness to accept responsibility and accountability;
  - The cadet's ability to solve problems effectively;
  - The cadet's ability to communicate effectively;
  - The cadet's ability to set a positive example for others; and
  - The cadet's initiative.
- 3.16.6 The additional local standards that will be considered by the Commanding Officer and should be considered by other involved members are as follows:
- The cadet's attendance at mandatory activities should be 60% or more;
  - The cadet's attendance at optional activities for which they are registered should be 40% or more;
  - The cadet's uniform should consistently receive not less than 75% from the Flight Officer and not less than 60% from the Standards Team;
  - The cadet's deportment should be above reproach, and no more than 2 concerns should be noted on the cadet's file;
  - The cadet's attitude and maturity;
  - The cadet's initiative and reliability;
  - The cadet's instructional ability; and
  - The cadet's leadership and supervisory skills.
- 3.16.7 No person shall be permitted to take part in a discussion regarding the promotion of a cadet that is a relative of theirs. This shall include known distant relatives (cousin/nephew/niece/etc.)
- 3.16.8 The Commanding Officer may, at his discretion, choose to involve the SSC Chairperson in the selection process for the ranks of Flight Sergeant and above.

- 3.16.9 Merit review boards for Warrant Officer ranks (also known as Warrant Officer Boards) shall take place a minimum of once per training year, provided there are eligible cadets for Warrant Officer promotions.
- 3.16.9.1 Warrant Officer boards will include members of the Squadron staff, the Cadet Squadron Commander, and the SSC Chairperson, and may include other personnel at the discretion of the Commanding Officer.
- 3.16.10 Cadets must be present on parade when their name is called in order to receive their promotion.
- 3.16.10.1 Promotions will not be back-dated. The seniority date of all cadet promotions will be the date on which the rank was presented to the cadet on parade.

### **3.17 CADET TERMINATION OF MEMBERSHIP & AGE OUT POLICY**

- 3.17.1 This section applies to those cadets whose membership is terminated at their own request or due to the cadet no longer meeting the eligibility criteria for membership due to having reached their 19<sup>th</sup> birthday. For cadets whose membership is terminated for disciplinary reasons and/or for being AWOL, paragraphs 3.17.2 through 3.17.6 do not apply.
- 3.17.2 Cadets whose memberships are terminated under this section who have not yet completed Proficiency Level (PL) Four and will not complete all requirements of PL4 prior to the SOS date are eligible to receive their Cadet Information Card upon request. No other “Age Out” proceedings are afforded to these cadets.
- 3.17.3 The cadet’s final rank determines what age out proceedings are afforded to them:
  - 3.17.3.1 Cadets whose memberships are terminated under this section who have completed (or will complete prior to the end of the Training Year and prior to the SOS date) all requirements of PL4, and who have achieved the rank of WO2 or WO1 are eligible to receive:
    - a graduation certificate signed by the Commanding Officer;
    - an engraved mug bearing the Squadron crest, their name and final rank, and their TOS and SOS dates;
    - a Squadron Marchpast in their honour;
    - and their Cadet Information Card from FORTRESS.
  - 3.17.3.2 Cadets whose memberships are terminated under this section who have completed (or will complete prior to the end of the Training Year and prior to the SOS date) all requirements of PL4, and who have achieved the rank of FSgt are eligible to receive:
    - a graduation certificate signed by the Commanding Officer;
    - an engraved mug bearing the Squadron crest, their name and final rank, and their TOS and SOS dates;
    - and their Cadet Information Card from FORTRESS.
  - 3.17.3.3 Cadets whose memberships are terminated under this section who have completed (or will complete prior to the end of the Training Year and prior to the SOS date) all requirements of PL4, and who have achieved the rank of Sgt are eligible to receive:

- a graduation certificate signed by the Commanding Officer;
  - a shadow box bearing their name and final rank, the squadron shoulder flash, and other details pertinent to their cadet career;
  - and their Cadet Information Card from FORTRESS.
- 3.17.3.4 Cadets whose memberships are terminated under this section who have completed (or will complete prior to the end of the Training Year and prior to the SOS date) all requirements of PL4, and who have achieved the rank of Cpl or FCpl are eligible to receive:
- a graduation certificate signed by the Commanding Officer;
  - and their Cadet Information Card from FORTRESS.
- 3.17.3.5 Cadets whose memberships are terminated under this section who have completed (or will complete prior to the end of the Training Year and prior to the SOS date) all requirements of PL4, and who are the rank of AC or LAC are eligible to receive only their Cadet Information Card from FORTRESS.
- 3.17.4 Cadets who intend to age out on a date other than that final parade night which immediately precedes their 19<sup>th</sup> birthday are required to submit a written request to the Commanding Officer indicating the requested date for the Age Out ceremony.
- 3.17.4.1 If this request is received with a minimum of one month's notice in advance of the requested date the cadet will be eligible to receive those items for which they would normally be eligible if aging out under the provisions of paragraph 3.17.3.
- 3.17.4.2 If this request is not received with a minimum of one month's notice in advance of the requested date, the request shall be reviewed on a case-by-case basis by the Commanding Officer and the SSC Chairperson. 737 RCACS is not obligated to grant age out proceedings of any kind with less than one month's notice, and those items which are provided may be less than those listed in paragraph 3.17.3.
- 3.17.5 A cadet whose membership is terminated due to disciplinary reasons and/or due to being AWOL is not subject to any benefits of the termination of membership, to include ineligibility for engraved mugs, graduation certificates, marchpasts, and other rewards as may be available at the time of the termination of membership.
- 3.17.5.1 The Regional Cadet Support Unit Northwest may, at their sole discretion, entertain requests from these cadets for copies of Cadet Information Cards. The Squadron is not responsible for this item after the date of termination.
- 3.17.6 The Commanding Officer may, at his/her sole discretion, deviate from the procedures outlined in this section.



## **4.0 FINANCIAL**

### **4.1 BUDGET**

- 4.1.1 A budget will be compiled by the Commanding Officer on a training-year basis.
- 4.1.2 Each year, the Commanding Officer will solicit a list of items to be included in the budget from all staff. Items not requested by Squadron staff prior to the deadline assigned by the Commanding Officer will not be considered. This deadline will generally be the 1<sup>st</sup> of May yearly unless otherwise specified.
- 4.1.3 After the budget has been compiled, the CO will present the total requested budget amount to the SSC. The SSC will vote on the requested amount and provide the Commanding Officer with a maximum allowable expenditures amount. The Commanding Officer will then review the budget and adjust to ensure compliance with the maximum allowable expenditures amount, while distributing funds to each department as fairly as possible.
- 4.1.4 The Commanding Officer will inform all staff and the Cadet Squadron Command Team of the total budget and their specific limits within that budgeted amount.

### **4.2 PURCHASES**

- 4.2.1 In order to be reimbursed for a purchase, the purchase must have been pre-authorized. This can be complied with in either of the two following ways:
  - If the budget included a specific line item that pertains to the purchase to be made, the purchaser may complete the purchase and then must submit an expense report and the original receipt to the Commanding Officer with a notation of which budget category the purchase amount is to be taken from.
  - If the budget did not include the item(s) to be purchased, the purchaser must submit a request to the Commanding Officer in memorandum format including the item(s) to be purchased, the purpose of the items (if not obvious), the proposed expense, and the date the item(s) are required for. The CO will then approve or decline the request in consultation with the SSC. If approved, the purchaser may complete the purchase and then must submit an expense report and the original receipt to the Commanding Officer with a notation that this purchase was approved outside of the budget categories.
- 4.2.2 All personnel completing purchases on behalf of the squadron are reminded that it is advisable to take a copy of the receipt prior to submitting it for reimbursement.

### **4.3 STATIONARY / GRAND & TOY**

- 4.3.1 The squadron is authorized a value of \$50.00 per year for stationary items from RCSU Northwest. Requests to utilize these funds are to be submitted to the Cadet Supply Group.
- 4.3.2 The Squadron also has a federal government preferred pricing account with Grand & Toy. This account is held and controlled by the Commanding Officer, to be passed from CO to CO as part of the succession plan. Purchases on this

account must be paid with cheque or major credit card, and the receipts printed and submitted in the same way as any other receipt IAW paragraph 4.2.

- 4.3.2.1 Prior to purchasing items of stationary or other office materials, the Grand & Toy catalogue should be consulted, as the preferred pricing account gives a significant discount over regular prices of most items.

#### **4.4 CONTRACTS**

- 4.4.1 No member of 737 RCACS may enter into contracts or agreements on behalf of the Department of National Defence.
- 4.4.2 Squadron Sponsoring Committee members may enter into contracts or agreements only when the entire cost of the event/activity to which the contract pertains is being paid by the SSC.
- 4.4.3 CAF Officers, CIs, CVs, and/or Cadets are not permitted to enter into contracts on behalf of the SSC under any circumstances.

#### **4.5 FUNDRAISING**

- 4.5.1 Fundraising for 737 RCACS is the responsibility of the Squadron Sponsoring Committee, however all members are ordered to participate to the fullest extent of their abilities in all fundraisers.
- 4.5.2 Certain fundraisers may be deemed mandatory by the Commanding Officer. In these cases, all cadets are required to participate.
- 4.5.3 Participation in fundraising activities may be used as criteria in determinations for summer training, promotions and awards.
- 4.5.4 Failure to participate in fundraising activities may result in cadets being ineligible for certain activities of the Squadron which involve a cost to the SSC.
- 4.5.5 The Squadron Sponsoring Committee is responsible for the organization of all fundraising activities.
- 4.5.6 Supervision ratios of cadets remain in effect during fundraising activities, and the appropriate number of Squadron staff will be present at all fundraisers to supervise cadets.
- 4.5.7 Direction of cadets at organized fundraising activities will be passed from the SSC members to the staff members present, to the cadets.
- 4.5.8 No personnel will retain any monies from Squadron fundraising. All funds shall be turned over to the SSC to be deposited into squadron accounts as soon as possible.

#### **4.6 NCO FUND**

- 4.6.1 An NCO Fund has been established at 737 RCACS. This fund is a sub-section of the general squadron accounts managed by the SSC.
- 4.6.2 As of May 2018, \$300.00 was allocated to this fund, in addition to the canteen float and any proceeds from the canteen thereafter.
- 4.6.3 The NCO Fund is for the Squadron Command Team to use as they see fit, with the approval of the Squadron staff. For example, the Command Team could use some of their fund to have pizza on a night when the cadets have been doing exceptionally well in the preceding weeks.

- 4.6.4 Monies in the NCO Fund may not be transferred into other areas of Squadron operations.
- 4.6.5 Additional funds may be allocated to the NCO Fund by the SSC on an ad-hoc basis by way of a vote.
- 4.6.6 Requests to use this fund shall be submitted either verbally or in writing to the Squadron staff, and if approved the Squadron staff will handle the purchasing related to the expense. At no time is a cadet to be expected (nor are they permitted) to execute transactions on behalf of the squadron.

**4.7 CADETS/FAMILIES EXPERIENCING FINANCIAL HARDSHIP**

- 4.7.1 737 RCACS understands that from time-to-time families of cadets may experience financial hardships that may cause them to not be able to afford fees that may be levied to participate in certain Squadron activities.
- 4.7.2 No cadet will be precluded from participating in any Squadron activity solely based on their family's economic status.
- 4.7.3 Families experiencing financial hardship should apply to the SSC Chairperson and/or to the Commanding Officer to request a waiver of fees, grace period for the payment of fees, or a payment plan. These requests are confidential between the SSC Chairperson, the CO, and the requestor, and these requests should not be unreasonably denied.

## **5.0 TRAINING**

### **5.1 MANDATORY & COMPLIMENTARY TRAINING**

- 5.1.1 Mandatory & Complimentary Training will take place primarily on Wednesday evenings IAW the Unit Training Plan.
- 5.1.1.1 Any change to the UTP requires the approval of the Training Officer. These changes should be made a minimum of two (2) weeks prior to the affected date(s) if possible.
- 5.1.1.2 The Training Officer shall notify the Standards Officer of any changes to the UTP, including changes to which instructors are teaching during which periods, for evaluation purposes.
- 5.1.1.3 In cases where proposed changes impact Commanding Officer's Discretionary Periods or Commanding Officer's Parade periods, the changes also require the approval of the Commanding Officer. Every effort should be made to avoid such changes.
- 5.1.2 Additional Mandatory & Complimentary Training will take place on weekend days spaced throughout the training year.
- 5.1.3 Mandatory & Complimentary Training shall be executed IAW applicable Qualification Standard and Plans for the respective Proficiency Level.
- 5.1.4 Mandatory & Complimentary Training shall take precedence over Optional Training in all cases, as defined by the Air Cadet Level Program.
- 5.1.5 For details regarding Mandatory & Complimentary Training pertaining to Aircrew Survival and/or Field Training Exercises, see paragraph [5.10](#).

### **5.2 OPTIONAL TRAINING**

- 5.2.1 737 RCACS conducts, or may conduct, the following Optional Training programs:
- Duke of Edinburgh Award Program
  - Ground School Training
  - Range Team
  - Biathlon Team
  - Survivair Team (when offered by RCSU (NW))
  - Effective Speaking Club
  - Drill Team
- 5.2.2 The dates and times of all optional training groups are determined annually and are subject to change. Details regarding teams and clubs currently active will be promulgated in the MROs.
- 5.2.2.1 Rescheduling of optional activities throughout the training year is subject to the approval of the Commanding Officer who will ensure minimal conflicts between groups if possible.

### **5.3 SUMMER TRAINING – BASIC / INTERMEDIATE / ADVANCED COURSES**

- 5.3.1 Selections for Basic Courses, Intermediate Courses, and Advanced Courses are conducted locally at the Squadron level based on a given number of billets available for each level.
- 5.3.2 Selections will be based on cadet merit and recommendations from Squadron staff.

- 5.3.3 Cadets on General Training can expect to receive \$40.00 per week as a Cadet Training Allocation (training bonus) – non-taxed. (subject to change)
- 5.3.4 Cadets on other 3 to 6-week courses can expect to receive \$60.00 per week as a Cadet Training Allocation (training bonus) – non-taxed. (subject to change)

#### **5.4 SUMMER TRAINING – NATIONAL SCHOLARSHIP TRAINING COURSES (NSTC)**

- 5.4.1 Cadets applying for National Scholarship Training Courses will be selected through a combination of local and regional processes.
- 5.4.2 Locally, cadets will submit an application for the NSTC(s) of their choice, along with a one (1) page narrative and any other supporting documentation required. The Commanding Officer, SSC Chairperson, and any other members of staff invited to assist by the Commanding Officer will review and discuss the applications. Due to the limited number of applications permitted only the applications deemed most likely to succeed will be submitted.
- 5.4.3 Regionally, cadets applying for the Glider Pilot Scholarship or Power Pilot Scholarship will write a Qualifying Examination (also known as the “Entrance Exam”). Cadets who pass this examination will move on to the Review Boards.
- 5.4.4 Review Boards will be conducted for all GPS & PPS applicants who are successful on the Entrance Exam as well as for any cadets applying for other NSTCs. These boards are where the cadets will be interviewed by a panel on subjects related to the course for which they applied, the Air Cadet Program as a whole, the DND and ACLC and the partnership thereof, and current events knowledge.
- 5.4.5 Following completion of all local and regional application procedures, RCSU Pacific will have the final decision on which cadets are selected for NSTC.
- 5.4.6 Cadets on NSTC can expect to receive \$60.00 per week as a Cadet Training Allocation (training bonus) – non-taxed. (subject to change)

#### **5.5 SUMMER TRAINING – ADVANCED TRAINING OPPORTUNITY (STAFF CADETS)**

- 5.5.1 In order to apply for a Staff Cadet position at a CTC, cadets must have reached their 16<sup>th</sup> birthday no later than January 1<sup>st</sup> of the same year in which they intend to work as a Staff Cadet.
- 5.5.2 Staff Cadet applicants are directed to review CATO 13-28 – Advanced Training – Staff Cadets.
- 5.5.3 Locally, applications for Staff Cadet positions will be reviewed by the Commanding Officer and will be forwarded for regional consideration provided no unsatisfactory record exists at the Squadron level.
- 5.5.4 Selected Staff Cadets are assigned a rank by the CO of the CTC. This rank may, and in most cases will, differ from the rank held at the Squadron.
- 5.5.5 Selected Staff Cadets can expect to be paid at the rate applicable to their CTC rank, and therefore can expect to receive:
  - in the case of a Flight Corporal \$76.00 daily;
  - in the case of a Sergeant \$82.00 daily;
  - in the case of a Flight Sergeant \$89.00 daily;
  - in the case of a Warrant Officer Second Class \$95.00 daily; and
  - in the case of a Warrant Officer First Class \$101.00 daily.

(Note that above pay rates are based on June 2017 and are assumed by these Orders to still be in effect, however, are subject to change)

5.5.6 Pay for Staff Cadets is taxed.

## **5.6 FIRST AID**

- 5.6.1 IAW Direction from the CDS, all CAF members and DND employees are required to maintain a minimum of Standard First Aid with CPR qualification.
- 5.6.2 Civilian volunteers are not mandated to maintain any level of First Aid qualification, however, are strongly encouraged to do so of their own accord.
- 5.6.3 Cadets are not mandated to maintain any level of First Aid qualification.
- 5.6.4 Many cadet summer training courses offer First Aid as a component of the course, and therefore most cadets will have the opportunity to take the Standard First Aid course at a CTC.
- 5.6.5 First Aid courses may from time to time be offered locally, funded by the SSC, for cadets and/or staff.
- 5.6.6 For certain activities, such as physical fitness activities and Field Training Exercises, a specific staff member will be designated as the First Aid Officer. This staff member should be given limited other duties during this time so as to allow them to perform First Aid duties if required without compromising the remainder of the activity.

## **5.7 FITNESS TESTING**

- 5.7.1 IAW POs X04 and X05 of the Air Cadet Level Program, AND IAW CATO 14-18 – Cadet Fitness Assessment and Incentive Program, 737 RCACS will conduct physical activities training and testing throughout the training year.
- 5.7.2 During the Mandatory and Complimentary Training of Parade Nights, 3 parade nights are to be dedicated to sports nights, 1 parade night is to be dedicated to participating in 60 minutes of moderate to vigorous physical activity (MVPA), and 2 parade nights are to be dedicated to performing the Cadet Fitness Assessment and related tasks designated in the QSP.
- 5.7.3 IAW scheduling guidelines, the 1 parade night dedicated to participating in 60 minutes of MVPA shall be scheduled exactly 4 weeks prior to the first of the parade nights dedicated to the Cadet Fitness Assessment.
- 5.7.4 The Cadet Fitness Assessment shall be conducted in stations IAW CATO 14-18. For further details, personnel are directed to review this CATO.

## **5.8 FAMILIARIZATION FLYING – GLIDING**

- 5.8.1 737 RCACS does not normally receive the opportunity to participate in Gliding Familiarization Flying, due to the geographic location of the Squadron and the logistics involved in a gliding operation; however, should the Squadron get the opportunity, the following section applies:
  - 5.8.1.1 Cadets shall excuse themselves from flying if they are aware that they may not be fit to fly due to illness, medical condition, phobia, etc.
  - 5.8.1.2 At the Gliding Centre, all personnel shall abide by all instructions, orders and directives issued by Gliding Centre staff, including staff cadets.

- 5.8.1.3 737 cadets will conduct themselves with maturity and in an orderly fashion at the Gliding Centre and will pay careful attention to all safety aspects of the operation as detailed by the Gliding Centre staff.
- 5.8.1.4 Cadets will not wander from the gliding operations on the airfield and will move only under instruction to do so.
- 5.8.1.5 All airfield operations concerning the ACGP are controlled by the Launch Control Officer (LCO), and therefore this officer has absolute control over the cadets and staff of the airfield. All personnel shall follow the LCO's directives, either expressed or implied, at all times.
  - The LCO can be easily identified by his/her high-visibility vest.
- 5.8.1.6 Cadets who sign up for a gliding activity are expected to attend. Failure to notify the OIC of non-attendance prior to the gliding date will result in ineligibility to participate in future gliding activities for a period to be determined by the Commanding Officer.
- 5.8.1.7 All cadets shall be given an opportunity to participate unless and unsatisfactory record exists, or any participation limitation exists on the cadet's file in Fortress that precludes them from flying.
  - If there is any concern about the medical participation limitations on a cadet's file in Fortress, the OIC shall notify the Commanding Officer, who will contact the RCMLO at RCSU Northwest.

## **5.9 FAMILIARIZATION FLYING – POWER**

- 5.9.1 Familiarization Flying in a powered aircraft is a privilege that is extended to 737 RCACS at no cost to the members.
- 5.9.2 Familiarization Flying is coordinated by the Regional Cadet Air Operations, in consultation with Squadron staff. Dates are determined annually and are subject to change based on weather conditions and other variables.
- 5.9.3 In order to be eligible to participate in power familiarization flying, cadets are expected to participate fully in fundraising activities, and have an overall positive attendance at all cadet events.
- 5.9.4 Providing the conditions of paragraph 5.9.3 are met, when power familiarization flights are scheduled, all cadets shall be given an opportunity to participate unless and unsatisfactory record exists, or any participation limitation exists on the cadet's file in Fortress that precludes them from flying.
  - 5.9.4.1 If there is any concern about the medical participation limitations on a cadet's file in Fortress, the OIC shall notify the Commanding Officer, who will contact the RCMLO at RCSU Northwest.
- 5.9.5 Cadets shall excuse themselves from flying if they are aware that they may not be fit to fly due to illness, medical condition, phobia, etc.
- 5.9.6 When participating in power familiarization flying the cadets shall adhere to the instructions issued by the pilot(s) at all times, including both in the aircraft and on the airfield.

## **5.10 EXERCISES & TOURS**

- 5.10.1 Command & Structure

- 5.10.1.1 Final authority over all Exercises and Tours lies with the Commanding Officer, however the Commanding Officer may delegate control authority to an OIC to act on his/her behalf. If the Commanding Officer is unable to be present or reached while at an exercise or tour, the final authority is delegated to the OIC.
- 5.10.1.2 During an exercise or tour, both the cadet and staff chain of command may be subject to modification and shall be IAW the Operation Order “Command & Signals” section.
- 5.10.1.3 An NCOIC will be designated for each exercise by the OIC.
- 5.10.1.4 NCO2IC(s) may also be designated by, and at the discretion of, the OIC.
- 5.10.1.5 While SSC members may be invited to attend exercises or tours at the discretion of the Commanding Officer in consultation with the OIC, no parent nor SSC member has any authority or command over an exercise or tour unless specifically designated by the OIC or CO.
- 5.10.1.6 At all exercises requiring the issuing of CSG or Squadron stores to cadets, a quartermaster shall be assigned by the OIC. This position may be included in the duties of the Support Services role at the exercise. The quartermaster shall have exclusive control over exercise stores and shall restrict access to locations in which exercise stores are contained.
- 5.10.2 Kit Requirements
  - 5.10.2.1 For all exercises, cadets will be provided a kit list, and a list of prohibited items. These lists shall be adhered to.
  - 5.10.2.2 Upon arrival all cadets (including those on Advance Party for the exercise) shall be subjected to a kit inspection by an Officer or CI IAW regional and national directives and regulations.
- 5.10.3 First Aid Requirements
  - 5.10.3.1 A qualified staff member will be designated as the First Aid Officer (FAO) at all exercises. This FAO will hold a minimum of Standard First Aid, with CPR Level C qualification.
  - 5.10.3.2 The First Aid Officer shall ensure an appropriately stocked First Aid kit is available at all times during an exercise.
  - 5.10.3.3 Additional First Aid personnel may be assigned by the FAO to act as assistants, especially in the case where personnel will be spread over a large area. These assistants may be either adult staff or cadets. The assistants must hold a minimum of Emergency First Aid, and some level of CPR qualification. Training in two-rescuer CPR is to be considered an asset.
  - 5.10.3.4 A log of all injuries and First Aid treatments shall be kept, regardless of the severity of the injury.
  - 5.10.3.5 The designated FAO, or the senior-most First Aid attendant, shall have the final authority on the requirement to transport a casualty to Medical Help. This decision cannot be overruled by any other staff member regardless of rank or position.



- 5.10.3.6 The designated FAO, in consultation with the Commanding Officer or his designate, shall have the authority to determine when it is appropriate to RTU a cadet from an exercise for a medical reason.
- 5.10.3.7 The FAO shall ensure that a list of cadets next of kin contact information is available at all exercises. This list shall be utilized to contact the next of kin in the event that a cadet is transported to Medical Help or is to be Returned to Unit (RTU).
- 5.10.4 Prescription Medications / Drugs
  - 5.10.4.1 Cadets requiring prescription medications are to ensure sufficient quantities are brought to last the entire duration of the exercise.
  - 5.10.4.2 Medications brought to any cadet activity shall be in the original packaging, and clearly prescribed to the cadet. The original pharmacist's label must be attached.
  - 5.10.4.3 Cadets shall place all medication packages into one (1) Ziploc bag per cadet with the name of the cadet clearly marked on the outside of the bag. This bag shall also contain a paper indicating the correct dosage and instructions (E.g. "with food") for medications.
  - 5.10.4.4 Upon arrival at the form up point for the exercise, the cadet shall hand over their medications bag to the FAO or other designated officer. The FAO or designate will retain medications for the duration of the exercise and will allow the cadet to access their medications at the required times. It is the responsibility of the cadet to approach the FAO for their medications at the appropriate times and not the responsibility of the FAO to seek out the cadet. The FAO does not provide dispensing service, rather the FAO provides controlled access, and the cadet will self-administer with the FAO acting as a witness to the dosage taken.
  - 5.10.4.5 Notwithstanding paragraphs [5.10.4.3](#) and [5.10.4.4](#), epinephrine autoinjectors (EpiPen) and metered dose inhalers (puffers) shall be carried by the cadet on their person at all times while on exercise and shall not be collected by the FAO. If the cadet carries more than one of the same type of these devices the cadet may elect to have the FAO retain the spare(s) at their discretion.
  - 5.10.4.6 Cadets with epinephrine autoinjectors must also have completed the appropriate forms through the RCMLO at the RCSU Pacific. Cadets who have not completed these forms and are required to do so will not be permitted to attend exercises with 737 RCACS.
  - 5.10.4.7 Any medications remaining at the conclusion of the exercise will be returned to the parent/guardian (not the cadet).
- 5.10.5 Environmental Regulations
  - 5.10.5.1 All 737 personnel shall comply with regional environmental policies at all times. Special care shall ensure that garbage is disposed of in appropriate bags, which will be transported out of the site upon completion of the exercise.
  - 5.10.5.2 Prior to participating in any exercise at a location which has not been used by the squadron in some time, an environmental assessment shall be completed. Any areas of environmental concern that are identified,

such as significant bodies of water, shall be clearly identified in the Operation Order and considered out of bounds areas for the duration of the exercise.

5.10.5.3 737 personnel will use provided pit toilets or portable toilets on exercises and will not dig latrines unless absolutely necessary.

#### 5.10.6 Safety & Supervision

5.10.6.1 The 'buddy system' is in effect at all squadron exercises and tours and shall include all cadets. Adult personnel are free to move around individually as required but are encouraged to also employ the buddy system when possible.

5.10.6.2 No firearms and/or pyrotechnics of any kind are authorized on squadron exercises, except for those exercises specifically including Range Training components.

5.10.6.3 All personnel arriving at the exercise/tour location shall be given a safety briefing upon arrival.

#### 5.10.7 After Action Report

5.10.7.1 Following the completion of each exercise and tour, an After-Action Report will be compiled by the OIC and submitted to the Commanding Officer.

5.10.7.2 The OIC shall seek the input of all staff and staff cadets from the operation/tour in the compilation of the After-Action Report.

5.10.7.3 The After-Action Report shall contain a summary of the level of success of training executed, recommendations for improvement for future exercises, and any pertinent commendations or disciplinary infraction notes.

- Note: An After-Action Report may not contain information which is classified PROTECTED B or higher. These infraction notes shall be submitted to the Commanding Officer under separate cover.

#### 5.10.8 Overnight Arrangements

5.10.8.1 Arrangements shall be made by the OIC of any exercise for the overnight accommodation of all cadets. Sleeping areas shall be gender-separated and shall be deemed off limits to persons of the opposite gender.

- Staff Cadets may be accommodated in personally owned civilian-pattern tents, however, must also be gender-separated.

5.10.8.2 Unless arrangements have been made by the OIC for adult staff, adult staff shall make their own arrangements for their overnight accommodation. The permissible options for staff accommodations include personally owned civilian-pattern tent, half-shelter (Hootchie), natural shelter (E.g. Lean-to), and military tents when not occupied by cadets.

- At no time shall any person sleep in either the passenger compartment or cargo compartment of any DND owned, leased, or rented vehicle.
- At no time shall any person sleep in either the passenger compartment or cargo compartment of the vehicle designated as the

Emergency Response Vehicle, regardless of whether this vehicle is a PMV or is owned/leased/rented by the DND.

- At no time shall any adult staff member sleep in the same accommodation as any cadet, regardless of gender.
  - Bunkhouses with separate areas for staff and cadets may be utilized with the approval of the Commanding Officer and the OIC.

5.10.8.3 No visitors, other than those persons temporarily acting as members of the exercise staff, shall be permitted to remain at an exercise site overnight without the consent of the CO 737 RCACS. Visitors who are permitted to remain overnight are to make their own arrangements for accommodation.

#### 5.10.9 Vehicles on Exercise

5.10.9.1 Subject to section 3.12 of these Orders, adult staff may use PMV to transport themselves to/from an exercise location. Vehicles which will be on site at the exercise location shall be noted in the Op Order to include make, model, colour, licence plate, and owner/operator.

5.10.9.2 Cadets may not use PMV to transport themselves to/from an exercise location with the intention of having the vehicle remain at the exercise except with the permission of the Commanding Officer. This permission will only be considered in extreme extenuating circumstances. Cadets who are granted permission to have their PMV remain at the exercise site will surrender the keys for the vehicle to the OIC until the conclusion of the exercise.

- Permission that is granted for a cadet to have a PMV remain at an exercise location is specific to the exercise in question and is immediately revoked upon termination of that exercise.

5.10.9.3 Once on site, PMV belonging to staff, visitors, or cadets, shall only move with the authorization of the OIC and/or CO until the end of the exercise.

## **6.0 CONDUCT AND DISCIPLINE**

### **6.1 GENERAL**

- 6.1.1 QR(Cadets) 5.40 states “Every cadet instructor, civilian instructor, and cadet shall become acquainted with and obey all regulations, orders and instructions necessary for the performance of his or her duties; and conform to the established customs of the cadet organization with which he or she is associated.”
  - 6.1.1.1 Pursuant to paragraph 6.1.1, all 737 personnel are required to become acquainted with and obey all orders and directives stated in these Standing Orders and in Monthly Routine Orders, as well as all other orders and directives as may from time to time be disseminated by higher authority.
  - 6.1.1.2 Cadets will not be authorized to hold any parade position or other position of authority in 737 RCACS prior to compliance with paragraph 6.1.1.1.
- 6.1.2 CAF members of 737 RCACS are subject to the Code of Service Discipline.
- 6.1.3 While Civilian Instructors, Civilian Volunteers and Cadets are not subject to the Code of Service Discipline, they shall not be permitted to participate in 737 training and activities unless they conform to all regulations, orders and instructions lawfully issued by competent authority.

### **6.2 DEPARTMENT & DISCIPLINE – ALL PERSONNEL**

- 6.2.1 All members of 737 RCACS are to conform to military orders and regulations regarding personal deportment as detailed in QR(Cadets), CATOs, CJCR GpOs, and the CF Dress Instructions.
- 6.2.2 As paraphrased from the CF Dress Instructions, “chewing gum, slouching, sauntering, hands in pockets, smoking, walking arm in arm, and similar deportment which detracts from a military appearance” are unacceptable for cadets and staff at cadet activities both in and out of uniform.

### **6.3 DEPARTMENT & DISCIPLINE – CADETS**

- 6.3.1 Cadets are expected to conform to the rules and regulations set out by these Orders and other such regulations as lawfully ordered by their superiors, both Officers and NCOs.
- 6.3.2 Failure by cadets to follow lawfully given commands and orders will result in disciplinary action IAW CATO 15-22.
- 6.3.3 The Commanding Officer is the final authority in all disciplinary matters, however the Deputy Commanding Officer, Cadet Squadron Commander and Cadet Squadron Deputy Commander may take disciplinary actions IAW CATO 15-22.
- 6.3.4 Deportment during cadet activities is to reflect a high degree of pride in the cadet movement and in 737 Squadron. Any actions that detract from a professional appearance shall not be tolerated at any cadet activity, regardless of whether the cadet is in uniform or not.
- 6.3.5 During breaks, cadets are permitted to relax in the canteen area, however socialization is still expected to occur in a professional manner. Any amount of

horseplay, foul language, teasing/bullying, or any similar misbehaviour/breach of conduct is to be corrected immediately by any witnessing member.

- 6.3.6 To amplify and clarify paragraph 6.11, the canteen area, as is the case in all other areas of cadet functions, is not to have fraternization of any kind. This shall include hugging, leaning on fellow cadets, sitting in the lap of another cadet, etc.
- 6.3.7 This section of these Orders is not to be considered all-inclusive. Cadets are expected to use common sense in determining their personal deportment during cadet activities, both on and off parade.

#### **6.4 COMMAND BY CADETS**

- 6.4.1 Cadets are authorized to command those cadets subordinate to them IAW the cadet chain of command.
- 6.4.2 No cadet has any power of command or authority over a member of the Canadian Armed Forces, a Civilian Volunteer, a Civilian Instructor, or Civilian including SSC members and the general public.

#### **6.5 APPLICATION OF CATO 15-22 “CONDUCT AND DISCIPLINE – CADETS”**

- 6.5.1 CATO 15-22 “defines the duties and powers assigned to Commanding Officers and Officers in Charge of cadets in matters of discipline, in order to encourage a fair, sound and constructive application and serves as a guide for dealing with incidents of misconduct.”
- 6.5.2 The corrective measures listed in CATO 15-22 that may be applied are:
  - 1. Verbal Warning;
  - 2. Apology;
  - 3. Cautionary Notice;
  - 4. Assignment of Extra Duties;
  - 5. Written Warning;
  - 6. Suspension of Privileges;
  - 7. Removal of Position;
  - 8. Suspension of Pending Promotion;
  - 9. Reduction in Rank;
  - 10. Return to Unit (from an exercise/activity);
  - 11. Suspension of Membership; and
  - 12. Termination of Membership.
- 6.5.3 The Commanding Officer of 737 RCACS authorizes the application of CATO 15-22 by staff and cadets holding specific positions, as outlined in the following paragraphs.
- 6.5.4 The Deputy Commanding Officer may apply corrective measures 1 through 5 and may recommend to the Commanding Officer the application of corrective measures 6 through 9. In cases of recommending corrective measures 6-9, the DCO shall prepare the applicable documentation.
  - 6.5.4.1 The DCO shall ensure that assignment of extra duties is limited to duties fitting the nature of the misconduct.

- 6.5.5 The Unit Cadet Conflict Management Advisor may apply corrective measures 1 through 4 and may recommend to the Deputy Commanding Officer the application of corrective measures 5 and 6.
- 6.5.6 The remaining adult staff may apply corrective measures 1 through 3 and may recommend to the Deputy Commanding Officer the application of corrective measures 4 and 5.
- 6.5.7 The Command Team (CSC, DComd, SWO, Adj) may apply corrective measures 1 through 3. Any disciplinary matters that cannot be resolved after corrective measures 1 through 3 have been attempted shall be referred to the Cadet Squadron Deputy Commander, who shall in turn bring them to the notice of the Deputy Commanding Officer.
- 6.5.8 The cadets holding the positions of F/Comd, DM, FPComd, F/Sgt, Band2IC, FP2IC, StdsTL, and Instructor (while instructing) may apply corrective measures 1 through 2 and may recommend to the Cadet Squadron Deputy Commander the application of corrective measure 3.

## **6.6 PAYING OF COMPLIMENTS**

- 6.6.1 The military salute is a traditional demonstration of trust and respect. Although the method of saluting varies with the circumstances, the paying of compliments is indispensable to Squadron discipline.
- 6.6.2 All members of the squadron shall conform to the instructions on the techniques of the paying of compliments as detailed in the Canadian Forces Manual of Drill and Ceremonial (A-PD-201-000/PT-000)
- 6.6.3 Saluting Zones at 737 RCACS are:
  - any outdoor area,
  - the hallway between the main front doors, the Chimo Room, and the main hall,
  - the main hall (parade square), and
  - the entrances to the office.
- 6.6.4 Designated Non-Saluting Zones at 737 RCACS are:
  - the washrooms,
  - the serving area/canteen,
  - the coat area (except when at the office entrance)
  - narrow hallways,
  - doorways other than those at the entrance to any office, and
  - classrooms (including the portions of the parade square used as a classroom, when in use as such).
- 6.6.5 All compliments/salutes shall be returned whenever possible.
- 6.6.6 Proper reporting procedure (as per the CF Manual of Drill and Ceremonial) shall be utilized when addressing a person of a higher or equal rank in a saluting zone or when entering/exiting an office.
- 6.6.7 Exercise training areas are generally designated as Non-Saluting Zones unless otherwise ordered by the Commanding Officer or OIC.
- 6.6.8 For activities at the Thompson Regional Community Centre (such as Remembrance Day), all areas are considered saluting zones except stairways,

washrooms, narrow hallways, dressing rooms, doorways, and the Zamboni room.

- 6.6.9 Failure to properly pay compliments in a Saluting Zone may result in disciplinary action.

## **6.7 SMOKING**

- 6.7.1 The 737 Squadron policy on smoking is ZERO TOLERANCE.
- 6.7.2 All personnel are to refrain from smoking in the presence or visual range of cadets.
- 6.7.3 No cadet will be permitted to smoke at or during any cadet activity run by 737 RCACS. Cadets with a nicotine addiction are responsible for alternate countermeasures (i.e. nicotine patch).
- 6.7.4 Violation of this section will result in immediate suspension of membership pending possible termination, and disciplinary measures as detailed in CATO 13-22 and CATO 15-22.

## **6.8 DRUGS**

- 6.8.1 The Squadron policy on drug use is IAW CATO 13-23.
- 6.8.2 Violation of this section will result in immediate suspension of membership pending possible termination, and involvement of Military Police or civilian authorities.
- 6.8.3 In situations in which the Military Police and/or civilian authorities are involved, the Commanding Officer of the Regional Cadet Support Unit must be informed through the chain of command.

## **6.9 CANNABIS / MARIJUANA**

- 6.9.1 Although cannabis is now legal for persons over the age of majority, it is still a controlled substance. The 737 Squadron policy on cannabis use is as follows:
- 6.9.1.1 Staff of 737 RCACS, as well as cadets who have reached the age of majority, shall not use cannabis:
- within 8 hours prior to departing their place of residence for the purpose of travelling to any cadet related activity/duty;
  - during the entire period of the working day (including parade nights);
  - within 24 hours prior to reporting to a field training exercise;
  - within 24 hours prior to operation or handling of a loaded weapon or weapon system, to include the cadet air rifle;
  - within 24 hours prior to operation of a wheeled or tracked vehicle owned, leased, or rented by the DND;
  - within 24 hours prior to loading, servicing, testing, or involvement in maintaining a military aircraft or a component of a military aircraft, to include aircraft used in support of the Air Cadet Gliding Program or Power Familiarization Program; nor
  - within 28 days prior to serving as a member of the crew of a military aircraft, to include aircraft used in support of the Air Cadet Gliding Program or Power Familiarization Program.

- 6.9.1.2 Staff of 737 RCACS, as well as cadets who have reached the age of majority, shall not possess cannabis:
- during any period in which they are in or on any vessel, vehicle, or aircraft, whether military or civilian, operated in support of the DND or the CAF;
  - during the entire period of an exercise or collective training (CTC, FTX, flying, etc.);
  - during the entire period while participating in an international exercise; nor
  - during any period in which the member is undergoing training.
- 6.9.1.3 For cadets who have not reached the age of majority, the use of cannabis remains unlawful, and will be treated as a violation of CATO 13-23, in which case the civilian and/or military authorities will be contacted.
- 6.9.2 Violation of any part of this section will result in immediate suspension of membership pending possible termination, and disciplinary measures as detailed in CATO 13-23 and/or CATO 15-22.
- 6.9.3 Personnel who require a medical exemption to any of the regulations in this section are to speak directly to the Commanding Officer. A note from a medical professional may be required, as determined on a case-by-case basis.

## **6.10 ALCOHOL**

- 6.10.1 The Squadron policy on alcohol use/consumption is IAW CATO 13-23.
- 6.10.2 Violation of this section will result in immediate suspension of membership pending possible termination, and disciplinary measures as detailed in CATO 13-23.

## **6.11 FRATERNIZATION**

- 6.11.1 A staff member shall not initiate or carry on a relationship with a cadet beyond that which would be considered a normal working relationship by a reasonable person.
- 6.11.2 A cadet shall not initiate or carry on a relationship with another cadet while at a cadet activity beyond that which would be considered a normal working relationship by a reasonable person.
- 6.11.2.1 Cadets who are involved in a personal relationship beyond that which would be considered a normal working relationship while outside of the cadet program are to cease all displays of affection such similar interactions while at a cadet activity.
- 6.11.2.2 Cadets who are involved in a personal relationship beyond that which would be considered a normal working relationship while outside of the cadet program are encouraged to privately inform the Commanding Officer. Disclosing this information may assist the Commanding Officer in avoiding situations in which one involved person may be placed in a position of authority over the other, which would make the relationship in violation of the law as per the Criminal Code of Canada.



- 6.11.3 As per the Criminal Code of Canada, two cadets shall not carry on a relationship beyond that which would be considered a normal working relationship by a reasonable person when one cadet holds a position of authority over the other.
  - 6.11.3.1 This shall include relationships beyond a normal working relationship when not at cadet activities while enrolled as a member of the CCO.
- 6.11.4 Violation of this section by Cadets will result in immediate suspension of membership, pending further disciplinary and/or administrative action at the discretion of the Commanding Officer. It may also require the involvement of RCSU (NW) staff.
- 6.11.5 As always, CAF members (CIC Officers) are subject to the Code of Service Discipline. Violations of this section by CIC Officers or other CAF members will be handled IAW the Code.
- 6.11.6 Violation of this section by Civilian Instructors will result in immediate suspension, pending further disciplinary and/or administrative action at the discretion of the Commanding Officer in consultation with the Commanding Officer of RCSU Northwest.
- 6.11.7 Violation of this section by Civilian Volunteers will result in immediate termination of the Volunteer Agreement and possible further disciplinary and/or administrative action at the discretion of the Commanding Officer in consultation with the Commanding Officer of RCSU Northwest.

## **7.0 ANTI-HARRASSMENT POLICY**

### **7.1 GENERAL**

- 7.1.1 The Canadian Cadet Organization holds a ZERO TOLERANCE policy regarding harassment in any form between any personnel as outlined in the Positive Social Relations for Youth program.
- 7.1.2 The Canadian Forces further amplified the anti-harassment policies through Operation Honour.

### **7.2 UNIT CADET CONFLICT MANAGEMENT ADVISOR (UCCMA)**

- 7.2.1 The UCCMA is directly responsible to the Commanding Officer.
- 7.2.2 There will be a minimum of one male and one female UCCMA designated when appropriately qualified personnel are available.
- 7.2.3 The personnel appointed to the position(s) of UCCMA will be published in the MROs.
- 7.2.4 All members of 737 RCACS may seek the advice and guidance of the UCCMA directly without going through the chain of command.
- 7.2.5 Cadets may also / alternatively contact the Regional Cadet Conflict Management Advisor.
- 7.2.6 More information about the UCCMA program can be obtained from the CATOs, PRCIs, and from the UCCMA themselves.

### **7.3 POSITIVE SOCIAL RELATIONS FOR YOUTH (PSRY)**

- 7.3.1 The Positive Social Relations for Youth program is an innovative educational program that prepares cadets to interact comfortably within the cadet community, interact positively with others, exercise sound judgements, accept personal responsibility for actions and choices, deal with interpersonal conflict, and seek assistance from available resources when needed.
- 7.3.2 The program consists of a detailed printed instructor's guide, video scenarios, and an interactive DVD.
  - 7.3.2.1 The program is a modular program consisting of formal and informal training
  - 7.3.2.2 The "Building Positive Social Relations" Module is comprised of 180 minutes of formal training designed and developed for all new cadets joining a corps/squadron.
  - 7.3.2.3 The "Influencing Positive Social Relations" Module is comprised of 180 minutes of formal training designed and developed for all cadets entering Phase Four / Gold Star / Proficiency Level Four Training.
  - 7.3.2.4 An informal learning strategy "Maintaining Positive Social Relations" consists of a series of posters, pamphlets, and wallet cards as well as CO briefings at the corps/squadron and CTC.
  - 7.3.2.5 The program strategy allows for long term reinforcement of key program messages, as well as continuity between learning sessions.

## **8.0 DRESS REGULATIONS**

### **8.1 PERSONAL APPEARANCE**

- 8.1.1 The appearance of all 737 members shall at all times reflect positively on the Canadian Cadet Organization, the Canadian Armed Forces, and 737 RCACS.
- 8.1.2 Failure to present a professional appearance will result in disciplinary and/or administrative actions.

### **8.2 UNIFORM REGULATIONS & RESTRICTIONS – GENERAL**

- 8.2.1 When not in uniform, all personnel shall wear the appropriate civilian equivalent to the dress of the day.
- 8.2.2 When the dress of the day is civilian attire personnel shall ensure the civilian attire chosen is suitable for the activity and what a reasonable person ought to consider appropriate. This shall include:
  - 8.2.2.1 Female's hair shall be kept off the face and neck IAW CJCR Dress Instructions.
  - 8.2.2.2 Male's facial hair shall be maintained IAW CJCR Dress Instructions.
  - 8.2.2.3 Conservative and professional clothing shall be worn.
  - 8.2.2.4 Jewelry, makeup, and perfumes shall be kept to a minimum.
- 8.2.3 Uniforms shall be worn when proceeding to and from, and while attending, all authorized parades, training functions, meetings, or social functions.
- 8.2.4 Authorized activities for which uniform are to be worn are those designated by the Commanding Officer or other appropriate authority in Routine Orders and/or Operation Orders.
- 8.2.5 No part of any CF or Cadet uniform may be worn with civilian clothing at any time, nor shall any civilian clothing including jackets and hats be worn with the CF or cadet uniform. Requests for exception from this order shall be submitted to the Commanding Officer through the Chain of Command and will only be granted in cases of extenuating circumstances.
  - 8.2.5.1 The exception to paragraph 8.2.5 is the cadet toque and gloves, which may be worn with civilian attire while on cadet duty.
- 8.2.6 737 Cadets may not wear any part of the cadet uniform to school, unless approved in advance by the Commanding Officer.
  - 8.2.6.1 Cadets are hereby granted express permission to wear the C1A Order of Dress to school on Remembrance Day each year, however must inform the Chain of Command in advance that they intend to do so.
- 8.2.7 No person shall wear any uniform, order, decoration, medal, ribbon, badge, insignia, nor emblem to which they are not entitled by rank, appointment, or award.

### **8.3 UNIFORM REGULATIONS & RESTRICTIONS – STAFF**

- 8.3.1 CIC Officer dress standards are as stated in A-AD-265-000/AG-001 – Canadian Forces Dress Instructions.
- 8.3.2 Civilian Instructors and Civilian Volunteers are to wear the appropriate civilian equivalent to the dress of the day.
- 8.3.3 Civilian Instructors and Civilian Volunteers may purchase Olive Drab pattern combat clothing at their own expense. This combat clothing will be authorized

for wear at Field Training Exercises and at other specific activities as ordered by the Commanding Officer or activity OIC.

- 8.3.3.1 NO military insignia may be present on the Olive Drab Combat Clothing.
- 8.3.4 Staff may change into uniform at the cadet activity provided suitable facilities exist for doing so.
- 8.3.5 Staff members shall not wear Canadian Forces Flying Clothing unless authorized to do so by Regional Cadet Air Operations.

#### **8.4 UNIFORM REGULATIONS & RESTRICTIONS – CADETS**

- 8.4.1 Cadet dress standards are as stated in the CJCR Dress Instructions.
- 8.4.2 Cadets will be issued Olive Drab pattern Field Training Uniforms (FTUs). The FTUs will be authorized for wear at Field Training Exercises and at other specific activities as ordered by the Commanding Officer or activity OIC.
  - 8.4.2.1 Cadets shall wear their appointed rank on the FTUs unless otherwise ordered.
  - 8.4.2.2 No other badges are permitted on the FTUs with the exception of a single full-coloured Canada flag centered on the top of the left sleeve.
- 8.4.3 Cadets shall travel to and from cadet events in uniform and shall not plan to change into or out of uniform at the cadet activity.
  - 8.4.3.1 Notwithstanding paragraph 8.4.3, when the dress of the day calls for tunics to be worn cadets are authorized to wear their uniform less the tunic and don their tunic at the cadet activity provided that they do not require private changing facilities to do so.
- 8.4.4 Cadets may purchase Canadian Forces Flying Clothing – BLUE – at their own expense. This flying clothing will be authorized for wear ONLY by pilots who have completed the Glider Pilot Scholarship Course and/or the Power Pilot Scholarship Course and only in performance of flying duties.
  - 8.4.4.1 Pilots supervising an aviation related display at ACR may also be authorized to wear this flying clothing for the period of the display only on a case-by-case basis at the discretion of the Commanding Officer.
  - 8.4.4.2 Cadets shall wear their appointed rank on the flying clothing.
  - 8.4.4.3 Other badges on flying clothing shall be as approved by RCAOps.
- 8.4.5 Cadets holding parade positions, and those cadets on certain teams, may be issued ceremonial accoutrements to the uniform. These may include white lanyards, white web belts, white gloves, and/or frogs (flag carriers). These items are authorized for wear only at Commanding Officer's parades, Annual Ceremonial Review, and other events specifically designated by the Commanding Officer.

#### **8.5 AUTHORIZED ORDERS OF DRESS – OFFICERS**

- 8.5.1 For all of the following paragraphs in this section Civilian Instructors and Civilian Volunteers shall wear an appropriate civilian equivalent to uniform orders of dress.
- 8.5.2 Regular Parade Nights – Summer: No. 3B
- 8.5.3 Regular Parade Nights – Winter: No. 3C

- 8.5.4 Commanding Officer's Parades – All Seasons: No. 1A
- 8.5.5 Annual Ceremonial Review & Remembrance Day: No. 1
- 8.5.6 Mess Dinners: 2 or 2B
- 8.5.7 Sports Nights / Activities: Appropriate Civilian Attire
- 8.5.8 Field Training Exercises: Operational Clothing (CadPat)
  - 8.5.8.1 CadPat may also be authorized for other activities where desirable due to environmental or training conditions.

## **8.6 AUTHORIZED ORDERS OF DRESS – CADETS**

- 8.6.1 Regular Parade Nights – Summer: C3A
- 8.6.2 Regular Parade Nights – Winter: C3
- 8.6.3 Commanding Officer's Parades – All Seasons: C1A
- 8.6.4 Annual Ceremonial Review & Remembrance Day: C1A
- 8.6.5 Mess Dinners: C2
- 8.6.6 Sports Nights / Activities: C5E; or Civilian shorts with either the dark blue cadet issued t-shirt or a squadron-issued t-shirt
- 8.6.7 Field Training Exercises: C5 (FTUs)

## **9.0 SUPPLY**

### **9.1 MANDATE**

- 9.1.1 The Supply department, and specifically the Supply Officer, is responsible for tracking and maintaining all items allocated to the Supply department of the Squadron, which include but are not limited to cadet uniform components, Canadian Forces training equipment (Squadron Supply Customer Account) and Squadron Committee owned equipment.

### **9.2 USE OF LOGISTIK UNICORP POINTS ALLOCATION**

- 9.2.1 The Squadron is granted a specific number of points through Logistik Unicorp per fiscal year for the purpose of 'purchasing' new cadet uniform parts. These points shall be utilized by the Supply Officer to order uniform parts only after outfitting cadets using available parts in Squadron stores.
- 9.2.2 Badges shall not be stockpiled in excessive quantities and should be ordered in small batches so as to prevent using large point amounts on badge orders.

### **9.3 LOSS, DAMAGE, AND INVESTIGATIONS OF NEGLIGENCE**

- 9.3.1 The Clothing Card produced by the Supply Management Workbook includes a price per item that is issued. If a cadet loses an item or damages an item as a result of wilful negligence, the cadet will be required to pay the replacement cost as listed on the Clothing Card. These funds are payable to the Squadron Sponsoring Committee and shall be deposited in the General Account.
- 9.3.2 Items that are lost or damaged while signed out to an individual are the responsibility of the person who has signed for them, and the individual may be fiscally responsible for the replacement cost at the discretion of the Commanding Officer.
- 9.3.3 In the event that an item is damaged or lost and the suspected cause is negligence, the Supply Officer and Commanding Officer shall collaboratively investigate the cause and may determine the member to be fiscally responsible for the item.
- 9.3.4 Items that are damaged will be marked as such using a Condition Report Tag (available through the CF Supply System).
- 9.3.5 After the item is tagged as damaged, it shall be assessed by a competent authority to determine whether repair or disposal is the appropriate course of action.
- 9.3.6 In the case of CF Equipment, the tagged item shall be returned to the CF Supply System, and the owner of the equipment notified of the damage so as to prevent the damaged item from inadvertently being issued to another unit.

### **9.4 INVENTORY**

- 9.4.1 The tracking and inventory of all equipment will be done using Temporary Loan Cards and Miscellaneous Loss Report forms.
- 9.4.2 The tracking and inventory of all cadet uniform components will be done using the Supply Management Workbook in Microsoft Excel, which generates Clothing Cards, and using Temporary Loan Cards for items not covered by the Clothing Cards.

9.4.3 A complete inventory of Squadron stores including CF equipment, Squadron equipment, and cadet clothing items shall be completed once annually.

9.4.3.1 An additional complete inventory shall be completed at the time of a Change of Command unless the annual inventory has been completed within one (1) calendar month of the Change of Command date.

## **9.5 USE OF EQUIPMENT**

9.5.1 Staff requiring the use of Squadron or CF equipment must sign out the equipment from Supply and are responsible for the equipment until it is signed back in by the Supply Officer.

9.5.2 Items that are used on a nightly basis (E.g. computers and projectors) will have a sign out form that will be maintained by the Supply Officer. All instructors or other personnel using these items will complete the sign out form prior to taking the equipment and following the return of the equipment.

9.5.3 Cadets shall be required to sign the Clothing Card generated by the Supply Management Workbook for all issued uniform components.

9.5.4 All members shall complete a Temporary Loan Card (DND638) for all items issued to them on a temporary basis.

## **9.6 CSG & RCSU EQUIPMENT**

9.6.1 The Squadron will from time to time borrow equipment from RCSU, CSG, and/or other CAF units/establishments.

9.6.2 The Squadron and the staff member who signs for the equipment are accountable for the return of the equipment borrowed in a 'same or better' state.

9.6.3 The staff member responsible for the return of the equipment is to ensure return instructions (E.g. folding instructions for half shelters and modular tentage) are adhered to in preparation for the return.

9.6.4 The use of the region equipment is a privilege that the Squadron must not take lightly, and personnel of 737 RCACS are to bear in mind the importance of treating all equipment with respect and the personnel who loan it with both respect and gratitude.

## **10.0 TECHNOLOGY**

### **10.1 TELEPHONE**

- 10.1.1 737 RCACS has a wired telephone provided by the legion, however this phone is typically used for outgoing calls only.
- 10.1.2 Cadets and staff are expected to use their own cellular telephones for communication if telephone communication is required.
- 10.1.3 Cadets and/or staff who do not have a cellular telephone, or whose use is limited, may request to borrow one from another staff member or cadet present.

### **10.2 FACSIMILE (FAX)**

- 10.2.1 737 RCACS no longer uses a fax machine.
- 10.2.2 Any documents requiring transmission to/from 737 RCACS should be sent using the CCO email system, or in the case of non-protected information civilian email may be used.

### **10.3 COMPUTERS**

- 10.3.1 DND and Squadron computers, along with their associated hardware accessories/accoutrements are the responsibility of the staff member to whom they are assigned.
- 10.3.2 DND and Squadron computers not currently assigned to staff members will be stored in the squadron office filing cabinet and are the responsibility of the Supply Officer.
- 10.3.3 DND and Squadron computers are to be used for official Squadron purposes only.
- 10.3.4 Only licensed software approved by DND will be used on DND computers.
- 10.3.5 Cadets will not use DND computers under any circumstances.
- 10.3.6 737 RCACS staff and cadets are authorized to bring their own computers for the purposes of instruction and presentations, however they do so at their own risk. No other person, agency, nor organization will be held accountable for damages or loss to personal equipment.
  - 10.3.6.1 Cadets shall ensure that personal equipment brought to the Squadron does not pose a distraction from other duties that are required of them.

### **10.4 OTHER EQUIPMENT**

- 10.4.1 737 RCACS staff and cadets are authorized to bring their own personal electronic devices, however they do so at their own risk. No other person, agency, nor organization will be held accountable for damages or loss to personal equipment.
  - 10.4.1.1 Specific events at which personal electronic devices are not permitted include Field Training Exercises, and glider familiarization flying. Other events may also arise at which personal electronic devices are not permitted, and members will be informed of this by way of a kit list or other written means.
- 10.4.2 Personal electronic devices being used inappropriately or during inappropriate times are subject to confiscation by higher authority for the duration of the activity.



- 10.4.2.1 Personal electronic devices that are confiscated must be secured immediately to prevent damage/loss.

## **10.5 NETWORK AND INTERNET**

- 10.5.1 737 RCACS has a wired network connection made available through the Royal Canadian Legion.
- 10.5.2 Wireless internet access is available to authorized users, available through the Squadron office.
- 10.5.3 In cases when cadets require access to internet services, this will be completed under staff supervision.

## **11.0 RANGE STANDING ORDERS**

### **11.1 GENERAL**

- 11.1.1 These range Standing Orders are issued under the authority of the Commanding Officer of 737 RCACS.
- 11.1.2 These Orders are published to familiarize all personnel with the safe and efficient operation of the Squadron range.
- 11.1.3 These Orders apply to all Squadron personnel while on any range activity at the Squadron range.
- 11.1.4 These orders also apply to visiting personnel regardless of rank or position while in attendance at a range activity at the Squadron range, including parents/guardians of cadets.
- 11.1.5 It is the responsibility of all personnel to become familiar with and obey these orders.

### **11.2 DEFINITIONS**

- 11.2.1 Range – Any building, room or area designed or used for the purpose of firing firearms or air rifles during recreational or competition marksmanship. This does not include the waiting area if separate from the room in which firing is taking place.
- 11.2.2 Range Safety Officer (RSO) – The person responsible for range safety while conducting a marksmanship training session or competition.
- 11.2.3 Primary Range Safety Officer (PRSO) – The person designated as the authority in case of discrepancy in the event that more than one RSO is required for a marksmanship activity.
- 11.2.4 Chief Range Safety Officer (CRSO) – The person responsible for overseeing the entire marksmanship and firearms program within the Squadron.
- 11.2.5 Range Instructor – Any officer, CI, CV, or Cadet who is approved annually by the CRSO and is qualified to instruct cadets on the use of the rifle/firearm in use for a given marksmanship activity.
- 11.2.6 Firing Point Assistant (FPA) – Any officer, CI, CV, parent, or cadet who is trained and qualified by the CRSO to give commands to a relay and who has been appointed to that position for the specific marksmanship activity and relay.
- 11.2.7 Ammunition Controller – Any officer, CI, CV, or cadet who is authorized to distribute ammunition/pellets to firing point positions in metered amounts and who has been appointed to that position for the specific marksmanship activity.
- 11.2.8 Range Keyholder – Any officer or CI who has been deemed qualified by the Commanding Officer to run a range activity without supervision and is permitted to hold keys to the range facility.
- 11.2.9 Relay – Any group of personnel who will be firing at the same time.
- 11.2.10 Cease Fire – An immediate stoppage of firing, which can be declared by any person at the range, and which may or may not be due to a safety concern.
- 11.2.11 Firing Point – The area in which the cadets currently operating the weapons or air rifles will stand or lay prone for the purpose of firing and/or preparing to fire.

- 11.2.12 Firing Line – The line behind which all personnel must remain unless specifically instructed to proceed beyond. Also known as the danger zone on the range.
- 11.2.13 Lane(s) – The area specified for one shooter/marksman to operate within, including their portion of the Firing Point, Firing Line, their target and the area therebetween.
- 11.2.14 Range Control Desk – The area at which the target papers, ammunition/pellets, and other range supplies are located at the range.
- 11.2.15 Backstop – an object, usually made of wood, canvas and cardboard or corrugated plastic, designed or used for the purpose of stopping a pellet; or an object made of wood and metal designed or used for the purpose of stopping a bullet.
- 11.2.16 Target Butts – The area in which the backstops are located.
- 11.2.17 Grouping Target – A target paper with one or two open bulls designed for the purpose of firing 5-round groupings.
- 11.2.18 Application Target – A target paper with ten graduated bulls and two additional graduated sighting bulls designed for the purpose of scoring marksmanship results during competition marksmanship.
- 11.2.19 Biathlon Target – A target paper with five partially-graduated bulls designed for the purpose of scoring hits and misses during either air rifle or .22 calibre biathlon marksmanship.

### **11.3 CONTROL**

- 11.3.1 All range activities will be conducted under the authority of the Commanding Officer and will be promulgated in the MROs prior to commencing.
  - 11.3.1.1 The MROs shall also indicate the OIC, and RSO if other than the OIC, for each range activity.
- 11.3.2 A qualified and current RSO shall be present at all range activities and will be responsible for ensuring the safe handling and operation of squadron firearms and air rifles at the range.
- 11.3.3 The Priority of Command at range activities is CRSO – if present, PRSO – if required, RSO, FPA.
  - 11.3.3.1 The CRSO or any RSO may be designated the PRSO if one is required due to the number of cadets firing at a given time. One RSO can supervise a maximum of 6 lanes per relay.
- 11.3.4 Commands, with the exception of the “Cease Fire” command, may be given only by the Range Safety Officer in command of the relay or personnel he/she authorizes to do so, such as a FPA.
  - 11.3.4.1 The Cease Fire command may be given by any person on the range if they have any reason to believe safety is compromised.
- 11.3.5 The inspection of rifles at the conclusion of a relay shall be completed by a qualified Range Safety Officer or those personnel so authorized by the CRSO.
  - 11.3.5.1 The CRSO may authorize specific FPA cadets to inspect rifles at the conclusion of a relay on an ongoing basis only after supervising that cadet inspecting rifles satisfactorily a minimum of five (5) times.

- 11.3.5.2 If a person other than the RSO in command of a relay is tasked to inspect the rifles at the conclusion of the relay, that person shall report to the RSO in command of that relay “All Lanes Clear” when all lanes have been verified as compliant with rifle safety protocols appropriate for the firearm/rifle in use.

#### **11.4 RANGE COMMANDS**

- 11.4.1 On the command “Relay <#> Line Up” the relay members shall enter the range and line up with their backs against the wall behind the lane from which they intend to fire.
  - 11.4.1.1 Personnel who are left eye dominant should choose a lane on the far right side of the relay so as to cause minimal interference with other relays members.
- 11.4.2 On the command “Relay approach the firing line” the relay members shall move forward to a position standing behind the mat in the lane from which they intend to fire.
- 11.4.3 On the command “Relay adopt the prone position” the relay members shall move from standing behind their mats to the prone position. Once in the prone position, members may adjust their gear as required to include attaching slings to their rifles if slings are in use.
- 11.4.4 On the command “Ammo Party <##> Rounds” the Ammunition Controller and/or FPA shall distribute the appointed number of rounds to each firing point. This shall be done from behind the firing line stepping around the cadets on the mats and not over them.
- 11.4.5 On the command “Relay load one round” the relay members shall execute the loading of the rifle to include pumping, inserting a pellet via the feed track, closing the bolt, and aiming downrange at their target with their trigger finger along the stock of the rifle.
- 11.4.6 On the command “Relay at a distance of 10 meters, <grouping and firing instructions>, <timing instructions, at your own target commence firing” the relay members shall commence the firing sequence, including the breathing process, disengaging the rifle safety when ready, squeezing the trigger, pulling the bolt back after firing, opening the pump lever slightly, and reengaging the safety. If more rounds are to be fired, the relay members shall repeat the loading and firing process as many times as are required to complete the appointed number of rounds at their own discretion and timing.
- 11.4.7 At the conclusion of the appointed number of rounds, the relay members shall ensure the rifle is placed in safe status and place the rifle down and rest quietly on their mat until the next command. They shall also disengage slings if in use.
- 11.4.8 On the command “Relay unload and prepare for inspection” relay members shall take up their rifles and complete the loading and firing process without loading a pellet (Dry Fire). They shall then ensure the rifle is placed in safe status and position the rifle over their shoulder with the bolt handle facing upwards so as to allow the rifle to be inspected. The rifles will be inspected by an RSO or one of the FPAs.

- 11.4.9 On being told that their rifle is clear (E.g. “Lane One Clear”) the relay member shall read back the clearing message (E.g. “Lane One Clear Sir”) and place their rifle down with the bolt handle facing upwards.
- 11.4.10 Once all lanes have been inspected and cleared and, on the command “Relay stand up” the relay members shall stand behind their mat, bringing with them their ammunition/pellets container.
- 11.4.11 On the command “relay change/retrieve targets” the relay members shall proceed downrange via the side of the range area and change/retrieve targets as ordered. They shall not discuss targets while at the backstops, rather they shall proceed immediately back to the range table and return their targets for marking.
- 11.4.12 On the command “next relay” the members of the current relay shall leave the range area and proceed to the waiting area, and the members of the next relay shall enter and take up their positions along the wall.
  - 11.4.12.1 On the last relay of the range activity, instead of the “next relay” command, the command will be given to begin tearing down the range location and all personnel present will be called on to assist.
- 11.4.13 On the command “Cease Fire, Cease Fire, Cease Fire” relay members shall:
  - 11.4.13.1 if the rifle has been pressurized (“pumped”), open the bolt by pulling the bolt handle fully to the rear, engage the safety, and lay the rifle down with the bolt handle facing up. They shall not open the pump handle unless trained to do so safely.
  - 11.4.13.2 if the rifle has not been pressurized (“pumped”), open the bolt by pulling the bolt handle fully to the rear, engage the safety, open the pump lever slightly, and lay the rifle down with the bolt handle facing up.
- 11.4.14 On the command “Resume Firing” relay members shall take up their rifles and continue in the firing sequence from the point at which they Cease Fire was ordered.

## **11.5 SAFETY**

- 11.5.1 Eating and drinking are prohibited in the range unless expressly authorized by the most senior present CRSO/PRSO/RSO.
- 11.5.2 No person shall enter nor leave the range area while the range is active (lights/flags red) without the authorization of the RSO in command of the relay or the CRSO.
- 11.5.3 No person shall enter the range area while the range is inactive (lights/flags green) without the authorization of the RSO in command of the next relay, the CRSO, or the OIC.
- 11.5.4 Personnel may leave the range area while the range is inactive (lights/flags green) at their discretion, however may not return without authorization as required and detailed in paragraph 11.5.3 or 11.5.2 as appropriate.
- 11.5.5 IAW national and regional regulations, no RSO may supervise more than 6 firing points at any one time. If more than 6 lanes are in use, an additional RSO is required for each set of 6 lanes (or part thereof). In this situation one RSO will be designated the PRSO.

- 11.5.6 There will be no spectators on the range unless specifically authorized by the CRSO and OIC.
- 11.5.7 Unless specifically directed to do so, no person shall cross the firing line into the downrange portion of the range.
- 11.5.8 Personnel will remain well clear of the firing line and all rifles while any person is downrange of the firing line.
- 11.5.9 Commands and instructions issued by an RSO at the range are final.
- 11.5.10 Personnel in the range area shall wear eye protection at all times that the range is active (lights/flags red) and may wear ear protection at their discretion.
  - 11.5.10.1 It is the responsibility of the RSO to ensure all personnel are either in possession of or provided appropriate eye protection.
  - 11.5.10.2 Ear protection, if desired, is the responsibility of the member.
- 11.5.11 Authorized shooting positions for marksmanship are prone and standing, however standing shooting shall only be performed by marksmanship team members and those cadets participating in standing shooting as part of a PO\_06 requirement.

## **11.6 INFRACTIONS & SUSPENSION OF RANGE PRIVILEGES**

- 11.6.1 Failure to comply with a range instruction/command will result in disciplinary action to include a period of suspension of range privileges. The duration of this suspension of range privileges will be determined by the Commanding Officer in consultation with the CRSO and RSO of the activity.
- 11.6.2 Personnel who commit a safety infraction on the range shall be immediately corrected by the RSO or any other personnel witnessing the infraction. Depending on the severity of the infraction, the RSO in command of the relay at the time of the infraction may choose to issue a warning, or to suspend the offending person's range privileges immediately pending a conversation with the Commanding Officer and CRSO.
- 11.6.3 Personnel whose range privileges are suspended during a range activity shall be immediately instructed to contact their parent/guardian and arrange for transport from the range location. If the parent/guardian of a suspended member cannot be reached, the member may be sent home in a taxi C.O.D. at the discretion of the OIC.

## **11.7 LOCATION OF RANGE**

- 11.7.1 The Squadron Range is located at the Royal Canadian Legion – Burntwood Branch. This range is used by 737 RCACS for the firing of the Daisy 853C Air Rifle exclusively.
- 11.7.2 737 RCACS does not currently have an active membership with any external ranges.

## **11.8 AUTHORIZED FIREARMS AND AMMUNITION**

- 11.8.1 737 RCACS is currently only authorized to undertake marksmanship training utilizing the Daisy 853C Air Rifle and the corresponding .177 calibre flat front pellets as provided by the Department of National Defense.

- 11.8.2 No other firearms or ammunition are permitted to be used by cadets or other personnel at a cadet activity at any time unless specifically authorized by the Commanding Officer in consultation with RCSU Northwest.
- 11.8.2.1 Violation of this order is grounds for disciplinary and/or administrative action, up to and including the possibility of termination of membership and/or involvement of military or civilian authorities.

### **11.9 DECLARATION**

- 11.9.1 Prior to departing the marksmanship activity, all personnel shall make a personal declaration to the most senior RSO present. This declaration shall consist of: "I have no live rounds, empty casings, pyrotechnics, pellets, or range equipment in my possession."
- 11.9.2 The Senior RSO present will also make a personal declaration to another staff member, omitting "range equipment" from their declaration if required.
- 11.9.3 The declaration is a binding agreement that the individual making the declaration does not have the specified items on their person or in their possession and will not be taking any of those items from the facility. If the individual has an item that is included in the declaration, they must inform the staff member receiving the declaration so that the staff member may advise them how to proceed.

### **11.10 AUTHORITY TO TRANSPORT**

- 11.10.1 Under normal circumstances, transport of rifles to/from the range location is not required as the rifles are stored at the range location.
- 11.10.2 In situations when transport of rifles is required, authorization may be provided by the Commanding Officer for an officer or CI to transport a specified number of rifles from a specified point of origin to a specified destination on a specified date. This authorization is subject to all limitations and conditions of CATO14-41 Annex B Appendix 2.
- 11.10.3 When authority is granted for a member to transport rifles, the transporting member shall carry with them at all times during transport the letter of authority to transport from the Commanding Officer.
- 11.10.4 While transporting rifles, passengers in the same PMV other than those specifically authorized by the Commanding Officer are strictly prohibited.
- 11.10.5 While transporting rifles, the vehicle shall be attended and locked at all times, including while in motion or stopped at traffic control devices (traffic lights, stop signs, etc.)
- 11.10.6 While in transport, rifles shall be empty of pellets and in an approved case.
- 11.10.7 As 737 RCACS does not use .22 calibre ammunition or firearms, transportation procedures for these items are not included in these Orders and are not authorized for any 737 personnel.
  - 11.10.7.1 737 RCACS personnel volunteering with another cadet unit or with a regional/national marksmanship or biathlon activity are authorized to transport firearms/rifles/ammunition/pellets at the discretion of the OIC of the activity and IAW the orders of the applicable unit. In these circumstances, the OIC and Commanding Officer of the unit

responsible hold accountability for transportation authorization and the Commanding Officer of 737 RCACS is not responsible for transportation authority or violations thereof.

### **11.11 CERTIFICATIONS & QUALIFICATION CURRENCY**

#### 11.11.1 Range Safety Officers

- Captain Daniel Colosie – Air Rifle & Biathlon
- Captain Martin Murphy – Air Rifle

#### 11.11.2 Firing Point Assistants

- Staff:
  - Nil.
- Cadets:
  - Those cadets who have successfully completed the Air Rifle Marksmanship Instructors Course.



## **12.0 SQUADRON EMERGENCY RESPONSE PLAN**

### **12.1 GENERAL**

- 12.1.1 This Emergency Response Plan applies to all activities held at the LHQ only.
- 12.1.2 All activities held at other venues shall have an Emergency Response Plan specific to that location included in the Operation Order or other organizational orders for that activity, regardless of activity duration.

### **12.2 GENERAL SAFETY OFFICER**

- 12.2.1 Unless otherwise designated by the Commanding Officer, the Commanding Officer is the General Safety Officer of 737 RCACS.

### **12.3 ROUTE TO HEALTH FACILITY**

- 12.3.1 From the Royal Canadian Legion parking lot, turn either direction onto Elizabeth Drive, then turn left onto Mystery Lake Road;
- 12.3.2 At the 3<sup>rd</sup> traffic light, turn right onto Thompson Drive (South);
- 12.3.3 Your destination will be on your right: Thompson General Hospital.

### **12.4 DUTIES AND RESPONSIBILITIES IN AN EMERGENCY**

- 12.4.1 Duties assigned to specific personnel in the case of specific emergencies are found in the emergency procedures below.
- 12.4.2 In the event of an emergency, all personnel not assigned to specific duties are responsible for supervision of the cadets and assisting with other staff's specified duties as able.

### **12.5 EMERGENCY DRILLS**

- 12.5.1 An evacuation drill (usually a fire drill) will be conducted at least once annually. This drill shall be unannounced, and the timing shall be at the sole discretion of the GSO.
- 12.5.2 The GSO shall endeavour to minimize the training impact of all drills when possible.

### **12.6 EMERGENCY COMMUNICATIONS**

- 12.6.1 Internal Communications
  - 12.6.1.1 The first person to be notified in the event of an emergency shall be the Commanding Officer unless he is already present.
  - 12.6.1.2 Communications on parade nights and other activities held at the LHQ is by word of mouth and using personal cellular telephones if required.
- 12.6.2 External Communications
  - 12.6.2.1 In the event that Emergency Response Services (ERS) (fire/ambulance/police) are required, they shall be the first external agency to be notified.
  - 12.6.2.2 After notification of ERS if required, the RCSU shall be notified of the emergency and will assist with the coordination of media if required.
  - 12.6.2.3 Following contact of the RCSU, the parent/guardian of the cadet(s) involved in the emergency should be contacted. They should be given a

contact name and phone number to obtain additional information. The RCSU may be used as the parent/guardian contact.

12.6.3 Media Communications (copied from paragraph 2.7.2)

12.6.3.1 All CAF members and DND employees are responsible for the CAF image that is shown to Canadians by the media. CAF members and DND employees are accountable to their chain of command for:

- the accuracy of information they make available to the public; and
- reporting significant incidents in a timely manner. (Ideally CF members should be informed via the chain of command before the announcement is made to the media in all cases.)

12.6.3.2 CAF members and DND employees are responsible for:

- ensuring that any information they make available to the public is up-to-date, released within the law, and respectful of the principle of operational security;
- participating in the development and delivery of Public Affairs programs and activities as required;
- acting as designated Subject Matter Experts (SMEs) as required; and
- responding to requests for media interviews IAW DAOD 2008-2 – Media Relations and Public Announcements.

## 12.7 EVACUATION & MUSTER POINTS

12.7.1 The primary Muster Point for an evacuation of the LHQ is the parking lot in front of the provincial court building in the roundabout area.

12.7.2 The secondary Muster Point is the grass area halfway between the legion and the fire hall on the East side of Elizabeth Drive. In the event that emergency parental pickups are required, and the legion driveway is occupied by emergency vehicles the parents will be instructed to pick up from the United Steelworkers building near this location and personnel will be moved to that parking lot.

## 12.8 EVACUATION PROCEDURES

12.8.1 All Personnel:

- Proceed via the nearest exit out of the building.
- Close all doors behind you if possible.
- In a fire, close any windows as well if time permits.
- Proceed directly to the Primary Muster Point.
- Form up in flights as per usual squadron parade formation.

12.8.2 Instructors:

- Escort class members to the nearest exit, closing all doors behind you if possible.

12.8.3 General Safety Officer

- Coordinate Emergency Response Services (fire/ambulance/police) if required.

12.8.4 Flight Commanders

- Take attendance.

- Report to the CSC whether all members are present or, if not, who is missing.
  - Ensure flight members remain silent and await further instruction.
- 12.8.5 Adjutant:
- Report to the CSC any cadets who departed early from the LHQ and signed out, and any cadets who came late who may not be part of the Flight Commanders' attendance.
  - Assist the Administration Officer in ensuring all personnel are accounted for.
- 12.8.6 Cadet Squadron Commander
- Report to Administration Officer whether or not all cadets are accounted for, or who is missing if required.
- 12.8.7 Administration Officer
- Report to General Safety Officer (and Commanding Officer if different) whether or not all cadets, staff, and known visitors are accounted for.
- 12.8.8 General Safety Officer
- Report to ERS any personnel missing if required.
  - In consultation with ERS if required, authorize re-entry of the building when safe to do so.
  - In consultation with the Commanding Officer (if different from GSO) determine whether or not to send cadets home by having them contact parents/guardians.
  - Notify RCSU of nature of emergency.

## **12.9 EMERGENCY PROCEDURES – FIRE**

- 12.9.1 In the event that a fire is discovered, the person who discovers the fire shall sound the alarm by yelling “FIRE, FIRE, FIRE” repeatedly, and/or pulling a Fire Alarm Pull Station.
- 12.9.2 In the event that the fire alarm is heard, all personnel shall evacuate IAW evacuation procedures in paragraph [12.8](#).
- 12.9.3 General Safety Officer:
- Conduct a building sweep to clear all areas of personnel.
  - Close doors/windows as much as possible during sweep.
  - Evacuate to Muster Point.
- 12.9.4 Commanding Officer:
- Same role as GSO.
- 12.9.5 Deputy Commanding Officer:
- Specifically check washrooms and parade area (main hall) to clear them of all personnel.
  - Evacuate to Muster Point.
- 12.9.6 Training Officer
- Specifically check classrooms to clear them of all personnel.
  - Close doors/windows as much as possible during sweep.
  - Evacuate to Muster Point.

12.9.7 Supply Officer

- Secure Squadron Stores if time permits.
- Evacuate to Muster Point.

12.9.8 Administration Officer

- Secure classified documents if time permits.
- Gather DND and Squadron laptops if time permits.
- Evacuate to Muster Point.

12.9.9 Instructors

- Escort class members to the nearest exit and to the Muster Point.
- Close doors/windows as much as possible during egress.
- Note: if an instructor is also one of the staff members listed with other duties in this list, escorting class members to the nearest exit shall take priority. Once at the nearest exit, the most senior cadet in the class should be designated to ensure all cadets get to the Muster Point together.

12.9.10 NCOs

- Assist Instructors with class evacuations if required.
- Evacuate to Muster Point.

**12.10 EMERGENCY PROCEDURES – FLOOD**

12.10.1 In the event of a flood at the LHQ, all personnel shall be sent home.

12.10.2 Cadet parents/guardians shall be contacted by the Administration Officer. Officers shall escort cadets out of the building to the custody of their parent/guardian.

12.10.3 Personnel should strive to stay out of any areas of water as much as possible, as even shallow moving water can easily overpower a person and sweep them off their feet, and at the LHQ if the water is above the floor level it has already covered electrical wires and panels under the floor in the crawlspace of the LHQ and may pose an electrical hazard.

**12.11 EMERGENCY PROCEDURES – GAS LEAK**

12.11.1 If personnel smell gas, they shall sound the alarm by yelling “GAS, GAS, GAS” and immediately evacuate the building.

12.11.2 DO NOT operate light switches, plug in or unplug devices, or execute any other action which may create a spark when gas is present.

12.11.3 Duties of personnel are the same as for a Fire (see 12.9.3 through 12.9.10)

**12.12 EMERGENCY PROCEDURES – EARTHQUAKE**

12.12.1 In the event of an earthquake, all personnel shall take cover under tables, desks, or other hard sturdy objects. In the event that cover cannot be obtained under an object, personnel shall brace themselves securely in a doorway.

12.12.1.1 Take care to avoid areas near glass, including mirrors and windows.

12.12.2 After the shaking stops, personnel shall count out loud to sixty (60) seconds. If aftershocks occur within the 60-second count, start over after the shaking has stopped again. If after the count of 60 seconds no additional shocks have been felt, evacuate to the Muster Point.

12.12.3 General Safety Officer:

- Conduct a building sweep to clear all areas of personnel.
- Evacuate to Muster Point.

12.12.4 Commanding Officer:

- Same role as GSO.

12.12.5 Deputy Commanding Officer:

- Evacuate to Muster Point, sweeping areas of the building between present position and nearest exit.

12.12.6 Training Officer

- Evacuate to Muster Point, sweeping areas of the building between present position and nearest exit.

12.12.7 Supply Officer

- Secure Squadron Stores if possible and if safe to do so.
- Evacuate to Muster Point, sweeping areas of the building between present position and nearest exit.

12.12.8 Administration Officer

- Secure classified documents if possible and safe to do so.
- Gather DND and Squadron laptops if possible and safe to do so.
- Evacuate to Muster Point, sweeping areas of the building between present position and nearest exit.

12.12.9 Instructors

- Escort class members to the nearest exit and to the Muster Point.
- Note: if an instructor is also one of the staff members listed with other duties in this list, escorting class members to the nearest exit shall take priority. Once at the nearest exit, the most senior cadet in the class should be designated to ensure all cadets get to the Muster Point together.

12.12.10 NCOs

- Assist Instructors with class evacuations if required.
- Evacuate to Muster Point.

**12.13 EMERGENCY PROCEDURES – MISSING PERSON(S)**

12.13.1 In the event that a person is noticed to be or suspected to be missing during an activity at the LHQ the Administration Officer shall be informed immediately.

12.13.2 Administration Officer:

- Check attendance to verify the person suspected to be missing was present at the start of the activity.
- Check attendance records to determine whether the person suspected to be missing signed out.
- If above process does not satisfactorily resolve the situation, instruct the Cadet Squadron Commander to fall in the Squadron on the parade square.

12.13.3 Flight Commanders, after fallen in on the parade square:

- Take attendance of their flights
- Report results of attendance to Cadet Squadron Commander

- Ensure flight members remain silent and await further instruction.
- 12.13.4 Cadet Squadron Commander:
- Report to Administration Officer results of the Attendance
- 12.13.5 Administration Officer:
- If the suspected missing person is found, instruct all personnel to resume normal operations.
  - If the missing person has not been found, inform the Commanding Officer.
  - Review contact information to determine if a cell phone number is available for the missing person, and if available attempt contact.
  - Coordinate with the Commanding Officer to seek out the missing person.
- 12.13.6 Commanding Officer:
- Task adult staff members to sweep areas of the building in search of the missing person.
  - Coordinate with the Administration Officer to seek out the missing person.
  - If the missing person is not found in a reasonable amount of time, contact Thompson RCMP.
  - If Thompson RCMP is called, RCSU must be notified.

#### **12.14 EMERGENCY PROCEDURES – MEDICAL ACCIDENT / SERIOUS INJURY**

- 12.14.1 In the event of a medical accident of serious injury at the LHQ, the nearest officer shall be called upon to render First Aid immediately.
- 12.14.2 The responding First Aider will direct bystanders (other cadets and staff) to retrieve the First Aid kit, and if required, an Automated External Defibrillator (AED). The personnel instructed to gather these items are obligated to do so and return to the scene.
- 12.14.3 The GSO shall be notified that First Aid is in progress.
- 12.14.4 General Safety Officer:
- Attend the First Aid scene.
  - If the First Aider indicates the casualty needs Medical Help, contact ERS (9-1-1)
  - Dispatch a responsible person to the front entrance of the building to guide paramedics to the scene of the medical emergency.
  - Assist the First Aider as required/requested.

#### **12.15 EMERGENCY PROCEDURES – SEVERE WEATHER**

- 12.15.1 In the event of severe inclement weather prior to a cadet activity at the LHQ, the Commanding Officer will determine when to cancel the activity. The cancellation notice will be published on the squadron website, the Discord Server, and the squadron phone tree will be activated if required.
- 12.15.2 In the event of severe inclement weather during a cadet activity at the LHQ:
- Personnel shall be instructed to stay indoors and away from windows and doors.

- The Commanding Officer will determine if/when to send cadets home.
  - If the decision is made to send cadets home, cadets will be escorted to the front doors of the building by a staff member and watched until they are in the vehicle and custody of the parent/guardian.

**12.16 EMERGENCY PROCEDURES – LOCKDOWN – DANGEROUS ANIMAL IN VICINITY**

- 12.16.1 In the event of a dangerous animal in the vicinity of the LHQ, all personnel will be instructed to remain indoors with all exterior doors and windows closed.
- 12.16.2 The General Safety Officer will contact Thompson RCMP and advise them of the number of personnel present and the location, and the type of animal involved, and will request updates as to the status of the situation when they become available.
- 12.16.3 If cadet parents are expected to arrive to pick up their children/wards shortly, as many as possible should be contacted and asked to delay picking up their cadets until the situation is resolved.
- 12.16.4 If it is absolutely necessary to have a cadet leave the building and proceed to the vehicle of a parent/guardian while the dangerous animal is still in the vicinity, the cadet shall be escorted to the vehicle by no less than two (2) staff members, or a staff member and another senior cadet, who will then return to the building as a group.

**12.17 EMERGENCY PROCEDURES – LOCKDOWN – SUSPICIOUS / VIOLENT PERSON**

- 12.17.1 In the event of a suspicious/violent person in the vicinity of, but outside, the LHQ, squadron staff will announce a lockdown.
- 12.17.2 In the event of a suspicious/violent person inside the LHQ, squadron staff will move swiftly through the building quietly moving as many personnel into the office, or alternate safe area, as possible and informing them of a lockdown.
- 12.17.3 When informed of a lockdown, all personnel will move inside the office or rooms that can be locked from the inside and will lock the doors.
- 12.17.4 Once inside the room, all personnel shall position themselves in the room so that they cannot be easily seen from the windows/door if possible.
- 12.17.5 All personnel shall maintain absolute silence.
- 12.17.6 The General Safety Officer or Commanding Officer shall contact the Thompson RCMP.
- 12.17.7 Regardless of the time, no person shall be permitted to enter or leave until the lockdown is lifted by the GSO in consultation with the Thompson RCMP.
- 12.17.8 Following the lockdown, all personnel shall gather on the parade square and an attendance shall be taken to ensure all members are accounted for.

## 12.18 EMERGENCY PROCEDURES – BOMB THREAT

12.18.1 In the event that a bomb threat is received, the person receiving the threat shall note the following details if possible:

- Date & time of call
- Best estimate of age of caller: old/young
- Gender of caller: male/female
- If call display is available, local/long distance
- Voice:
  - loud/soft?                      high/deep?
  - raspy?                              intoxicated?
  - pleasant?                         other \_\_\_\_\_
- Speech:
  - fast/slow?                         Distinct?
  - Stutter?                             Slurred?
  - Distorted?                         Nasal?
  - other \_\_\_\_\_
- accent:
  - local?                                 Race? \_\_\_\_\_
  - Foreign?                             Regional?
  - Other \_\_\_\_\_
- Language
  - Excellent/fair/good/poor?
  - Foul?                                 Other \_\_\_\_\_
- Manner
  - Calm?                                 Rational?
  - Coherent?                             Deliberate?
  - Righteous?                             Angry?
  - Emotional?                             Laughing?
  - Other \_\_\_\_\_
- Background Sound
  - Office?                                 Factory?
  - Animals?                             Quiet?
  - Music? – Type: \_\_\_\_\_
  - Train?                                 Aircraft?
  - Voices?                                 Party?
  - Other: \_\_\_\_\_

12.18.2 It is important to keep the caller talking!! Ask questions such as:

- When is the bomb going to explode?
- Where is the bomb now?
- What kind of bomb is it?
- Why was the bomb planted?
- Who planted the bomb?

12.18.3 As much as possible, record the caller's message verbatim.

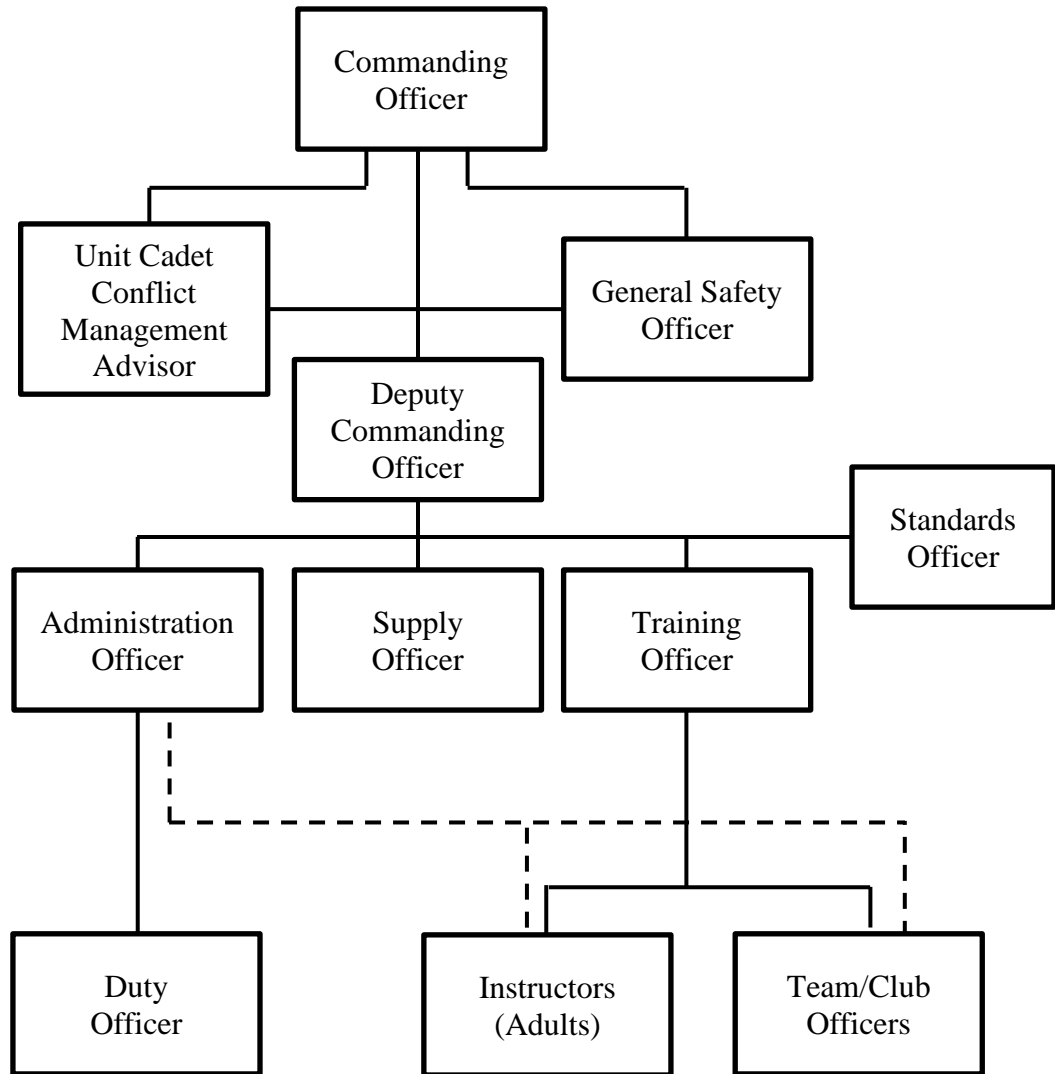
12.18.4 The person who received the call shall notify the Commanding Officer immediately who will determine the next course of action.



## **12.19 EMERGENCY PROCEDURES – POWER OUTAGE**

- 12.19.1 In the event of a power outage prior to the arrival of cadets at the LHQ that is not expected to be resolved prior to the start of the activity, the Commanding Officer will initiate the squadron phone tree and post a message to the squadron website and Discord Server cancelling the cadet event.
- 12.19.2 In the event of a power outage while cadets are present at the LHQ, the Commanding Officer will contact MB Hydro to determine the expected time of return to service. Based on this information, the Commanding Officer will make the determination of whether to continue the cadet activity using available light sources or to have cadets contact their parents to go home.
- 12.19.3 Note that emergency lighting in a building such as the Royal Canadian Legion is designed to last a minimum of one-half hour.

### 13.0 STAFF CHAIN OF COMMAND



## **14.0 STAFF TERMS OF REFERENCE**

### **14.1 ALL STAFF OF 737 RCACS**

- 14.1.1 The duties of all CIC Officers, Civilian Instructors and Civilian Volunteers of 737 RCACS shall, regardless of assigned positions or other duties, include:
- 14.1.1.1 ensuring that safety is incorporated in all aspects of the squadron training program and that s/he supports the region general safety program;
  - 14.1.1.2 ensuring that environmental stewardship is incorporated in all aspects of the squadron training program and that s/he supports the region environmental policy;
  - 14.1.1.3 ensuring a harassment free squadron is maintained for all persons including cadets, staff, parents/guardians and guests, and that s/he supports all departmental and regional anti-harassment policies;
  - 14.1.1.4 ensuring that ethical behaviour is incorporated in all aspects of the squadron training program, and that s/he supports the department ethics policy (Statement of Defense Ethics);
  - 14.1.1.5 ensuring that all activities of the squadron training program are conducted efficiently, effectively, economically, and ethically;
  - 14.1.1.6 reporting attendance of cadets and staff, including Present, Late, Late Excused, Early Leave, Absent and Excused Absent, for all supervised activities to the Administration Officer;
  - 14.1.1.7 being familiar with the contents of these Orders; and
  - 14.1.1.8 leading assigned officers, civilian instructors, volunteers and cadets and managing allocated resources in the manner that will most effectively, efficiently, economically and ethically optimize the direct or indirect benefit that cadets receive from the cadet program.

### **14.2 COMMANDING OFFICER**

- 14.2.1 The Commanding Officer of 737 RCACS is responsible to the Commanding Officer of the Regional Cadet Support Unit Northwest for all cadet matters pertaining to the Squadron and for the training and administration of officers of the CIC, Civilian Instructors, and Cadets serving at 737 RCACS.
- 14.2.2 The Commanding Officer of 737 RCACS shall be responsible for:
- 14.2.2.1 performing the duties of all staff IAW paragraph 14.1.1;
  - 14.2.2.2 developing and executing a succession plan to ensure a successful handover to the next Commanding Officer;
  - 14.2.2.3 being familiar and complying with the regulations and orders as issued by the Minister of National Defence and the Canadian Armed Forces;
  - 14.2.2.4 ensuring all officers civilian instructors and cadets are kept fully acquainted with regulations and instructions issued by higher authority;
  - 14.2.2.5 ensuring all CIC staff members including himself/herself receive the professional development and training required by their appointments and terms of service;
  - 14.2.2.6 directing and supervising the duties of all members of 737 RCACS;
  - 14.2.2.7 appointing qualified staff to the duties required for the operation of the squadron, to include – as a minimum – the Administration Officer, Supply Officer, Training Officer and Unit Cadet Conflict Management

- Advisor, and ensuring such competent deputies are assigned as are required to provide temporary backfill of assigned positions during periods of prolonged absence;
- 14.2.2.8 appointing cadets to cadet duties and responsibilities within the Squadron;
  - 14.2.2.9 ensuring that proper supply, administration, financial and training orders and procedures are carried out at the appropriate times;
  - 14.2.2.10 bringing to the notice of the Commanding Officer of RCSU Northwest any CIC members or CIs who are distinguished for proficiency in their duties or who are deficient in the knowledge or execution of their duties due either to incapacity or apathy;
  - 14.2.2.11 bringing to the notice of the Commanding Officer of RCSU Northwest any CIC members or CIs who conduct themselves in a manner detrimental to the efficiency or effectiveness of the Squadron or in a manner that could/would bring discredit to the Squadron and/or CAF, and those who do not afford him/her the support which s/he has a right to expect;
  - 14.2.2.12 ensuring another officer of the Squadron is familiar with all Squadron procedures and is reasonably prepared to assume command either upon succession or during a prolonged absence of the CO 737 RCACS, and ensuring a thorough turnover to a successor;
  - 14.2.2.13 in cooperation with the SSC, fostering and maintaining good public relations with the Squadron and CCO by encouraging involvement of the Squadron in local community activities to enhance its image in the eyes of the public, having good relations with parents/guardians with respect to training and progress of cadets and the activities of the Squadron and the CCO, and ensuring that the dress, deportment and behaviour of the cadets and staff are always of a calibre which reflects positively on the Squadron, CCO, and CAF;
  - 14.2.2.14 working cooperatively with the SSC to ensure the maximum advantage to the cadets, encouraging and supporting the efforts of the SSC;
  - 14.2.2.15 recommending to the Regional Cadet Support Unit the enrollment, appointment, promotion, posting, transfer and release of officers of the Squadron;
  - 14.2.2.16 ensuring that all personnel information that is required by current directives, and/or required to enable periodic returns, is maintained by the Squadron staff, to include personnel records showing the strength of the cadet squadron, personnel records for officers and civilian instructors on strength with the Squadron, personnel records showing the full legal name, age, date of enrollment and date of termination of membership of each cadet and records of the attendance and instruction of the training progress of current cadets, and ensuring these documents are maintained for the period indicated by the applicable directives;
  - 14.2.2.17 ensuring that no cadet is permitted to participate in any activity for which s/he is not or may not be medically or physically fit, including both local and summer training;

- 14.2.2.18 immediately reporting any crisis situation involving the Squadron to the CO RCSU Northwest including the death or serious injury of any officer, CI or cadet of 737 RCACS, or any other situation which may cause public interest or inquiries, and advising the SSC of the situation;
- 14.2.2.19 ensuring that materials and monies provided by the DND are properly used for the benefit of the cadets and the Squadron and ensuring that such items and monies are accounted for, cared for, and returned if applicable IAW the terms established by the providing organization;
- 14.2.2.20 advising the SSC on the use of monies and items procured by the SSC, whether through squadron fundraising or outside grants, to the intention of ensuring the maximum benefit to the cadets and Squadron;
- 14.2.2.21 ensuring that reports and returns are made regularly and promptly IAW directives;
- 14.2.2.22 verifying and taking accountability for the Squadron's Supply Customer Account;
- 14.2.2.23 ensuring that clothing and equipment are not demanded in excess of the needs of the Squadron nor in violation of applicable Scales of Issue;
- 14.2.2.24 ensuring that clothing equipment issued to the Squadron by the CAF and documents are properly safeguarded and that officers, CIs, and cadets return all DND clothing and equipment issued to them by the Squadron either upon request or once their active participation at 737 RCACS has ceased, and that records of such issuances and returns are maintained IAW directives and orders;
- 14.2.2.25 preparing a budget including item requests from all departments of the Squadron and presenting the prepared budget to the SSC;
- 14.2.2.26 ensuring that losses of and damage to DND clothing and/or equipment are promptly reported to the applicable base/station/wing; and
- 14.2.2.27 undertaking other duties as assigned by the Commanding Officer of the Regional Cadet Support Unit Northwest or such other authority as is authorized by the CO RCSU Northwest to assign duties to the CO of a cadet corps/squadron.

### **14.3 DEPUTY COMMANDING OFFICER**

- 14.3.1 The Deputy Commanding Officer shall be responsible to the Commanding Officer of 737 RCACS for the operation of squadron routine activities.
- 14.3.2 The Deputy Commanding Officer shall be responsible for:
  - 14.3.2.1 performing the duties of all staff IAW paragraph 14.1.1;
  - 14.3.2.2 developing and executing a succession plan to ensure a successful handover to the next Deputy Commanding Officer;
  - 14.3.2.3 acting as the second-in-command of the Squadron, to include taking on the role of Acting Commanding Officer during periods of prolonged absence of the Commanding Officer;
  - 14.3.2.4 keeping the Commanding Officer apprised of all events and occurrences;

- 14.3.2.5 acting as an intermediary between the Commanding Officer and other staff in all matters that do not require the direct attention of the Commanding Officer;
- 14.3.2.6 ensuring a high standard of dress, discipline, and efficiency is maintained at all times;
- 14.3.2.7 enforcing these Orders in all subordinates;
- 14.3.2.8 conducting rounds of the squadron during training parades so as to ensure the cleanliness of the establishment;
- 14.3.2.9 enforcing squadron discipline IAW CATO 15-22;
- 14.3.2.10 bringing to the notice of the Commanding Officer of 737 RCACS any CIC members or CIs who are distinguished for proficiency in their duties or who are deficient in the knowledge or execution of their duties due either to incapacity or apathy;
- 14.3.2.11 bringing to the notice of the Commanding Officer of 737 RCACS any CIC members or CIs who conduct themselves in a manner detrimental to the efficiency or effectiveness of the Squadron or in a manner that could/would bring discredit to the Squadron and/or CAF, and those who do not afford him/her the support which s/he has a right to expect;
- 14.3.2.12 bringing to the notice of the Commanding Officer of 737 RCACS any cadets who are distinguished for proficiency in their duties, or who are deficient in the knowledge or execution of their duties due to either incapacity or apathy and have not made efforts to correct such deficiency after being counselled;
- 14.3.2.13 recommending to the CO any cadet eligible for promotion to a higher rank or appointment to a squadron position, and providing the CO with an ordered list of merit of said cadet(s); and
- 14.3.2.14 undertaking other duties as assigned by the Commanding Officer of 737 RCACS or other higher authority.

#### **14.4 TRAINING OFFICER**

- 14.4.1 The Training Officer shall be responsible to the Deputy Commanding Officer in matters concerning the planning and implementation of the Squadron training program.
- 14.4.2 The Training Officer shall be responsible for:
  - 14.4.2.1 performing the duties of all staff IAW paragraph 14.1.1;
  - 14.4.2.2 developing and executing a succession plan to ensure a successful handover to the next Training Officer;
  - 14.4.2.3 developing a Squadron training program IAW applicable directives and the Qualification Standard and Plan for each Proficiency Level;
  - 14.4.2.4 assigning qualified instructors to each Proficiency Level;
  - 14.4.2.5 maintaining accurate training records on each cadet showing each Performance Objective completed and those Performance Objectives remaining for a cadet in a Proficiency Level;
  - 14.4.2.6 ensuring, in coordination with the level officers (if individual level officers have been assigned), that lesson plans are completed by instructors for each Enabling Objective;

- 14.4.2.7 maintaining a file of completed lesson plans and any handouts/ learning aids for each performance objective;
- 14.4.2.8 reviewing, in coordination with the level officers (if individual level officers have been assigned), lesson plans as completed by instructors prior to the instruction of the Enabling Objective for the purposes of ensuring the requested training aids are available and that the methods of instruction and items being taught are applicable to both the Enabling Objective and the Developmental Period of the cadets;
- 14.4.2.9 coordinating squadron special training projects, to include tours, guest speakers, exercises and citizenship tours, including submitting appropriate paperwork and Activity Support Requests;
- 14.4.2.10 providing instructors access to requested training aids as are available at the Squadron, procuring such training aids are not available within the confines of the approved budget, and submitting demands for training aids to be provided by DND where applicable;
- 14.4.2.11 ensuring the ongoing individual training and development of all instructors to include staff and cadets;
- 14.4.2.12 ensuring tests and examinations administered to cadets for the purposes of monitoring the efficiency of training and cadet progress adhere to the Qualification Standard and Plan for the level to which the test/examination is being administered;
- 14.4.2.13 compiling and recording all training and examination results;
- 14.4.2.14 organizing Squadron drill, ceremonial parades and inspections;
- 14.4.2.15 ensuring that the training program is completed by the end of the training year, to include a minimum of 60% of all mandatory and 60% of all complimentary training for each Performance Objective of each Proficiency Level;
- 14.4.2.16 ensuring the accessibility of reference material to instructors, including the Qualification Standard and Plan, the Instructional Guides and any other such resources and references as may be required for the preparation and execution of a successful Enabling Objective lesson;
- 14.4.2.17 bringing to the notice of the Deputy Commanding Officer those instructors who are distinguished in the performance of their duties, or who are deficient in their duties and have not taken steps to remedy such deficiencies after counselling;
- 14.4.2.18 informing the Administration Officer of any cadets for whom training results have been entered in FORTRESS which may result in a change in promotion eligibility status;
- 14.4.2.19 recommending cadet promotion or the withholding of such promotion as required;
- 14.4.2.20 submitting to the Commanding Officer for compilation such budget items as are required or desired for the training department for the following training year; and
- 14.4.2.21 undertaking other duties as assigned by the Commanding Officer or Deputy Commanding Officer of 737 RCACS or other higher authority.

## **14.5 ADMINISTRATION OFFICER**

14.5.1 The Administration Officer is responsible to the Deputy Commanding Officer in all matters regarding the administrative functions of the Squadron.

14.5.2 The Administration Officer shall be responsible for:

- 14.5.2.1 performing the duties of all staff IAW paragraph 14.1.1;
- 14.5.2.2 developing and executing a succession plan to ensure a successful handover to the next Administration Officer;
- 14.5.2.3 maintaining records showing the attendance of each officer, civilian instructor, civilian volunteer and cadet, and demanding such returns from other members of the squadron staff as are required for compiling attendance records for events at which the Administration Officer was not present;
- 14.5.2.4 initiating and maintaining a personnel file for each cadet including their full legal name, date of enrollment, date of termination of membership, address and contact information changes, training courses, weekend exercises, training progress, awards, appointments, recognitions and any other pertinent information, and maintaining such personnel files until the date on which the cadet reaches their 25<sup>th</sup> birthday;
- 14.5.2.5 preparing and expediting all reports and returns, documentation, and correspondence for the CO's signature;
- 14.5.2.6 organizing the circulation of all incoming and outgoing correspondence and maintaining a register of all such correspondence;
- 14.5.2.7 maintaining the Squadron filing system;
- 14.5.2.8 maintaining an adequate stock of forms required for the administration of the Squadron;
- 14.5.2.9 entering amendments to all relevant publications held by the Squadron in paper form;
- 14.5.2.10 ensuring prompt and proper submission of all claims arising from Squadron exercises;
- 14.5.2.11 advising the Supply Officer of names of cadets enrolled and released from the Squadron through MROs;
- 14.5.2.12 ensuring all applicants for membership meet the necessary joining requirements prior to submitting the applicant's paperwork to the Commanding Officer for review and approval;
- 14.5.2.13 assigning cadets to Organizational Groups (flights) as required;
- 14.5.2.14 maintaining FORTRESS personnel files for all cadets with due care and attention, including updating squadron position appointments, updates to addresses or contact information, assigning qualifications and awards, etc.;
- 14.5.2.15 initiating the termination of membership procedures to include interviewing the cadet prior to membership termination and providing the Out-Clearance form for the cadet to have signed by the SupO, TrgO, and CO;
- 14.5.2.16 advising cadets on the procedures for inter-squadron transfers and actioning such transfers as are required to include interviewing the cadet prior to membership termination and providing the Out Clearance



- form as per para 14.5.2.15, terminating the cadet's membership in FORTRESS, packaging the cadet's personnel file for mailing, completing a "shadow file" comprising of the cadet's Cadet Information Card from FORTRESS, and mailing the original file to the gaining unit;
- 14.5.2.17 maintaining a list of expiry dates of Canadian Forces Identification Cards for all CIC Officers and CIs and ACLC Identification Cards for all CVs and ensuring staff are in possession of a valid identity card applicable to their role;
  - 14.5.2.18 developing and maintaining a duty roster, and publishing the roster through the MROs;
  - 14.5.2.19 preparing for the CO the MROs IAW paragraph 3.6 of these Orders;
  - 14.5.2.20 submitting to the Commanding Officer for compilation such budget items as are required or desired for the administration department for the following training year; and
  - 14.5.2.21 undertaking other duties as assigned by the Commanding Officer or Deputy Commanding Officer of 737 RCACS or other higher authority.

#### **14.6 SUPPLY OFFICER**

- 14.6.1 The Supply Officer is responsible to the Deputy Commanding Officer for the security and care of all material issued to and/or purchased by the Squadron.
- 14.6.2 The Supply Officer shall be responsible for:
  - 14.6.2.1 performing the duties of all staff IAW paragraph 14.1.1;
  - 14.6.2.2 developing and executing a succession plan to ensure a successful handover to the next Supply Officer;
  - 14.6.2.3 maintaining the Supply Management Workbook to account for all items of cadet clothing;
  - 14.6.2.4 completing Temporary Loan Cards for DND or Squadron materials loaned to an individual other than those materials accounted for by the Individual Clothing Card;
  - 14.6.2.5 printing and completing the Individual Clothing Card for each cadet upon initial issue of uniform to a cadet;
  - 14.6.2.6 amending the Individual Clothing Card for each cadet when the cadet exchanges items or receives new items (such as when the cadet is promoted to a higher rank);
  - 14.6.2.7 demanding, receiving and returning all equipment IAW established DND procedures and authorized scales of issue;
  - 14.6.2.8 undertaking measures to recover uniforms from cadets no longer parading with 737 RCACS;
  - 14.6.2.9 ensuring any cadet returning their uniform has first obtained an Out-Clearance Form from the Administration Officer (unless the purpose of the return is for exchange only);
  - 14.6.2.10 ensuring that squadron materials are secure and properly maintained IAW applicable directives;
  - 14.6.2.11 carrying out Squadron Supply Customer Account verifications at designated intervals, upon the appointment of a new Supply Officer,

- and/or upon the change of command of the Squadron to a new Commanding Officer;
- 14.6.2.12 performing a complete inventory of all cadet clothing a minimum of once annually;
  - 14.6.2.13 liaising with the Standards Officer to ensure cadets who require replacement uniform items due to either wear and tear or the uniform being outgrown are taken care of in a timely manner;
  - 14.6.2.14 ensuring that the cadet clothing items held by the Squadron are held in a state of being clean and laundered, to include ensuring that no returns of uniforms that have not been laundered are permitted;
  - 14.6.2.15 submitting to the CO a written report of any lost or damaged items for which s/he is responsible;
  - 14.6.2.16 maintaining records of all items deemed a 'write-off' to include the reason for such determination and the disposal measures taken, and retaining such records for a period of not less than seven (7) years;
  - 14.6.2.17 submitting to the Commanding Officer for compilation such budget items as are required or desired for the supply department for the following training year; and
  - 14.6.2.18 undertaking other duties as assigned by the Commanding Officer or Deputy Commanding Officer of 737 RCACS or other higher authority.

#### **14.7 UNIT CADET CONFLICT MANAGEMENT ADVISOR**

- 14.7.1 The Unit Cadet Conflict Management Advisor(s) shall be responsible to the Commanding Officer of 737 RCACS for the administration of the Positive Social Relations for Youth program and the application and enforcement of the Squadron, regional, and departmental anti-harassment policies.
- 14.7.2 The UCCMA is a secondary duty position that at times may take precedence over a primary duty if required and providing that safety of cadets is not compromised in any way by doing so.
- 14.7.3 The UCCMA shall adhere to all regional policies and guidelines for the performance of their duties.
- 14.7.4 Inherent to the duties of the UCCMA is the authority to breach the chain of command when directly necessary for the performance of their duties, insofar as the UCCMA may seek advice and resources from regional or national staff at any time with or without advising any other member of the Squadron staff.
- 14.7.5 The UCCMA shall ensure that all cadets receive PSRY training at the following times:
  - 14.7.5.1 Upon enrollment in Proficiency Level One (usually during the Recruit Training Weekend) cadets shall receive the "Building Positive Social Relations" module of the PSRY program;
  - 14.7.5.2 Upon advancing to Proficiency Level Four (usually during the NCO Training Weekend) cadets shall receive the "Influencing Positive Social Relations" module of the PSRY program;
  - 14.7.5.3 At all Proficiency Levels cadets should be exposed to the "Maintaining Positive Social Relations" module of the PSRY program through the use of wallet cards, pamphlets and posters; and

- 14.7.5.4 At other times as are deemed necessary to reinforce the aims of the PSRY program in cases of disciplinary measures or as the result of a Training Counselling Session.
- 14.7.6 The UCCMA is obligated to report to military or civilian authorities any information disclosed to him/her regarding criminal acts.

#### **14.8 FLIGHT OFFICER**

- 14.8.1 *Note: The Flight Officer position is not currently assigned at 737 RCACS, however if multiple flights are established a flight officer will be assigned to each flight and the following TORs shall apply.*
- 14.8.2 The Flight Officer shall be responsible to the Administration Officer for the administration of their assigned flight.
- 14.8.3 The Flight Officer shall be responsible for:
  - 14.8.3.1 performing the duties of all staff IAW paragraph 14.1.1;
  - 14.8.3.2 developing and executing a succession plan to ensure a successful handover to the next Flight Officer of the assigned flight;
  - 14.8.3.3 providing mentorship and leadership to the Flight Commander and Flight Sergeant;
  - 14.8.3.4 ensuring that flight nights are scheduled by the cadet flight staff and that those flight nights are appropriately supervised at all times;
  - 14.8.3.5 monitoring the standards of dress, drill and deportment for the flight, to include liaising with the standards team to ensure flight members are formally inspected on a regular basis;
  - 14.8.3.6 maintaining a high level of flight morale;
  - 14.8.3.7 requesting from the AdmO monthly a list of cadets who have been AWOL within the past month and identifying cadets who are repeat offenders;
  - 14.8.3.8 conducting training counselling sessions with cadets who are regularly absent, regardless of whether the cadet was AWOL or excused for the occurrences, with the objective of determining a reason for the absences and working towards a mutually agreeable resolution; and
  - 14.8.3.9 undertaking other duties as assigned by the Administration Officer of 737 RCACS or other higher authority.

#### **14.9 LEVEL OFFICER**

- 14.9.1 *Note: The Level Officer position is not currently assigned at 737 RCACS, however may be assigned in the future, in which case the following TORs shall apply.*
- 14.9.2 The Level Officer shall be responsible to the Training Officer for the training progress of their assigned level.
- 14.9.3 The Level Officer shall be responsible for:
  - 14.9.3.1 performing the duties of all staff IAW paragraph 14.1.1;
  - 14.9.3.2 developing and executing a succession plan to ensure a successful handover to the next Level Officer of the assigned level;
  - 14.9.3.3 complying with the training schedule as assigned by the TrgO for the training year;

- 14.9.3.4 assigning instructor(s) to each enabling objective, utilizing those instructors assigned to their level by the TrgO;
- 14.9.3.5 ensuring instructor compliance with the applicable Qualification Standard and Plan for the assigned Proficiency Level, in coordination with the TrgO;
- 14.9.3.6 conducting regular evaluations of instructional abilities of each assigned instructor, with the goal of providing coaching and mentorship for instructors to better themselves;
- 14.9.3.7 tracking cadet participation in each performance objective and enabling objective to ensure that the cadet meets the attendance standard of 60% of all mandatory and complimentary training for each performance objective;
- 14.9.3.8 ensuring the appropriate invigilation and administration of assessments as prescribed for the proficiency level by the Qualification Standard and Plan;
- 14.9.3.9 reviewing, in coordination with the TrgO, lesson plans as completed by instructors prior to the instruction of the Enabling Objective for the purposes of ensuring the requested training aids are available and that the methods of instruction and items being taught are applicable to both the Enabling Objective and the Developmental Period of the cadets; and
- 14.9.3.10 undertaking other duties as assigned by the Training Officer of 737 RCACS or other higher authority.

#### **14.10 FLYING OPERATIONS OFFICER**

- 14.10.1 The Flying Operations Officer shall be responsible to the Training Officer for the implementation and administration of the Squadron power familiarization (famil) flying program and administration of the Squadron component of the region glider familiarization flying program.
- 14.10.2 The Flying Operations Officer shall be responsible for:
  - 14.10.2.1 performing the duties of all staff IAW paragraph 14.1.1;
  - 14.10.2.2 developing and executing a succession plan to ensure a successful handover to the next Flying Operations Officer;
  - 14.10.2.3 maintaining a roster of qualified pilots for the Squadron power famil program, to include ensuring regular returns are made to Regional Cadet Air Operations by all Squadron pilots as required;
  - 14.10.2.4 coordinating dates for power famil flying;
  - 14.10.2.5 coordinating cadet rosters for each date of power famil flying and glider famil flying, ensuring that those cadets who have not flown in the current training year have priority over those who have;
  - 14.10.2.6 ensuring that cadets on the roster for power famil flying have participated in squadron fundraising preceding the flying date to the satisfaction of the SSC;
  - 14.10.2.7 developing and implementing a groundschool training program with the objective of preparing cadets for the Glider Pilot Scholarship and Power Pilot Scholarship Entrance Examination administered by

- RCAOps, and preparing cadets for the review boards for the flying subjects; and
- 14.10.2.8 undertaking other duties as assigned by the Training Officer of 737 RCACS or other higher authority.

#### **14.11 BAND OFFICER**

- 14.11.1 *Note: 737 RCACS does not currently have a band, and therefore the position of Band Officer is currently unassigned. In the event that 737 RCACS establishes a band, the following TORs shall apply.*
- 14.11.2 The Band Officer, as a Team Officer, shall be responsible to the Training Officer and, as a Flight Officer, shall be responsible to the Administration Officer.
- 14.11.3 The Band Officer shall be responsible for:
- 14.11.3.1 performing the duties of all staff IAW paragraph 14.1.1;
  - 14.11.3.2 performing the duties of the flight officer IAW paragraph 14.8;
  - 14.11.3.3 developing and maintaining the band training program;
  - 14.11.3.4 ensuring the Squadron is in possession of all required band materials, to include sheet music, musical instruments, theory manuals, etc. and submitting demands for such missing material as is required;
  - 14.11.3.5 subject to approval, purchasing missing material as is required;
  - 14.11.3.6 promoting the ongoing individual training and development of band instructional staff;
  - 14.11.3.7 maintaining a record of the music playing- and theory-levels for each band cadet;
  - 14.11.3.8 providing mentorship and assistance to those cadets striving for further music playing and theory levels;
  - 14.11.3.9 mentoring the Drum Major in band leadership;
  - 14.11.3.10 working in consultation with the Drum Major to develop and train the band cadets in the execution of the band competition routine;
  - 14.11.3.11 selecting music for all Squadron parades and concerts, including the regional band competition;
  - 14.11.3.12 coordinating squadron participation in band-related Regionally Directed Activities, to include band level testing and band clinics; and
  - 14.11.3.13 undertaking other duties as assigned by the Training Officer of 609 RCACS or other higher authority.

#### **14.12 FLAG PARTY OFFICER**

- 14.12.1 *Note: 737 RCACS does not regularly have a Flag Party on parade nights, and therefore a Flag Party Officer is not assigned. The following TORs shall also apply to the Training Officer while no Flag Party Officer is assigned, applicable while a Flag Party is required for specific events.*
- 14.12.2 The Flag Party Officer, as a Team Officer, shall be responsible to the Training Officer and, as a Flight Officer, shall be responsible to the Administration Officer.
- 14.12.3 The Flag Party Officer shall be responsible for:
- 14.12.3.1 performing the duties of all staff IAW paragraph 14.1.1;

- 14.12.3.2 performing the duties of the flight officer IAW paragraph 14.8;
- 14.12.3.3 mentoring and developing the Flag Party Commander;
- 14.12.3.4 ensuring that Flag Party members are competent in their duties, to include flag bearers and guards;
- 14.12.3.5 ensuring the maintenance of Flag Party materials is completed at appropriate times, including ironing flags, polishing flag pole brass, maintaining drill purpose rifles, and other maintenance as required;
- 14.12.3.6 providing guidance to the Flag Party Commander and Flag Party second-in-command regarding the auditioning, selecting and training of new Flag Party members; and
- 14.12.3.7 undertaking other duties as assigned by the Training Officer, Administration Officer or other higher authority.

#### **14.13 DRILL TEAM OFFICER**

- 14.13.1 *Note: 737 RCACS does not currently have a Drill Team, and therefore the position of Drill Team Officer is currently unassigned. In the event that 737 RCACS establishes a Drill Team, the following TORs shall apply.*
- 14.13.2 The Drill Team Officer shall be responsible to the Training Officer for the functions of the Squadron Drill Team.
- 14.13.3 The Drill Team Officer shall be responsible for:
  - 14.13.3.1 performing the duties of all staff IAW paragraph 14.1.1;
  - 14.13.3.2 developing and executing a succession plan to ensure a successful handover to the next Drill Team Officer;
  - 14.13.3.3 conducting auditions / try-outs for the position of Drill Team Commander;
  - 14.13.3.4 mentoring and developing the Drill Team Commander;
  - 14.13.3.5 working with the Drill Team Commander to develop and train the drill team cadets in the execution of the precision drill routine;
  - 14.13.3.6 coaching the drill team cadets and commander in the execution of the precision drill routine and compulsory drill routine;
  - 14.13.3.7 coordinating squadron participation in drill team related Regionally Directed Activities, including the regional drill competition; and
  - 14.13.3.8 undertaking other duties as assigned by the Training Officer of 737 RCACS or other higher authority.

#### **14.14 RANGE SAFETY OFFICER**

- 14.14.1 All Range Safety Officers shall be responsible to the CO for the safe operation of the Squadron range including the coordination of range activities to fulfill the training requirements of POs 106, 206, 306, and 406.
- 14.14.2 The Chief Range Safety Officer, if other than the Commanding Officer, shall be directly responsible to the Commanding Officer. All other Range Safety Officers shall then be responsible to the Commanding Officer through the Chief Range Safety Officer.
- 14.14.3 The Range Safety Officer shall be responsible for:
  - 14.14.3.1 performing the duties of all staff IAW paragraph 14.1.1;

- 14.14.3.2 ensuring all personnel present at the Squadron range comply with the Range Standing Orders;
- 14.14.3.3 ensuring the safety of all personnel present at the Squadron range and responding promptly to any accidents or incidents to include First Aid and notification of appropriate parties (including ERS (as applicable), CO 737 RCACS and CO RCSU Northwest (as applicable));
- 14.14.3.4 exercising sound judgement in the assessment of hazards and executing the decision to proceed, postpone or cancel the range activity as required;
- 14.14.3.5 liaising with the Marksmanship Coach to provide range activity dates for the training of the competition marksmanship team;
- 14.14.3.6 recommending to the Marksmanship Coach any cadets observed to be at a marksmanship level which qualifies them to compete for a position on the competition marksmanship team;
- 14.14.3.7 submitting to the Commanding Officer for compilation such budget items as are required or desired for the marksmanship program for the following training year; and
- 14.14.3.8 undertaking other duties applicable to the range as assigned by the Commanding Officer of 737 RCACS or other higher authority.
- 14.14.4 Qualified Range Safety Officers are appointed in paragraph 11.11.1 of these Orders.
- 14.14.5 Certain Range Safety Officers, at the discretion of the Commanding Officer, will be tasked with mentoring and developing new applicants to the positions of Range Safety Officer and Firing Point Assistant.

#### **14.15 MARKSMANSHIP COACH**

- 14.15.1 The Marksmanship Coach shall be responsible to the Range Safety Officer for the functions of the Range Team. The Marksmanship Coach is also responsible to the Training Officer.
- 14.15.2 The Marksmanship Coach is responsible for:
  - 14.15.2.1 performing the duties of all staff IAW paragraph 14.1.1;
  - 14.15.2.2 developing and executing a succession plan to ensure a successful handover to the next Marksmanship Coach;
  - 14.15.2.3 coordinating range team training dates in consultation with the RSO;
  - 14.15.2.4 providing guidance to range team members regarding their shooting technique and methods to improve their accuracy and consistency;
  - 14.15.2.5 assisting with range training dates for level cadets when able;
  - 14.15.2.6 maintaining a record of all cadets who have participated in range for the training year;
  - 14.15.2.7 maintaining a record of cadets eligible for marksman, first class marksman, expert marksman, or distinguished marksman qualification badges;
  - 14.15.2.8 with approval of the CO, presenting marksmanship qualification badges to those deserving cadets on parade;
  - 14.15.2.9 determining top shot in the squadron prior to awards deadline for ACR/Awards Night; and

14.15.2.10 undertaking other duties applicable to the range as assigned by the Range Safety Officer or Training Officer of 737 RCACS or other higher authority.

#### **14.16 BIATHLON COACH**

14.16.1 The Biathlon Coach shall be responsible to the Training Officer and the Range Safety Officer.

14.16.2 The Biathlon Coach is responsible for:

- 14.16.2.1 performing the duties of all staff IAW paragraph 14.1.1;
- 14.16.2.2 developing and executing a succession plan to ensure a successful handover to the next Biathlon Coach;
- 14.16.2.3 coordinating and executing a summer biathlon activity for level training cadets as per PO111/211/311 as assigned by the Training Officer;
- 14.16.2.4 coordinating functions of the Biathlon Team;
- 14.16.2.5 mentoring and guiding the biathlon team in marksmanship and skiing techniques; and
- 14.16.2.6 undertaking other duties as assigned by the Range Safety Officer or Training Officer of 737 RCACS or other higher authority.

#### **14.17 FIRST AID TEAM OFFICER**

14.17.1 *Note: 737 RCACS does not currently have a First Aid Team, and therefore the First Aid Team Officer position is unassigned. First Aid training responsibilities fall to the Training Officer while unassigned.*

14.17.2 The First Aid Team Officer shall be responsible to the Training Officer.

14.17.3 The First Aid Team Officer is responsible for:

- 14.17.3.1 performing the duties of all staff IAW paragraph 14.1.1;
- 14.17.3.2 developing and executing a succession plan to ensure a successful handover to the next First Aid Team Officer;
- 14.17.3.3 holding tryouts for the position of First Aid Team Captain;
- 14.17.3.4 mentoring all members of the First Aid Team with the goal of improving their knowledge of first aid procedures;
- 14.17.3.5 providing First Aid Team cadets to act as the first aiders for key squadron parades (E.g. Remembrance Day and ACR);
- 14.17.3.6 coordinating squadron First Aid Team participation in first aid related Regionally Directed Activities; and
- 14.17.3.7 undertaking other duties as assigned by the Training Officer of 737 RCACS or other higher authority.

#### **14.18 EFFECTIVE SPEAKING CLUB OFFICER**

14.18.1 *Note: 737 RCACS does not currently have a Effective Speaking Club, and therefore the Effective Speaking Club Officer position is unassigned. In the event 737 RCACS establishes an Effective Speaking Club, the following TORs will apply.*

14.18.2 The Effective Speaking Club Officer shall be responsible to the Training Officer.

14.18.3 The Effective Speaking Club Officer is responsible for:



- 14.18.3.1 performing the duties of all staff IAW paragraph 14.1.1;
- 14.18.3.2 developing and executing a succession plan to ensure a successful handover to the next Effective Speaking Club Officer;
- 14.18.3.3 mentoring all members of the Effective Speaking Club with the goal of improving their public speaking / effective speaking abilities;
- 14.18.3.4 coordinating Squadron Effective Speaking Club participation in Effective Speaking related Regionally Directed Activities; and
- 14.18.3.5 undertaking other duties as assigned by the Training Officer of 737 RCACS or other higher authority.

#### **14.19 DUKE OF EDINBURGH AWARD LEADER**

- 14.19.1 The Duke of Edinburgh (DOE) Award Leader shall be responsible to the Training Officer.
- 14.19.2 The DOE Award Leader is responsible for:
  - 14.19.2.1 performing the duties of all staff IAW paragraph 14.1.1;
  - 14.19.2.2 developing and executing a succession plan to ensure a successful handover to the next DOE Award Leader;
  - 14.19.2.3 providing guidance to cadets undertaking the DOE Award program;
  - 14.19.2.4 coordinating DOE activities at the Squadron level, particularly the Adventurous Journey for the Bronze Award level;
  - 14.19.2.5 ensuring adequate assessors are selected for each section of the Award level in which the cadet is participating;
  - 14.19.2.6 guide the cadets participating in the Gold Award level in selecting summer training that will meet the requirements of the Residential Project; and
  - 14.19.2.7 undertaking other duties as assigned by the Training Officer of 737 RCACS or other higher authority.

#### **14.20 DUTY OFFICER**

- 14.20.1 The Duty Officer shall be responsible to the Administration Officer.
- 14.20.2 The Duty Officer is responsible for:
  - 14.20.2.1 performing the duties of all staff IAW paragraph 14.1.1;
  - 14.20.2.2 opening the parade location building at the start of the parade night;
  - 14.20.2.3 securing the parade location at the conclusion of the parade night;
  - 14.20.2.4 directing the completion of clean up duties following closing parade;
  - 14.20.2.5 instructing the F/Sgt to dismiss the duty flight when all clean up duties have been performed;
  - 14.20.2.6 ensuring the completion of the Duty Flight checklist IAW section 18.3 of these orders;
  - 14.20.2.7 maintaining a Duty Log of all duties completed, irregular operations, etc. and ensuring this log is successfully passed from Duty Officer to Duty Officer;
  - 14.20.2.8 being the last one to leave the parade location, ensuring that all personnel have departed; and

14.20.2.9 undertaking other duties as assigned by the Administration Officer of 737 RCACS or other higher authority.

#### **14.21 INSTRUCTOR (ADULT)**

14.21.1 The Instructor shall be responsible to the Level Officer, or if no Level Officers are assigned, to the Training Officer.

14.21.2 The Instructor is responsible for:

14.21.2.1 performing the duties of all staff IAW paragraph 14.1.1;

14.21.2.2 preparing for assigned enabling objectives (lessons) by writing a lesson plan in the format prescribed by the Training Officer;

14.21.2.3 ensuring all material taught complies with the Qualification Standard and Plan for the specific enabling objective being delivered;

14.21.2.4 instructing the assigned enabling objectives in an engaging manner;

14.21.2.5 striving, at all times, to improve his/her own instructional abilities through seeking feedback from fellow instructors, the level officer (if assigned), and the Training Officer;

14.21.2.6 preparing instructional aids, to include both training aids and learning aids, for enabling objectives as applicable; and

14.21.2.7 undertaking other duties as assigned by the Level Officer, or if no level officer is assigned, the Training Officer, or other higher authority.

#### **14.22 GENERAL SAFETY OFFICER**

14.22.1 The General Safety Officer shall be directly responsible to the Commanding Officer for all matters of safety relating to the operation of 737 RCACS.

14.22.2 The General Safety Officer is responsible for:

14.22.2.1 performing the duties of all staff IAW paragraph 14.1.1;

14.22.2.2 developing and executing a succession plan to ensure a successful handover to the next General Safety Officer;

14.22.2.3 maintaining the Squadron Emergency Response Plan as listed in section 12.0 of these Orders and advising the Commanding Officer regarding any amendments that are required;

14.22.2.4 maintaining a vigilant watch over safety at all cadet events;

14.22.2.5 ensuring all staff are familiar with their roles for each type of emergency listed in the Emergency Response Plan through the execution of drills and/or tabletop exercises;

14.22.2.6 coordinating with ERS to assist with drills if they are available; and

14.22.2.7 undertaking other duties as assigned by the Commanding Officer of 737 RCACS or other higher authority.

#### **14.23 STANDARDS OFFICER**

14.23.1 The Standards Officer shall be responsible to the Deputy Commanding Officer for the standards of the squadron.

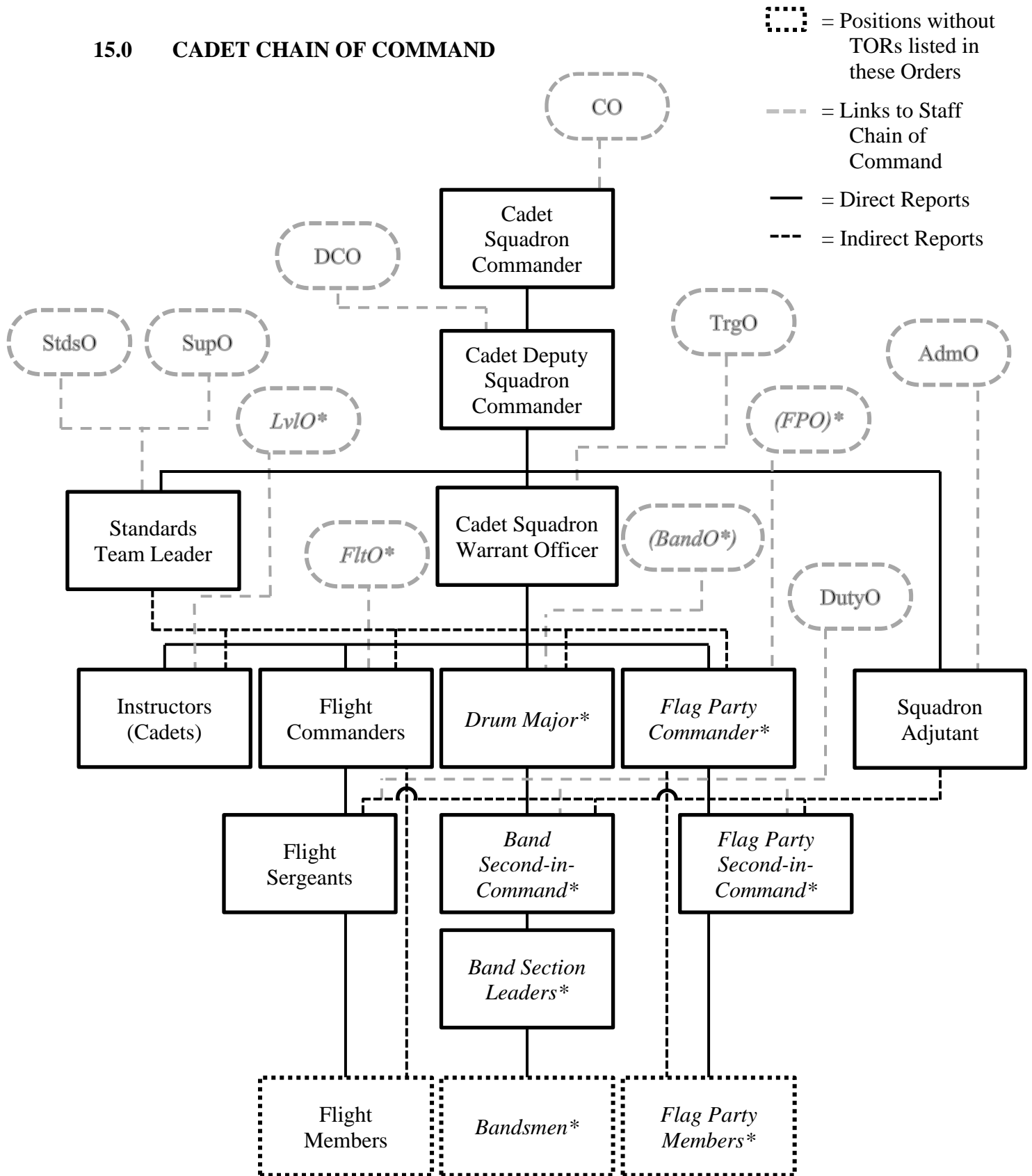
14.23.2 The Standards Officer is responsible for:

14.23.2.1 performing the duties of all staff IAW paragraph 14.1.1;

14.23.2.2 developing and executing a succession plan to ensure a successful handover to the next Standards Officer;

- 14.23.2.3 supervising the Standards Team Leader and Team Members;
- 14.23.2.4 ensuring that each cadet's uniform is inspected at least once every two months by either a member of the Standards Team or their flight staff;
- 14.23.2.5 maintaining a record of uniform inspections for each cadet showing the progress in each area of the uniform, to include headdress, hair, medals/wings/pins, dress shirt, tie, belt, socks, t-shirt, sweater, pants, boots, tunic, nametag and jewelry;
- 14.23.2.6 advising the Administration Officer, Supply Officer, Training Officer, and Flight Officers regarding the standards of their departments and subordinates;
- 14.23.2.7 assisting with the inspections of uniforms and the evaluations of lessons as required; and
- 14.23.2.8 undertaking other duties as assigned by the Commanding Officer of 737 RCACS or other higher authority.

# 15.0 CADET CHAIN OF COMMAND



*\*Positions indicated with an asterisk are not currently assigned at 737 RCACS\**

## **16.0 CADET TERMS OF REFERENCE**

### **16.1 ALL CADETS HOLDING SQUADRON APPOINTMENTS**

16.1.1 All cadets holding squadron positions are responsible for:

- 16.1.1.1 ensuring the safety and wellbeing of the cadets as their top priority;
- 16.1.1.2 maintaining a level of dress and deportment consistent with the position held, to include remaining above reproach in both uniform standards and conduct at all times;
- 16.1.1.3 being familiar with the contents of these Orders;
- 16.1.1.4 ensuring cadets in their charge are adequately and effectively supervised in all activities;
- 16.1.1.5 ensuring an accurate attendance for their team/ flight/ squad/ squadron/ etc. is reported through the appropriate chain of command for all activities at which they are in command;
- 16.1.1.6 maintaining a high level of dedication consistent with the position held by remaining actively involved in the goings-on of their team / flight / squadron;
- 16.1.1.7 developing and executing a succession plan to ensure a successful handover to the next cadet to be assigned to the position;
- 16.1.1.8 taking an active role in duties assigned or implied; only delegating in situations when higher priority duties related to the Squadron require their immediate attention;
- 16.1.1.9 striving to maintain a high level of morale and esprit de corps in their peer groups and subordinates; and
- 16.1.1.10 seeking out the assistance of their peers and/or superiors when required.

### **16.2 CADET SQUADRON COMMANDER**

16.2.1 The Cadet Squadron Commander shall be responsible to the Commanding Officer for the cadet operations of 737 RCACS.

16.2.2 The Cadet Squadron Commander is responsible for:

- 16.2.2.1 performing the duties of all cadets holding squadron appointments IAW paragraph 16.1;
- 16.2.2.2 directly supervising the Cadet Squadron Deputy Commander;
- 16.2.2.3 bringing to the notice of the Commanding Officer any relevant information regarding general cadet progression, specific cadet related issues requiring action, alleged violations of regulations and orders, concerns related to the facility, questions from the NCOs and parade positions requiring the CO's attention and other information that the CSC believes may be important to the CO;
- 16.2.2.4 ensuring the compliance of all cadets with the Squadron Standing Orders;
- 16.2.2.5 supervising and ensuring proper conduct of all cadets during squadron activities;
- 16.2.2.6 conducting regular NCO meetings;
- 16.2.2.7 attending adult staff meetings when requested to do so by the Commanding Officer;

- 16.2.2.8 bringing forth concerns and suggestions from cadets to the appropriate staff member;
- 16.2.2.9 maintaining, managing, and enforcing the chain of command at all times;
- 16.2.2.10 commanding and controlling all Squadron parades;
- 16.2.2.11 providing opinion, when so requested, on merit of cadets eligible for promotion to the ranks of Sergeant and above;
- 16.2.2.12 providing opinion, when so requested, on cadet appointments to the positions of Cadet Squadron Deputy Commander, Cadet Squadron Warrant Officer, Cadet Squadron Adjutant and Flight Commander;
- 16.2.2.13 proposing to the Commanding Officer activities for Squadron participation;
- 16.2.2.14 acting as a member of the Merit Review Board process for Warrant Officer candidates; and
- 16.2.2.15 undertaking other duties as assigned by the Commanding Officer of 737 RCACS or other higher authority.

### **16.3 CADET SQUADRON DEPUTY COMMANDER**

- 16.3.1 The Cadet Squadron Deputy Commander shall be responsible to the Cadet Squadron Commander and the DCO.
- 16.3.2 The Cadet Squadron Deputy Commander is responsible for:
  - 16.3.2.1 performing the duties of all cadets holding squadron appointments IAW paragraph 16.1;
  - 16.3.2.2 assisting in the responsibilities of the Cadet Squadron Commander, and filling his/her position during extended absences of the Cadet Squadron Commander;
  - 16.3.2.3 bringing to the notice of the Deputy Commanding Officer allegations of misconduct and those cadets who are delinquent in their duties, when corrective actions taken by other members of the cadet chain of command have failed to resolve the matter; and
  - 16.3.2.4 undertaking other duties as assigned by the Cadet Squadron Commander, Deputy Commanding Officer or other higher authority.

### **16.4 CADET SQUADRON WARRANT OFFICER**

- 16.4.1 The Cadet Squadron Warrant Officer shall be responsible to the Cadet Squadron Deputy Commander and the Training Officer.
- 16.4.2 The Cadet Squadron Warrant Officer is responsible for:
  - 16.4.2.1 performing the duties of all cadets holding squadron appointments IAW paragraph 16.1;
  - 16.4.2.2 maintaining the integrity of the parade square;
  - 16.4.2.3 supervise the Flight Commanders, Drum Major, Flag Party Commander, and Instructors (cadets) in the performance of their duties;
  - 16.4.2.4 ensuring the drill of the squadron is up to standard as detailed in Canadian Forces Publication 201 – Manual of Drill and Ceremonial, confirming that all parade orders and protocol are followed by all cadets; and

- 16.4.2.5 undertaking other duties as assigned by the Cadet Squadron Deputy Commander, Training Officer or other higher authority.

## **16.5 CADET SQUADRON ADJUTANT**

- 16.5.1 The Cadet Squadron Adjutant shall be responsible to the DComd and the AdmO.
- 16.5.2 The Cadet Squadron Adjutant is responsible for:
  - 16.5.2.1 performing the duties of all cadets holding squadron appointments IAW paragraph 16.1;
  - 16.5.2.2 controlling the execution of the Squadron attendance process;
  - 16.5.2.3 assisting the Administration Officer in ensuring the accuracy of attendance records for cadets; and
  - 16.5.2.4 undertaking other duties as assigned by the DComd, AdmO or other higher authority.

## **16.6 FLIGHT COMMANDER**

- 16.6.1 The Flight Commander shall be responsible to the Cadet Squadron Warrant Officer and the Flight Officer of their assigned flight.
- 16.6.2 The Flight Commander shall also be indirectly responsible to the Standards Team Leader for the standards of their assigned flight.
- 16.6.3 The Flight Commander is responsible for:
  - 16.6.3.1 performing the duties of all cadets holding squadron appointments IAW paragraph 16.1;
  - 16.6.3.2 mentoring the Flight Sergeant of their assigned flight;
  - 16.6.3.3 leading and mentoring flight members of their assigned flight;
  - 16.6.3.4 ensuring flight members of their assigned flight are properly trained in uniform maintenance and wear;
  - 16.6.3.5 liaising with the Standards Team Leader to ensure uniform inspections are conducted for all flight members on a regular basis;
  - 16.6.3.6 providing the results of any uniform inspections conducted by flight staff to the Standards Team Leader; and
  - 16.6.3.7 undertaking other duties as assigned by the SWO, FltO, or other higher authority.

## **16.7 DRUM MAJOR**

- 16.7.1 *Note: 737 RCACS does not currently have a band, and therefore the position of Drum Major is not assigned. In the event that 737 RCACS establishes a band, the following TORs shall apply.*
- 16.7.2 The Drum Major shall be responsible to the Cadet Squadron Warrant Officer and the Band Officer.
- 16.7.3 The Drum Major shall also be indirectly responsible to the Standards Team Leader for the standards of the band.
- 16.7.4 The Drum Major is responsible for:
  - 16.7.4.1 performing the duties of all cadets holding squadron appointments IAW paragraph 16.1;
  - 16.7.4.2 performing the duties of a Flight Commander IAW paragraph 16.6.3

- 16.7.4.3 advising the Band Officer regarding required band materials, to include sheet music, musical instruments, theory manuals, etc.;
- 16.7.4.4 promoting the ongoing individual training and development of the band second-in-command, section leaders and band members;
- 16.7.4.5 providing mentorship and assistance to those cadets striving for further music playing and theory levels;
- 16.7.4.6 consistently seeking opportunities for personal growth musically and in leadership;
- 16.7.4.7 mentoring the band second in command in the aspects of band leadership, with the objective of the band second-in-command being ready to take command of the band during absences or upon age-out of the DM;
- 16.7.4.8 working in consultation with the BandO to develop and train the band cadets in the execution of the band competition routine;
- 16.7.4.9 assisting the BandO in selecting music for Squadron parades and concerts, including the regional band competition; and
- 16.7.4.10 undertaking other duties as assigned by the Band Officer, SWO, or other higher authority.

## **16.8 FLAG PARTY COMMANDER**

- 16.8.1 *Note: 737 RCACS does not currently have a flag party for regular events, and therefore the position of Flag Party Commander is not assigned. In the event that 737 RCACS requires a Flag Party for a specific event, a Flag Party Commander will be assigned for the event and the following TORs will apply.*
- 16.8.2 The Flag Party Commander shall be responsible to the Cadet Squadron Warrant Officer and the Flag Party Officer.
- 16.8.3 The Flag Party Commander shall also be indirectly responsible to the Standards Team Leader for the standards of the Flag Party.
- 16.8.4 The Flag Party Commander is responsible for:
  - 16.8.4.1 performing the duties of all cadets holding squadron appointments IAW paragraph 16.1;
  - 16.8.4.2 performing the duties of a Flight Commander IAW paragraph 16.6.3
  - 16.8.4.3 mentoring and developing the Flag Party second-in-command, with the objective of the Flag Party second-in-command being ready to take command of the flag party during absences or upon age-out of the Flag Party Commander;
  - 16.8.4.4 performing maintenance of Flag Party materials at appropriate times, including ironing flags, polishing flag pole brass, maintaining drill purpose rifles, and other maintenance as required;
  - 16.8.4.5 auditioning, selecting and training new Flag Party members, in consultation with the Flag Party Officer; and
  - 16.8.4.6 undertaking other duties as assigned by the Flag Party Officer, SWO, or other higher authority.

## **16.9 FLIGHT SERGEANT**



- 16.9.1 The Flight Sergeant shall be responsible to the Flight Commander of their assigned flight.
- 16.9.2 The Flight Sergeant shall also be responsible to the Duty Officer when their assigned flight is the duty flight for the current cadet activity.
- 16.9.3 The Flight Sergeant is responsible for:
  - 16.9.3.1 performing the duties of all cadets holding squadron appointments IAW paragraph 16.1;
  - 16.9.3.2 executing the Duty Flight checklist, found at section 18.3 of these orders, when their assigned flight is the duty flight for the current cadet activity;
  - 16.9.3.3 providing mentorship and leadership to the flight members of their assigned flight;
  - 16.9.3.4 actively supervising cadets in their flight and correcting issues as they arise using Alternate Dispute Resolution as they arise;
  - 16.9.3.5 maintaining a high level of flight morale;
  - 16.9.3.6 working with the Standards Team and the Flight Commander to ensure uniform inspections are regularly conducted on flight members;
  - 16.9.3.7 providing records of any uniform inspections conducted to the Flight Commander to be forwarded to the Standards Team; and
  - 16.9.3.8 undertaking other duties as assigned by the Flight Commander of their assigned flight, the Duty Officer, or other higher authority.

**16.10 BAND SECOND-IN-COMMAND**

- 16.10.1 *Note: 737 RCACS does not currently have a band, and therefore the position of Band 2IC is not assigned. In the event that 737 RCACS establishes a band, the following TORs shall apply.*
- 16.10.2 The Band 2IC shall be responsible to the Drum Major.
- 16.10.3 The Band 2IC shall also be responsible to the Duty Officer when the band is the duty flight for the current cadet activity.
- 16.10.4 The Band 2IC is responsible for:
  - 16.10.4.1 performing the duties of all cadets holding squadron appointments IAW paragraph 16.1;
  - 16.10.4.2 performing the duties of the Flight Sergeant IAW paragraph 16.9.3;
  - 16.10.4.3 mentoring and leading band section leaders and members;
  - 16.10.4.4 assisting the Band Officer and Drum Major in developing and training the band cadets in the execution of the band competition routine; and
  - 16.10.4.5 undertaking other duties as assigned by the Drum Major or other higher authority.

**16.11 FLAG PARTY SECOND-IN-COMMAND**

- 16.11.1 *Note: 737 RCACS does not currently have a flag party for regular events, and therefore the position of Flag Party Second-in-Command is not assigned. In the event that 737 RCACS requires a Flag Party for a specific event, a Flag Party Second-in-Command will be assigned for the event and the following TORs will apply.*
- 16.11.2 The Flag Party 2IC shall be responsible to the Flag Party Commander.

- 16.11.3 The Flag Party 2IC shall also be responsible to the Duty Officer when the flag party is the duty flight for the current cadet activity.
- 16.11.4 The Flag Party 2IC is responsible for:
  - 16.11.4.1 performing the duties of all cadets holding squadron appointments IAW paragraph 16.1;
  - 16.11.4.2 performing the duties of the Flight Sergeant IAW paragraph 16.9.3;
  - 16.11.4.3 assisting the Flag Party Commander in the maintenance of flag party materials;
  - 16.11.4.4 assisting the Flag Party Commander in auditioning, selecting and training new Flag Party members; and
  - 16.11.4.5 undertaking other duties as assigned by the Flag Party Commander or other higher authority.

#### **16.12 BAND SECTION LEADER**

- 16.12.1 *Note: 737 RCACS does not currently have a band, and therefore the position of Band Section Leader is not assigned. In the event that 737 RCACS establishes a band, the following TORs shall apply.*
- 16.12.2 The Band Section Leader shall be responsible to the Band 2IC.
- 16.12.3 The Band Section Leader is responsible for:
  - 16.12.3.1 performing the duties of all cadets holding squadron appointments IAW paragraph 16.1;
  - 16.12.3.2 providing mentorship to the cadets in his/her section;
  - 16.12.3.3 acting as the liaison between the Band 2IC and the section;
  - 16.12.3.4 collecting new sheet music for the section and distributing it amongst members as required;
  - 16.12.3.5 bringing to the notice of the band leadership, through the Band 2IC, any cadets in his/her section who are interested in pursuing further music playing or theory levels; and
  - 16.12.3.6 undertaking other duties as assigned by the Band 2IC or other higher authority.

#### **16.13 STANDARDS TEAM LEADER**

- 16.13.1 The Standards Team Leader shall be responsible to the Cadet Squadron Deputy Commander, the Standards Officer, and the Supply Officer.
- 16.13.2 The Standards Team Leader is responsible for:
  - 16.13.2.1 performing the duties of all cadets holding squadron appointments IAW paragraph 16.1;
  - 16.13.2.2 ensuring that every cadet's uniform is inspected at least once every two months by either himself/herself, the Standards Team Members (if any are assigned), or the cadet's flight staff;
  - 16.13.2.3 providing results of uniform inspections to the Standards Officer;
  - 16.13.2.4 advising the Standards Officer of any specific deficiencies, to include any cadets that have been advised to see the Supply Officer for new uniform parts;
  - 16.13.2.5 assisting with evaluations of lessons as required; and

- 16.13.2.6 undertaking other duties as assigned by the DComd, Standards Officer, Supply Officer, or other higher authority.

#### **16.14 STANDARDS TEAM MEMBER**

- 16.14.1 *Note: 737 RCACS does not currently have a full Standards Team, only a Standards Team Leader. If enough cadets are enrolled in the squadron that a Standards Team becomes necessary one will be created and the following TORs will apply.*
- 16.14.2 The Standards Team Member shall be responsible to the Standards Team Leader.
- 16.14.3 The Standards Team Member is responsible for:
  - 16.14.3.1 performing the duties of all cadets holding squadron appointments IAW paragraph 16.1;
  - 16.14.3.2 ensuring that every cadet's uniform is inspected at least once every two months by either himself/herself, the Standards Team Leader, or the cadet's flight staff;
  - 16.14.3.3 providing results of uniform inspections to the Standards Team Leader;
  - 16.14.3.4 advising the Standards Team Leader of any specific deficiencies, to include any cadet that have been advised to see the Supply Officer for new uniform parts;
  - 16.14.3.5 assisting with evaluations of lessons as required (\*If the Standards Team Member has been trained as an instructor only\*); and
  - 16.14.3.6 undertaking other duties as assigned by the Standards Team Leader or other higher authority.

#### **16.15 CADET INSTRUCTOR**

- 16.15.1 The Cadet Instructor shall be responsible to the Cadet Squadron Warrant Officer and the Level Officer for their assigned level (or the Training Officer if no Level Officer is assigned).
- 16.15.2 The Cadet Instructor shall also be responsible to the Standards Team Leader for the standards of their dress and deportment during classes.
- 16.15.3 The Cadet Instructor is responsible for:
  - 16.15.3.1 performing the duties of all cadets holding squadron appointments IAW paragraph 16.1;
  - 16.15.3.2 preparing for assigned enabling objectives (lessons) by writing a lesson plan in the format prescribed by the Training Officer;
  - 16.15.3.3 ensuring all material taught complies with the Qualification Standard and Plan for the specific enabling objective being delivered;
  - 16.15.3.4 instructing the assigned enabling objectives in an engaging manner;
  - 16.15.3.5 striving, at all times, to improve his/her own instructional abilities through seeking feedback from fellow instructors, the level officer (if assigned), and the training officer;
  - 16.15.3.6 preparing instructional aids, to include both learning aids and training aids, for enabling objectives as applicable;
  - 16.15.3.7 performing peer lesson evaluations on fellow instructors in order to provide peer-feedback whenever not engaged in other duties;

- 16.15.3.8 providing results of peer evaluations to the Level Officer, or the Training Officer if no level officer is assigned; and
- 16.15.3.9 undertaking other duties as assigned by the Level Officer of their assigned level, or the Training Officer if no level officer is assigned, the SWO, or other higher authority.

**17.0 DECLARATION OF UNDERSTANDING – TERMS OF REFERENCE**

I hereby declare that I have read, understood, and will comply with the Terms of Reference listed in the Squadron Standing Orders for the position(s) to which I have been assigned, as listed hereunder. I commit to fulfilling the duties and responsibilities of my assigned position(s) to the best of my ability. I further commit to ensuring a successful handover to my successor at the conclusion of my assignment for any position which I am relinquishing.

---

Rank                      Surname                      Given Name(s)

*List all positions assigned, including “assistant” positions (E.g. Assistant Training Officer). “Assistant” positions shall sign for the TORs of the position to which they are an assistant.*

<u>Position</u>	<u>Start Date</u>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

---

Signature

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Date Signed

**18.0 FORMS**

**18.1 VISITOR LOG**

<b>DATE</b>	<b>RANK (if applicable)</b>	<b>FIRST &amp; LAST NAME</b>	<b>TIME IN</b>	<b>TIME OUT</b>	<b>BADGE #</b>

## 18.2 PARADE NIGHT OPERATIONS CHECKLIST

The Squadron Adjutant is responsible for completion of the following tasks on parade nights:

Note 1: The Squadron Adjutant may utilize other members of 737 RCACS to assist with larger tasks on an as-needed basis.

Note 2: Tasks without a timing assigned are in no particular order.

- Before opening parade:
  - Clear the parade square area
  - Perform a thorough walkthrough of the areas to be used by the Squadron during the night, specifically noting the condition of each area and placement of objects that will need to be moved and replaced after the parade night
    - Notify the AdmO of any observed damage to facilities or equipment
  - Assist adult staff in transporting required squadron materials from the office to the parade square/classroom area, as required
- 18:45 – Announce first period classes\*
- 19:10 – Provide 5-minute warning to instructors\*
- 19:15 – Announce second period classes\*
- 19:45 – Provide 5-minute warning to instructors\*
- 19:55 – Provide 5-minute “end of break” warning to cadets\*
- 20:00 – Announce third period classes\*
- 20:25 – Provide 5-minute warning to instructors\*
- After closing parade:
  - Assist adult staff in returning squadron stores to the office
  - Assist with the coordination of Duty Flight and perform a final walkthrough with the DutyO and F/Sgt of the assigned Duty Flight

\*Note: Announcing of classes and instructor warnings may be waived or timings adjusted on CO’s parades if it would be ineffective or inappropriate to do so.

Date: \_\_\_\_\_

Squadron Adjutant Signature: \_\_\_\_\_

### 18.3 DUTY FLIGHT PARADE NIGHT CHECKLIST

The Duty Flight is responsible for completion of the following tasks on parade nights:

- Ensure washrooms are respectably clean
  - Male Washroom
  - Female Washroom
  - Accessible Washroom
- Perform a walkaround of the main hall area
  - Area returned to original state
  - Return squadron equipment to the office
  - Ensure the canteen room/area is returned to the original state
- Perform a walkthrough of the Chimo Room
  - Area returned to original state
  - Return squadron equipment to the office
- Perform a walkthrough of the main entry hallway and cloakroom
  - Area returned to original state
  - Return squadron equipment to the office
  - Ensure personal kit is removed from the cloakroom and any lost and found is brought into the squadron office
- Take out garbage from all bins used to the dumpster
  - Garbage from main hall
  - Garbage from male, female, and accessible washrooms
  - Garbage from Chimo Room
  - Garbage from office
  - Garbage from kitchen (if used)
- Ensure cans & bottles are disposed of in appropriate bins (do not take out with garbage)

Date: \_\_\_\_\_

Duty Flight: \_\_\_\_\_

Flight Sergeant Rank & Name: \_\_\_\_\_

Flight Sergeant Signature: \_\_\_\_\_

Duty Officer:

I have verified that the tasks above have been completed to my satisfaction by performing a thorough walkaround with the Flight Sergeant named above.

Duty Officer Rank & Name: \_\_\_\_\_

Duty Officer Signature: \_\_\_\_\_