



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

Issued by  
Captain J. John  
Commanding Officer

ORDER NO: 01 – 14  
1085 – 10 – 2 (CO)

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Dist List

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**PART 1 – PERSONNEL**

1. SON 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

SON 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. SON 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 – Emergency Services Guest Speaker (TBD) - 15 Jan 14

5. CAREER TRANSACTIONS:

Nil.

6. DUTY STAFF:

- a. 8 Jan 14: CV Jones, FCpl McDermott, Cpl Reisler, Cpl Gessess, Cpl K. Malcomson
- b. 15 Jan 14: CI Minawi, FCpl Chia, Cpl Devine, Cpl McCourt, Cpl Wakif
- c. 22 Jan 14: CV Letourneau, FCpl Petrie, Cpl E. Soto Lara, Cpl Kyo, Cpl Gelias
- d. 29 Jan 14: CI Emond, FCpl Bragg, Cpl Bogle-Allen, Cpl Aitchison, Cpl Feldcamp-Nicholson

7. CADET PROMOTIONS/APPOINTMENTS/TRANSFERS:

Nil.

## **PART II – COMMANDING OFFICER’S CORNER**

### **1. ORDERS & INSTRUCTIONS:**

- a. **Sqn Expense Claims:** An administrative reminder that any expense claims on behalf of sqn staff must receive prior authorization from the CO prior to being submitted to the SSC for further processing. Any expense claims that do not have the appropriate paperwork attached or authorized signatures will not be accepted or processed by the SSC. Additionally, any expenses made must first be authorized by the CO prior to payment or the staff member may risk being reimbursed for said expense.
- b. **Lottery Books:** A reminder that Air Cadet League (ACL) Ontario Provincial Committee (OPC) lottery books must be sold at a minimum of one book per cadet NLT 22 Jan 14. The distribution and sales of lottery books will be strictly controlled by the SSC with periodic reports to the CO. Any cadets who have difficulty selling their lottery books must take advantage of sqn organized community sale days (see calendar) ASAP. Cadets who do not sell their lottery books may be at risk of attending various sqn funded activities. Prizes will be awarded to select cadets based on the sales of their issued books. More information can be retrieved through the SSC.
- c. **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.
- d. **Activity Sign Ups:** A reminder that for sqn members to be successful in the cadet program, cadets must partake in a variety of activities offered through the sqn both on a Wed night and throughout the week. Attendance in a variety of activities, inclusive of ones outside of Wed nights will be strictly monitored and used to determine suitability for promotions, summer trg opportunities, sqn incentive trips, and much more. Cadets who attend activities outside of Wed parade night will be placing themselves in an excellent position to reap all benefits of the cadet program. Sign up lists will be strictly monitored. Any cadets who sign up for activities and then do not attend without a valid excuse will be disciplined accordingly. Ensure you do your best to partake in all of the exciting opportunities available to you, including sqn fundraising events, in order to benefit the most from the cadet program.

## 2. MISCELLANEOUS:

- a. I hope all members of 330 sqn enjoyed their break away from the cadet program and had a rewarding and enjoyable time with friends and families. We accomplished a lot throughout the first half of the training year (TY), including the acquisition of new sqn instruments; the start up of our sqn competition teams (which are well on their way to competing for the first time EVER); a new official sqn website, a growth in cadets, SSC members, and staff, the official announcement of our NCO leadership team led by our newly appointed SWO (WOII Syed), and much more. These accomplishments, along with the many others, are signs of a prosperous 2014 ahead. The staff and SSC have an action packed second half of the TY to deliver, including unique guest speakers, sports night, sqn trips, social nights, and our March break trip to New York, USA! By continuing to grow in size, quality of training, leadership amongst our staff and NCOs, and engagement in the community, there is nothing that can prevent us from being the best sqn in the country! Along with the SSC and staff, I look forward to an exciting and rewarding second half of the training year for all of us. Best of luck!

## 3. ORDER OF DRESS:

- a. CIC – 3C w/ tie
- b. Civ – Business professional
- c. Cdts – C2
- d. Fitness testing – 8 Jan 14 – Appropriate sports attire (all)
- e. Flying scholarship exam —11 Jan 14 - C2 (Cdts), 3C w/ tie (CIC)
- f. Lottery ticket sales & recruiting drive - 11 Jan 14 - C2 (Cdts)
- g. Biathlon team practice — 12 Jan 14 — appropriate civ attire (all)
- h. Nat'l Course Mock Interviews — 13 Jan 13 — C2 (Cdts), 3C w/ tie (CIC), Business (Civ)
- i. COA Biathlon Competition - 18 Jan 14 - Appropriate civ attire (all)
- j. COs Parade - 22 Jan 14 - C1 (Cdts), No. 3 (CIC), Business (Civ)
- k. Marksmanship Day - 26 Jan 14 - Appropriate civ (Cdts, Civ), CADPAT (CIC)

## **PART III – ADMINISTRATION**

### 1. NOTICE OF REFERENCE UPDATES:

Nil.

## 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. **Re-Flighting of Recruits:** Effective distribution of the new sqn rolls, all intake one recruits will be re-flighted amongst the remaining three flights within the sqn. Intake two recruits will then be flighted into the old recruit flight. This transition will signify the completion of recruit trg for our intake one recruits as they reintegrate amongst the rest of the sqn.
- d. **Winter Intake Recruit Membership:** As we have reached our winter intake of recruiting, we will soon be seeing an influx of new recruits. In order to maintain a professional first impression amongst these potential applicants, it is imperative that all recruiting material (flyers, brochures, info sheets, contact info forms, and membership forms) are readily available ASAP. Retrieval of completed applications must occur immediately in order to ensure all members are registered in FV2 prior to attending sqn activities or applying to summer trg. This is considered top priority over the month of Jan within the admin dept. We will continue to accept new recruits following Jan on a case by case basis after consultation with the TrgO.

## 3. MISCELLANEOUS:

Nil.

## **PART IV – TRAINING**

### **1. ORDERS & INSTRUCTIONS:**

- a. **Regional & National Summer Trg Applications:** All national course summer trg applications are due to the respective OPI NLT 1900h on 8 Jan 14. Late applications will NOT be accepted under any circumstances. All regional course summer trg applications were due prior to the Christmas stand down in 2013. Only GTC applications and select courses for accelerated trg cadets from the winter recruit intake will be accepted. All winter recruit intake summer trg applications are due NLT 29 Jan 14 @ 1900h; late applications will not be accepted under any circumstances.
- b. **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 LvIO. Cadets must complete their accelerated trg program NLT 31 May 14. Recruits enrolling in the winter recruit intake are also eligible to participate in the accelerated trg program.
- 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. **Initial/Mid Year Interviews:** Initial interviews for all winter intake recruits and any cadets who were not interviewed in the first half of the TY will begin in mid to late Jan, mid year interviews or surveys will also initiate during the same time for all current cadets. If any cadets are not interviewed or miss an opportunity to complete a survey over the next few months, they must consult with their Lvl O immediately.

### **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. **Uniform Issue:** After an uncontrollable nation wide freeze on ordering uniform items, sqns will now be able to order select uniform items beginning mid-late Jan for a limited window of time. The supply dept, as always, will continue to ensure that all sqn members are in possession of a full uniform compliment ASAP. Cadets are asked to remain patient throughout this time as the supply team works diligently to issue uniforms to members. This is considered a top priority for the supply dept until all cadets without uniforms are issued one, until then the supply dept will tend to other secondary requests on a cases by case basis. Your anticipated cooperation will be appreciated by all.

### 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 :
  - i. Band & Flag Party (Mondays) – 1815h-2000h
  - ii. Drill Team (Thursdays - TENTATIVE) – 2000h-2100h

## 2. AWARDS/COMMENDATIONS/RECOGNITION:

- a. A special congratulations is extended to the 330 sqn band (a small portion of them) for playing at their first performance of the training year. With the overall leadership of Maj Stacey (RCA), CV Jones (Band O), and FSgt Irani (Drum Major), the cadets put on an excellent performance with minimal resources and practice time under very controlled conditions during our annual pot luck dinner. Our band, along with the rest of our teams, have a long way to go but these are all signs of a promising team that will surely perform remarkably at upcoming competitions. Kudos to the sqn band and their leadership team; looking forward to bigger and better in the near future!

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

- a. Fitness Testing – 8 Jan 14 — TBA
- b. Flying Scholarship Exam - 11 Jan 14 - Capt Marziliano (OPI), WOII Syed (NCOIC)
- c. Lottery Ticket Sales/Recruiting @ EYTC - 11 Jan 14 - Capt John (OPI)
- d. Biathlon Team Marksmanship Practice - 12 Jan 14 - CI Minawi (OPI), FSgt Irani (NCOIC)
- e. Nat'l Course Mock Interviews - 13 Jan 14 - Capt Harris (OIC), WOII Syed (NCOIC)
- f. Recruit Open House - 15 Jan 14 - Capt John (OIC)
- g. COA Biathlon Competition - 18 Jan 14 - CI Minawi (OIC), FSgt Irani (NCOIC)
- h. Parent Night - 22 Jan 14 - Capt John (OIC)
- i. COs Parade - 22 Jan 14 - Capt Fokias (OPI), WOII Syed (NCOIC)
- j. Marksmanship Day - 26 Jan 14 - Capt John (OIC), FSgt Irani (NCOIC)

## **PART VII – GENERAL INTEREST & SOCIAL EVENTS**

1. **Issuing of the Royal Canadian Air Cadet Uniform:** Due to unforeseen and uncontrollable circumstances within the Department of National Defence (DND) and the Canadian Cadet Organization (CCO), a temporary freeze was implemented nation wide on all cadet units WRT ordering uniform items. As a result of this, significant delays were encountered with processing orders and issuing uniforms to cadets, inclusive of rank badges, qualification badges, slip ons, etc. This freeze will soon be temporarily released beginning mid-late Jan for a short period of time. Our supply team is ready to re-submit orders as soon as the freeze is lifted and will ensure that every cadet currently out of a uniform, along with those cadets enrolling during our winter intake, are kitted. Unfortunately at this time the freeze on ordering all-season parkas will continue to remain in effect until further notice. Cadets without uniforms are asked to continue to wear professional business attire (black and white for recruits) and dress according to the weather, even if it re-

quires wearing civilian parkas, toques, gloves, etc. over the issued cadet uniform. The safety of our cadets is of utmost importance and our supply team will continue to work diligently to ensure all cadets are provided with a uniform promptly in order to instil a sense of esprit-de-corps and pride that the cadet uniform brings to our members.

2. **East York Town Centre Recruiting/Lottery Ticket Sales:** 330 sqn will be participating in a recruiting drive at East York Town Centre on 11 Jan 14 from 0900h-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. Lottery tickets books must be sold in its entirety by 22 Jan 14. Cadets experiencing difficulty selling their books are strongly encouraged to attend this activity. As this is considered a fundraising event, attendance will be taken and applied towards promotions, summer trg opportunities, etc. Cadets are expected to attend.
3. **Parent Meeting Night:** The CO and SSC Chair will be hosting our first parent meeting night of the TY on 22 Jan 14 @ 1900h. Parents will be given an opportunity to discuss pertinent matters related to sqn activities directly with the CO and SSC Chair along with being provided a “behind the scenes” look on sqn activities. Our March break trip to NY, USA will also be discussed, amongst other items. Refreshments will be served to those in attendance. A COs parade will follow the parents meeting at 2000h. Parents are highly encouraged to attend. Together we can ensure the best possible program is offered to your children! Your anticipated cooperation will be truly appreciated.
4. **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 of between \$250 and \$350 will be charged for anyone wishing to attend, exact costs will be confirmed in mid Jan. Meals, accommodation, transportation, and admission fees will be covered by the SSC. Cadets will explore many exciting attractions iconic to NY along with participating in numerous interactive activities. Cadets will be selected to attend this activity on a merit basis. Cadets interested in attending, must, at the very least, have paid their \$50 admission fee, returned a fully sold lottery book, and have attended tagging sessions in the fall or will do so in the spring. The SSC will be funding a significant portion of this trip and therefore active participation in fundraising and trg activities will be closely monitored when determining suitability to attend this trip.

More info will be forthcoming in the near future.

***Original signed by***

J. John  
Capt  
CO

Annex

Annex A      Monthly Calendar

Dist List

Sqn Staff  
Sqn Cdts  
SSC

Annex A Monthly Calendar  
 1085 – 10 – 2 (CO)  
 7 Jan 14

<b>330 RCACS January 2014 Corps/Sqn Calendar</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
			1	2	3	4
			Parade Night New Years Day Christmas Stand Down			
5	6	7	8	9	10	11
			1) Parade Night 2) Fitness Testing 3) Nat'l Course Apps Due			1) Flying Exams 2) EYTC Recruiting & Lottery Sales
12	13	14	15	16	17	18
Biathlon Team Marksmanship Practice	1) National Course Mock Interviews 2) Band & FP Practice		1) Parade Night 2) Mid Year Int 3) Winter Recruit Open House 4) Emerg Resp Guest Spkr	Drill Team Practice (Tentative)		COA Biathlon Competition
19	20	21	22	23	24	25
	Band & FP Practice		1) Parade Night 2) COs Parade 3) Parent Night 4) Winter Intake Begins	Drill Team Practice		
26	27	28	29	30	31	
Marksmanship Day	Band & FP Practice		Parade Night	Drill Team Practice		