



330 DANFORTH TECH ROYAL CANADIAN AIR CADET SQUADRON ROUTINE ORDERS

Issued by
Captain J. John
Commanding Officer

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PART 1 – PERSONNEL

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
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
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	CV L. Létourneau
Duke of Edinburgh Award Leader	Vacant
Physical Training Coordinator	Vacant
Drill Team Officer	Capt J. John
Flag Party Officer	Vacant
Marksmanship Officer	Capt J. John
Regional Summer TrgO	Capt M-H. Fokias
National Summer TrgO	Capt D. Harris
Summer Contact Officer	CI A. Emond

FCOMDS & 2ICs:

Hercules FComd	FSgt P. Betti
Hercules 2IC	Sgt C. Stevenson
Globemaster FComd	FSgt S. Bell
Globemaster 2IC	Sgt A. Alder
Avro Arrow FComd	FSgt R. Irani
Avro Arrow 2IC	Sgt C. O'Meara

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. SNQ QUOTA:

- a. Quota – 73 (Cdts), 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 - 5 Mar 14 - Pte Gadoury, Royal Regiment of Canada

5. CAREER TRANSACTIONS:

- a. CV C. Lindsay - Pending PRC/VSS

6. DUTY STAFF:

- a. 5 Mar 14: CI Emond, FCpl McDermott, Cpl Reisler, Cpl Gessess, Cpl K. Malcomson
- b. 12 Mar 14: None - Standown
- c. 19 Mar 14: CI Laflamme
- d. 26 Mar 14 14: CV Lindsay, FCpl Bragg, Cpl Bogle-Allen, Cpl Aitchison, Cpl Feldcamp-Nicholson

7. CADET PROMOTIONS/APPOINTMENTS/TRANSFERS:

- a. New flt staff IAW aforementioned information.

PART II – COMMANDING OFFICER’S CORNER

1. ORDERS & INSTRUCTIONS:

- a. **Email Communication:** A reminder that email correspondence WRT CCO activities must be formatted accordingly, i.e. inclusive of signature blocks (with proper position IAW ROs), appropriate subj. headings, appropriate use of ranks, etc. Carbon copies should only include those individuals relevant to the content of the email and within the sender’s CoC. As emails may be forwarded to HHQ, it is important that we all maintain a professional image with our e-correspondence.
- b. **OR Cleanliness:** An operational reminder that each sec. head is responsible for the upkeep of their assigned working station. Desks must be clutter free at the end of each parade night, with all paperwork organized or filed IAW regional directives. As our sqn operations begin to increase, it is important that we maintain a neat and organized OR in order to ensure maximum efficiency.
- c. **Parade Night Supervision:** Effective immediately, unless otherwise directed/authorized/tasked, only admin and/or supply pers. are permitted to remain in the OR for extended periods of time during a parade night. All trg and duty ops. pers. must actively engage with the cadets through classroom supervision, instructor evaluations, facility patrols, etc. Pers. not tasked are to report to their sec. head for further takings.
- d. **FV2 Maintenance:** An operational reminder that in order to ensure an accurate pers. database at all times, the maintenance of our FV2 account is a priority above all other tasks, unless otherwise directed, every parade night, inclusive of enrolment of new members, the inputting of weekly attendance, SOS of cadets, and updating of quals and/or promotions. Our FV2 account is consistently monitored by HHQ and therefore must reflect our unit accurately. Attendance for parade nights must be inputted prior to the end of the night along with all other attendance for activities during that week. Cadets parading with the unit **MUST** be enrolled in FV2 immediately and paperwork forwarded to appropriate pers. for authorized signatures. All trg records should also be updated in a timely manner in order to effectively and reliably track the progress of cadets. Let’s all work together to ensure our FV2 account accurately reflects the nature of our unit on a consistent basis.
- e. **Security Reminders/Enhancements:** Effective immediately the following security enhancements will be conducted:
 - i. Relocation of Duty Ops Desk: the duty ops desk will be relocated to the hallway adjacent the staircase doors in order to effectively

monitor pers. entering or exiting the building. A cordless phone will be used by duty ops. pers. ASAP.

- ii. Duty Badges: The use of red duty badges will be used by all duty ops. pers. and placed over the name tag. These badges will be used for easy identification of duty pers.
 - iii. Duty Ops Radios: Effective immediately, all duty ops pers. will utilize radios in order to maintain efficient communication throughout parade nights.
 - iv. Duty Ops Inspection Sheet: An operational reminder that the revised version of the duty ops sheet must be completed on a weekly basis throughout all parade nights and signed off by the Duty O and CO prior to departing the facilities at the end of the parade night. Any significant incidents are to be recorded on the duty inspection sheet.
 - v. Visitors: A reminder that visitors are not permitted past the hallway adjacent to the OR. Any visitors passing this area must be authorized by a sqn staff member, adorn a visitors badge, sign in on the visitors log, and escorted by a sqn staff member.
- d. **Officer PD**: A reminder that officer staff are expected to continue their PD throughout their careers. Our unit has a requirement for more qualified range, cold weather, orienteering, biathlon, admin, and supply pers. Officers are expected to visit the RCIS trg schedule in the CCO portal and apply for additional courses when available. Members can also apply for additional PD courses via the Defence Learning Network (DLN) inclusive of CAFJOD courses. Please ensure you take some time to familiarize yourselves with these resources to ensure our unit is well equipped with qualified pers., in order to maintain the efficacy of our program for several years to come.
- e. **Key Access (Cdt Pers. File Filing Cabinet & Supply Office)**: Effective immediately the key to the cdt personnel file filing cabinet will be secured in a key safe. Additionally, on a weekly basis the supply door will remain locked at the end of every night; a key to this room will also be secured in a key safe. All staff pers. are expected to comply with this safety regulation.
- f. **Dress of Day (DOD) - Civ Staff**: A reminder that civ. staff (along with any CIC staff or cadets not in uniform) must be in the order of dress equivalent to what the cadets are wearing; i.e. civ staff must be in business casual during parade nights, unless otherwise authorized.

- g. **Sqn Voicemail:** A reminder that the sqn voicemail must be checked and messages actioned on a weekly basis, this is the responsibility of the assigned Duty O for the night.

2. MISCELLANEOUS:

Nil.

3. ORDER OF DRESS:

- a. CIC – 3C w/ tie
- b. Civ – Business professional
- c. Cdts – C2
- d. March break trip - 7-12 Mar 14 - IAW applicable orders (all)
- e. Skyzone sports activity - 19 Mar 14 - appropriate civ. attire (all)
- f. Regional effective speaking comp. - 29 Mar 14 - C2 (Cdts), Business (Civ)
- g. CFB Trenton Tour - 29 Mar 14 - C2 (Cdts), business (Civ), 3C w/ tie (CIC)

PART III – ADMINISTRATION

1. NOTICE OF REFERENCE UPDATES:

Nil.

2. ORDERS & INSTRUCTIONS:

- a. **Cadets with Medical Restrictions:** A reminder that it is the responsibility of the OPI of each activity to ensure that cadets with applicable medical restrictions are not participating in trg activities to which it has been deemed unsafe due to their medical restriction. Cadets whose medical condition has changed must complete a DHQ and submit to the admin dept. for further processing.
- b. **Attendance Taking:** Effective immediately, each flt staff will be responsible for completing the attendance forms of their respective flts. Duty ops. staff will distribute and collect attendance forms at the applicable time, but NOT complete the attendance themselves, as was past practice. Flt staff will be responsible for communicating any discrepancies to the duty ops staff for further correction by the admin dept.
- c. **Re-Flighting of Recruits:** Effective 19 Mar 14, winter intake recruits will be re-flighted amongst the three flights within the sqn following their swearing in ceremony. Going forward, inclusive of the ACR, there will be three flts on parade, a flag party, and a band.

- d. **Winter Intake Recruit Membership:** A reminder that in order for a new recruit to be deemed successful in completing their trg level, they must join NLT 31 Mar. New recruits wishing to join after this date should not be turned away, but rather have the circumstances explained by a staff member and further assisted in the enrolment process.

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 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. Capt Marziliano, in consultation with the TrgO, will act as OPI to ensure applicable cadets are assisted accordingly throughout the process.
- b. **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. Photocopies of completed eval. forms will be provided to the cadet following the assigned class.
- c. **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. **Supply Room Access:** Access to the supply room is for authorized pers. only. Equipment may only be handled after receiving authorization from the SupO or his/her designate. Cadets are NOT authorized to handle equipment, inclusive or DP rifles for team practices, unless prior authorization has been granted. Effective immediately, the supply room will be locked when not in use.

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 @ RH McGregor ES) – 1830h-2130h

2. AWARDS/COMMENDATIONS/RECOGNITION:

- a. **Cadet of the Month - February:** Cpl E. Gessess - for his exemplary performance in drill, dress, and deportment; along with his continued dedication to ensuring the wellbeing of all cadets.

- b. **Effective Speaking Competition:** A job well done to FSgt Tam and Cpl Gessess in their performance during the sqn effective speaking competition. Best of luck to Cpl Gessess who will be representing our sqn at the regional effective speaking competition at the Canadian Armed Forces College in Toronto on 29 Mar 14. Thank you to CV Létourneau and Mrs. Petrie for their coordination of the sqn competition along with all guest judges.
- c. **IACE Escort Officer (EO) - Turkey:** Congratulations to Capt Harris for her selection by NDHQ to represent Canada as the official EO to Turkey for the International Air Cadet Exchange (IACE) course in the summer. Kudos Capt Harris!
- d. **330 Danforth Tech Sqn Marksmanship Team:** Congratulations to FCpl Petrie (team commander), Cpl Wakif, Cpl Aitchison, LAC Christie, and LAC McCully on their performance during the zone marksmanship competition at H.M.C.S. York on 16 Feb 14. The team represented our sqn well despite the new challenges of standing shooting. Job well done to the team.
- e. **OPC Lottery Books:** Thank you to all cadets who have submitted their fully sold OPC lottery books and helped raised money for 330 sqn. Congratulations to Cdt Subotic for winning the \$200 gift card certificate draw for selling four books.

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

- a. Winter Intake Recruit Swearing-In Ceremony - 5 Mar 14
- b. March Break Trip - NY, USA - 7-12 Mar 14 - Capt John (OIC), WOII Syed (NCOIC)
- c. Skyzone Sports Activity - 19 Mar 14 - CI Laflamme (OPI), Sgt Alder (NCOIC)
- d. Regional Effective Speaking Comp. - 29 Mar 14 - CV Létourneau (OPI)
- e. CFB Trenton Tour - OPI TBA, NCOIC TBA

PART VII – GENERAL INTEREST & SOCIAL EVENTS

- 1. **Recruit Swearing-In Ceremony - 5 Mar 14 - 2100h:** Winter intake recruits will be sworn in as official member of the 330 Danforth Tech Sqn family. Parents, family, and friends are highly encouraged to attend this memorable night. Picture taking is welcome.
- 2. **March Break Trip - NY, US: 7-12 Mar 14:** IAW posted on the sqn website. All cadets attending must comply with said instructions.
- 3. **Sky Zone - Wed 19 Mar 14 - 1830h - 2130h:** 330 sqn will be participating in a sports activity at Skyzone Trampoline Park at 45 Esandar Drive, Unit 1A, Toronto. No training

will be occurring at the LHQ, cadets must not show up to the school. Only cadets who have sold a complete OPC lottery book, paid their \$50 administration fee, and are in good standing with the sqn are permitted to attend. No cost to cadets. Info. is posted on the calendar section of the sqn website.

4. **Regional Effective Speaking Competition - 29 Mar 14, 0830h-1700h** - Canadian Armed Forces College: IAW OPI.
5. **CFB Trenton Tour - 29 Mar 14 - 0700h-1700h**: CAF familiarization activity. Requirement for all cadets to attendance at least one CAF famil. activity in order to be deemed successful in their trg level. Further info. as directed by the OPI.
6. **March Break Stand Down**: With the exception of the March break trip, the sqn will be on stand down from 7 Mar 14 to 16 Mar 14 inclusive.

Original signed by

J. John
Capt
CO

Annex

Annex A Monthly Calendar

Dist List

Sqn Staff
Sqn Cdts
SSC

330 RCACS March 2014 Corps/Sqn Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
180 Sqn Invitational Drill Comp	Band & Flag Party Practice		Intake 2 Swearing-In Ceremony	Drill Team Practice	NY, USA/MB	NY, USA/MB
9	10	11	12	13	14	15
NY, USA/MB	NY, USA/MB/NO TRG	NY, USA/MB	NY, USA/MB/NO TRG	MB - NO TRG	MB - NO TRG	MB - NO TRG
16	17	18	19	20	21	22
MB - NO TRG	Band & Flag Party Practice		Skyzone Trampoline Park	Drill Team Practice		
23	24	25	26	27	28	29
	Band & Flag Party Practice		Parade Night Leadership Night	Drill Team Practice		CFB Trenton Tour Regional ES Comp
30	31					
	Band & Flag Party Practice	www.330aircadets.com — www.facebook.com/330aircadets				