



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

Issued by
Captain J. John
Commanding Officer

ORDER NO: 12 – 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)	Vacant
Unit Cdt Conflict Mgmt Advisor (UCCMA)	Capt D. Harris
Band Officer (BandO)	CV J. Jones
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
Regional Summer TrgO	Capt M-H. Fokias
National Summer TrgO	Capt D. Harris

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. SQL QUOTA:

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

4. VOLUNTEERS/GUESTS:

- a. Guest – Mrs. N. Létourneau – 18 Dec 13 – Lifestyle Guest Speaker

5. CAREER TRANSACTIONS:

Nil.

6. DUTY STAFF:

- a. 11 Dec 13: CV Gill, FCpl Alder, Cpl Bogle-Allen, Cpl Feldcamp-Nicholson
- b. 18 Dec 13: OCdt Thomas, FCpl Devine, Cpl Gelias, Cpl Nabila
- c. 25 Dec 13: STAND DOWN

7. CADET PROMOTIONS/APPOINTMENTS/TRANSFERS:

Nil

PART II – COMMANDING OFFICER’S CORNER

1. ORDERS & INSTRUCTIONS:

- a. **Olive Drab (OD) Field Training Uniform (FTU):** An administrative reminder that any civ. pers. (cadet/CI/CV) that wish to wear the OD FTU must adhere to dress regulations of the equivalent uniform in the CAF Dress Regulations; orders will be followed for any instructions pertaining to the CADPAT uniform. Specifically, civilian pattern uniform items may not be mixed with the CAF OD FTU. It is understandable that at times civ. pers. may not be able to purchase complete sets of OD FTU and therefore may need to mix civilian pattern items such as jackets, toques, gloves, etc. to remain warm. However, every attempt should be made to be to avoid mixing OD pattern items with other field patterns. Proper wear is also expected inclusive of maintaining hair regulations, blousing of pants, etc. OD FTU is only authorized for wear at FTXs or other activities authorized by the CO.

- b. **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.
- c. **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.
- d. **Duty O Facilities Check:** Effective 11 Dec 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.
- e. **Administration Fee:** Effective 9 Jan 14, any cadets who have yet to pay their \$50 administration fee will no longer be permitted to parade at any activities until this fee has been submitted. Cash/cheque can be submitted to the admin dept or a member of the SSC. Tax receipts will be provided if requested.
- f. **Code of Conduct Form:** An administrative reminder that all cadets are expected to have signed a code of conduct form upon enrolling in the sqn. IAW regional directives, cadets will be expected to renew this form every year beginning in the 14/15 TY, similar to the AVF. Until then, cadets are reminded that there is a zero tolerance policy for any breech of conduct outlined in the code of conduct form, inclusive but not limited to physical assault, theft, vandalism, etc. Disciplinary actions will be initiated IAW the applicable CATO for those who do not comply with the code of conduct form. Let us all work together to ensure we are able to deliver the best and safest youth program to all members of 330 sqn.

2. MISCELLANEOUS:

- a. A special thank you is extended to all staff and sr NCOs that accommodated the COs absence over the past few weeks due to a death in the family. Your condolences, support, concerns, and teamwork are truly appreciated! Thank you!

- b. We are soon coming to the end of the first half of the TY. As a unit we have come a long way in the past few months. We are now operating in a clean, restructured, fully functional orderly room; we have seen growth in both staff and SSC pers. with plans for continued growth in the future; we completed numerous successful trg activities on Wed nights and alternate trg days, our sqn teams are off to an exceptional start; we have acquired instruments to support a fully functional band; and our membership numbers have grown with minimal recruiting. These are all positive signs to a great TY ahead in all aspects of the CCO. We have a lot more exciting activities forthcoming and a lot more left to achieve in the latter half of the TY. Use the Christmas holidays to relax, spend time with your friends and family, and re-energize for an engaging TY come Jan 2014. Have a safe and enjoyable Christmas!

3. ORDER OF DRESS:

- a. CIC – 3C w/ tie
- b. Civ – Business professional
- c. Cdts – C2
- d. FTX – 6-8 Dec 13 – OD FTU/Civ (Cdts/CI/CV), CADPAT (CIC)
- e. Skating – 12 Dec 13 – Appropriate civ attire (all)
- f. EYTC Recruiting – 14 Dec 13 – C2/OD FTU/Flt Suit (Cdts), Business (Civ), No. 3/CADPAT (CIC)
- g. Pot Luck Dinner – 20 Dec 13 – Business casual (all)

PART III – ADMINISTRATION

1. NOTICE OF REFERENCE UPDATES:

- a. **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.
- b. **CATO 13-02 Merit Based Cadet Rank Promotions:** IAW CATO 13-02, an amendment has been made to permit an unlimited amount of WOII ranks in cadet corps and sqns, regardless of unit quotas. All else remains the same inclusive of MRB procedures, recommendations, and COs approval.
- c. **Cadet & JCR Program Renewal:** Info. WRT the renewal of the cadet and JCR program over the next five years has been posted on the CCO extranet at portal.cadets.gc.ca. This information provides further insight into where the cadet program is expected to head over the next five years.
- d. **CAF Junior Officer Development (CAFJOD) Self-Registration:** CIC officers wishing to enrol in the new CAFJOD program are now able to do so through a new self registration process. Ref. RCSU Central ROs.

2. ORDERS & INSTRUCTIONS:

- a. **NES Status:** An administrative reminder that any cadets with an attendance below 60% will be placed on non-effective strength (NES) status. Attendance records will be reviewed monthly. Cadets on NES status will be given one month to improve their attendance to above 60%; failure to do so will initiate SOS procedures. Cadets are encouraged to discuss this matter with the flt staff or Lvl Os to ensure their membership with the sqn is not in jeopardy. A reminder that all Wed night activities is considered mandatory training.
- b. **Cadets with Medical Limitations:** An operational reminder that OPIs are responsible to verify through FV2 that any cadets participating in a trg activity are permitted to attend based on their medical condition. Cadets who are unable to attend according to disclaimers indicated on their medical record in FV2 must be addressed accordingly and informed of the situation. Under no circumstances are cadets permitted to attend an activity for which their FV2 record deems they are not permitted.
- c. **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.
- d. **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.
- e. **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.
- f. **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.

3. MISCELLANEOUS:

Nil.

PART IV – TRAINING

1. ORDERS & INSTRUCTIONS:

- a. **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. Cadets who have been fast tracked will begin their accelerated program effective immediately IAW the TrgO and their new LvlO. Cadets must complete their accelerated trg program NLT 31 May 14.
- b. **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.
- c. **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.
- d. **Summer Training (Regional & National):** All regional and national summer training forms are due NLT 18 Dec 13. No exceptions will be made for late submissions. Capt Harris will act as OIC national courses and Capt Fokias will act as OIC regional courses. Cadets are to comply with all requirements prior to submitting their form to the respective officer.

2. MISCELLANEOUS:

Nil.

PART V – SUPPLY

1. ORDERS & INSTRUCTIONS:

- a. **War of 1812 Pins:** Cadets who have not received their war of 1812 pins must sign one out from the supply dept. These pins will only be issued once per cadet and are authorized for wear IAW the dress regulations until 15 Feb 16.

- b. **Biathlon Equipment:** Biathlon equipment is now available for select team members to sign out. TI cards must be completed for any cadets wishing to take them home. This equipment is on loan from DND and therefore not authorized for personal use. Team members must comply with procedures outlined by the supply dept.

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

c. Team Practices (Mondays):

- i. Band & Flag Party – 1815h-2000h
- ii. Drill Team – 2000h-2100h

2. AWARDS/COMMENDATIONS/RECOGNITION:

- a. **Top Cadet of December – Sgt C. Stevenson:** For exceptional drill, dress, and deportment and consistently ensuring the values of the CCO are instilled in his performance in various sqn operations.

3. ACTIVITIES/OICs/OPIs/NCOICs/NCOPIs:

- a. FTX – 6-8 Dec 13 – CI Laflamme (OPI), FSgt Bell (NCOPi)
- b. Skating – 12 Dec 13 – TBA
- c. EYTC Recruiting/Lottery – 14 Dec 13 – Capt John (OIC)
- d. Pot Luck Dinner – 20 Dec 13 – Capt Harris (OPI)

PART VII – GENERAL INTEREST & SOCIAL EVENTS

1. **East York Town Centre Recruiting/Lottery Ticket Sales:** 330 sqn will be participating in a recruiting drive at East York Town Centre on 14 Dec 13 from 1000h-1700h. Cadets will also be given an opportunity to sell their OPC lottery tickets at this venue. Interested cadets are to sign up on the sqn info board. Spots are limited. Cadets who sign up must bring their own lottery ticket books with them, a lunch or money to purchase one, and their health card. Recruiting material will be made available through the sqn. After consultation with the OPI, select cadets may attend in their flight suit (only qualified pilots), FTU, and/or C2 order of dress in order to facilitate a more interactive recruiting drive.
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. **New Sqn Website:** www.330aircadets.com is our new official sqn website. The website is currently being updated with important information. Keep checking periodically to stay updated with sqn activities. This website will be the sole source of information WRT any sqn related information. The old Wordpress sites will be archived and no longer updated. Bookmark this site and check often!
4. **Pot Luck Dinner:** Our sqn annual pot luck dinner will be occurring on 20 Dec 13 at the Royal Canadian Legion Branch 10 @ 1083 Pape Ave. Toronto. More info will be distributed through flyers on Wed nights. All staff, ssc, cadets, and family members are highly encouraged to attend this exciting activity. As this is a pot luck dinner, participants are also encouraged to bring a food/dessert/beverage dish with them. Sign up sheets are posted on the sqn info board to help facilitate a vast offering of food. Our new recruits will also be sworn in as official members of the sqn on this night. Entertainment and other special presentations will also be conducted. Participants must attend in business casual dress, no uniforms. Sign up now and don't miss out on this awesome social event.

5. **March Break Trip – New York, USA – 7-12 Mar 14:** 330 Sqn has been approved by NDHQ to conduct a March Break Trip to NY, USA from 7-12 Mar 14. This trip is considered an optional recreational trip in its entirety and therefore a fee (approx. but no more than \$300) will be required for anyone wishing to attend. Meals, accommodation, transportation, and admission fees will be covered by the SSC. More info will be made available in due time. Cadets are asked to make themselves available if they wish to attend.

Original signed by

J. John
Capt
CO

Annex

Annex A Monthly Calendar

Dist List

Sqn Staff
Sqn Cdts
SSC

330 RCACS December 2013 Corps/Sqn Calendar						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	1) Admin & Supply - Open 2) Band, Flag Party, Drill Team Practice		1) Parade Night 2) Recruit Intake 1 Cutoff Date 3) Level 1 PSRY		Fall FTX (OPI - CI Laflamme)	Fall FTX (OPI - CI Laflamme)
8	9	10	11	12	13	14
Fall FTX (OPI - CI Laflamme)	1) Admin & Supply - Open 2) Band, Flag Party, Drill Team Practice		1) Parade Night Level 1 PSRY	Skating - Nathan Philips Square		EYTC Recruiting/Lottery Sales - (OPI - Capt John)
15	16	17	18	19	20	21
	1) Admin & Supply - Open 2) Band, Flag Party, Drill Team Practice		1) Parade Night 2) Summer Trg Apps Due 3) Lifestyle Guest Speaker		Christmas Pot Luck Dinner (OPI - Capt Harris)	
22	23	24	25	26	27	28
	Christmas Stand Down		Parade Night Christmas Christmas Stand Down	Boxing Day Christmas Stand Down	Christmas Stand Down	Christmas Stand Down
29	30	31				
Christmas Stand Down	Christmas Stand Down	Christmas Stand Down				