



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



ORDER NUMBER: 10/16
MONTH: OCTOBER
ISSUED: 1 OCT 16

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
 - f. ADJ

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>
4 Oct 16	Mr Greaves	WO2 Winch	FSgt Belanger-Smith	Flag Party	1
11 Oct 16	Mr Gill	WO2 Jordan	Fsgt Paul	McNair	1
18 Oct 16	Mrs Cameron	WO2 Fitzsimons	FSgt Lawrence	Hill	2
25 Oct 16	Mr Coats	WO2 MacLean	FSgt Mills	MacKenzie	2
1 Nov 16	Mr Larson	WO2 Branford	FSgt Ramson	Weaver	2
8 Nov 16	Mr Ma	WO2 Winch	Sgt Kryzhanivskyo	Magwood	2



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>
2 Oct 16	Fall Gliding	CADPAT/Flying Clothing	Civilian Attire	Civilian Attire
3 Oct 16	Optional Trg	Civilian Attire	Civilian Attire	Civilian Attire
4 Oct 16	CO's Parade	DEU 1A	Business Formal	C-1
11 Oct 16	Regular Trg	CADPAT/Flying Clothing	Civilian Attire	C-4A
15 Oct 16	Optional NCO Activity	Civilian Attire	Civilian Attire	Civilian Attire
17 Oct 16	Optional Trg	Civilian Attire	Civilian Attire	Civilian Attire
18 Oct 16	Regular Trg	DEU 3B / C	Civilian Attire	C-2A
21 Oct 16	Optional Trg	Sports Attire	Sports Attire	Sports Attire
24 Oct 16	Optional Trg	Sports Attire	Sports Attire	Sports Attire
25 Oct 16	Regular Trg	CADPAT/Flying Clothing	Civilian Attire	C-4A
28 – 30 Oct 16	Mandatory FTX	CADPAT	Civilian Outdoor Clothing	FTU (IAW CATO) or Civilian Outdoor Clothing
1 Nov 16	Regular Trg	DEU 1A	Business Formal	C-1
5 Nov 16	Poppy Sales	DEU 3C(W/Tie)	Business Formal	C-1
6 Nov 16	Poppy Sales	DEU 3C(W/Tie)	Business Formal	C-1
4 Nov	Field of Crosses	DEU 1A	Business Formal	C-1

3. MISCELLANEOUS.

a. RCSU NW RETURNS

b. AIR CADET LEAGUE RETURNS

- i. WestJet Pilots' Association Continuation Pilot Training Award, see Annex E, deadline for submission to Air Cadet League is **31 October**
- ii. Pilot Training Achievement Awards, see Annex F, deadline for submission to Air Cadet League is **31 October**

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 Cadets must ensure that their Validation forms and Health forms are handed in to the Admin O prior to **11 October**, so that you can attend the Field Exercise at the end of October.



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



d. CO

- i. I would like to take this opportunity to congratulate every member of 52 Squadron on our growth to be the official second largest Squadron in Northwest Region.
- ii. I want to take this opportunity to welcome all of our new recruits to the Squadron, I hope that you are enjoying your selves and that the rest of the Squadron is welcoming you all into our Squadron family. I can't wait to see you all in your new uniforms in the coming week.
- iii. Remember that the Mandatory Field Training Exercise is coming up on the 28 – 30 October. The Squadron Staff has been working very hard to plan this large weekend activity for you all and I would like to see a record 150 personnel in the field that weekend, keep your eye out for further details.
- iv. We will be starting our new Flight Time this month. Flight time will be held on every second Monday, two flight's each week. We will start with Hill and MacKenzie Flt on Monday 3 Oct and Weaver and Magwood will be on 17 Oct. This will be a time that you will come down to the squadron and participate in practices, uniforms and team building with you Flights. Please see the Calendar and talk to your Flight Commander for more details.

e. DCO

- i. The Support Services Flight consists of our Administration and Supply sections, including Cadet Clothing Stores.
- ii. Our goal is to ensure the efficient and effective completion of all required paper processes and the issuance of kit.
- iii. To ensure this, we need your help to return items, such as validation forms and loss reports, as early as possible so it does not impact your training or experience at 52 Sqn.
- iv. If you have questions or concerns, please send them via your chain of command to the DCO
- v. 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



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



from last year as part of your application. National Scholarship application form and the timelines for returns are located in Annex G 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.

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 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 – Mr Moar
Piping Inst – MWO Marchuk
Mus Inst – Mr Mason
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 – WO2 Winch



52 (CITY OF CALGARY) RCACS MONTHLY ROUTINE ORDERS



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 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 – TBD
PMaj – WO2 Branford
Flag Party Comd – Sgt Mowat

5. SQUADRON STRENGTH

a. CADETS

i. TOS

Cdt	Izedonmven	S	13-Sep-16
FSgt	Ramson	C	13-Sep-16
Cdt	Gitau	T	13-Sep-16
Cdt	Medina	A	13-Sep-16
Cdt	Rvachew	N	13-Sep-16
Cdt	Nyud	R	13-Sep-16
Cdt	Smith	G	13-Sep-16
Cdt	Lippert	K	13-Sep-16
Cdt	Greke	A	13-Sep-16
Cdt	Luty	J	13-Sep-16
Cdt	Hingrajia	M	13-Sep-16
Cdt	Zang	Y	13-Sep-16
Cdt	Medina	Z	13-Sep-16
Cdt	DiGiacomo	E	13-Sep-16
Cpl	Ramson	C	13-Sep-16
Cdt	McNulty	B	13-Sep-16
Cdt	Dutta	R	13-Sep-16

Cdt	Shpigel	L	13-Sep-16
Cdt	Chant	E	13-Sep-16
Cdt	Cook	J	13-Sep-16
Cdt	Romain	M	13-Sep-16
Cdt	Dalziel	K	13-Sep-16
Cdt	Pattamsetti	N	13-Sep-16
Cdt	Tyrrell	F	13-Sep-16
Cdt	De Obieta	G	20-Sep-16
Cdt	Fraser	K	20-Sep-16
Cdt	Zelinskaya	A	20-Sep-16
Cdt	Zhuang	M	20-Sep-16
Cdt	Tan	N	20-Sep-16
Cdt	Ackermann	B	20-Sep-16
Cdt	Bear Chief	E	20-Sep-16
Cdt	Jones	P	20-Sep-16
Cdt	Jules	A	20-Sep-16
Cdt	Komissarenko	N	20-Sep-16



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



Cdt	Ponniah	R	13-Sep-16
Cdt	Jardin	E	13-Sep-16
Cdt	Kerr	A	13-Sep-16
Cdt	Lazzarotto	K	13-Sep-16
Cdt	Somawardana	D	13-Sep-16
Cdt	Lemay	K	13-Sep-16
Cdt	Befus	R	13-Sep-16
Cdt	Smith	J	13-Sep-16
Cdt	Raunest	C	13-Sep-16
Cdt	Bennett	P	13-Sep-16
Cdt	Smith	A	13-Sep-16

Cdt	Holman	L	20-Sep-16
Cdt	Kabila	J	20-Sep-16
Cdt	Liu	A	20-Sep-16
Cdt	Lundrigan	P	20-Sep-16
Cdt	Karkhanis	S	20-Sep-16
Cdt	Flowers	B	20-Sep-16
Cdt	Redekop	D	20-Sep-16
Cdt	Tan	J	20-Sep-16
Cdt	Graffunder	T	20-Sep-16
Cdt	Adekeye	O	20-Sep-16

ii. SOS

To be promulgated

iii. Pending SOS

To be promulgated

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



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



Nil

ii. SOS

Nil

6. CAREER TRANSACTIONS

a. Nil

7. CADETS TRANSFERS

- a. Sgt Dubie transferred to 83 RCACS effective 13 Sep 16
- b. FCpl Budhwani transferred to 604 RCACS effective 13 Sep 16

8. CADETS PROMOTIONS

- a. LAC Budhwani, Z promoted to FCpl on 6 Sep 16
- b. Sgt Ramson, C promoted to FSgt on 13 Oct 16
- c. LAC Ramson, C promoted to Cpl on 13 Oct 16

9. CAF PROMOTIONS

a. Nil

10. MOVEMENTS / TEMPORARY DUTY

a. Temporary Duty

- i. Capt Caswell – J35 Instructor School RCSU NW, 30 Sep – 2 Oct 16
- ii. Capt Welsh – J35 Instructor School RCSU NW, 30 Sep – 2 Oct 16
- iii. Capt Caswell – J35 Instructor School RCSU NW, 13 – 17 Oct 16
- iv. Capt Welsh – CO's Conference, 15 – 16 Oct 16
- v. MWO Marchuk – CTC, 5 CDSB Gagetown, 15 Sep – 17 Oct 16
- vi. Capt Kushnir – J35 RDA Training – Biathlon – 28 -30 Oct 16

b. Leave

- i. Capt Kushnir – 7 – 12 Oct 16 – International Travel – J35 OIC Notified
- ii. Lt Lemon – 7 – 11 Oct 16



52 (CITY OF CALGARY) RCACS MONTHLY ROUTINE ORDERS



PART 3 – TRAINING

11. MANDATORY TRAINING;

Date	Times	Event	Location
4 Oct 16	1830 – 2130 hrs	Parade Night	LHQ
11 Oct 16	1830 – 2130 hrs	Parade Night	LHQ
18 Oct 16	1830 – 2130 hrs	Parade Night	LHQ
25 Oct 16	1830 – 2130 hrs	Parade Night	LHQ
1 Nov 16	1830 – 2130 hrs	Parade Night	LHQ
8 Nov 16	1830 – 2130 hrs	Parade Night	LHQ

12. MANDATORY SUPPORT TRAINING

Date	Times	Event	Location	OIC
2 Oct 16	0715 – 1700 hrs	Level 3 Gliding	VCFTC	TBD
26 Oct 16	1830 – 2100 hrs	Kit Check for FTX	LHQ	TBD
27 Oct 16	TBD	Kit Check for FTX	LHQ	TBD
28-30 Oct 16	All weekend	Fall FTX	RMCTC	TBD

13. SQUADRON CORE OPTIONAL TRAINING.

Date	Times	Event	Location	OIC
3 Oct 16	1830 – 2115 hrs	Band and Flight Time	LHQ	CI Mason
6 Oct 16	1830-2130 hrs	Ground School	TMM	Lt Lemon
13 Oct 16	1830-2130 hrs	Ground School	TMM	Lt Lemon
15 Oct 16	1630 – 2000 hrs	NCO Stampeders Football Game	McMahon Stadium	Lt Lemon
17 Oct 16	1830 – 2115 hrs	Band and Flight Time	LHQ	CI Mason
20 Oct 16	1830-2130 hrs	Ground School	TMM	Lt Lemon
21 Oct 16	1830 – 2130 hrs	Optional Training Night	Currie Building	TBD
22 Oct 16	0900 – 1100 hrs	Newsletter Delivery	LHQ	TBD
24 Oct 16	1830 – 2115 hrs	Band and Flag Party	LHQ	CI Mason
27 Oct 16	1830-2130 hrs	Ground School	TMM	Lt Lemon
3 Nov 16	1830-2130 hrs	Ground School	TMM	Lt Lemon
4 Nov 16	TBD	Field of Crosses	Memorial Drive	Lt Lemon
4 Nov 16	1830 – 2130 hrs	Optional Training Night	Currie Building	TBD
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



52 (CITY OF CALGARY) RCACS MONTHLY ROUTINE ORDERS



7 Nov 16	1830 – 2115 hrs	Band and Flag Party	LHQ	CI Mason
10 Nov 16	1830-2130 hrs	Ground School	TMM	Lt Lemon
11 Nov 16	TBD	Remembrance Day	Mewatta Armoury	Capt Welsh
11 Nov 16	TBD	Remembrance Day	TMM	TBD

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
5 Oct 16	1900-2100	Biathlon Team Practice	Talisman Ctr	Capt Kushnir
7 Oct 16	1800-2100	Biathlon Team Practice	LHQ	TBD
12 Oct 16	1900-2100	Biathlon Team Practice	Talisman Ctr	Capt Kushnir
14 Oct 16	1800-2130	Biathlon Team Practice	LHQ	Capt Kushnir
19 Oct 16	1900-2100	Biathlon Team Practice	Talisman Ctr	Capt Kushnir
21 Oct 16	1900-2100	Biathlon Team Practice	LHQ	Capt Kushnir
26 Oct 16	1900-2100	Biathlon Team Practice	Talisman Ctr	Capt Kushnir
27 Oct 16	1830-2130	Biathlon Team Practice	LHQ	Capt Kushnir
30 Oct 16	0700-1800	Stage II Biathlon Competition	COP	Capt Kushnir / Mrs Cameron

COP – Canada Olympic Park, 88 Canada Olympic Rd SW

//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 – WestJet Pilots' Association Continuation Pilot Training Award
Annex F – Pilot Training Achievement Awards
Annex G – National Scholarship Application Form and Schedule of Returns

Dist List

Action

52 Staff
52 NCOs



52 (CITY OF CALGARY) RCACS
MONTHLY ROUTINE ORDERS



52 Sponsor

Info

J3 ZTrg O

ORDER NUMBER: 10/16

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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

West Jet Pilots' Association Continuation Pilot Training Award



The West Jet Pilots' Association Continuation Pilot Training Award is presented annually to one of the top graduates of the power pilot training program. **Each Provincial Committee may submit one candidate for this award.**

Candidates for this award must meet the following criteria:

- a) Must submit a request for this assistance, stating their need and future intention
- b) Must have successfully completed the Air Cadet Flying Scholarship Course
- c) Must be actively involved in an Air Cadet Squadron / program
- d) Must hold a valid and current Transport Canada Private Pilot License.
- e) Must have obtained a high rating in written and flying tests carried out in conjunction with the Flying Scholarship Course
- f) Must be interested in pursuing a career as a commercial pilot
- g) Must be recommended by the Commanding Officer and Sponsoring Committee Chair
- h) Must have parent or guardian approval (if the applicant is under 18 years of age).

Letters of Recommendation may be included along with the completed application form.

Candidates applying for this award must submit their completed application, along with supporting documentation (including letters from the Commanding Officer and/or Squadron Sponsoring Committee Chair) to their Provincial Committee office by 30 September. Each provincial committee will identify the deadline for submission. The Provincial Committee Honours and Awards Committee (or designate) will select the provincial representative and forward the application package to the national office.

The completed nomination form, including supporting information, should arrive at Air Cadet League Headquarters, at the address shown below, received no later than **31 October**. Entries received after this date will not be eligible. Please do not fax any application. Completed applications will be forwarded to the West Jet Pilots' Association Selection Committee.

The National Honours and Awards Committee of the Air Cadet League will confirm the final selection of the award winner. The winner will be announced in January. Decisions of the committee will be considered final. The winner will be notified by mail. For a list of the current year's award winners, send your request to the following address:

Air Cadet League of Canada
66 Lisgar Street
Ottawa, Ontario
K2P 0C1

Please complete the application form.

WEST JET PILOTS' ASSOCIATION CONTINUATION PILOT TRAINING AWARD APPLICATION FORM



Name of Applicant: _____

Home Address: _____

City: _____

Province / Postal Code: _____

Phone Number: (_____) _____ - _____

Squadron Number /Location: _____

Current Rank: _____

Private Pilot License Number: _____

Year Trained on Air Cadet Flying Scholarship Program: _____

Mark Attained on TC Exam Written Test: _____ %

Mark Attained on TC Exam Flight Test: _____ %

How many hours have you flown since completing your scholarship? _____

Contact information of the Flying School that you will be using to increase your flying time:

Flying School Name: _____

Mailing Address: _____

Telephone No: (_____) _____ - _____

Chief Flying Instructor: _____

List Specialty Courses / Camps attended, including year taken:

Course / Camp	Year

Briefly outline the career plans / post-secondary training you are considering? (Attach additional page if required)

Post Secondary Programs that you are considering / have applied to.
(Include name of course and college/university)

Course Name / Program	College / Location

Declaration by Cadet

I wish to apply for the West Jet Pilots' Association Continuation Pilot Training Award for further flying training. I have studied the criteria of the award and shall honour the decisions made by the National Honours and Awards Committee. I agree to provide a picture of myself, in uniform, to the Air Cadet League and to West Jet for publicity purposes.

Signature of Applicant: _____ Date: _____

Parental / Guardian Approval (if applicant is under 18 years of age)

I hereby give approval for my son/daughter/ward to apply for the Wet Jet Pilots' Continuation Pilot Training Award and agree to accept the decision of the National Honours and Awards Committee as final. I understand that my son's/daughter's/ward's picture may be used for publicity purposes by the Air Cadet League or by West Jet.

Signature of Parent / Guardian: _____ Date: _____

Recommendation for Consideration:

We have examined the Flying Scholarship Course Report for this applicant and his/her request and application and verify that they are true to the best of our knowledge. We also confirm that the candidate meets all the criteria for this award.

Signature of Sponsoring Committee Chair

Signature of Commanding Officer

Approval: Provincial Committee:

This confirms that _____ is the candidate selected by the _____ Provincial Committee to be considered for the West Jet Pilot's Association Continuation Flying Training Award.

Provincial Chair or Designate

Date

Annex F



PILOT TRAINING ACHIEVEMENT AWARDS APPLICATION INFORMATION

The Pilot Training Achievement Awards are given to select graduates of the Air Cadet Flying and Gliding Scholarship Program. The purpose of these awards is to provide funding for use in continuing a cadet's flying or gliding training. The awards average \$300.00 in value.

Establishment of these awards has been made possible through the generosity of a number of individuals and organizations.

Candidates for an award must meet all of the following **conditions of eligibility**:

- a. Must complete the Pilot Training Achievement Awards Application Form and supporting paragraph;
- b. Must have successfully completed an Air Cadet Flying or Gliding Scholarship Course;
- c. Must hold a current Transport Canada Private Pilot or Glider Pilot License;
- d. Must demonstrate an interest in continued participation in the Air Cadet Flying or Gliding Program;
- e. Must indicate an interest in pursuing a possible career in the field of aviation;
- f. Must be actively enrolled in an Air Cadet squadron at time of application; and
- g. Must be recommended by their Commanding Officer and Sponsoring Committee Chairperson.

Nominations including supporting information should arrive at Air Cadet League Headquarters at the address below, **postmarked** no later than **October 31st**. Entries received after this date will not be eligible.

Final selection of the award recipients will be made by the National Honours and Awards Committee of the Air Cadet League and will be announced at the Semi-Annual Meeting of the Air Cadet League in November each year. Decisions of the committee will be considered final. Recipients will be notified by mail.



PILOT TRAINING ACHIEVEMENT AWARDS APPLICATION FORM

GLIDING **FLYING** (PLEASE CHECK ONE)

Cadet Name/Rank _____

Squadron Number/Name _____

Address (Home) _____

City _____ Province _____ Postal Code _____

Private Pilot License Number _____

Year Trained on Air Cadet Flying/Gliding Scholarship Course _____

Transport Canada Flight Test Mark _____ %

Transport Canada Exam Mark _____ %

Number of hours flown since completing Air Cadet Flying/Gliding Scholarship Course _____

SUPPORTING PARAGRAPH

In addition to the Application Form, applicants must submit a paragraph (max 250 words) outlining their aviation-related aspirations (e.g., civil/commercial/military aviation, aviation engineering, aeronautics, search and rescue, etc.) and/or their interest in continued participation in the Air Cadet Flying or Gliding Program. Please indicate any financial need pertaining to continuation of the cadet's flying training (e.g., considerable travel distance to training centre).

DECLARATION BY CADET

I wish to apply for a Pilot Training Achievement Award for Royal Canadian Air Cadets to receive \$300.00 for further flying training. I meet the conditions of eligibility for the award. I have completed the application form and have attached the supporting paragraph.

Signature of Cadet _____ Date _____

PARENTAL/GUARDIAN APPROVAL

I hereby give approval for my son/daughter/ward to apply for a Pilot Training Achievement Award and agree to accept the decision of the National Honours and Awards Committee as final.

Signature of Parent or Guardian _____ Date _____

RECOMMENDATION FOR CONSIDERATION

We have examined the Flying/Gliding Scholarship Course Report for this Air Cadet and his/her request and application and verify that they are true to the best of our knowledge. We confirm that the candidate meets all the conditions of eligibility for application for this award.

Signature of Sponsoring Committee Chairperson _____ Date _____

Signature of Commanding Officer _____ Date _____



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



Annex G

**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



52 (CITY OF CALGARY) RCACS
MONTHLY ROUTINE ORDERS



Annex G

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