



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)	CV L. Létourneau
Operations Officer (OpsO)	Vacant
Standards Officer (StdsO)	Pte I. Gadoury
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)	OCdt G. Thomas
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
Level Training Officer (Lvl O)	CV C. Roberts
Assistant Administration Officer (Asst AdmO)	CI J. Laflamme
Resource Management Support Clerk (RMS Clk)	CV S. Gill
Assistant Supply Officer (Asst SupO)	CV C. Lindsay
Squadron Warrant Officer (SWO)	WOI A. Syed
Deputy Squadron Warrant Officer (DSWO)	WOII M. Persad
Training Warrant Officer (Trg WO)	WOII J. Lau
Administration Warrant Officer (Adm WO)	FSgt S. Tam

SNQ 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 - 84
- c. Cadet(s) TOS: as per FV2 records; and,
- d. Cadet (s) SOS: NIL

4. VOLUNTEERS/GUESTS:

- a. Guest - 9 Apr 14 - Mrs. A. Kozich - Air Cadet League of Canada, OPC

5. CAREER TRANSACTIONS:

- a. CV C. Lindsay - Pending PRC/VSS
- b. Pte I. Gadoury - Pending RRC CO Approval
- c. CV C. Roberts - Pending PRC/VSS

6. DUTY STAFF:

- a. 2 Apr 14: CV Gill - As per Duty O
- b. 9 Apr 14: CI Laflamme - As per Duty O
- c. 16 Apr 14: CV Lindsay, FCpl McDermott, Cpl Reisler, Cpl Gessess, Cpl K. Malcomson
- d. 23 Apr 14: CV Roberts, FCpl Bragg, Cpl Bogle-Allen, Cpl Aitchison, Cpl Feldcamp-Nicholson
- e. 30 Apr 14: CV Minawi, FCpl Devine, Cpl Soto Lara, N., Cpl Munir, R., Cpl Larrea-Mas

7. CADET PROMOTIONS/APPOINTMENTS/TRANSFERS:

Nil.

PART II – COMMANDING OFFICER’S CORNER

1. ORDERS & INSTRUCTIONS:

- a. **“Wrap Up” of Trg Year:** As the trg year begins to conclude, it is important that we begin working to ensure an effective close out of our administrative and operational requirements. This is inclusive of all FV2 data (SOS NES cadets, etc.), trg marks and other respective data, organization of pers. files, end of year interviews, and general OR cleanliness, amongst other tasks. An accurate close out of our current trg year will ensure a prompt and effective start up in Sep 14.
- 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. **Reading of ROs:** Through past observations it has been noticed that pers. are not adhering to directions stipulated through the sqn ROs, most likely due to lack of reading on a monthly basis. A reminder that the sqn ROs are considered written orders and adherence by all pers. is expected to ensure a successful and efficient sqn on a consistent basis. Effective immediately, the admin staff will be stamping ROs for follow up signatures by sec. heads and the SWO; this will be monitored by the CO on a periodic basis. Please ensure that sqn ROs are read in a timely manner and directions actioned accordingly.
- 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. **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. Many of these courses are conducted via DL and can be done on the member's own pace. 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.
- 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.
- h. **Duty O Facility Checks:** An operational reminder all permitted facilities during any cadet activity must be inspected prior to an after trg by the assigned Duty O for the night. The Duty O must complete the applicable section of the Duty O log indicating any significant concerns in the appropriate section. Duty logs must be signed and dated by both the CO and Duty O NLT the end of the cadet activity. Strict compliance is expected in order to ensure we maintain good relations with the TDSB and Danforth Tech. C.I.
- i. **Flt Staff Phone Logs:** An administrative reminder that phone logs per flt are NOT to have the excuse, "unreached" indicated on them. Every attempt, over the seven days, must be made to contact all cadets in order to ensure effective communication and accurate expected attendance. Flt staff must report any not in service number to the admin staff for immediate action. Flt staff not adhering to proper weekly phone communication will be addressed accordingly.

2. MISCELLANEOUS:

Nil.

3. ORDER OF DRESS:

- a. CIC – 3C w/ tie
- b. Civ – Business professional
- c. Cdts – C2
- d. Global Youth Service Day - 12 Apr 14 - C1 (Cdts), CIC (No. 3)
- e. Band Practice - 13 Apr 14 - appropriate civ. attire (all)
- f. Tagging - 24-27 Apr 14 - C2 (Cdts), Appropriate civ. attire (Staff)

PART III – ADMINISTRATION

1. NOTICE OF REFERENCE UPDATES:

- a. **Summer Training Offers:** As per national directive from DCdts, all cadets attending summer training courses **MUST** bring with them a copy of their signed acceptance form for further submission to the CSTC upon arrival. Copies of offers of acceptance will be distributed during the summer trg briefing in Jun. Cadets must ensure they do not misplace this copy as additional copies will not be provided.

2. ORDERS & INSTRUCTIONS:

- a. **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. Any cadets who arrive after the attendance has been completed by the flt staff must sign in with the duty staff or risk being marked absent. Flt staff will be responsible for communicating any discrepancies to the duty ops staff for further correction by the admin dept.
- b. **Completion of Unit Pay Forms:** An administrative reminder that the following must be verified on all unit pay forms prior to the submission; the admin sec. will be responsible for verification:
 - i. Completed in blue ink;
 - ii. any markings crossed off must be initialed by the member;
 - iii. leave position number blank;
 - iv. fill in UIC section; and,
 - v. track volunteer days.

- c. **Outstanding OPC Lottery Tickets, Admin Fee, and NES Cadets:** The admin team is currently in the process of verifying subject cadets, excepted follow up at end of month.

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.

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.
- b. **Outstanding Items:** High priority items for action - name tags, proficiency level badges, kitting of cadets without initial issue, and summer training PT issue.

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 McGreggor ES) – 1830h-2130h

2. AWARDS/COMMENDATIONS/RECOGNITION:

- a. **Cadet of the Month - March:** Sgt A. Alder - for his exemplary performance in drill, dress, and deportment; along with his continued dedication to ensuring the wellbeing of all cadets.
- b. **Regional Effective Speaking Competition:** Congratulations to Cpl Gessess on a job well done representing 330 sqn at the regional effective speaking competition at the Canadian Armed Forces College in Toronto. Cpl Gessess did a remarkable job and certainly set the standard for future competitors. A special thank you is extended to his coaches, CV L. Létourneau and Mrs. M. Petrie.
- c. **March Break Trip - NY, US: 7-12 Mar 14:** A big thank you is extended to the SSC, sqn staff, parents, and cadets that helped make our NY, USA March break trip a HUGE success. All pers. that attended had a great time and we couldn't have done it without you, so THANK YOU! Look forward to more exciting activities coming your way in subsequent trg years.
- d. **180 Invitational Drill Competition:** Congratulations to the 330 sqn drill team who represented us well at the 180 sqn invitational drill competition in

March. The team, lead by their commander FSgt Tam, did a remarkable job, especially for not having attended a drill competition in over a decade! Kudos to the 330 sqn drill team!

- e. **Skyzone Trampoline Park:** A big thank you is extended to CI Laflamme for his coordination of our skyzone trampoline park event in March. The cadets had a great time and can all expect even more engaging activities in subsequent years.

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

- a. Global Youth Volunteer Service Day - 12 Apr 14 - Capt John (OIC), WOII Syed (NCOIC)
- b. Additional Band Practice - 13 Apr 14 - CV Jones (OPI), FSgt Irani (NCOIC)
- c. Tagging Fundraiser - 24-27 Apr 14 - CI Emond (OPI), WOII Syed (NCOIC)
- d. Intra-Sqn Drill Competition - 23 Apr 14 - WOII Syed (NCOIC)
- e. Sports Night & Sports Team Tryout - 30 Apr 14 - Sgt Alder (NCOIC)

PART VII – GENERAL INTEREST & SOCIAL EVENTS

1. **Tagging Fundraiser - 24 -27 Apr 14:** Our semi-annual tag day fundraiser will be occurring from 24-27 Apr 14. Six shifts are available for cadets to participate in, ALL cadets must attend a minimum of four shifts. Our sqn goal is \$12 000. Each cadet is expected to raise between \$160-\$200 over the four weeks, a very reasonable number as cadets who actively participate often surpass this. 100% of proceeds raised will be directly used towards the cadets of 330 sqn. The more money we raise, the more engaging activities we can offer. Visit the calendar section of the sqn website for more info. Looking forward to a high turn out and surpassing our sqn goal with your assistance! Come out and fundraise!
2. **Sqn Sports Team Tryout - 30 Apr 14 -** In preparation for the Toronto Air Group (TAG) sports competition in May, sports team tryouts will be held at the LHQ. All cadets are welcome to tryout in order to represent our sqn in this exciting event. Looking forward to great participation!

3. **Post Secondary Scholarships - Air Cadet League of Canada** - Numerous scholarships for post secondary studies are available by the Air Cadet League of Canada. Interested applicants are encouraged to visit the Air Cadet League of Canada website for more information.

Original signed by

J. John
Capt
CO

Annex

Annex A Monthly Calendar

Dist List

Sqn Staff & Cdts
SSC

330 RCACS April 2014 Corps/Sqn Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
			Parade Night	Drill Team Practice	ACL Annual AGM	ACL Annual AGM
6	7	8	9	10	11	12
ACL Annual AGM	Band & Flag Party Practice		Parade Night Sqn Drill Comp Sqn Drill Competition	Drill Team Practice		GYSD Recruiting
13	14	15	16	17	18	19
Band Practice @ H.M.C.S. York	Band & Flag Party Practice		Parade Night	Drill Team Practice	Good Friday	
20	21	22	23	24	25	26
Easter Sunday	Easter Monday NO TRAINING		Intra Sqn Drill Competition	TAG Days	TAG Days	TAG Days
27	28	29	30			
TAG Days	Band & Flag Party Practice		Sports Night & Sports Team Tryout	www.330aircadets.com — www.facebook.com/330aircadets		