



**330 DANFORTH TECH
ROYAL CANADIAN AIR CADET SQUADRON
ROUTINE ORDERS**

Issued by
Captain J. John
Commanding Officer

ORDER NO: 10 – 13
1085 – 10 – 2 (CO)

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PART 1 – PERSONNELL

1. SQN PRIMARY APPOINTMENTS:

Commanding Officer (CO)	Capt J. John
Deputy Commanding Officer (DCO)	Capt A. Marziliano
Training Officer (TrgO)	Capt M-H. Fokias
Administration Officer (AdmO)	Capt D. Harris
Supply Officer (SupO)	OCdt G. Thomas
Operations Officer (OpsO)	Vacant
Standards Officer (StdsO)	OCdt N. Manoharan (PT)
Band Officer (BandO)	Vacant
Chief Flying Instructor (CFI)	Vacant
Assistant Training Officer (Asst TrgO)	Vacant
Level 1/Recruit Training Officer (Lvl 1 O)	Capt A. Marziliano
Level 2 Training Officer (Lvl 2 O)	CI A. Emond
Level 3 Training Officer (Lvl 3 O)	CI M. Minawi
Level 4 Training Officer (Lvl 4 O)	Vacant
Level 5 Training Officer (Lvl 5 O)	Vacant
Assistant Administration Officer (Asst AdmO)	CI J. Laflamme
Resource Management Support Clerk (RMS Clk)	Vacant
Assistant Supply Officer (Asst SupO)	CV L. Letourneau

Squadron Warrant Officer (SWO)	TBD
Deputy Squadron Warrant Officer (DSWO)	TBD
Training Warrant Officer (Trg WO)	TBD
Administration Warrant Officer (Adm WO)	TBD

SQN SECONDARY APPOINTMENTS:

RSO (AR)	Capt J. John
RSO (SB)	Capt J. John
CWI	Capt A. Marziliano
Biathlon Coach	CI M. Minawi
Effective Speaking Coordinator	Vacant
Duke of Edinburgh Award Leader	Vacant
Physical Training Coordinator	Vacant
Drill Team Officer	Vacant
Flag Party Officer	Vacant
Marksmanship Officer	Vacant

FCOMDS & 2ICs:

No. 1 FComd	FSgt P. Betti
No. 1 FSgt	Sgt J. Malcomson
No. 2 FComd	FSgt S. Bell
No. 2 FSgt	Sgt C. O'Meara
Recruit Trg FComd	FSgt R. Irani
Recruit Trg FSgt	FCpl M. Minni

2. CAF QUALIFICATIONS:

- a. Capt A. Marziliano:
 - i. CWI – expires – N/A
 - ii. DND 404 B11 – expires – 31 Oct 14

- b. Capt J. John
 - i. CWI – expires – N/A
 - ii. UCCMA – expires – N/A
 - iii. Orienteering Instructor – expires – N/A
 - iv. RSO AR – expires – 20 Sep 16
 - v. RSO SB – expires – 20 Sep 16
 - vi. DND 404 B11 – expires – 23 Sep 17

- c. Capt D. Harris:
 - i. UCCMA – expires – N/A

3. SQN QUOTA:

- a. Quota – 73 (Cdts), 7 (CIC/Civ);
- b. Strength - 61
- c. Cadet(s) TOS: as per FV2 records; and,
- d. Cadet (s) SOS: NIL

4. VOLUNTEERS:

Nil.

5. CAREER TRANSACTIONS:

- a. Capt A. Marziliano – transfer to unit officer (DCO) eff. 16 Oct 13
- b. Capt J. John – appointment to unit CO eff. 16 Oct 13
- c. Capt MH. Fokias – DND HRMS appointment to unit Trg O eff. 16 Oct 13
- d. Capt D. Harris – DND HRMS appointment to unit officer eff. 16 Oct 13

6. DUTY STAFF:

- a. 23 Oct 13: OCdt G. Thomas – Cdts as per A/SWO
- b. 30 Oct 13: CI A. Emond – Cdts as per A/SWO

7. CADET PROMOTIONS/APPOINTMENTS/TRANSFERS:

Nil

PART II – COMMANDING OFFICER’S CORNER

1. ORDERS & INSTRUCTIONS:

- a. **ACL ID Cards:** All ACL volunteers are required to have on their possession at all cadet activities their ACL security clearance card. This card must be presented when requested by any DND/ACL member. Failure to have this card in possession may result in being unable to participate in cadet activities.
- b. **OIC/OPI Participation:** PBA that all adult staff will be required to act as an OIC/OPI of at least one trg activity throughout the 13-14 TY. Cooperation amongst all staff members is encouraged to ensure the best possible trg is made available to all members of 330 sqn. Staff are expected to consult with the sqn calendar and TrgO to request specific activities. A minimum of 50 days notice is required to the TrgO for supported activities and 14 days for unsupported activities. OIC/OPI appointments for the first half of the TY will be finalized in Nov 13.

- c. **Internet Use:** A reminder that all CCO users of the web are expected to abide by local and/or national policies WRT internet usage. CCO users should be aware of an unauthorized survey entitled “*Canadian Cadet Survey*” which has been released via email to users. This survey is **not authorized or supported** by the DND or the CAF and should not be promoted or endorsed. Any online correspondence received over the CCO net that causes concern should be reported immediately to your dept. head and ultimately to the ISSO.
- d. **Dress & Demeanour:** Any pers. travelling in their uniform to and/or from a cadet activity is expected to abide by all dress regulations and present themselves in an appropriate manner well represented of the CCO. Civ. jackets may be worn, done up, over the cadet uniform if an issued parka is not available. Wedges are expected to be worn at all times unless it poses a safety hazard. Cdts are NOT permitted to mix civilian attire (other than a parka) with their issued cadet uniform. Uniforms are expected to adhere to the order of dress outlined in the ROs unless permission is granted otherwise. Any cdts who do not abide by this regulation, outlined in the sqn code of conduct, will be disciplined accordingly.
- e. **Orderly Room (OR) Cleanliness:** Any pers. working or using equipment in the OR are required to maintain a clean working atmosphere, inclusive of clutter free desks, emptied waste disposal containers, filed paperwork, etc. Duty pers. will assist on a weekly basis to ensure the cleanliness of the OR is maintained.
- f. **Communication Tools:** Pending creation of our official website (.com/.ca etc.), our sqn’s primary website is 330aircadets.wordpress.com. The website is currently under construction but presently contains several important resources and information. Our public Facebook page, “facebook.com/330aircadets” will also be used as a method of communication for select info. Our sqn blog/email blasts will be used as a secondary communication tool until the creation of our official website after which further updates will cease. Please ensure widest dissemination of these communication tools.
- g. **Staff Professional Development (PD):** Various sources of PD are available to CAF/DND members in addition to trg at RCIS. Staff are expected to make an attempt to upgrade their current quals/experience or acquire new ones to ensure we are able to provide the most current and relevant trg program possible. Further info. can be acquired through the CO.
- h. **Weekly Phone Message:** The weekly phone message will be initiated by the CO to the SWO every Fri NLT 1830h; this message can also be located on the “weekly announcements” section of our sqn website. Any pers. requesting info to be included in the weekly message can do so through their section head.

- i. **Duty O Facilities Check:** Effective 22 Oct 13 all Duty Os must complete the Duty O log and sign off at the end of every trg night. Inspections will be conducted prior to and after all parade nights with significant discrepancies noted accordingly. The CO must sign off on all Duty O inspection logs at the end of every parade night.

2. MISCELLANEOUS:

- a. A special thank you is extended to all pers. who assisted in preparing for and carrying out our sqn CoC parade. The parade was a huge success and several compliments were received from VIPs and guests in attendance. A special thank you to Capt Marziliano for her dedication and commitment to the sqn as CO. Thank you to all staff, ssc, cadets, and family members for welcoming me to the 330 sqn family. I look forward to the next three years ahead!

3. ORDER OF DRESS:

- a. CIC – 3C w/ tie
- b. Civ – Business professional
- c. Cdts – C2
- d. Halloween Costume Night – 30 Oct 13 – Appropriate inoffensive costumes

PART III – ADMINISTRATION

1. NOTICE OF REFERENCE UPDATES:

- a. **Changes to Web Communications Tools:** IAW the Treasury Board of Canada standards on government websites, the national cadet website located at www.cadets.ca has been amended. Previous content that was initially available in the “file repository” is now accessible to stakeholders of the CCO on the new extranet website at www.portal.cadets.gc.ca. Individuals are required to sign up for an extranet account in order to access content on this site. CAF/DND members are able to access the intranet (FV2, Cadet Net, Sharepoint, etc.) through their CCO Net account and NOT through the extranet. Any staff members who do not currently have a CCO net account AND have an enhanced reliability check (ERC) are to contact the admin cell for access. Applicable staff are expected to maintain their CCO net accounts and stay updated with directives on CadetNet.
- b. **CANCDTGENs:** CANCDTGENs have been created for the delivery of policies and information pertinent to the entire CCO. This new communications tool has been added to the top menu of the CCO Extranet at portal.cadets.gc.ca/en/CANCDTGEN. Messages will only be delivered on authority of the DCdts & JCR, D Gen Res & Cdts or C Res & Cdts.

2. ORDERS & INSTRUCTIONS:

- a. **Annual Validation Forms (AVFs):** AVFs are due to the admin cell NLT 30 Oct 13. Cadets who do not submit their AVF by the aforementioned date will participate in limited training only.
- b. **Medical Forms:** Medical forms for applicable cadets are due to the admin cell NLT 30 Oct 13. Cadets who do not submit their medical forms will be suspended from further training until receipt of said form by the admin cell. Additionally all cadets are reminded that their OHIP/private medical insurance cards are to be updated with the admin cell, inclusive of photocopies and expiry dates.
- c. **SOS Procedures:** All pers. are reminded that cadets with an intent to leave the sqn are to complete proper SOS procedures, i.e. exit interview with TrgO or CO (Sgts and up must meet with CO), supply out clearance, admin verification, and final CO approval. Cadets who do not complete this procedure will remain on NES status until completed. Section heads are responsible for signing off on the appropriate out-clearance form with final signature by the CO.
- d. **Administration Fee:** All cadet pers. are required to pay their administration fee of \$50 to the SSC. Cheque or cash is acceptable. Money will be used towards sqn expenses that are not supported by DND, i.e. select meals, busses, accommodations, entrance fees, etc. Fees are due to the SSC NLT 30 Oct 13. Any cadets who do not pay their fee will be limited in their trg activities.
- e. **Mail/Key Log:** A reminder that all mail entering and leaving the unit must be recorded on the mail log located in the admin dept. Mail will only be opened by the addressee and then logged by the admin dept. The key log will be updated ASAP; all pers. currently in possession of any sqn keys must make record of this on the updated key log.

3. MISCELLANEOUS:

Nil.

PART IV – TRAINING

1. ORDERS & INSTRUCTIONS:

- a. **Instructor Schedules:** All instructors are reminded to verify their monthly instructor assignments periodically on the trg schedule located on the sqn website in advance of their scheduled classes. Instructors must ensure they are fully prepared to instruct their assigned class with all necessary trg & visual

aids, resources, lesson plans, etc. In the event that an instructor cannot attend their scheduled class, it is the instructor's responsibility to find a suitable replacement instructor, hand over any related trg material, and inform the TrgO of this change, one week prior to the scheduled class. Failure to comply with this directive will result in appropriate disciplinary action. The quality of trg in the sqn is largely dependent on the instructor's performance. Instructors must ensure they are working together to provide exceptional quality trg to all members of the sqn.

- b. **Purchasing Rations for Cdt Activities:** IAW DND fin regulations, any rations purchased for cadet activities must be made within the time window listed on the ASR or MOAR. Bulk items (i.e. fruits, granola bars, etc.) will only be reimbursed through DND if requested in advance on the ASR. Any rations purchased outside of the ASR time window (i.e. night before activity) will not be eligible for reimbursement.
- c. **Team Practices:** Effective 22 Oct 13, timings for teams practices will be the following:
 - i. Band – 1815h – 2000h
 - ii. Flag Party – 1815h – 2000h
 - iii. Drill Team – 2000h – 2115h

Any additional team practices or amendments to the above timings must be requested through the TrgO.

2. MISCELLANEOUS:

Nil.

PART V – SUPPLY

1. ORDERS & INSTRUCTIONS:

- a. **Issue of DND/Sqn Owned Items:** Any pers. requesting the use of DND/sqn owned items MUST sign out this equipment via a “DND 638 – Temporary Issue” card with the supply dept. Items are not permitted to leave the OR until this form is correctly completed.

2. MISCELLANEOUS:

Nil.

PART VI – PERIODIC ITEMS

1. AWARDS/COMMENDATIONS/RECOGNITION:

Nil.

2. ACTIVITIES/OPIs/NCOICs:

- a. Lvl 5 Workshop – 26 – 27 Oct 13 – OPI – Capt John, NCOIC – N/A
- b. Costume Night/Prizes – 30 Oct 13 – OPI – Capt Fokias, NCOIC – FSgt Lau

PART VII – GENERAL INTEREST & SOCIAL EVENTS

1. **Sqn Cadet Advisory Panel:** Effective 6 Nov 13 a sqn cadet advisory panel will be formed. Select cadets will represent the voice of all 330 sqn cadet members and will report directly to the CO. The cadet advisory panel will meet periodically (time TBD) and discuss or propose various ideas WRT sqn activities, operations, etc. Any cadets who are interested in signing up for this panel are required to submit a one page (max) narrative outlining their desire to be a member and why they are best suitable to represent the cadets of the sqn. The panel will be well represented of all ranks. Applications are due to the CO NLT 30 Oct 13.
2. **Sqn E-Newsletter:** Any cadets or staff members interested in publishing an e-newsletter distributed to all stakeholders of 330 sqn can make their interest known to the CO ASAP.

Original signed by

J. John
Capt
CO

Annex

Annex A Monthly Calendar

Dist List

Sqn Staff
Sqn Cdts
SSC

330 RCACS October 2013 Corps/Sqn Calendar						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
			1) Parade Night 2) Level 4 PSRY 3) Fall Intake Begins 4) Parade			Gliding
6	7	8	9	10	11	12
	Supply/Admin - Open		1) Parade Night 2) CoC Parade Practice 3) Level 4 PSRY			
13	14	15	16	17	18	19
	Thanksgiving Day NO PERMIT		1) Parade Night 2) Change of Command Parade			
20	21	22	23	24	25	26
	Supply/Admin - Open		1) Parade Night 2) Level 1 PSRY 3) Level 4 PSRY 4) Holy Cross CS – Recruiting Presentation			1) Orienteering Comp 2) OPC AGM 3) Level 5 Workshop – CFB Trenton
27	28	29	30	31		
1) OPC AGM 2) Level 5 Workshop – CFB Trenton	1) Band Practice – 1830h-2000h 2) Flag Party Practice – 1830h-2000h 3) Drill Team Practice – 2000h-2100h		1) Parade Night 2) Level 1 PSRY 3) Level 4 PSRY 4) Costume Night 5) Sqn Advisory Panel – Applications Due	Halloween		