



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



ORDER NUMBER: 02/17
MONTH: FEBRUARY
ISSUED: 1 FEB 17

CONTENTS

PART 1 – ADMINISTRATION

1. NOTICE OF REFERENCE UPDATES
2. ORDERS AND INSTRUCTIONS
 - a. DUTY SCHEDULE
 - b. DRESS
3. MISCELLANEOUS
 - a. RCSU (NW) RETURNS
 - b. AIR CADET LEAGUE RETURNS
 - c. SQUADRON RETURNS
 - d. CO
 - e. DCO / ADJ
 - f. WO1

PART 2 – PERSONNEL

4. SQUADRON APPOINTMENTS
5. SQUADRON STRENGTH
 - a. CADET'S
 - i. TAKEN ON STRENGTH (TOS)
 - ii. STRUCK OFF STRENGTH (SOS)
 - iii. PENDING STRUCK OFF STRENGTH (PSOS)
 - b. OFFICER'S / CIVILIAN INSTRUCTORS
 - i. TOS
 - ii. SOS
 - c. VOLUNTEERS
 - i. TOS
 - ii. SOS
 - d. REGULAR / PRIMARY RESERVE FORCE PERSONNEL
 - i. TOS
 - ii. SOS
6. CAREER TRANSACTIONS



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



7. CADETS TRANSFERS
8. CADETS PROMOTIONS
9. CAF PROMOTIONS
10. MOVEMENTS / TEMPORARY DUTY

PART 3 – TRAINING

11. MANDATORY TRAINING
12. MANDATORY SUPPORT TRAINING
13. SQN OPTIONAL TRAINING
- 14 RDA TRAINING



52 (CITY OF CALGARY) RCACS MONTHLY ROUTINE ORDERS



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>
7 Feb 17	Mr Ma	WO2 Jordan	FSgt McNaughton	Mackenzie	1
14 Feb 17	Mr Larson	WO2 Krebs	FSgt Nguyen-Cao	Magwood	1
21 Feb 17	OCdt Hotchkiss	FSgt Yuan	FSgt Ramson	Weaver	1
28 Feb 17	Mr McIntosh	FSgt McNaughton	FSgt Riley	McNair	1
7 Mar 17	Mr Chant	WO1 Sperle	Sgt Mowat	Flag Party	



52 (CITY OF CALGARY) RCACS MONTHLY ROUTINE ORDERS



b. DRESS.

<u>Date</u>	<u>Activity</u>	<u>CAF Pers</u>	<u>Civilians</u>	<u>Cadets</u>
4 Feb 17	Level 1 / 2 Aviation Day	CADPAT	Business Casual	C-4
7 Feb 17	CO's Parade	DEU 1A	Business	C-1
14 Feb 17	Regular Training	CADPAT / Flight Clothing	Civilian Attire	C-4A
18 Feb 17	National Course Interviews	DEU 3C	N/A	C-1A
21 Feb 17	Regular Training	DEU 3A/C tie optional	Business	C-2
25 Feb 17	3 rd Annual Food Drive Day 1	CADPAT	Civilian Attire	C-4A
26 Feb 17	Stage II Marksmanship Competition	Civilian	Civilian	Civilian
28 Feb 17	Regular Training	CADPAT / Flying Clothing	Civilian Attire	C-4A
4 Mar 17	3 rd Annual Food Drive Day 2	CADPAT	Civilian Attire	C-4A
7 Mar 17	CO's Parade	DEU 1A	Business	C-1

3. MISCELLANEOUS.

a. RCSU NW RETURNS

b. AIR CADET LEAGUE RETURNS

- i. 18 Feb 17 is the National Scholarship Interviews. Bus Information is as follows:

Pick Up Location: TBD

Pick Up Time: TBD

Dress en-route: Civilian attire (Bring uniform in a suit bag)

Drop off Location: TBD

Drop off Time (approximate): TBD

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. On behalf of myself, the staff, sponsoring committee, and cadets, I'd like to thank Captain Caswell for his service to 52 squadron over the years. Captain Caswell is leaving 52 Squadron as he was



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



successful with the competition for the Regional Advisor position. Captain Caswell will be working with the OIC of the Southern Alberta training group to assist all corps and squadrons. Captain Caswell will soon be promoted to Major to complete his duties. We will continue to see Captain Caswell assisting us from time to time and visiting the unit in his official capacity.

e. DCO / ADJ

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

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 Chant
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 McIntosh
Flying O – Vacant
BandO – Capt Westman
Piping Inst – MWO Marchuk
Mus Inst – Mr Mason
UCCMA – Lt Ruscoff



52 (CITY OF CALGARY) RCACS MONTHLY ROUTINE ORDERS



b. Cadet NCOs

Senior Appointments:

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

Flight Appointments:

Hill FComd – FSgt McNaughton
 Hill 2IC – Sgt Kettle
 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

Cdt	Bunescu	V	10 Jan 17
Cdt	Patil	H	17 Jan 17
Cdt	Polara	V	10 Jan 17
Cdt	Rushbrook	K	17 Jan 17
Cdt	Schindel	E	24 Jan 17
Cdt	Shteinbach	M	10 Jan 17
Cdt	Rana	S	31 Jan 17



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



ii. SOS

Cdt	Adekeye	O	25 Jan 17
Cdt	Bhatt	T	25 Jan 17
Cdt	Branford	T	17 Jan 17
Cdt	Chaudhari	A	25 Jan 17
Cdt	Dutta	R	25 Jan 17
Cdt	Kabila	J	25 Jan 17
Cdt	McNulty	B	25 Jan 17
Cdt	Parkhi	S	25 Jan 17
Cdt	Parmar	K	25 Jan 17
Cdt	Raugust	D	25 Jan 17
Cdt	Roy	G	25 Jan 17
Cdt	Rvachew	N	25 Jan 17
Cdt	Shah	J	25 Jan 17
Cdt	Shah	J	25 Jan 17
Cdt	Winch	T	17 Jan 17
Cdt	Yang	J	17 Jan 17

iii. Pending SOS

Nil

b. OFFICERS / CIVILIAN INSTRUCTORS

i. TOS

Capt J Westman – 17 Jan 17 (Pending with RCSU (NW))

ii. SOS

Capt JR Caswell, CD – Posted to RCSU (NW) 9 Jan 17

c. VOLUNTEERS

i. TOS

Nil

ii. SOS

Nil



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



- 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

- 9. CAF PROMOTIONS
 - a. Nil

- 10. MOVEMENTS / TEMPORARY DUTY
 - a. Temporary Duty
 - i. Capt – Kushnir – Stage III Biathlon Staff 3-5 Feb 17
 - ii. Capt Kushnir – Stage II Marksmanship Staff 24-27 Feb 17
 - iii. Capt Kushnir is appointed A/CO from 10-21 Feb 17 inclusive

 - b. Leave
 - i. Capt Kushnir – 14 Feb 17
 - ii. Capt Welsh – 10-21 Feb 17
 - iii. Lt Ruscoff – 10-21 Feb 17



52 (CITY OF CALGARY) RCACS MONTHLY ROUTINE ORDERS



PART 3 – TRAINING

11. MANDATORY TRAINING;

Date	Times	Event	Location
7 Feb 17	1830 – 2130 hrs	Parade Night	LHQ
14 Feb 17	1830 – 2130 hrs	Parade Night	LHQ
21 Feb 17	1830 – 2130 hrs	Parade Night	LHQ
28 Feb 17	1830 – 2130 hrs	Parade Night	LHQ
7 Mar 17	1830 – 2130 hrs	Parade Night	LHQ

12. MANDATORY SUPPORT TRAINING

Date	Times	Event	Location	OIC
4 Feb 17	0900 – 1230 hrs	Level 1 / 2 Aviation Day	Viking Air	Lt Lemon
18 Feb 17	TBD	ACL National Scholarship Interviews	Red Deer	OCdt Hotchkiss
25 Feb 17	0900 – 1500 hrs	Newsletters / Food Drive Day 1	LHQ	Lt Ruscoff
4 Mar 17	0900 – 1600 hrs	Food Drive Day 2	LHQ	Lt Ruscoff

13. SQUADRON CORE OPTIONAL TRAINING.

Date	Times	Event	Location	OIC
6 Feb 17	1830 – 2115 hrs	Band and Flight Time	LHQ	CI Masson
10 Feb 17	1830 – 2130 hrs	Optional Training Night	Currie Building	TBD
13 Feb 17	1830 – 2130 hrs	Band and Flag Party	LHQ	CI Masson
24 Feb 17	1830 – 2130 hrs	Optional Training Night	Currie Building	TBD
25 Feb 17	0900 – 1500 hrs	3 rd Annual Food Drive Day 1	LHQ	Lt Ruscoff
27 Feb 17	1830 – 2115 hrs	Band and Flag Party	LHQ	CI Masson
4 Mar 17	0900 – 1600 hrs	3 rd Annual Food Drive Day 2	LHQ	Lt Ruscoff

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

14. RDA TRAINING

Date	Times	Event	Location	OIC
1 Feb 17	1830 – 2130 hrs	Marksmanship Training	LHQ	OCdt Hotchkiss
2 Feb 17	1900 – 2130 hrs	Biathlon Prep	LHQ	Captain Kushnir
3-5 Feb 17	All weekend	Stage III Biathlon	Canmore	Captain Gibbons
9 Feb 17	1830 – 2130 hrs	Marksmanship Training	LHQ	OCdt Hotchkiss
16 Feb 17	1830 – 2130 hrs	Marksmanship Training	LHQ	OCdt Hotchkiss
23 Feb 17	1830 – 2130 hrs	Marksmanship Training	LHQ	OCdt Hotchkiss
26 Feb 17	0800 – 1700 hrs	Stage II Marksmanship	HMCS Tecumseh	OCdt Hotchkiss



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



//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

Dist List

Action

52 Staff
52 NCOs
52 Sponsor

Info

J3 ZTrg O

ORDER NUMBER: 2/17
MONTH: FEBRUARY
ISSUED: 1 FEB17



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



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.



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



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



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



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



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



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