



52 (CITY OF CALGARY) RCACS **MONTHLY ROUTINE ORDERS**



ORDER NUMBER: 04/17
MONTH: APRIL
ISSUED: 1 APR 17

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PART 1 – ADMINISTRATION

1. NOTICE OF REFERENCE UPDATES

- a. Regional Cadet Support Unit Northwest Routine Orders Locations
 - i. CCO Intranet: Northwest > Routine Orders
 - ii. Squadron info board
- b. CATO / Changes Locations
 - i. Posted on File Repository website: Repository > National - National > CATO
- c. Natl CJCR Sp Gp Orders Locations
 - i. Posted on File Repository website: Policy > CANCDTGEN

2. ORDERS AND INSTRUCTIONS

- a. DUTY SCHEDULE
 - i. For information about the Sqn's Duty routine and assignments, please refer to Annex A
 - ii. For events other than the Mandatory Parade Night refer to the Training section for activity OIC

<u>Date</u>	<u>Duty Officer</u>	<u>Duty Warrant Officer</u>	<u>Duty NCO</u>	<u>Duty Section</u>	
				<u>Flight</u>	<u>Section</u>
4 Apr 17	Mr Ma	FSgt Ramson	FSgt Belanger-Smith	Hill	2
11 Apr 17	Mr Chant	WO1 Sperle	Sgt Mowat	McNair	1
18 Apr 17	Mrs Cameron	FSgt Nguyen-Cao	FSgt McNaughton	Mackenzie	3
25 Apr 17	OCdt Hotchkiss	WO2 Krebs	FSgt Yuan	Magwood	3
2 May 17	Mr Larson	WO2 Jordan	FSgt Riley	Weaver	3



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b. DRESS.

<u>Date</u>	<u>Activity</u>	<u>CAF Pers</u>	<u>Civilians</u>	<u>Cadets</u>
4 Apr 17	CO's Parade	DEU 1A	Business	C-1
11 Apr 17	Regular Training	CADPAT / Flying Clothing	Civilian Attire	C-4A
18 Apr 17	Regular Training	DEU 3B	Civilian Attire	C-2A
25 Apr 17	Regular Training	CADPAT / Flying Clothing	Civilian Attire	C-4A
2 May 17	CO's Parade	DEU 1A	Business	C-1

3. MISCELLANEOUS.

a. RCSU NW RETURNS

b. AIR CADET LEAGUE RETURNS

- i. Attached at Annex E is the new Jazz Aviation Pathway Award for Professionalism and the Jazz Aviation Pathway Award for Professionalism and Diversity. Deadlines for these is NLT 30 June.

PLEASE READ THROUGH THE APPLICATIONS CAREFULLY AND APPLY! FORMS CAN BE FILLED OUT ON COMPUTER.

c. SQUADRON RETURNS

- i. All Entries for the next month's MRO's are due to the Admin O NLT, 20 of the month prior to being published

d. CO

- i. The FTX is fast approaching, I hope that everyone is as excited as I am about it. The staff has been working tirelessly on making this event the best on yet. Please reach out to any of you fellow cadets that have not attended for some time and encourage them to come out to the FTX 28 – 30 Apr 17.
- ii. We are getting close to our ACR, it is only 2 months away, I would encourage you all to work extra hard on your uniforms, and drill so that you will shine at 52's largest parade of the year.

e. DCO / ADJ

- i. Anyone interested in the Duke of Edinburgh's program, come see Captain Kushnir. For more information on the program, go



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to <http://www.dukeofed.org/> for details on the program. Program costs \$30 per level and you must be a minimum of 14 years old to start the program in the Bronze Level.

- ii. Bike-A-Thon! Just a reminder of the prizes you could earn. If you raise:

- \$100 – Participation Prize TBD
- \$200 – 5% of your total earnings
- \$500 – 7% of your total earnings
- \$700 – 10% of your total earnings

Last year we raised \$20,000, let's go for \$40,000!

- f. WO1
 - i. Nil

PART 2 – PERSONNEL

4. SQUADRON APPOINTMENTS;

a. Officers

- CO – Capt Welsh
- DCO / ADJ – Capt Kushnir
- Admin O – OCdt Hotchkiss
- Sup O – Mr Greaves
- OPS O – Lt Ruscoff
- Trg O – Lt Lemon
- Assist/Trg O – Mr Ma
- Lvl 1 Crse O – A Group – Mrs Cameron
- Lvl 1 Crse O – B Group – Mr Larson
- Lvl 2 Crse O – A Group – Mr McIntosh
- Lvl 2 Crse O – B Group - Mr Ma
- Lvl 3 Crse O – Lt Ruscoff
- Lvl 4 Crse O – Mr Coates
- Lvl 5 Crse O – Mr Chant
- Flying O – Vacant
- BandO – Capt Westman
- Piping Inst – MWO Marchuk
- Mus Inst – Mr Mason
- CIV VOL – Mr Viviers
- UCCMA – Lt Ruscoff



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b. Cadet NCOs

Senior Appointments:

SWO – WO1 Sperle
S/2IC / Std WO – WO2 Jordan
Trg WO – WO2 Krebs
Log WO – FSgt Ramson
Support NCO (M) – FSgt Belanger-Smith
Support NCO (F) – FSgt Paul
Admin NCO – FSgt Lawrence

Flight Appointments:

Hill FComd – FSgt McNaughton
Hill 2IC – Sgt Kettyle
McKenzie FComd – FSgt Yuan
McKenzie 2IC – Sgt Greaves
Weaver FComd – FSgt Ramson
Weaver 2IC – FCpl Chant
Magwood FComd – FSgt Nguyen-Cao
Magwood 2IC – Sgt Cameron
Beurling FComd – FSgt Mills
Beurling 2IC – FCpl Jardin
McNair FComd / DMaj – FSgt Riley
McNair 2IC – Sgt Amiri
PMaj – Vacant
Flag Party Comd – Sgt Mowat

5. SQUADRON STRENGTH

a. CADETS

- i. TOS
Pending
- ii. SOS
Pending
- iii. Pending SOS
Nil



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b. OFFICERS / CIVILIAN INSTRUCTORS

i. TOS

Nil

ii. SOS

Nil

c. VOLUNTEERS

i. TOS

Nil

ii. SOS

Nil

d. REGULAR / PRIMARY RESERVE FORCE PERSONNEL

i. TOS

Nil

ii. SOS

Nil

6. CAREER TRANSACTIONS

a. Nil

7. CADETS TRANSFERS

a. Nil

8. CADETS PROMOTIONS

a. Nil



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9. CAF PROMOTIONS

a. Nil

10. MOVEMENTS / TEMPORARY DUTY

a. Temporary Duty

i. Nil

b. Leave

i. Capt Welsh 4 – 9 May 17

ii. Lt Ruscoff 4 – 9 May 17

PART 3 – TRAINING

11. MANDATORY TRAINING;

Date	Times	Event	Location
4 Apr 17	1830 – 2130 hrs	Parade Night / Photo Night	LHQ
11 Apr 17	1830 – 2130 hrs	Parade Night	LHQ
18 Apr 17	1830 – 2130 hrs	Parade Night	LHQ
25 Apr 17	1830 – 2130 hrs	Parade Night	LHQ
2 May 17	1830 – 2130 hrs	Parade Night	LHQ

12. MANDATORY SUPPORT TRAINING

Date	Times	Event	Location	OIC
22 Apr 17	0900 – 1100	Newsletter Delivery	LHQ	TBD
26 Apr 17	1830 – 2130	FTX Kit Check	LHQ	Lt Lemon
28-30 Apr 17	All weekend	Spring FTX	TBD	Capt Welsh

13. SQUADRON CORE OPTIONAL TRAINING.

Date	Times	Event	Location	OIC
3 Apr 17	1830 – 2115 hrs	Band and Flight Time	LHQ	Capt Westman
7 Apr 17	1830 – 2130 hrs	Optional Training Night	Currie Building	TBD
10 Apr 17	1830 – 2130 hrs	Band and Flag Party	LHQ	Capt Westman
10 Apr 17	1900 – 2100 hrs	FTX Prep Training	LHQ	Lt Lemon
17 Apr 17	1830 – 2115 hrs	Band and Flight Time	LHQ	Capt Westman
17 Apr 17	1900 – 2100 hrs	FTX Prep Training	LHQ	OCdt Hochkiss
21 Apr 17	1830 – 2130 hrs	Optional Training Night	Currie Building	TBD
24 Apr 17	1830 – 2130 hrs	Band and Flag Party	LHQ	Capt Westman



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24 Apr 17	1900 – 2100 hrs	FTX Prep Training	LHQ	Capt Welsh
26 Apr 17	1830 – 2130 hrs	FTX Kit Check	LHQ	Lt Lemon

Currie Building – ASU Calgary, 4225 Crowchild Trail SW. Calgary

14. RDA TRAINING

Nil

//Original signed by//

K J Welsh
Captain
Commanding Officer

Annex A – Duty Routine
Annex B – Terms of Reference (TOR) Duty NCO
Annex C – TOR Duty WO
Annex D – TOR Duty Officer
Annex E – Birchall, Dale and Young Citizens Foundation Scholarship Information
Annex F – Jazz Aviation Award Information

Dist List

Action

52 Staff
52 NCOs
52 Sponsor

Info

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Annex A

Nightly Duty Routine

Weekly Timings

1815-1830	Arrival
1830-1855	Fall in / Attendance / Flt Time
1900-1930	Period 1
1935-2005	Period 2
2005-2025	Break
2025-2055	Period 3
2100-2115	Closing Parade
2115-2130	Completion of Duty Tasks

Duty Section Task List

1. Report to the Duty NCO at 1830 hrs
2. Bring over all duty related equipment to the school.
3. Return all squadron equipment to the Annex or the HQ at the end of the night.
4. Complete any sweeping and / or vacuuming of Annex, School or HQ that is required.
5. Empty and Dispose of all trash from the receptacles in the HQ and the Annex.
6. Any other Duty related tasks assigned by the Duty O or Duty NCO`s.



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Annex B

Terms of Reference – 52 RCACS LHQ Duty Non Commissioned Officer (Duty NCO)

The Duty NCO is responsible for all Duty personnel (Duty Pers) that fall under him / her. The Duty NCO reports directly to the Duty Warrant Officer (Duty WO) for all duty related matters. The Duty NCO is responsible for the following during the training night.

1. Duty NCO will arrive at the LHQ and be ready for duty no later than 1830 hrs to meet with the Duty WO at the School.
2. Duty NCO will have the Duty Personnel (Duty Pers) set up the Duty area at the School.
3. Duty NCO will man the Duty Table and monitor the hallways in conjunction with the Duty WO.
4. Duty NCO will make sure that all uniform marking sheets and Attendance is handed in to the Admin O by 1900 hrs.
5. Duty NCO will fill in all times and events of the night in the Duty Log.
6. Duty NCO will monitor the break between periods 2 and 3, and make sure all cadets get to where they are required to go after the break.
7. Duty NCO will split cleaning supervision of the Annex, School and HQ with the Duty WO at the end of the night.
8. Duty NCO is responsible for releasing the Duty Pers under him / her at the end of the night once all duty tasks are fulfilled.
9. Duty NCO will not leave until the Duty WO release him / her from their duties.
10. Duty NCO is responsible to find a replacement for their duty shift if they are unable to fulfill the shift and fill out the appropriate duty shift swap form and make sure it gets to the DCO.
11. Any other tasks assigned to him / her that are duty related by the Duty WO or Duty O.

// Signed by //

K. J. Welsh
Capt
CO 52 RCACS



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Annex C

Terms of Reference – 52 RCACS LHQ Duty Warrant Officer (Duty WO)

The Duty WO is responsible for the Duty Personnel (Duty Pers) that fall under him / her. The Duty WO reports directly to the Duty Officer (Duty O) for all duty related matters. The Duty WO is responsible for the following during the training night.

1. Duty WO will arrive at the LHQ no later than 1815 hrs to assist the Duty O with anything that need to be done prior to the Cadets arriving.
2. Duty WO will complete a physical walk through of the school with the Duty O at the beginning of the night and will take note on how the class rooms are set up.
3. Duty WO will meet with the Duty Pers at 1830 to pass along any information that was passed to him / her by the Duty O, and to inform them of what is expected of them for the evening.
4. Duty WO will work with the Duty Sergeant / Flight Sergeant (Duty Sgt / FSgt) to organize a schedule of who will be manning the duty table in the School.
5. Duty WO will fill in all times and events of the night in the Duty Log.
6. Duty WO will monitor the break between periods 2 and 3.
7. Duty WO will split cleaning supervision of the Annex, School and HQ with the Duty Sgt / FSgt at the end of the night.
8. Duty WO will release the Duty Pers below him when he /she is satisfied that all the duties have been completed.
9. Duty WO will meet with the Duty O and do a walkthrough of the Annex and School to make sure that all Personnel has departed and that all rooms are back to the condition they were in at the beginning of the night.
10. Duty WO will not leave the LHQ until he is released by the Duty O.
11. Duty WO is responsible to find a replacement for their duty shift if they are unable to fulfill the shift and fill out the appropriate duty shift swap form for approval by the DCO.
12. Any other tasks assigned to him / her that are duty related by the Duty O.

//Signed by//

K. J. Welsh
Capt
CO 52 RCACS



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Annex D

Terms of Reference (TOR) – 52 RCACS LHQ Duty Officer (Duty O)

The Duty O is responsible for the Duty Personnel and Unit Security for the duration of their duty shift. The Duty O reports to the Deputy Commanding Officer (DCO) or his Designate. The Duty O is responsible for the following during the training night.

1. Duty O shall arrive at the LHQ no later than 1815 hrs, and have the offices opened.
2. Duty O shall meet with the Duty Warrant Officer (Duty WO) at 1815 hrs to go over the night's events and the expectations of the Duty Personnel (Duty Pers).
3. Duty O and Duty WO will complete a physical walk through of the school and have it opened for the cadets by 1830 hrs.
4. Duty O shall meet with the DCO at the beginning of the Night and at the end of the Night to discuss any extra things the Duty Pers may need to complete and events of the night.
5. Duty O will manage the Duty Pers nightly routines and will not be able to depart for the evening until these routines are complete.
6. Duty O will make sure that the break is sufficiently supervised by Duty Pers.
7. Duty O will do a physical walk through of the School, Annex with the Duty WO to make sure there are No Personnel left in the buildings, make sure that all the rooms used are put back the way they were at the beginning of the night and make sure all stores that were brought over to the school are returned to HQ. After this is all done the Duty O will secure the School and Annex.
8. Duty O and Duty WO are responsible for doing a walkthrough of the HQ area to make sure that all of the duties have been completed in this area.
9. Duty O is responsible for releasing the Duty WO at the end of the night once he / she is satisfied that all duties have been completed.
10. Duty O is responsible to find a replacement for their duty shift if they are unable to fulfill the shift and fill out the appropriate duty shift swap form and make sure it gets to the DCO for approval.
11. Duty O will complete all other duties that are assigned by the DCO.

//Signed by//

K. J. Welsh
Capt
CO 52 RCACS