



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



ORDER NUMBER: 11/16
MONTH: NOVEMBER
ISSUED: 1 NOV 16

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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>
1 Nov 16	Mr Larson	WO2 Branford	FSgt Ramson	Weaver	2
8 Nov 16	Mr Ma	WO2 Krebs	Sgt Kryzhanivskyo	Flag Party	
15 Nov 16	Mr McIntosh	WO2 Jordan	FSgt Nguyen-Cao	McNair	2
22 Nov 16	Lt Ruscoff	WO1 Sperle	FSgt McNaughton	Hill	3
29 Nov 16	Lt Lemon	WO2 Branford	FSgt Riley	MacKenzie	3
6 Dec 16	OCdt Hotchkiss	WO2 Krebs	FSgt Yuan	Magwood	3



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b. DRESS.

<u>Date</u>	<u>Activity</u>	<u>CAF Pers</u>	<u>Civilians</u>	<u>Cadets</u>
1 Nov 16	Regular Trg	DEU 1A	Business Formal	C-1
4 Nov 16	Field of Crosses	DEU 1A	Business Formal	C-1
5 Nov 16	Poppy Sales	DEU 3C(W/Tie)	Business Formal	C-2
6 Nov 16	Poppy Sales	DEU 3C(W/Tie)	Business Formal	C-2
8 Nov 16	Regular Trg	CADPAT / Flying Clothing	Civilian Attire	C-4A
10 Nov 16	Stantec Remembrance Ceremony	DEU 1A	Civilian Attire	C-1
11 Nov 16	Remembrance Day	DEU 1A	Business Formal	C-1
12 Nov 16	Sr NCO Course	DEU 3B/C	Civilian Attire	C-2
15 Nov 16	Regular Trg	DEU 3B/C	Civilian Attire	C-2B
18 Nov 16	Optional Training	Sports Attire	Sports Attire	Sports Attire
19 Nov 16	Jr NCO Course	DEU 3B/C	Civilian Attire	C-2
22 Nov 16	Regular Trg	CADPAT / Flying Clothing	Civilian Attire	C-4A
29 Nov 16	Regular Trg	DEU 3B/C	Civilian Attire	C-2
6 Dec 16	Regular Trg	DEU 1A	Business Formal	C-1

3. MISCELLANEOUS.

a. RCSU NW RETURNS

b. AIR CADET LEAGUE RETURNS

i. Nil

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.

ii. All overdue validations and DHQ must be actioned with the Administration Officer **ASAP**, if any outstanding paperwork as of 30 November, you will be interviewed by the Commanding Officer and potentially placed on cease parade until the paperwork is rectified.

d. CO

i. I would like to remind all cadets that we will have a special guest for the December CO's parade on 6 Dec 16. Let's all take some well needed time this month to work hard on our uniforms, and get some polish on our boots.



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e. DCO

- i. National Courses / Scholarships. The DCO is responsible for this process. Potential candidates must adhere to the schedule of returns. If you are interested in a scholarship opportunity for summer 2017, you must obtain a copy of your final school transcript from last year as part of your application. National Scholarship application form and the timelines for returns are located in Annex E to this MRO.

f. 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.
- ii. If you're not going to be at the Squadron on a regular training night (Tuesday), you need to call the squadron office and leave a message so you are marked excused. Attendance is a critical factor in passing your levels.

PART 2 – PERSONNEL

4. SQUADRON APPOINTMENTS;

a. Officers

CO – Capt Welsh
DCO – Capt Caswell
Admin O – OCdt Hotchkiss
Sup O – Mr Greaves
Adj – Capt Kushnir
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 – Mr Moar
Piping Inst – MWO Marchuk
Mus Inst – Mr Mason



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UCCMA – Capt Caswell

b. Cadet NCOs

Senior Appointments:

SWO – WO1 Sperle
 S/2IC – WO2 Branford
 Trg WO – WO2 Krebs
 Std WO – WO2 Jordan
 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 Kettyle
 McKenzie FComd – FSgt Yuan
 McKenzie 2IC – Sgt Chaudhari
 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 – WO2 Branford
 Flag Party Comd – Sgt Mowat

5. SQUADRON STRENGTH

a. CADETS

i. TOS

Cdt	Avila	M	6 Oct 16
Cdt	Dever	R	6 Oct 16
Cdt	Fortin	C	6 Oct 16
Cdt	Fortin	C	6 Oct 16
Cdt	Graffunder	T	6 Oct 16
Cdt	Gudnason	K	6 Oct 16
Cdt	Harutyunyan	S	3 Oct 16



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Cdt	Martinez	D	6 Oct 16
Cdt	Pugashetti	R	24 Oct 16
Cdt	Smith	C	6 Oct 16
Cdt	Srinivasan	N	24 Oct 16
Cdt	Vivers	J	3 Oct 16

ii. SOS

FSgt	Bhatt	D	12 Oct 16
FSgt	Dai	L	12 Oct 16
FSgt	Swanson	W	12 Oct 16
Sgt	Watts	J	12 Oct 16
Sgt	Segu	Y	12 Oct 16
Sgt	Lang Wilkey	J	12 Oct 16
FSgt	Sperle	A	12 Oct 16
Sgt	Wild	J	12 Oct 16
Cpl	Shah	S	12 Oct 16
Cdt	Fortin (double entry)	C	17 Oct 16
Cdt	Vivers (double entry)	J	18 Oct 16

iii. Pending SOS

To be promulgated

b. OFFICERS / CIVILIAN INSTRUCTORS

i. TOS

Nil

ii. SOS

Nil

c. VOLUNTEERS

i. TOS

Nil



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ii. SOS

Nil

d. REGULAR / PRIMARY RESERVE FORCE PERSONNEL

i. TOS

Nil

ii. SOS

Nil

6. CAREER TRANSACTIONS

a. Nil

7. CADETS TRANSFERS

- a. FSgt K Cullen was transferred to 34 RCACS, effective date of 12 Oct 16
- b. FCpl H Purcell was transferred to 83 RCACS, effective date of 26 Oct 16

8. CADETS PROMOTIONS

a. Nil

9. CAF PROMOTIONS

b. Nil

10. MOVEMENTS / TEMPORARY DUTY

a. Temporary Duty

i. Nil

b. Leave

i. Nil



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PART 3 – TRAINING

11. MANDATORY TRAINING;

Date	Times	Event	Location
8 Nov 16	1830 – 2130 hrs	Parade Night	LHQ
15 Nov 16	1830 – 2130 hrs	Parade Night	LHQ
22 Nov 16	1830 – 2130 hrs	Parade Night	LHQ
29 Nov 16	1830 – 2130 hrs	Parade Night	LHQ
6 Dec 16	1830 – 2130 hrs	Parade Night	LHQ

12. MANDATORY SUPPORT TRAINING

Date	Times	Event	Location	OIC
Nil	Nil	Nil	Nil	Nil

13. SQUADRON CORE OPTIONAL TRAINING.

Date	Times	Event	Location	OIC
3 Nov 16	1830 – 2130 hrs	Ground School	TMM	Lt Lemon
4 Nov 16	1730 – 1830 hrs	Field of Crosses	Memorial Drive	Lt Lemon
4 Nov 16	1830 – 2100	Band Practice	Currie Building	2Lt Dunnill Jones
5 Nov 16	1000 – 1700 hrs	Poppy Sales	Deerfoot Meadows and South Center Mall	Capt Welsh
6 Nov 16	1000 – 1700 hrs	Poppy Sales	Deerfoot Meadows and South Center Mall	Capt Welsh
7 Nov 16	1830 – 2115 hrs	Band and Flag Party	LHQ	CI Mason
10 Nov 16	1830 – 2130 hrs	Ground School	TMM	Lt Lemon
10 Nov 16	1030 – 1230 hrs	Remembrance Day Ceremony	Stantec Centre 325-25 St SE	TBD
11 Nov 16	TBD	Remembrance Day	Mewatta Armoury	Capt Welsh
11 Nov 16	TBD	Remembrance Day	TMM	TBD
12 Nov 16	0900 – 1700 hrs	Sr NCO Day	LHQ	Capt Welsh
14 Nov 16	1830 – 2115 hrs	Band and Flag Party	LHQ	CI Mason
17 Nov 16	1830 – 2130 hrs	Ground School	TMM	Lt Lemon
18 Nov 16	1900 – 2100	Sports Teams	Currie Building	TBD
19 Nov 16	0900 – 1600 hrs	Jr NCO Day	LHQ	Capt Welsh
21 Nov 16	1830 – 2115 hrs	Band and Flag Party	LHQ	CI Mason
24 Nov 16	1830 – 2130 hrs	Ground School	TMM	Lt Lemon
26 Nov 16	0900 – 1200 hrs	Newsletter Delivery	LHQ	TBD
28 Nov 16	1830 – 2115 hrs	Band and Flag Party	LHQ	CI Mason
1 Dec 16	1830 – 2130 hrs	Ground School	TMM	Lt Lemon



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2 Dec 16	1830 – 2130 hrs	Sports Teams	Currie Building	TBD
5 Dec 16	1830 – 2115 hrs	Band and Flag Party	LHQ	CI Mason
8 Dec 16	1830 – 2130 hrs	Ground School	TMM	Lt Lemon

TMM – The Military Museums, 4520 Crowchild Trail SW, Calgary
Currie Building – ASU Calgary, 4225 Crowchild Trail SW. Calgary

14. RDA TRAINING

Date	Times	Event	Location	OIC
TBD	TBD	TBD	TBD	TBD

//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 – National Scholarship Application Form and Schedule of Returns

Dist List

Action

52 Staff
52 NCOs
52 Sponsor

Info

J3 ZTrg O

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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



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Annex E

Notice of Intent to Apply for National Summer Training (Scholarships)

(PLEASE PRINT LEGIBLY IN BLOCK LETTERS)

Name: _____

Current Level of Training: _____ Rank: _____

Date of Birth (Day / Month / Year): _____ How old are you now: _____

Please indicate what you'd like to apply for (1st, 2nd, 3rd choice)

International Air Cadet Exchange (IACE): _____

Power Pilot Scholarship (PPS): _____

Glider Pilot Scholarship (GPS): _____

Advanced Aviation Technology – Airport Operations (AAT – AO): _____

Advanced Aviation Technology – Aircraft Maintenance (AAT – AM): _____

Advanced Aerospace Course (AA): _____

Prerequisites:

	Age by start 1 Jul 16	Age by end 1 Sep 16	Level completed by Jun 2016	Course Duration (weeks)	Other notes
IACE**	17		5	2-3	Require Canadian Passport Require to pass Air Cadet League Interview
PPS**		17	4	7	Require Category 3 Transport Canada medical Require to pass qualification exam Require to pass Air Cadet League Interview
GPS**		16	3	6*	Require Category 3 Transport Canada medical Require to pass qualification exam Require to pass Air Cadet League Interview
AAT-AO			3	6	Require to pass Air Cadet League Interview
AAT-AM			3	6	Require to pass Air Cadet League Interview
AA			3	6	Require to pass Air Cadet League Interview

* Glider course can be extended due to bad weather

** Require paying licensing and clothing fees associated with the course

All courses require High School Transcripts



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Annex E

National Scholarship Applicants
Schedule of Returns

Notice of Intention Handed In To DCO	Tues 18 Oct 16
Pick Up Cadet Record Card From Admin O	Tues 1 Nov 16
High School Transcripts Handed In To DCO	Tues 8 Nov 16
Draft of Narrative	Tues 8 Nov 16
Return Reviewed Cadet Record Card	Tues 15 Nov 16
Pick Up Narrative Edits From DCO	Tues 15 Nov 16
If Applying for IACE, Passport Photos and Forms To DCO	Tues 22 Nov 16
Annex B to CATO 54-26 (Power/Glider Candidates Only) to DCO	Tues 22 Nov 16
Final Narratives Due To DCO	Tues 29 Nov 16