



330 DANFORTH TECH ROYAL CANADIAN AIR CADET SQUADRON ROUTINE ORDERS

Issued by
Captain J. John
Commanding Officer

ORDER NO: 11 – 13
1085 – 10 – 2 (CO)

DATE OF ISSUE: *2 NOV 13*

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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 (Vol)
Unit Cdt Conflict Mgmt Advisor (UCCMA)	Capt D. Harris
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)	CV J. Jones (Pending PRC)
Level 5 Training Officer (Lvl 5 O)	Vacant
Assistant Administration Officer (Asst AdmO)	CI J. Laflamme

Resource Management Support Clerk (RMS Clk)	CV S. Gill (Pending PRC)
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	Capt J. John
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
 - ii. DND 404 B11 – expires - ???

3. SQN QUOTA:

- a. Quota – 73 (Cdts), 7 (CIC/Civ);
- b. Strength - 66
- c. Cadet(s) TOS: as per FV2 records; and,
- d. Cadet (s) SOS: NIL

4. VOLUNTEERS:

- a. Maj Stacey (RCA) – advising on revamp of sqn brass and reed band, in consultation with CO, on a selective weekly basis until additional resources are acquired.

5. CAREER TRANSACTIONS:

Nil.

6. DUTY STAFF:

- a. 6 Nov 13: CI Minawi, FCpl Alder, Cpl Aitchison, Cpl Bogle-Allen
- b. 13 Nov 13: CI Laflamme, FCpl Bragg, Cpl Devine, Cpl Feldcamp-Nicholson
- c. 20 Nov 13: CV Letourneau, FCpl Chia, Cpl Gelias, Cpl Kygo
- d. 27 Nov 13: CI Emond, FCpl Jamieson, Cpl Malcomson, Cpl Nkurunziza-Ntagazwa

7. CADET PROMOTIONS/APPOINTMENTS/TRANSFERS:

Nil

PART II – COMMANDING OFFICER’S CORNER

1. ORDERS & INSTRUCTIONS:

- a. **Staff/Sr. NCO Absences:** All staff members and Sr. NCOs (Sgts+) must ensure that communication is made with their section head and/or CO to report their absence during parade nights. Email, phone calls, or text messages may suffice. Failure to report an absence will be considered AWOL. Additionally, staff/Sr. NCOs are expected to adhere to the dress of the day IAW the ROs unless otherwise excused by their section head and/or CO. Scheduled instructors are expected to find a suitable replacement instructor in coordination with the TrgO and ensure all class material is transferred over in a timely manner prior to the commencement of the scheduled class.
- 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. **Permit Timings:** Permit timings for Danforth Tech CI is as fol:
 - i. Mondays – 1815h – 1915h
 - ii. Wednesdays – 1800h – 1945h

Pers. are not permitted to be on the school premises until the permit timings begin and a staff member is present.

- d. **Cadet Order of Dress:** All cadets are expected to adhere to the dress of day IAW the monthly ROs. Cadets who are unable to attend in uniform during respective activities must seek approval from their respective FComd and/or WO. Sr. NCOs must receive approval from the SWO. WOs must receive approval from the Trg O. Cadets who do not attend in uniform must show up in appropriate business attire unless otherwise excused and will NOT occupy any command or significant parade positions, i.e. flag party, FComds, etc.
- e. **Volunteer Hours:** Effective immediately, volunteer hours for various cadet activities will only be signed by the respective OPI during or immediately following the activity. Any cadets requesting volunteer hours in the “community youth leadership” category for parade night activities will only receive them upon leaving the cadet program and will only be issued by the CO, unless otherwise directed.
- f. **Lottery Books:** OPC lottery books will be distributed on 13 Nov 13 and will be coordinated directly by the SSC. An info. session will be led by the SSC on 6 Nov 13. All cadets are expected to sell a minimum of one lottery book. Additional books will issued should they be required. Incentives will be provided to select cadets who sell one or more books. Lottery books will be strictly controlled by the SSC with periodic reports directly to the CO. Cadets are expected to ensure these books are kept secure and returned sold by the deadline to be communicated.
- g. **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.

- h. **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.
- i. **Remembrance Week Activities:** As members of the CAF or CCO, it is expected that all staff, SSC members, or cadets actively participate in remembrance week activities; whether attending a parade as an individuals, taking two minutes of silence on Remembrance Day, or actively participating in parades with the sqn. All pers. are expected to attend the Remembrance Day parade 11 Nov 13 at East York Civic centre unless otherwise excused. School excusal letters will be distributed to cadets. Let us remember those who sacrificed their lives so that we can enjoy the freedom we have today!

2. MISCELLANEOUS:

- a. A special thank you is extended to all Sr. NCOs who attended our NCO development workshop on 2 Nov 13. Vast amounts of information was delivered and those in attendance are now well equipped to further enhance their leadership/instructional skills going forward to result in a successful sqn. A special thank you is also extended to Capt Fokias for her development and carrying out of the course along with Capt Harris, CI Minawi, and CI Emond for their assistance in ensuring a successful workshop.

3. ORDER OF DRESS:

- a. CIC – 3C w/ tie
- b. Civ – Business professional
- c. Cdts – C2
- d. Poppy Drive – 9 Nov 13 – C2 (Cdts), Appropriate civ. attire (staff)
- e. Rem. Day Parade – 11 Nov 13 – C1 (Cdts), 1A (CIC), Business (Civ)
- f. Sports Night – 20 Nov 13 – Appropriate PT attire(Cdt), Appropriate civ (staff)
- g. Tree Top Trekking – 23 Nov 13 – Appropriate civ attire (all)
- h. WPH Museum Tour – 30 Nov 13 – C2 (Cdts), 3C w/tie (CIC), Appropriate civ attire (Civ)

PART III – ADMINISTRATION

1. NOTICE OF REFERENCE UPDATES:

- a. **Placement of Poppy with War of 1812 Anniversary Pin/CHS Medal:** The war of 1812 anniversary pin will remain centered on the left pocket flap. For those cadets who also have a CHS medal; the medal will remain at the centre, the poppy will be worn on the right side of the left pocket flap and the anniversary pin will be worn on the left side of the left pocket flap. A

reminder than IAW respective dress regs. all pers. are expected to adorn a poppy on their uniform commencing the last Fri of Oct through to 11 Nov. Poppies may be acquired through the RCL poppy box located in the LHQ.

- b. **War of 1812 Anniversary Pin:** 1812 anniversary pins are now eligible to be worn on the left pocket flap of the tunic AND short sleeve shirt. Pins will be issued in due time and must be worn until 16 Feb 15.
- c. **Updated CF98 Form:** The CF98 form has recently been updated. Amendments are reflected in the Nov 13 RCSU Central ROs.

2. ORDERS & INSTRUCTIONS:

- a. **Outstanding Annual Validation Forms (AVFs):** Cadets who currently have outstanding AVFs will not be permitted to attend any cadet training until this form has been submitted, no exceptions will be made.
- b. **Medical Forms:** Medical forms for applicable cadets are due to the admin cell NLT 6 Nov 13. Cadets who do not submit their medical forms will be suspended from further training until receipt of said form by the admin cell. Cadets who incur any significant medical injuries or changes to their medical history at any time throughout the TY must complete a new DHQ and submit to the admin dept. for further processing. 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. **CadetNet & FV2 Access:** Any CIC/CIs who do not currently have access to CadetNet and/or FV2 must see the CO immediately to initiate the process to gain access. The process to acquire these accounts can take a significant amount of time and may jeopardize sqn operations if pers. are waiting for accounts to be activated. As per RCSU Central directives, all CIC/CIs are expected to maintain these accounts periodically in order to stay current with information.
- d. **Recruit Contact Info Forms:** An operational reminder that all new recruits wishing to enroll in 330 sqn must first complete a recruit contact info form prior to receiving a membership package. Contact info forms will be utilized to maintain contact with recruits until the cadet has been entered into FV2. The admin dept. will provide contact info to the recruit flt staff on a periodic basis to ensure new recruits are kept informed through weekly phone messages until they are included on official FV2 generated rolls.
- e. **Pay Forms and Selected Days:** Effective immediately all pay forms must be printed on legal size paper and scaled accordingly. Pay forms will be completed following the last cadet activity of the month. To ensure one paid staff member is in attendance on every activity, OPIs must claim pay on their

respective activity. This will ensure that at least one staff member has claimed pay during cadet activities in the event of any injuries or significant incidents.

- f. **Claims for Reimbursements:** To ensure accurate administrative records, any claims for reimbursements must be authorized by the CO and submitted to the SSC NLT two weeks following the activity. Claims will not be processed unless itemized receipts are provided and COs authorization granted.
- g. **Membership Applications:** Effective immediately, no membership applications will be entered into FV2 until review and sign off by the CO. Ensuring cadets are entered into FV2 promptly is a priority and therefore applications will be signed by the CO directly upon submission from the admin dept.
- h. **Attendance Records:** Attendance records for parade nights must be inputted into FV2 within the same night of training. Attendance for activities outside of parade nights must be submitted NLT one week following the activity. Ensuring accurate attendance records is of significant importance and can affect numerous areas if not immediately inputted.
- i. **MPPRs:** All CIC/CI staff must verify their MPRR information immediately with the CO. Updating MPPRs is the responsibility of the member and will not be followed up on further. Supporting documentation, if required, must be provided for any amendments. MPPRs can be retrieved from the CO.

3. MISCELLANEOUS:

Nil.

PART IV – TRAINING

1. ORDERS & INSTRUCTIONS:

- a. **Event Sign Ups:** Any pers. who signs up for a cadet activity must do so knowing they are fully able to attend. Cadets who sign up for an activity and do not attend without providing a valid reason may be prevented from signing up for future activities. OPIs may be contacted during the day of an activity on the sqn cell phone in order to communicate absences.
- 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. **Monday Activities:** Any activities occurring on Mondays outside of the norm (band, flag party, drill team) must be authorized by the TrgO at least one week in advance.
- d. **Accelerated Trg Program:** Any new recruits who will be 14 by 1 Sep of the following TY will be eligible to be accelerated to level two. Recruits who will be 15 or older as of 1 Sep of the following TY will be eligible to be accelerated to level three. Cadets may decline being fast tracked at their own will or choose to fast track to level two if they are eligible to train in level three.
- e. **Chit System:** A chit system will be implemented as a form of recognition/motivation for any cadet performing positing acts worth noting. Chits will be recorded in the pers. files and reviewed during times of promotion, etc. Chits may be issued by staff members or WOs. The inception of this tool will be announced during closing parade once it begins.
- f. **Instructor Evaluations:** Effective immediately instructors may be evaluated on a weekly basis by staff members. These weekly evaluations will be recorded and utilized to improve instructional techniques within the sqn. Cadets may view a blank copy of these evaluation forms in preparation for their classes by visiting the sqn website.

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. LHQ TIMINGS:

- a. Parade Night:
 - i. NCO Briefing – 1815h-1830h

- ii. Opening Parade – 1830h-1850h
- iii. Period 1 – 1900h-1930h
- iv. Period 2 – 1935h-2005h
- v. Break – 2005h-2020h
- vi. Period 3 – 2025h-2055h
- vii. Closing Parade – 2100h-2130h
- viii. Departure – 2130h-2145h

- b. Team Practices (Mondays):
 - i. Band & Flag Party – 1815h-2000h
 - ii. Drill Team – 2000h-2100h

2. AWARDS/COMMENDATIONS/RECOGNITION:

- a. **Top Cadet of October – FCpl R. Petrie:** For exceptional drill, dress, and deportment and consistently ensuring the values of the CCO are instilled in his performance in various sqn operations.
- b. **COs Commendation – FSgt R. Irani:** for receiving commendation from his school administration and first responders for successfully assisting a fellow student during a significant medical incident. FSgt Irani's decisiveness and leadership skills prevented this student from incurring any significant further harm while he contacted emergency responders. FSgt Irani, along with his school administration, attributes his performance to the training and experience he received in the cadet program. An application will be forth in due time to RCSU Central for a regional/national COs commendation.
- c. **Maj Stacey (RCA) – Band Revamp** – a significant thank you is extended to 330 Sqn RCA, Maj Stacey, for his significant assistance in acquiring instruments through the central region instrument loan program along with his continued assistance in revamping our growing sqn band.

3. ACTIVITIES/OPIs/NCOICs:

- a. Poppy Drive – 9 Nov 13 – OPI – Capt Marziliano
- b. Remembrance Day Parade – 11 Nov 13 – Capt John (OPI), WOII Persad (NCOIC)
- c. Tree Top Trekking – 23 Nov 13 – Mr. Letourneau (OPI)
- d. WOII MRB – 27 Nov 13 – Capt Fokias (OPI)
- e. WPH Museum Tour – 30 Nov 13 – OCdt Thomas (OPI)

PART VII – GENERAL INTEREST & SOCIAL EVENTS

- 1. **Sqn Cadet Advisory Panel:** A cadet advisory panel has been selected and will be announced on parade. Members of the advisory panel 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. Concerns/ideas of cadets may be brought forth to the cadet advisory panel to be further discussed at future meetings.

2. **Food Drive:** Throughout the months of Nov-Dec, 330 sqn will be participating in a Christmas food drive to assist those who are less fortunate throughout the holiday season. Cadets, staff, SSC, and family members are encouraged to bring non-perishable food items and deposit them in the appropriate flight box to be located on the parade square. Incentives will be provided to the flight who collects the most amount of food. Questions can be directed to FSgt Tam.
3. **Tagging Incentive – Tree Top Trekking – 23 Nov 13:** Cadets who participated in three or more tagging shifts are eligible to participate in the subj. activity. Cadets can verify their eligibility for this trip through the SSC. All cadets attending must submit a completed permission form and activity waiver prior to the boarding the bus. Further information can be found on the activity permission form. Thank you to all cadets who participated and look forward to future fundraising incentives.
4. **Flight Point System:** A flight point system has been developed by members of the SSC in consultation with the CO. This point system will be utilized to determine top flight at the end of the TY. Cadets will be awarded points for attending various activities, actively participating in sqn operations, and much more. Cadets will be able to view their points periodically to determine their flight's status. More information will be delivered by members of the SSC.

Original signed by

J. John
Capt
CO

Annex

Annex A Monthly Calendar

Dist List

Sqn Staff
Sqn Cdts
SSC

330 RCACS November 2013 Corps/Sqn Calendar								
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday		Saturday	
						1	2	
							1) NCO Course (FCpl+) - RCL Branch 10 - 0830h-1700h	
3	4	5	6	7	8	9		
1) RCL Branch 10 Remembrance Day Service - 1900h	1) Admin & Supply - Open 2) Band, DT, FP Practice		1) Parade Night 2) Level 1 PSRY			1) RCL Branch 10 - Poppy Drive (0900h-1700h)		
10	11	12	13	14	15	16		
	1) Remembrance Day Parade - East York Civic Centre Memorial Garden (1000h-1130h) 2) Admin & Supply - Open 3) Band, DT, FP Practice		1) Parade Night 2) Level 1 PSRY 3) Summer Trg Apps Distributed					
17	18	19	20	21	22	23		
TAG Meeting (Location & Timings TBA)	1) Admin & Supply - Open 2) Band, DT, FP Practice		1) Sports Night 2) Staff Meeting (1845h-2045h)			Tree Top Trekking (Select Cadets Only) – 1030h-1730h		
24	25	26	27	28	29	30		
	1) Admin & Supply - Open 2) Band, DT, FP Practice		1) Parade Night 2) CAF Career Night 3) WOII MRBs			1) Warplane Heritage Museum Tour (0830h-1530h)		