



**759 FALCON SQUADRON**  
**ROYAL CANADIAN AIR CADETS**

**SQUADRON STANDING ORDERS**

ISSUE DATE: 01 Dec 2015

These Standing Orders will be in effect upon publication. Any suggestions for changes must be made in writing to the Commanding Officer through the Chain of Command.

B.S. Wong  
Major  
Commanding Officer

**DISTRIBUTIONLIST**

CO	01
Squadron Staff	01 each
Sponsors	01
Warrants	01 each
Notice Boards	03
File	01

# 759 SQUADRON STANDING ORDERS

## INTRODUCTION

- References:
- A. Queens Regulations and Orders Cadets – QR&O (Cdts)
  - B. Canadian Forces Administrative Orders – CFAOs
  - C. Cadet Policies and Procedures
  - D. Pacific Region Cadet Instructions – PRCIs
  - E. Cadet Administrative and Training Orders – CATOs
  - F. Area Cadet Administrative Orders – ACAOs
  - G. Drug and Alcohol Policy for Air Cadets
  - H. Security Orders for the Canadian Forces – A-SJ-100-001/AS-000
  - I. Canadian Forces Dress Instructions – A-AD-265-000/AG-001
  - J. Dress Regulations for Royal Canadian Air Cadets – A-CR-CCP-990/Pt-001

### 1. AIM

These orders are promulgated in order to define the aspects of the unit organization, regulations and terms of reference that do not change frequently and promote the efficient operation of the Squadron.

### 2. LOCATION

Where physical location is important, these orders have effect within the areas and buildings allocated to the Squadron, including the designated areas of Burnaby North Secondary School, the Confederation Building in Confederation Park, Branch 148 of the Royal Canadian Legion and all other locations used from time to time by the Squadron.

### 3. JURISDICTION

These orders are issued by the Commanding Officer, 759 RCACS and have effect on all personnel on strength with or attached to this unit while on any Cadet activity within the Boundaries defined above. These orders supplement any orders issued by NDHQ or the Cadet Training Division. These orders also will apply to any visiting Officers or Cadets while in the Squadron areas and in attendance of a 759 RCACS function.

### 4. DISTRIBUTION AND AMENDMENT

These orders will be in effect upon promulgation and supersede any previous orders that may have been issued. Copies of these orders are available from the Duty Personnel or from the Squadron Office and it is the responsibility of all personnel to read and become familiar with these orders. Knowledge of these orders will be assumed from the date of promulgation and lack of such familiarity will not constitute excuse or contravention.

These orders will be amended as required. All suggestions for amendment must be submitted to the Commanding Officer and will be promulgated by the Officer of Prime Importance (OPI). All the above references will apply equally to all amendments.

### 5. CONFLICT

If a conflict occurs between these orders and an order or regulation promulgated by another Canadian Forces organization (NDHQ, PACREGHQ, etc.) or an authorized civilian organization (Air Cadet League, Police, etc.), the higher authority shall prevail.

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## **100. Personnel**

### **101. Duties and Responsibilities**

1. The Commanding Officer (CO) is directly responsible to the Commanding Officer of Regional Cadet Support Unit - Pacific and to him/her through his/her subordinates, Staff Officer 2-Air (SO2 Air) and the Area Cadet Officer-Air (ACO Air).
2. The CO of 759 RCACS is responsible for the command, control, and administration of all 759 RCACS functions and activities whether he/she is present or not. The CO will from time to time delegate command, control, and administrative responsibilities to other officers who will, in return, be responsible to the CO for their actions.
3. A subordinate officer will be delegated by the CO to be Second in Command (DCO) of 759 RCACS when necessary. This officer will be responsible for the operation of the Squadron in the absence of the CO. This officer will be directly responsible to the CO for his/her actions and decisions.
4. All Officers, Military Personnel, Civilian Instructors (CIs) and Volunteer Instructors (VIs) are personally responsible for the execution of duties assigned to them by higher authority. Officers holding supervisory positions, in turn, are responsible for assigning and supervising the duties of their subordinates.
5. All Officers are expected to be on duty on training parade nights from 1815 - 2145 hours. If unable to be present on a parade night or other scheduled activity the CO must be informed as far in advance as possible.
6. All officers and staff are expected to be present at support and optional training activities as required, and as individual schedules permit. These activities include survival exercises, citizenship tours, parades, community support activities and competitions.

### **102. Command and Control**

1. All personnel must obtain prior permission from the CO before contacting the Regional Cadet Support Unit - Pacific in regards to Squadron affairs.
2. All personnel must obtain prior permission from the CO before contacting the Air Cadet League in regards to Squadron affairs.
3. Contact with the Sponsoring Committee shall be made through the CO. Contact with the Squadron staff by the Sponsoring Committee shall be made through the CO. Cadets may contact the Sponsoring Committee through the CO by use of the Chain of Command.
4. To facilitate better communication a select group of senior cadets referred to as the "Command Group" shall be established to liaison between the staff and the cadets. This group will consist of the Squadron Warrant Officer, his/her Second in Command, and the Administration, Supply, Standards, and Training Warrants (or equivalent).
5. The CO has a right to expect the support of all personnel under his/her command. Personnel are to conduct themselves in a manner that is not detrimental to the unit's efficiency or in a manner that would bring discredit to the unit the Canadian Cadet Movement and/or the Canadian Forces.
6. In any decision making process the CO may seek suggestions from others and consider those

suggestions if the situation warrants. However, it must always be the CO who makes the final decision and bears responsibility for it.

### **103. Chain of Command**

1. All Officers report directly to the Commanding Officer.
2. The Squadron Warrant Officer reports directly to the CO.
3. The Squadron Warrant Officer Second in Command reports directly to the Squadron Warrant Officer and to the CO through the Training Officer (TrgO).
4. The Duty NCOs report directly to the Duty Officer and through him or her to the Administration Officer (AdminO).
5. All other Cadets report through their Flight NCOs and Flight Sergeants up through the Squadron Warrant Officer to the Officer Staff.
6. All cadets may request an interview with the Squadron Officers through their Flight NCOs. Such requests shall not be withheld. All requests for interview with the CO or other Squadron Officers shall proceed as follows:
  - a. If the subject of the request is of a personal nature, it only need be identified as such to the Flight NCO (the actual nature of the request need not be revealed to the NCO). The Flight NCO must then notify the Squadron Warrant Officer of the request, who will in turn notify the appropriate officer. Request of a personal nature must be forwarded to the Squadron Officers at the earliest possible opportunity.
  - b. If the subject is not of a personal nature, the subject of the request must be identified to the Flight NCO. The Flight NCO will then either action the request or forward the request to the Flight Commander who may either action the request or forward it to the appropriate officer.
  - c. All cadets may request interviews with Unit Cadet Conflict Management Advisor (UCCMA) directly.

### **104. Duty Personnel**

1. All Squadron Officers with the exception of the Commanding Officer will perform the duties of the Duty Officer.
2. All Squadron Flight Corporals and Sergeants will perform the duties of the Duty NCOs. All Flights in turn will perform the duties of the Duty Flight.
3. The Duty Personnel are directly responsible for the efficient operation of the Squadron. The Duty Personnel are to ensure that the Training is carried out in accordance to the published Parade Schedule. The Duty Officer is the CO's direct representative and will report directly to the CO any observations of the Squadron operations.
4. The AdminO will maintain a roster for Duty Personnel rotation and promulgate it in Squadron Monthly Routine Orders (MROs). Changes to the roster must be reported to the AdminO as soon as possible. If any of the Duty Personnel cannot appear for their duty assignment, the next person on the rotation as promulgated in the MROs will assume the duties.

5. The Duty Officer is to report for duty by 1800 hrs or as soon thereafter as practicable on the day of his/her duty and to remain until the last cadet departs the Local Headquarter (LHQ) / or Burnaby North Secondary School..
6. The Duty NCOs will report to the Duty Officer by 1815hrs and will assist the Duty Officer in conducting his/her duties. The Duty NCOs are responsible for ensuring that the Squadron Rolls are returned to the Admin Warrant no later than 2000 hrs.
7. Complete details of the duties and Terms of Reference for all Duty Personnel are contained in Section 200 and 300 of these orders.
8. The AdminO will hold the master copies of the duties of the Duty Officer, Duty Sergeant, and Duty Flight Corporal.

## **105. Promotions**

1. Appointments of Rank (hereafter referred to as Promotions) are held Two times a year; at the end of February, and June, or as deemed necessary by the Commanding Officer.
2. All promotions will conform to regulations set out in the CATOs, ACAOs and Squadron promotion requirements. The minimum requirements for promotion to rank will be as follows:
  - a. Promotion to LAC,
    - i. Participate in LHQ Level 1 training for 5 consecutive months, and
    - ii. Be recommended by the appropriate flight commander.
  - b. Promotion to Cpl,
    - i. Hold the rank of LAC,
    - ii. Successfully complete LHQ Level 1 by;
      - (a) participating and obtaining a pass on each PO,
      - (b) maintaining a minimum of 60% attendance, and
    - iii. Be recommended by the appropriate flight commander.
  - c. Promotion to F/Cpl,
    - i. Hold the rank of Cpl for a minimum of 6 months,
    - ii. Successfully complete LHQ Level 2 by;
      - (a) participating and obtaining a pass on each PO,
      - (b) maintaining a minimum of 60% attendance, and
    - iii. Be recommended by the appropriate flight commander.
  - d. Promotion to Sgt,
    - i. Hold the rank of F/Cpl for a minimum of 6 months,
    - ii. Successfully complete LHQ Level 3, which includes;
      - (a) participating and obtaining a pass on each PO,
      - (b) maintaining a minimum of 60% attendance, and
    - iii. Be recommended by the appropriate flight commander.



- e. Promotion to F/Sgt
  - i. Hold the rank of Sgt for a minimum of 6 months,
  - ii. Successfully complete LHQ Level 4, which includes;
    - (a) participating and obtaining a pass on each PO,
    - (b) maintaining a minimum of 60% attendance, and
  - iii. Have achieved enhanced proficiency in most subject areas including Leadership and Instructional Techniques, and
  - iv. Be recommended by the appropriate flight commander.
  
- f. Warrant Officer Second Class
  - i. Hold the rank of F/Sgt for a minimum of 6 months,
  - ii. Maintain a minimum of 60% attendance, and
  - iii. Successfully appear before a Merit Review Board.
  
- g. Warrant Officer First Class
  - i. Hold the rank of WO2 for a minimum of 6 months,
  - ii. Maintain a minimum of 60% attendance, and
  - iii. Successfully appear before a Merit Review Board.

- 3. A seniority list will be kept and consulted prior to a promotion period. The seniority list will be a ranking of cadets according to score, taking into account, past mandatory training attendance, activity attendance, extra-curricular teams, uniform marks, level, level performance, and other such criteria as may be necessary to distinguish a cadet's merit for rank progression.
  
- 4. A promotion review board will be constituted prior to promotions and will consist of the Squadron Officers & Staff, with input from the senior cadets, and Sponsoring Committee. The Sponsoring Committee Chair or his/her representative should attend it.
  
- 5. Due to vacancies or exceptional abilities or circumstances Cadets may be appointed to an acting rank, seniority shall commence from the date of the acting appointment. To be appointed to an acting rank, the cadet must meet at least one of the National Promotion Criteria, such as time in rank, or level requirement.
  
- 6. The final authority for all promotions rests with the CO.

## **106. Appointments**

- 1. Staff and Cadets will be appointed to commanding or supervising position in the squadron as required. These appointments may be either permanent or temporary, depending on the nature of the position.
  
- 2. The final decision for all appointments rests with the CO.
  
- 3. Complete details of the duties and Terms of Reference for most Squadron appointments are contained in Section 200 and 300 of these orders.

## **107. Committees**

- 1. From time to time, special committees will be set up to organize squadron functions or special events. Committees may be requested by either NCOs or Staff, but must be approved by the CO.

2. All squadron committees shall consist of the following positions:
  - a. Chairperson
  - b. Vice Chairperson
  - c. Recording Secretary
  - d. Staff or Sponsoring Committee supervisor
3. Minutes will be recorded at all committee meetings and a final copy of the minutes will be forwarded to the CO no later than one week following a meeting.
4. All decisions and recommendations made by a committee must be approved and/or authorized by the CO.
5. Any request for funds from a committee must be forwarded through the CO to the Sponsoring Committee
6. Any funds levied by a committee must first be approved by the Commanding Officer and will be paid to, held by and administered through the Sponsoring Committee.

## **200. Terms of Reference - Officers**

### **201. Commanding Officer**

The Commanding Officer (CO) of a cadet corps/squadron shall be responsible for the following:

- a. ensuring that safety is incorporated in all aspects of the corps/squadron and that he/she supports the region general safety program;
- b. ensuring that environmental stewardship is incorporated in all aspects of the corps/squadron and that he/she supports the region environmental policy;
- c. ensuring that a harassment free corps/squadron is maintained and that he/she she supports the department harassment policy;
- d. ensuring that ethical behavior is incorporated in all aspects of the corps/squadron and that he/she supports the department ethics policy;
- e. ensuring that all activities for which he/she is responsible are conducted efficiently, effectively, economically and ethically;
- f. leading assigned officers, civilian instructors, volunteers and cadets and managing allocated resources in the most efficient, effective, economical and ethical manner that will optimize the direct or indirect benefit that cadets receive from the cadet programme;
- g. complying with the regulations and orders as issued by the Minister of National Defence and the Canadian Forces;
- h. keeping officers, civilian instructors and cadets fully acquainted with the regulations and instructions issued by higher authority;
- i. being responsible for the professional development of all corps/squadron CIC officers including himself/ herself and ensuring they receive the training required by their appointments and terms of service;
- j. directing and supervising all duties of personnel under his/her control;
- k. appointing qualified officers to the following duties, ensuring deputies are provided during prolonged absence:
  1. Administration Officer (Admin O),
  2. Supply Officer (Sup O),
  3. Training Officer (Trg O), and
  4. Unit Cadet Conflict Management Advisor (UCCMA);
- l. appointing cadets to cadet duties and responsibilities within the corps/squadron;
- m. ensuring that proper supply, administration, financial and training orders and procedures are carried out;
- n. bringing to the notice of the CO RCSU (Pac) of any CIC officers or civilian instructors who:
  1. are distinguished for proficiency in their duties,
  2. from incapacity or apathy, are deficient in the knowledge or execution of their duties,
  3. do not afford him/her the support which he/she has a right to expect, and
  4. conduct themselves in a manner detrimental to the corps'/squadron's efficiency or in a manner that would bring discredit to the corps/squadron and/or the Canadian Forces;

- o. ensuring another officer on the corps/squadron's staff is familiar with all corps/squadron procedures and is prepared to assume command either upon succession of or during prolonged absence of the Commanding Officer; ensuring a thorough turn-over to a successor;
- p. in concert with the sponsoring committee, fostering and maintaining good public relations for the corps/squadron and the CCO by:
  - 1. encouraging involvement of the corps/squadron in local community activities to enhance its image in the eyes of the public,
  - 2. having good relations with parents or guardians with respect to training, progress of cadets and activities of the corps/squadron and CCO, and
  - 3. ensuring that the dress, deportment and behavior of both officers and cadets are always a credit to the CCO;
- q. working cooperatively with the sponsoring committee to achieve the maximum
- r. advantage to the cadets by encouraging the efforts of the sponsoring committee;
- s. in consultation with the sponsoring committee, recommending enrolment, appointment, promotion, posting, transfer and release of officers of the cadet corps/squadron;
- t. recommending and documenting the appointment and relinquishment of civilian instructors in accordance with current policies;
- u. maintaining the following documents in accordance with current directives:
  - 1. personnel records showing the strength of the cadet corps/squadron,
  - 2. personnel records for officers and civilian instructors on strength with the corps/squadron,
  - 3. personnel records showing the name, age, date of enrolment and departure of each cadet,
  - 4. records of attendance of the instruction and the training progress of current cadets, and
  - 5. such other personnel information as is required to enable periodic returns to be completed;
- v.
- w. ensuring that cadets are medically and physically fit to undertake the activities and training which they are expected to perform during local HQ or summer training;

## **202. Deputy Commanding Officer**

- 1. The Deputy Commanding Officer (DCO) of a cadet corps/squadron shall be responsible to the Commanding Officer (CO) for the operation of the corps/squadron routine activities.
- 2. The DCO shall be responsible for:
  - a. ensuring that safety is incorporated in all aspects of the corps/squadron and that he/she supports the region general safety program;
  - b. ensuring that environmental stewardship is incorporated in all aspects of the corps/squadron and that he/she supports the region environmental policy;
  - c. ensuring that a harassment free corps/squadron is maintained and that he/she she supports the department harassment policy;
  - d. ensuring that ethical behaviour is incorporated in all aspects of the corps/squadron and that he/she supports the department ethics policy;
  - e. ensuring that all activities for which he/she is responsible are conducted efficiently, effectively, economically and ethically;

- f. leading assigned officers, civilian instructors, volunteers and cadets and managing allocated resources in the most efficient, effective, economical and ethical manner that will optimize the direct or indirect benefit that cadets receive from the cadet programme;
- g. acting as Second-in-Command of the corps/squadron;
- h. keeping the CO informed of all events and occurrences;
- i. acting as in intermediary between the CO and officers in all matters that do not require the direct attention of the CO;
- j. ensuring a high standard of discipline, dress and efficiency is maintained at all times;
- k. ensuring the cleanliness of the establishment and grounds by conducting rounds of the corps/squadron during training parades;
- l. initiating and supervising unit Duty Officers;
- m. supervising and facilitating the activities conducted by all specialty teams and program co-ordinators;
- n. suggesting to the Commanding Officer for appointment, specialty team co-ordinators;
- o. advising the Training Officer with regard to the training programme and class allocations;
- p. advising the Administration Officer with regard to administration and personnel matters;
- q. advising the Supply Officer with regard to unit uniform, materiel, or standards; and
- r. performing other duties as assigned by the CO.

### **203. Training Officer**

1. The Training Officer (TrgO) shall be responsible to the corps/squadron Commanding Officer (CO) in matters concerning the planning and implementation of a corps/squadron training program.
2. The TrgO shall be responsible for the following:
  - a. ensuring that safety is incorporated in all aspects of the corps/squadron and that he/she supports the region general safety program;
  - b. ensuring that environmental stewardship is incorporated in all aspects of the corps/squadron and that he/she supports the region environmental policy;
  - c. ensuring that a harassment free corps/squadron is maintained and that he/she she supports the department harassment policy;
  - d. ensuring that ethical behaviour is incorporated in all aspects of the corps/squadron and that he/she supports the department ethics policy;
  - e. ensuring that all activities for which he/she is responsible are conducted efficiently, effectively, economically and ethically;
  - f. leading assigned officers, civilian instructors, volunteers and cadets and managing allocated resources in the most efficient, effective, economical and ethical manner that will optimize the direct or indirect benefit that cadets receive from the cadet programme;
  - g. developing a training programme in accordance with established cadet directives (ie: A-CR-CCP-003/PT-001);
  - h. maintaining accurate training records on each cadet and recording same on individual training cards or SCC5s;
  - i. advising the CO on, and coordinate the corps/squadron's special training projects, exercises and citizenship tours;
  - j. ensuring the corps/squadron is in possession of all required training material and reference manuals;
  - k. compiling and record all training and examination results;
  - l. organizing cadet corps/squadron drill, ceremonial parades and inspections;

- m. ensuring that the training programme is completed;
  - n. planning Squadron activities including Mandatory Support and Optional training in co-operation with the CO, DCO, and other staff;
  - o. assisting the Commanding Officer in the logistical preparation for all tours and survival training exercises, and all other activities;
  - p. co-ordinating all non-mandatory training activities;
  - q. ensuring Online Activity Calendar is up to date and correct,
  - r. ensuring all required documentation is completed and remitted within the appropriate time frame, for the execution of activities, including, but not limited to:
    - i. Operations Orders,
    - ii. Cadet Activity Plans,
    - iii. Warning Orders,
    - iv. Permission Forms,
    - v. Activity Sign-ups,
    - vi. Activity Attendance,
    - vii. Post Activity Reports, and;
  - s. performing other duties as assigned by the CO.
3. The TrgO shall prepare a budget for the years training activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

## **204. Chief Instructor**

1. The Chief Instructor ( Trg-CI) shall be responsible to the corps/squadron Training Officer (TrgO) in matters concerning the planning and implementation of a corps/squadron mandatory training program.
2. The Trg-CI shall be responsible for the following:
  - a. ensuring that safety is incorporated in all aspects of the corps/squadron and that he/she supports the region general safety program;
  - b. ensuring that environmental stewardship is incorporated in all aspects of the corps/squadron and that he/she supports the region environmental policy;
  - c. ensuring that a harassment free corps/squadron is maintained and that he/she she supports the department harassment policy;
  - d. ensuring that ethical behaviour is incorporated in all aspects of the corps/squadron and that he/she supports the department ethics policy;
  - e. ensuring that all activities for which he/she is responsible are conducted efficiently, effectively, economically and ethically;
  - f. leading assigned officers, civilian instructors, volunteers and cadets and managing allocated resources in the most efficient, effective, economical and ethical manner that will optimize the direct or indirect benefit that cadets receive from the cadet programme;
  - g. developing a training programme in accordance with established cadet directives (ie: A-CR-CCP-003/PT-001);
  - h. preparing and maintaining visual training charts showing each cadet's progress;
  - i. maintaining accurate training records on each cadet and recording same on individual training cards or SCC5s;

- j. planning the monthly training schedule and assigning qualified instructors to individual courses;
- k. assisting and supervising instructors and senior cadets in the preparation and presentation of their courses;
- l. ensuring Lesson Plans are completed by instructors for each course and class;
- m. maintaining and filing lesson plans and handouts for each course and class;
- n. arranging for guest speakers and other voluntary instructors to supplement corps/squadron staff;
- o. advising the TrgO on, and coordinate the corps/squadron's special training projects, exercises and citizenship tours;
- p. selecting and submit demands for training films and other visual aids;
- q. ensuring the ongoing individual training and development of all instructional staff;
- r. ensuring that an adequate system of examinations or tests are used to monitor the efficiency of training and individual cadet's progress;
- s. compiling and record all training and examination results;
- t. organizing cadet corps/squadron drill, ceremonial parades and inspections;
- u. ensuring that the training programme is completed;
- v. recommending cadet promotions as required and informing the Administration Officer of all promotions; and
- w. performing other duties as assigned by the CO.

## **205. Administration Officer**

1. The Administration Officer (AdminO) shall be responsible to the corps/squadron Commanding Officer (CO) and shall exercise general supervision over all unit administrative functions and make available Pacific Region Cadet Instructions to officers and civilian instructors requiring information or assistance.
2. The AdminO shall be responsible for the following:
  - a. ensuring that safety is incorporated in all aspects of the corps/squadron and that he/she supports the region general safety program;
  - b. ensuring that environmental stewardship is incorporated in all aspects of the corps/squadron and that he/she supports the region environmental policy;
  - c. ensuring that a harassment free corps/squadron is maintained and that he/she she supports the department harassment policy;
  - d. ensuring that ethical behavior is incorporated in all aspects of the corps/squadron and that he/she supports the department ethics policy;
  - e. ensuring that all activities for which he/she is responsible are conducted efficiently, effectively, economically and ethically;
  - f. leading assigned officers, civilian instructors, volunteers and cadets and managing allocated resources in the most efficient, effective, economical and ethical manner that will optimize the direct or indirect benefit that cadets receive from the cadet programme;
  - g. maintaining records showing attendance of each officer, civilian instructor and cadet;

- h. initiating and maintaining personnel files on each cadet including name, date of enrolment and departure, address changes, training courses, cruises, weekend exercises, training progress, awards, recognitions and any other pertinent information;
  - i. maintaining the following documents in accordance with current directives:
    - 1. personnel records showing the strength of the cadet corps/squadron,
    - 2. personnel records for officers and civilian instructors on strength with the corps/squadron,
    - 3. personnel records showing the name, age, date of enrolment and departure of each cadet,
    - 4. records of attendance of the instruction and the training progress of current cadets, and
    - 5. such other personnel information as is required to enable periodic returns to be completed;
  - j. preparing and expediting all reports and returns, documentation and other correspondence for the CO's signature;
  - k. organizing the correct circulation of all incoming and outgoing correspondence, orders or directives;
  - l. maintaining a register of all incoming and outgoing correspondence;
  - m. maintaining the corps/squadron filing system;
  - n. maintaining an adequate stock of forms required for the administration of the corps/squadron;
  - o. ensuring the accessibility of reference material to instructional staff;
  - p. maintaining the custody and control of all relevant publications and entering of amendments on receipt;
  - q. ensuring prompt and proper submission of all claims arising from corps/squadron exercises;
  - r. advising the Supply Officer of names of cadets enrolled and released from the corps/squadron;
  - s. ensuring all new cadets meet the necessary joining requirements;
  - t. ensuring all new cadets receive enrolment documentation and return the documentation within one week, complete and accurate, before they participate in any cadet activities;
  - u. assigning Divisions/Platoons/Flights to all new cadets;
  - v. interviewing all cadets prior to termination of membership and implementing the Out Routine for the CO, Deputy Commanding Officer, Training Officer and Supply Officer signatures;
  - w. actioning and advising those concerned with inter-corps/squadron transfers;
  - x. ensuring all officers are in possession of a valid Canadian Forces Reserve Identification Card and all cadets are issued with a Cadet Identification Card; and
  - y. performing other duties as assigned by the CO.
3. The AdminO shall prepare a budget for the years administrative expenses and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

## **206. Supply Officer**

- 1. The Supply Officer (SupO) shall be responsible to the corps/squadron Commanding Officer (CO) for the security and care of all material issued to or purchased by the corps/squadron.



2. The SupO shall be responsible for the following:
  - a. ensuring that safety is incorporated in all aspects of the corps/squadron and that he/she supports the region general safety program;
  - b. ensuring that environmental stewardship is incorporated in all aspects of the corps/squadron and that he/she supports the region environmental policy;
  - c. ensuring that a harassment free corps/squadron is maintained and that he/she she supports the department harassment policy;
  - d. ensuring that ethical behavior is incorporated in all aspects of the corps/squadron and that he/she supports the department ethics policy;
  - e. ensuring that all activities for which he/she is responsible are conducted efficiently, effectively, economically and ethically;
  - f. leading assigned officers, civilian instructors, volunteers and cadets and managing allocated resources in the most efficient, effective, economical and ethical manner that will optimize the direct or indirect benefit that cadets receive from the cadet programme;
  - g. maintaining the following records affecting the accounting of material on issue or temporary loan to the unit:
    - 1) voucher register,
    - 2) voucher files,
    - 3) customer account, and
    - 4) individual loan cards;
  - h. demanding, receiving and returning all equipment in accordance with established DND procedures and authorized scales of issue;
  - i. conducting cadet kit inspections as required, but at least once annually;
  - j. ensuring the security and care of all material, in particular weapons and ammunition;
  - k. ordering, receiving, issuing, and exchanging material;
  - l. undertaking measures for recovering uniforms from cadets no longer parading with the corps/squadron;
  - m. ensuring no uniforms are returned to Supply without first obtaining an Out Routine from the Administration Officer;
  - n. carrying out corps/squadron Customer Account Verification at:
    - 1) designated intervals,
    - 2) on appointment of a new Sup O, and
    - 3) on change of CO;
  - o. submitting a written report to the CO on discovery of loss or damage of material;
  - p. arranging for cleaning of returned uniform articles before re-issuing; and
  - q. performing other duties as assigned by the CO.

## **207. Unit Cadet Conflict Management Advisor**

1. The Unit Cadet Conflict Management Advisor (UCCMA) position is an integral component in the education and promotion of a positive harassment free environment. As an advisor to the CO, the UCCMA has a responsibility to:

- a. provide information and advice to CO/OIC, cadets and adult supervisors based on this policy when requested;
  - b. coordinate the delivery of the Positive Social Relations for Youth training modules in accordance with current policy;
  - c. provide advice to the CO/OIC in determining an appropriate course of action;
  - d. maintain separate files on harassment incidents. All files shall be designated protected B and shall be retained for a minimum of five years after the last administrative use of the information in accordance with the Privacy Act Regulations; and
  - e. seek advice and guidance from the DRC or Higher level CCMA as required.
2. The UCCMA reports directly to the CO/OIC. The individual shall be qualified by having successfully completed a UCCMA or equivalent course.
  3. All squadron personnel may seek the advice and guidance of the UCCMA directly, without going through the chain of command, for all matters respecting sexual abuse, harassment, human rights, or other Conflict Management issues

## **208. Public Affairs Officer**

1. The Public Affairs Officer (PAFFO) shall be responsible to the corps/squadron Commanding Officer (CO) for all media releases and communications on behalf of the corps/squadron.
2. The Public Affairs Officer shall be responsible for the following:
  - a. Advising all staff on proper media and communication protocols,
  - b. Creating, editing and releasing communications on behalf of the unit, as authorized by the CO,
  - c. Maintaining good media relationships with local media outlets,
  - d. Maintaining the unit Website and ensuring it is up to date and accurate, and
  - e. Undertaking such other duties as directed by the Commanding Officer or Designate.

## **209. Department Assistant Officers**

1. The Department Assistant Officer (or Civilian Instructor) will be appointed by the Commanding Officer and shall be responsible to the Deputy Commanding Officer for carrying out all assigned duties. The Department Assistant Officer will be assigned to a specific department officer (i.e. Trg = ATrgO, Admin = AAdminO) and shall be responsible to that officer for duties assigned.
2. The Assistant Department Officer shall be responsible for:
  - a. Any and all Duties as assigned by the department officer,
  - b. Undertaking such other duties as directed by the Commanding Officer or Designate.

## **210. Band Officer**

1. The Band Officer (BandO) will be appointed by the Commanding Officer and shall be responsible to the Deputy Commanding Officer for carrying out all assigned duties.

2. The BandO shall be responsible for:
  - a. Developing and maintaining the band training programme in accordance with established cadet band training directives;
  - b. Ensuring that proper accounting practices are used in regard to band instrumentation, musical scores, and all other unit equipment used by band members,
  - c. Ensuring all band training parades and activities are properly supervised;
  - d. Maintaining records showing attendance and training progress of each cadet;
  - e. Assisting and supervising instructors and senior cadets in the preparation and presentation of their instruction;
  - f. Advising the Commanding Officer on exercises and citizenship tours as well as co-ordinating band special training projects;
  - g. Ensuring the cadet unit is in possession of all required band material and reference manuals;
  - h. Ensuring the ongoing individual training and development of all band instructional staff;
  - i. Ensuring that an adequate system of examination or tests is used to monitor the efficiency of training and individual cadet's progress;
  - j. Compiling all band training and examination results;
  - k. Organizing band competitions, concerts and ceremonial parades;
  - l. Assisting and supervising the Drum Major in the organization and preparation of the Band;
  - m. Music selection for all Squadron parades and concerts; and
  - n. Undertaking such other duties as directed by the Commanding Officer or Designate.
  
3. The BandO shall prepare a budget for the years band activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

## **211. Range Safety Officer(s)**

1. The Range Safety Officer (RSO) will be appointed by the Commanding Officer and shall be responsible to the Training Officer for carrying out all assigned duties.
  
2. The Range Safety Officer(s) shall be responsible for:
  - a. Developing and maintaining the range training programme in accordance with established cadet range training directives;
  - b. Ensuring all range training parades and activities are properly supervised and that the Range Standing Orders are followed;
  - c. Ensuring all range equipment is properly maintained;
  - d. Timely completion of the DND quarterly stocktaking of small arms;
  - e. Maintaining records showing attendance and training progress of each cadet;
  - f. Assisting and supervising instructors and senior cadets in the preparation and presentation of their instruction;
  - g. Advising the Training Officer on exercises and citizenship tours as well as co-ordinating range special training projects;
  - h. Ensuring the cadet unit is in possession of all required range material and reference manuals;
  - i. Ensuring the ongoing individual training and development of all range instructional staff;
  - j. Ensuring that an adequate system of examination or tests is used to monitor the efficiency of training and individual cadet's progress;
  - k. Compiling all range training and examination results;
  - l. Organizing range competitions;
  - m. Assisting and supervising the Range Team Commander in the organization and preparation of the range team; and
  - n. Undertaking such other duties as directed by the Commanding Officer or Designate.

3. The RSO shall prepare a budget for the years range activities, administration and capital acquisitions. This budget shall be forwarded to the TrgO and CO prior to the start of each training year.

## **212. Flight Operations Officer / Chief Pilot**

1. The Flight Operations Officer / Chief Pilot (FOO) will be appointed by the Commanding Officer and shall be responsible to the Deputy Commanding Officer for carrying out all assigned duties.
2. The Flight Operations Officer shall be responsible for:
  - a. Overseeing all Squadron flying activities, including familiarization flying, gliding, flying scholarship training, and the Computer Aircraft Simulation Program / Centre (CASP / CASC).
  - b. Ensuring all Squadron pilots maintain Squadron standards and that all appropriate check-rides and currency requirements are met;
  - c. Maintaining records showing attendance and training progress of each cadet;
  - d. Ensuring the ongoing individual training and development of all flying staff;
  - e. Ensuring that there are always sufficient funds at the flying club;
  - f. Provide regular updates to the CO of all moneys spent on flying operations, including prompt submission of receipts; and
  - g. Undertaking such other duties as directed by the Commanding Officer.
3. The FOO shall prepare a budget for the years flying activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

## **213. Familiarization Pilots**

1. The Familiarization Pilots (Fam Pilots) will be appointed by the Commanding Officer and shall be responsible to the Flight Operations Officer for carrying out all assigned duties.
2. The Familiarization Pilots shall be responsible for:
  - a. Assisting in the operation of all Squadron flying activities, including familiarization flying, gliding, flying scholarship training, and the Cadet Air Simulation Program / Centre (CASP / CASC).
  - b. Ensuring to maintain Squadron standards and that all appropriate check-rides and currency requirements are met;
  - c. Maintaining records showing attendance and training progress of each cadet;
  - d. Provide regular updates to the FOO of all moneys spent on flying operations, including prompt submission of receipts; and
  - e. Undertaking such other duties as directed by the Flight Operations Officer or the Commanding Officer.

## **214. Sports Officer**

1. The Sports Officer (SportsO) will be appointed by the Commanding Officer and shall be responsible to the Deputy Commanding Officer for carrying out all assigned duties.
2. The Sports Officer shall be responsible for:
  - a. Developing and maintaining the sports training programme in accordance with established cadet

- training directives;
  - b. Ensuring all sports training parades and activities are properly supervised;
  - c. Ensuring all sports equipment is properly maintained;
  - d. Maintaining records showing attendance of each cadet;
  - e. Assisting and supervising instructors and senior cadets in the preparation and presentation of their instruction;
  - f. Advising the Commanding Officer on exercises and citizenship tours as well as co-ordinating sports special training projects;
  - g. Ensuring the cadet unit is in possession of all required sports material and reference manuals;
  - h. Ensuring the ongoing individual training and development of all sports instructional staff;
  - i. Ensuring that an adequate system of examination or tests is used to monitor the efficiency of training and individual cadet's progress;
  - j. Compiling all sports training and examination results;
  - k. Organizing sports competitions;
  - l. Assisting and supervising the Sports Team Commander in the organization and preparation of the sports team; and
  - m. Undertaking such other duties as directed by the Commanding Officer or Designate.
3. The Sports Officer shall prepare a budget for the year's sports activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

## **215. Survival Officer**

1. The Survival Officer (SurvO) will be appointed by the Commanding Officer and shall be responsible to the Deputy Commanding Officer for carrying out all assigned duties.
2. The Survival Officer shall be responsible for:
- a. Developing and maintaining the survival training programme in accordance with established cadet training directives;
  - b. Ensuring all survival training parades and activities are properly supervised;
  - c. Ensuring all survival equipment is properly maintained;
  - d. Maintaining records showing attendance of each cadet;
  - e. Assisting and supervising instructors and senior cadets in the preparation and presentation of their instruction;
  - f. Advising the Commanding Officer on exercises and citizenship tours as well as co-ordinating survival special training projects;
  - g. Ensuring the cadet unit is in possession of all required Survival material and reference manuals;
  - h. Ensuring the ongoing individual training and development of all survival instructional staff;
  - i. Ensuring that an adequate system of examination or tests is used to monitor the efficiency of training and individual cadet's progress;
  - j. Compiling all survival training and examination results;
  - k. Organizing survival competitions;
  - l. Assisting and supervising the Survival Team Commander in the organization and preparation of the sports team; and
  - m. Undertaking such other duties as directed by the Commanding Officer or Designate.
3. The Survival Officer shall prepare a budget for the year's Survival team activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

## **216. Flag Party Coordinator**

1. The Flag Party Coordinator (FlagO) will be appointed by the Commanding Officer and shall be responsible to the Deputy Commanding Officer for carrying out all assigned duties.
2. The Flag Party Coordinator shall be responsible for:
  - a. Developing and maintaining the annual Flag Party programme in accordance with established cadet drill training directives;
  - b. Ensuring all Flag Party training parades and activities are properly supervised;
  - c. Maintaining records showing attendance of each cadet;
  - d. Assisting and supervising instructors and senior cadets in the preparation and presentation of their instruction;
  - e. Advising the Commanding Officer on exercises and citizenship tours as well as co-ordinating Flag Party special training projects;
  - f. Ensuring the ongoing individual training and development of all Flag Party instructional staff;
  - g. Organizing Flag Party ceremonial parades;
  - h. Assisting and supervising the Flag Party Commander in the organization and preparation of the Flag Party; and
  - i. Undertaking such other duties as directed by the Commanding Officer or Designate.
3. The Flag Party Coordinator shall prepare a budget for the years Flag Party activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

## **217. Drill Team Coordinator**

1. The Drill Team Coordinator (DrillO) will be appointed by the Commanding Officer and shall be responsible to the Deputy Commanding Officer for carrying out all assigned duties.
2. The Drill Team Coordinator shall be responsible for:
  - a. Developing and maintaining the annual drill team programme in accordance with established cadet drill training directives;
  - b. Ensuring all drill team training parades and activities are properly supervised;
  - c. Maintaining records showing attendance of each cadet;
  - d. Assisting and supervising instructors and senior cadets in the preparation and presentation of their instruction;
  - e. Advising the Commanding Officer on exercises and citizenship tours as well as co-ordinating drill team special training projects;
  - f. Ensuring the ongoing individual training and development of all drill team instructional staff;
  - g. Organizing drill team competitions and ceremonial parades;
  - h. Assisting and supervising the Drill Team Commander in the organization and preparation of the drill team; and
  - i. Undertaking such other duties as directed by the Commanding Officer or Designate.
3. The Drill Team Coordinator shall prepare a budget for the years drill team activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

## **218. First Aid Team Coordinator**

1. The First Aid Team Coordinator (First Aid O) will be appointed by the Commanding Officer and shall be responsible to the Deputy Commanding Officer for carrying out all assigned duties.

2. The First Aid Team Coordinator shall be responsible for:
  - a. Developing and maintaining the annual first aid team programme in accordance with established St. John's Ambulance first aid training directives;
  - b. Ensuring all first aid team training parades and activities are properly supervised;
  - c. Maintaining records showing attendance of each cadet;
  - d. Assisting and supervising instructors and senior cadets in the preparation and presentation of their instruction;
  - e. Advising the Commanding Officer on exercises and citizenship tours as well as co-ordinating first aid team special training projects;
  - f. Ensuring the ongoing individual training and development of all first aid team instructional staff;
  - g. Organizing first aid team competitions and demonstrations;
  - h. Assisting and supervising the First Aid Team Commander in the organization and preparation of the first aid team; and
  - i. Undertaking such other duties as directed by the Commanding Officer or Designate.
3. The First Aid Team Coordinator shall prepare a budget for the years first aid team activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

## **219. Public Speaking Coordinator**

- a. The Public Speaking Coordinator (P Speak O) will be appointed by the Commanding Officer and shall be responsible to the Deputy Commanding Officer for carrying out all assigned duties.
- b. The Public Speaking Coordinator shall be responsible for:
  - a. Developing and maintaining the annual public speaking programme in accordance with established cadet training and Air Cadet League directives;
  - b. Arranging Toastmasters training for all participating cadets through the CO and the Sponsor;
  - c. Maintaining records showing attendance of each cadet;
  - d. Advising the Commanding Officer on exercises and citizenship tours as well as co-ordinating public speaking participant special training projects;
  - e. Organizing in conjunction with the CO and the Sponsor, the local level Public Speaking Competition and special demonstrations;
  - f. Undertaking such other duties as directed by the Commanding Officer or Designate.

## **220. Duke of Edinburgh Program Coordinator**

1. The Duke of Edinburgh Program Coordinator (D of E O) will be appointed by the Commanding Officer and shall be responsible to the Deputy Commanding Officer for carrying out all assigned duties.
2. The Duke of Edinburgh Coordinator shall be responsible for:
  - a. Developing and maintaining the squadron Duke of Edinburgh programme in accordance with established directives;
  - b. Maintaining records showing the progress of each cadet;
  - c. Assisting and supervising cadets in the preparation and execution of the various aspects of the program;
  - d. Advising the Commanding Officer on exercises and citizenship tours as well as coordinating Duke of Edinburgh special training projects; and
  - e. Undertaking such other duties as directed by the Commanding Officer or Designate.

## **221. Duty Officer**

1. The Duty Officer (DO) will be appointed by the Commanding Officer on a weekly rotational basis and shall be responsible to the Deputy Commanding Officer for carrying out all assigned duties.
2. The Duty Officer shall report for duty by 1815 hrs on the day of his/her duty. The Duty Officer's duty will be completed at the end of the training night, when the last cadet has departed the training facility.
3. The Duty Officer shall be responsible for:
  - a. Opening the office and all required classrooms;
  - b. Inspecting the facilities including washrooms prior to use by 759 RCACS;
  - c. Check the answering service for messages at the start of all regular training parades, and periodically throughout the following week, and ensure that the messages are relayed to the appropriate personnel;
  - d. Supervise the Duty NCOs and Duty Section;
  - e. Ensuring that all sign-ups and announcements are conducted during the Administration Break;
  - f. Inspecting the Squadron on parades other than Commanding Officer's Inspection;
  - g. Inspect and secure the facility after used by 759 RCACS, ensuring cleanliness;
  - h. Staying at the LHQ as long as there are cadets waiting for rides home; and
  - i. Undertaking such other duties as directed by the Commanding Officer.

## **222. Flight Commander**

1. The Flight Commander (Flt Comd) will be appointed by the Training Officer and shall be responsible to the Deputy Commanding Officer through the TrgO for carrying out all assigned duties.
2. The Flight Officer shall be responsible for:
  - a. Supervising cadets in relation to activities for the assigned flight as approved by the TrgO;
  - b. Ensuring that all members of his/her flight conduct themselves at the required standard of behaviour;
  - c. Ensure a high level of Drill, and dress for all members of his/her flight;
  - d. Undertaking such other duties as directed by the Commanding Officer or Designate.

## **223. Level Officer**

1. The Level Officer (Level O) will be appointed by the Chief Instructor and shall be responsible to the Deputy Commanding Officer through the Trg-CI for carrying out all assigned duties
2. The Level Officer shall be responsible for:
  - a. Maintain records showing attendance and training progress of each cadet in the assigned training level;
  - b. Ensure that the cadets are supervised at all times, except when released by an instructor;
  - c. Assist and supervise instructors as required;
  - d. Keep a log for any type of problems that arise and their solutions;
  - e. Communicate with the staff on a regular basis;



- f. Be in uniform at all times, except when otherwise directed, (suitable attire for CI's);
- g. Ensure equipment is available and picked up prior to required time;
- h. Ensure the training schedule and course training standards are followed;
- i. Prepare lesson plans and training aids as required;
- j. Ensure proper safety procedures and emergency response plans are known by Instructors/Staff;
- k. Prepare Lesson Assessment Reports on Level Instructors;
- l. Undertaking such other duties as directed by the Commanding Officer or Designate.

### **300. Terms of Reference - Cadets**

#### **301. Squadron Warrant Officer (Appointment)**

1. The Squadron Warrant Officer (SWO) will be appointed by the Commanding Officer, in consultation with the Squadron Staff and the Sponsor, and shall be responsible to the Commanding Officer for carrying out all assigned duties.
2. The Squadron Warrant Officer is the Commanding Officer's cadet representative to the Squadron and therefore is directly responsible to the Commanding Officer for the conduct of all NCOs and Cadets in the Squadron.
3. The SWO shall be responsible for:
  - a. Contacting the DCO weekly, prior to the phone-out, for messages and instructions;
  - b. Ensuring that all Flight Sergeants (Appointment) have established phoning fan-outs, and that all messages are relayed to the cadets via said phoning fan-out;
  - c. The conduct and discipline of all Cadets in the Squadron and will exercise all necessary accepted methods to maintain an efficient Squadron;
  - d. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all cadets under him/her to follow;
  - e. Supervising the activities and accounting for the whereabouts of all Squadron NCOs;
  - f. Carrying out all instructions issued by the CO or his/her designate in a proper, efficient and prompt manner; and
  - g. Undertaking such other duties as directed by the Commanding Officer or his/her designate.
1. The SWO is normally the most senior qualified cadet in terms of rank in the Squadron, and will fill the position of Parade Commander when Squadron Officers are not on parade. The WO's will fill parade positions of Parade Commander, Parade Deputy Commander, Parade Warrant Officer and other parade positions on a rotating basis when the Squadron Officers are not on parade.
4. The SWO will normally have successfully completed Level 5 Training.
5. The SWO shall be thoroughly familiar with the Squadron Standing Orders (SSO) and the Squadron MROs.

#### **302. Deputy Squadron Warrant Officer (Appointment)**

2. The Deputy Squadron Warrant Officer (D/SWO) will be appointed by the Commanding Officer, in consultation with the Squadron Staff, and shall be responsible to the Commanding Officer for carrying out all assigned duties.
3. The Cadet Deputy Commander shall be responsible for:
  - a. Contacting the SWO weekly for messages and instructions;
  - b. Maintaining a high level of dress and deportment at all times. He/she will be a good

- example for all Cadets under him/her to follow;
  - c. Carrying out all instructions issued by the CO or his/her designate in a proper, efficient and prompt manner; and
  - d. Undertaking such other duties as directed by the Commanding Officer or his/her designate.
- 4. The D/SWO is normally the second most senior qualified cadet in terms of rank in the Squadron.
- 5. The D/SWO will normally have successfully completed Level 5 Training.
- 6. The D/SWO shall be thoroughly familiar with the SSOs and the Squadron MROs.

### **303. Administration Warrant**

- 7. The Administration Warrant (AdminWO) will be appointed by the Deputy Commanding Officer, in consultation with the Squadron Staff, and shall be responsible to the Administration Officer for carrying out all assigned duties.
- 8. The Administration Warrant shall be responsible for:
  - a. Contacting all Flight Sergeants (Appointment) on a weekly basis to inform them of the dress of the week, and advise of any issues/orders or coordinating instructions that need to be passed to the cadets.
  - b. Receiving from Flight Sergeants (Appointment) an approximate number of how many cadets will be attending the weekly parade.
  - c. Collecting completed attendance from Flight Sergeants (Appointment) of each flight before beginning of parade.
  - d. Recording attendance of Flights and Levels into a Master Attendance List and works with the AdminO to ensure the Master Attendance List is up to date and accurate.
  - e. Any other duties as assigned by the AdminO.
- 9. The WO's will fill parade positions of Parade Commander, Parade Deputy Commander, Parade Warrant Officer and other parade positions on a rotating basis when the Squadron Officers are not on parade.
- 10. The AdminWO will normally have successfully completed Level 5 Training.
- 11. The AdminWO shall be thoroughly familiar with the SSOs and the Squadron MROs.

### **304. Standards Warrant**

- 12. The Standards Warrant (StdsWO) will be appointed by the Deputy Commanding Officer, in consultation with the Squadron Staff, and shall be responsible to the Training Officer for carrying out all assigned duties.
- 13. The Standards Warrant shall be responsible for:
  - a. Evaluating squadron cadet instructors on their instruction and lesson planning skills,

- maintaining records of evaluations, and coaching/mentoring instructors to improve the level of instruction.
  - b. Collecting and maintaining Uniform Marking Sheets from Warrants, NCO's and Flight Sergeants (Appointment), and ensuring appropriate standards for dress and deportment for the squadron.
  - c. Making selections in conjunction with the TrgO for weekly Top AC/LAC, Cpl, F/Cpl, and Senior NCO (Sgt/F/Sgt).
  - d. Brief cadets and instructors on appropriate evaluations, by discussing the marking rubric, and informing them of the date and time of the evaluation.
  - e. Assist in or oversee the evaluations of cadets, and assist in the marking of the evaluations and submitting marked evaluations to the TrgO.
  - f. Any other duties as assigned by the TrgO.
14. The WO's will fill parade positions of Parade Commander, Parade Deputy Commander, Parade Warrant Officer and other parade positions on a rotating basis when the Squadron Officers are not on parade.
15. The StdsWO will normally have successfully completed Level 5 Training.
16. The StdsWO shall be thoroughly familiar with the SSOs and the Squadron MROs.

### **305. Supply Warrant**

17. The Supply Warrant (SupWO) will be appointed by the Deputy Commanding Officer, in consultation with the Squadron Staff, and shall be responsible to the Supply Officer for carrying out all assigned duties.
18. The Supply Warrant shall be responsible for:
- a. Inspecting cadets regularly to ensure uniforms fit appropriately are in good order and that cadet have all the required uniform items.
  - b. Advise and assist the SupO in measuring cadets for uniforms, ordering appropriate items, and making appointments for cadet supply times.
  - c. Assisting the SupO in distributing uniform parts on supply /training nights, and ensuring that appropriate documents are completed.
  - d. Any other duties as assigned by the SupO.
19. The WO's will fill parade positions of Parade Commander, Parade Deputy Commander, Parade Warrant Officer and other parade positions on a rotating basis when the Squadron Officers are not on parade.
20. The SupWO will normally have successfully completed Level 5 Training.
21. The SupWO shall be thoroughly familiar with the SSOs and the Squadron MROs.

### **306. Training Warrant**

22. The Training Warrant (TrgWO) will be appointed by the Deputy Commanding Officer, in consultation with the Squadron Staff, and shall be responsible to the Training Officer for carrying out all assigned duties.
23. The Training Warrant shall be responsible for:
  - a. Assisting the Chief Instructor in managing the training schedule by informing cadet instructors in advance of instruction assignments and coordinating back-up instructors when required,
  - b. Assisting instructors in obtaining training aids and materials as required, and maintaining a source of training aids in good order for use in cadet instruction.
  - c. Coordinating and assigning Senior NCO's to be in charge of activity sign-ups, and ensuring completed sign-ups are returned to the TrgO following each activity,
  - d. All other duties as assigned by the TrgO.
24. The WO's will fill parade positions of Parade Commander, Parade Deputy Commander, Parade Warrant Officer and other parade positions on a rotating basis when the Squadron Officers are not on parade.
25. The TrgWO will normally have successfully completed Level 5 Training.
26. The TrgWO shall be thoroughly familiar with the SSOs and the Squadron MROs.

### **307. Flight Sergeant(s) (Appointment)**

1. The Flight Sergeant (F/Sgt) (Appointment) will be appointed by the Deputy Commanding Officer, in consultation with the Squadron Staff, and shall be responsible to the Flight Commander and SWO (Appointment) for carrying out all assigned duties.
2. The Flight Sergeant (F/Sgt) (Appointment) is the representative to the Flight and therefore is directly responsible for the conduct of all NCOs and Cadets in the Flight.
3. The Flight Sergeant (F/Sgt) (Appointment) shall be responsible for:
  - a. Ensuring that all Section Leaders have established phoning fan-outs, and that all messages are relayed to the cadets via said phoning fan-out;
  - b. Ensuring the flight roll calls have been taken and are complete each week;
  - c. Contacting all AWOL cadets in their flight prior to the end of the Weekly Training Parade;
  - d. The conduct and discipline of all Cadets and NCOs in the Flight and will exercise all necessary accepted methods to maintain an efficient Flight;
  - e. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all cadets under him/her to follow;
  - f. Carrying out all instructions issued by the Flight Commander and SWO (Appointment) or his/her designate in a proper, efficient and prompt manner; and
  - g. Undertaking such other duties as directed by the Flight Commander and SWO (Appointment) or his/her designate.

4. The F/2IC is normally the senior qualified cadet in terms of rank in the Flight.
5. The Flight Sergeant (F/Sgt) (Appointment) will normally have successfully completed Level 3 Training, and will fall in as Flight Commander when the Squadron Officers are not on parade.
6. The Flight Sergeant (F/Sgt) (Appointment) shall be thoroughly familiar with the SSO and the Squadron MROs.

### **308. Cadet Drum Major**

1. The Drum Major (DMaj) will be appointed by the Deputy Commanding Officer, in consultation with the Band Officer, and shall be responsible to the Band Officer for carrying out all assigned duties. The Cadet Drum Major will be considered the Cadet Flight Commander for the Band.
2. DMaj shall be responsible for:
  - a. Falling in the band under the direction of the SWO;
  - b. Taking the roll call before fall-in every week;
  - c. Taking the roll call before each band practice;
  - d. Assisting in maintaining records showing attendance and training progress of each cadet;
  - e. Assisting in the preparation and presentation of the Band instruction;
  - f. Assisting in the organization of all required band material and reference manuals;
  - g. Preparing the Band for all competitions, concerts and ceremonial parades;
  - h. Coordinating music selection for all Squadron parades and concerts with the BandO;
  - i. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all cadets under him/her to follow;
  - j. Carrying out all instructions issued by the BandO or his/her designate in a proper, efficient and prompt manner; and
  - k. Undertaking such other duties as directed by the Band Officer or his/her designate.
3. The DMaj is normally the senior qualified cadet in terms of music level in the Band.
4. The DMaj shall be thoroughly familiar with the SSOs and the Squadron MROs.

### **309. Flag Party Commander**

1. The Cadet Flag Party Commander (Flag Comd) will be appointed by the Deputy Commanding Officer, in consultation with the Squadron Staff, and shall be responsible to the Flag Party Coordinator for carrying out all assigned duties. The Cadet Flag Party Commander will be considered the Cadet Flight Commander for the Flag Party.
2. The Flag Party Commander shall be responsible for:
  - a. Falling in the Flag Party under the direction of the Cadet Commander;
  - b. Taking the roll call before fall-in every week;
  - c. Taking the roll call before each Flag Party practice;

- d. Assisting in maintaining records showing attendance of each cadet;
  - e. Assisting in the preparation and presentation of the Flag Party instruction;
  - f. Preparing the Flag Party for all ceremonial parades;
  - g. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all cadets under him/her to follow;
  - h. Carrying out all instructions issued by the Flag Party Coordinator or his/her designate in a proper, efficient and prompt manner; and
  - i. Undertaking such other duties as directed by the Flag Party Coordinator or his/her designate.
3. The Cadet Flag Party Commander is normally the senior qualified cadet in terms of rank in the Flag Party.
  4. The Cadet Flag Party Commander shall be thoroughly familiar with the SSOs and the Squadron MROs.

### **310. Flight Second in Command**

1. The Flight Second in Command (F/2IC) will be appointed by the Deputy Commanding Officer, in consultation with the Squadron Staff, and shall be responsible to the Flight Sergeant (Appointment) for carrying out all assigned duties.
2. The Flight Second in Command shall be responsible for:
  - a. Falling in the flight under the direction of the SWO;
  - b. Taking the roll call before fall-in every week;
  - c. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all cadets under him/her to follow;
  - d. Carrying out all instructions issued by their Flight Commander, and Flight Sergeant (F/Sgt) (Appointment) in a proper, efficient and prompt manner; and
  - e. Undertaking such other duties as directed by their Flight Commander, and Flight Sergeant (F/Sgt) (Appointment).
3. The F/2IC is normally the second senior qualified cadet in terms of rank in the Flight.
4. The F/2IC shall be thoroughly familiar with the SSOs and the Squadron MROs.

### **311. Drill Team Commander**

1. The Drill Team Commander (Drill Comd) will be appointed by the Deputy Commanding Officer, in consultation with the Training Staff, and shall be responsible to the Drill Team Coordinator for carrying out all assigned duties.
2. The Drill Team Commander shall be responsible for:
  - a. Taking the roll call before each drill team practice;
  - b. Assisting in the preparation and presentation of the Drill Team instruction;

- c. Assisting in the organization of all required drill team material and reference manuals;
  - d. Preparing the Drill Team for all competitions and ceremonial parades;
  - e. Coordinating drill routines for the Drill Competition with the Drill Team Coordinator;
  - f. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all cadets under him/her to follow;
  - g. Carrying out all instructions issued by the Drill Team Coordinator or his/her designate in a proper, efficient and prompt manner; and
  - h. Undertaking such other duties as directed by the Drill Team Coordinator or his/her designate.
3. The Drill Team Commander shall be thoroughly familiar with the SSOs and the Squadron MROs.

### **312. Range Team Commander**

1. The Range Team Commander (Range Comd) will be appointed by the Deputy Commanding Officer, in consultation with the Chief Range Safety Officer, and shall be responsible to the Chief Range Safety Officer for carrying out all assigned duties.
2. The Range Team Commander shall be responsible for:
  - a. Taking the roll call before each range team practice;
  - b. Assisting in the preparation and presentation of the Range Team instruction;
  - c. Assisting in the organization of all required range team material and reference manuals;
  - d. Preparing the Range Team for all competitions;
  - e. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all cadets under him/her to follow;
  - f. Carrying out all instructions issued by the Range Safety Officer in a proper, efficient and prompt manner; and
  - g. Undertaking such other duties as directed by the Range Safety Officer(s).
3. The Range Team Commander is normally the senior qualified cadet in terms of shooting level in the Range Team.
4. The Range Team Commander shall be thoroughly familiar with the SSOs and the Squadron MROs.

### **313. First Aid Team Commander**

1. The First Aid Team Commander (First Aid Comd) will be appointed by the Deputy Commanding Officer, in consultation with the Training Staff, and shall be responsible to the First Aid Team Coordinator for carrying out all assigned duties.
2. The First Aid Team Commander shall be responsible for:
  - a. Taking the roll call before each first aid team practice;
  - b. Assisting in the preparation and presentation of the First Aid Team instruction;
  - c. Assisting in the organization of all required first aid team material and reference manuals;
  - d. Preparing the First Aid Team for all competitions and ceremonial parades;
  - e. Coordinating first aid routines for the First Aid Competition with the First Aid Team Coordinator;



- f. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all cadets under him/her to follow;
  - g. Carrying out all instructions issued by the First Aid Team Coordinator or his/her designate in a proper, efficient and prompt manner; and
  - h. Undertaking such other duties as directed by the First Aid Team Coordinator or his/her designate.
3. The First Aid Team Commander is normally the senior qualified cadet in terms of first aid level in the First Aid Team.
  4. The First Aid Team Commander shall be thoroughly familiar with the SSOs and the Squadron MROs.

### **314. Sports Team Commander**

1. The Sports Team Commander (Sports Comd) will be appointed by the Deputy Commanding Officer, in consultation with the Training Staff, and shall be responsible to the Sports Officer for carrying out all assigned duties.
2. The Sports Team Commander shall be responsible for:
  - a. Taking the roll call before each sports team practice;
  - b. Assisting in the preparation and presentation of the Sports Team instruction;
  - c. Assisting in the organization of all required sports team material and reference manuals;
  - d. Preparing the Sports Team for all competitions;
  - e. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all cadets under him/her to follow;
  - f. Carrying out all instructions issued by the Sports Officer or his/her designate in a proper, efficient and prompt manner; and
  - g. Undertaking such other duties as directed by the Sports Officer or his/her designate.
3. The Sports Team Commander shall be thoroughly familiar with the SSOs and the Squadron MROs.

### **315. Survival Team Commander**

1. The Survival Team Commander (Survival Comd) will be appointed by the Deputy Commanding Officer, in consultation with the Training Staff, and shall be responsible to the Survival Officer for carrying out all assigned duties.
2. The Survival Team Commander shall be responsible for:
  - a. Taking the roll call before each survival team practice;
  - b. Assisting in the preparation and presentation of the Survival Team instruction;
  - c. Assisting in the organization of all required sports team material and reference manuals;
  - d. Preparing the Survival Team for all competitions;
  - e. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all cadets under him/her to follow;
  - f. Carrying out all instructions issued by the Survival Officer or his/her designate in a proper,

- g. efficient and prompt manner; and
  - g. Undertaking such other duties as directed by the Survival Officer or his/her designate.
3. The Survival Team Commander shall be thoroughly familiar with the SSOs and the Squadron MROs.

### **316. Duty Sergeant**

1. The Duty Sergeant (D/Sgt) will be assigned by the Administration Officer on a weekly rotational basis and shall be responsible to the Training Officer for carrying out all assigned duties.
2. The D/Sgt will report to the Duty Officer at 1815hrs on the day of duty.
3. The D/Sgt shall be responsible for:
  - a. Accompanying the Duty Officer on his/her inspection of the facilities prior to the squadron using it;
  - b. Ensuring all new Cadets to the squadron are fully familiar with the facilities by giving tours of the building;
  - c. Ensuring the Duty Flight Corporal understands and carry outs his/her assigned duties;
  - d. Supervise the Duty Flight Corporal;
  - e. Assisting in supervising the break;
  - f. Supervising the Duty Flight during clean up;
  - g. Any other duties as may be assigned.
4. A comprehensive listing of the duties of the D/Sgt is contained in the D/Sgt binder - which he/she will obtain when reporting for duty.
5. The D/Sgt will have completed his/her duties when dismissed by the Duty Officer.

### **317. Duty Flight Corporal**

1. The Duty Flight Corporal (D/F/Cpl) will be assigned by the Administration Officer on a weekly rotational basis and shall be responsible to the Administration Officer for carrying out all assigned duties.
2. The D/F/Cpl will report to the Duty Officer at 1815 hrs on the day of duty.
3. D/F/Cpl shall be responsible for:
  - a. Directing all visitors to the appropriate personnel throughout the evening;
  - b. Taking attendance as the cadets arrive for their regular Training Night;
  - c. Properly logging in all Visitors and Parents;
  - d. Monitor all personnel that enter the building;
  - e. Assisting in setting up canteen;
  - f. Assisting the Duty Sergeant to supervise during clean-up; and
  - g. Any other duties as may be assigned.
4. A comprehensive listing of the duties of the D/F/Cpl is contained in the DUTY NCO binder- which the Duty NCOs will obtain when reporting for duty.

5. The D/F/Cpl will have completed their duties when dismissed by the Duty Officer.

### **318. Duty Flight**

1. The Duty Flight will be assigned by the Administration Officer on a weekly rotational basis and shall be responsible to the Administration Officer for carrying out all assigned duties.
2. The Duty Flight (Or assigned section thereof) will report to the Duty NCOs immediately after dismissal.
3. Duty Flight shall be responsible for:
  - a. The clean-up of all classrooms, hallways, offices, and parade square (gymnasium) at the end of Parade;
4. A comprehensive listing of the duties of the Duty Section is contained in the DUTY NCO BINDER of which the Duty NCOs will obtain when reporting for duty.
5. The Duty Section will have completed their duties when dismissed by the Duty Sergeant.

## 400. Squadron Operations

### 401. Squadron Routine

1. The following Parade Schedule shall be followed for regular training parades:

1800	Opening and Inspection of facilities by Duty Officer Senior NCO's Arrive
1815 - 1825	Cadets Arrive at Squadron Senior Cadets inspected by SWO
1830 – 1900	Opening Parade (Fall-in, Inspection, March Past)
1900 - 1910	Move to First Period
1910 - 1945	First Period
1945 - 1950	Move to Second Period
1950 - 2025	Second Period
2025 - 2055	Break & Sign-Ups/Announcements
2055 – 2100	Move to Third Period
2100 - 2130	Third Period
2130 - 2135	Move to Parade Square
2135 - 2145	Closing Parade (Advance, Dismissal)

2. Commanding Officer's Parade / Inspection.  
The Parade Schedule shall be amended as follows:

1800	Opening and Inspection of facilities by Duty Officer Senior NCO's Arrive
1815 - 1825	Cadets Arrive at Squadron Senior Cadets inspected by SWO
1830 – 1900	Opening Parade (Fall-in, Inspection, March Past)
1900 - 1910	Move to First Period
1910 - 1945	First Period
1945 - 1950	Move to Second Period
1950 - 2025	Second Period
2025 - 2055	Break & Sign-Ups/Announcements
2055 – 2100	Move to Parade Square
2100 – 2145	CO's Parade (Inspection, March Past, Advance, and Dismissal)

3. The following Optional Training Schedule shall be followed for regular Optional Training, unless previously cancelled:

Sunday	1800 – 2100	First Aid
Monday	1900 – 2100	Band Practice
Tuesdays	1800 – 2030	Range (Air Rifle), Supply (as announced)
Thursday	1900 – 2100	Drill Team, Flag Party, Effective Speaking Supply (as announced)

#### **402. Dress Regulations**

1. All cadets are expected to be familiar with the contents of, and comply with CATO 55-04 - "AIR CADET DRESS REGULATIONS", issued 6/08, by the Director of Air Cadets, NDHQ.
2. The dress and appearance of Cadets and Officers on all occasions will be such as to reflect credit on the Canadian Forces, the Royal Canadian Air Cadets, and 759 RCACS.
3. Seasonal dress changes and forms of dress for ceremonies and special training will be published in Monthly Routine Orders or training instructions.
4. Items of the cadet uniform issued from Supply will not be worn in combination with civilian dress. Wearing of civilian pattern shoes or jackets while in uniform will be acceptable, but only when awaiting Supply items, and as authorized by the Supply Officer or designate.
5. Wearing of the cadet uniform is authorized for official cadet activities, only. Authorization to wear the cadet uniform at non-cadet activities, such as School Remembrance Day Ceremonies, must be obtained from the CO.
6. Cadets and their parents are to understand that the uniform and equipment issued by Supply is on loan by DND for the duration of their cadet career and must be returned at the completion of training. Cadets are also expected to comply with instructions for the care of the uniform, so as to return it in a recyclable condition.
7. Haircuts & styles for males/females must comply with the above-mentioned Dress Regulations and present a neat, clean-cut appearance for all cadet activities.

#### **403. Deportment**

1. All Officers, CI's and Volunteers must be aware of their responsibilities as role models at all times. Behaviour when around cadets or in uniform must be above reproach.
2. Officers' dress, haircuts, and overall appearance must meet CF Dress Regulations at all times.
3. CI and Volunteer dress must be neat, clean, and appropriate for the activity. Jeans are not acceptable attire, except for casual activities in which cadets are dressed in a similar fashion. Dress for monthly Commanding Officer's Parade and other ceremonial occasions should reflect the formality of the event.
4. Officers and staff are to address each other by their rank/title and surname, and cadets by rank and surname, when in the presence of cadets.

#### **404. Paying of Compliments**

1. While attending any Squadron function, all personnel are to address each other by their rank and last name only. This applies to any function whether in uniform or not. First names will not be used under any circumstances.

2. A high standard of military bearing is to be maintained and proper respects will be observed between all ranks at all times. Compliments will be carried out in a smart and efficient manner.
3. Staff cars bearing official flags will be saluted.
4. Saluting is showing respect for the Queen's Commission as held by the Commissioned Officers. A Commissioned Officer is any Officer in the Canadian Forces from Second Lieutenant and above.
5. An Officer Cadet is not a Commissioned Officer and thus is not saluted. Coming to attention and checking the arms shall show proper respect. All salutes given, however, shall be returned.
6. All, regardless of rank, will recognize the Commanding Officer. Officers of the same rank as the CO are not required to salute the CO unless they hold a sub-ordinate position on a formal parade.
7. Cadets will not salute NCOs nor will NCOs salute fellow NCOs. Coming to attention and checking the arms shall show proper respect.
8. All Cadets and Squadron Personnel shall show the proper respect to each other at all times. Saluting of Commissioned Officers SHALL be done in the following areas:
  - a. At all areas outside buildings;
  - b. While on the Parade Floor in the Gym;
  - c. Entering and leaving the Squadron Office;
  - d. Entering and leaving the Officers' Offices
9. Saluting will not be required in the following areas:
  - a. Inside the buildings other than the gym or Squadron Offices;
  - b. The parade floor during break; and
  - c. In the hallways.
10. Proper respect by checking the arms shall be shown in all non-saluting areas.

#### **405. NCO Canteen**

1. The Squadron NCOs are allotted one classroom to serve as an NCO Canteen during the training nights.
2. This Canteen will be open prior to the Training Parade, during the Break Period, and during class time as duties permit.
3. Cadets below the rank of Corporal who require access to an NCO who is in the Canteen, will request a Duty NCO to contact said NCO and their business will be conducted outside the NCOs Canteen.
4. A President of the Canteen Committee (PMC) and a Vice President of the Canteen Committee (Vice PMC) will be elected by the NCOs, on an annual basis. The CO will be advised of the selection.

5. It will be the PMC's responsibility to create and enforce Rules of Operation and ensure Canteen cleanliness and decorum is maintained. These rules must be reviewed and approved by the CO. Disciplinary action for serious infractions of Canteen rules will be determined only after consultation with the DCO.
6. The NCO Canteen may raise Canteen Dues. Both the CO and the Sponsoring Committee must approve the amount of the dues. Canteen Dues will be paid to the Sponsoring Committee Canteen Coordinator and will be held in a sub account. A record of Canteen Dues will be kept by the PMC. All expenditures from the Canteen Account must be agreed upon by the NCO Canteen and approved by the CO and the Sponsoring Committee.
7. Initiation rites after NCO promotions must not exceed the bounds of fun and good taste. Course language, inedible concoctions, intimidation, or any behaviour, which can be construed as abuse or harassment, will not be tolerated. No initiation right into the mess will constitute lewd, degrading, physically demeaning or sexually intimidating actions. The DCO or his/her designate shall be present at all initiations.
8. No initiation beverage shall contain any item that is not readily consumed, poses a risk to the individual, or is offensive such that it will cause nausea, stomach reactions or adverse physical reaction.
9. No alcoholic beverage will be served in the mess.
10. Failure to abide by the SSOs governing the Canteen will result in the loss of the privileges of an NCOs Canteen for a period of time to be determined by the Commanding Officer.

#### **406. Canteen**

1. The Sponsoring Committee on Training Parades will operate a canteen.
2. The Canteen hours of operation will be as follows:
 

a. Officers and Staff	2010 - 2035
b. Cadets	2020 – 2030
3. Any extension of the hours of operation will be subject to the approval of the CO.
4. The Canteen may be opened during optional training activities at the discretion of the Commanding Officer, in consultation with the Canteen Coordinator and the Sponsoring Committee Chair.

#### **407. Classroom Upkeep**

1. Classrooms will be maintained in an orderly manner.
2. Classroom instructors shall ensure that they leave the classroom clean, whiteboards and chalkboards clean, and that all garbage has been placed in the proper receptacles.



#### **408. Use of Private Vehicles**

1. Cadets are not to use private motor vehicles (PMC) on cadet activities unless specifically authorized by the CO and then only as necessary to perform a specific duty related to the purpose of having the vehicle present.
2. No Officer, Civilian Instructor, Volunteer, Parent or Cadet shall be reimbursed for the use of PMC unless authorized by the CO.

#### **409. Recruiting**

1. Recruiting for the Squadron is a responsibility of the Sponsoring Committee.
2. All recruiting drives shall be coordinated with the CO. Cadets shall assist in all recruiting drives. Officers, Civilian Instructors and Volunteers are encouraged to assist where duties permit.

#### **410. Commendation Procedures**

1. All commendations must be in writing and addressed to the CO.
2. Notes of Commendation may be initiated by any NCO but must be reported through the Chain of Command. All notes are to be considered confidential and will not be discussed with other NCOs or Cadets.
3. The SWO will then present all notes to the DCO who will review them, suggest a course of action and present them to the CO. The following courses of action are available:
  - a. No action.
  - b. Verbal commendation during announcements or at a CO's Parade.
  - c. Presentation of a Certificate of Commendation at a CO's Parade.
4. The DCO will ensure the note is filed in the cadet's training file.
5. The Sponsoring Committee Chair may also recommend cadets for commendation.

#### **411. Disciplinary Procedures**

1. Incident Reports will be written to report all disciplinary issue.
2. Incident Reports may be initiated by any NCO but must be reported through the Chain of Command. All incident reports are to be considered confidential and will not be discussed with other NCOs or Cadets.
3. The SWO will review the incident report. The SWO may then take one of two courses of action:
  - a. If deemed necessary assign corrective actions / training for the cadet involved and forward info to the DCO; or
  - b. Forward the incident report to the DCO for action.

Any incident reports written on an NCO will be actioned by the DCO.

4. Incident reports presented by the SWO to the DCO will be reviewed and a suggested course of action will be

presented to the CO. The CO will decide on the final course of action. The following courses of action, in order of severity, are available:

- a. Corrective training.
- b. Verbal reprimand.
- c. Written reprimand.
- d. Loss of privileges for up to six (6) months, which includes;
  - i. Restriction from attending trips/tours
  - ii. Suspension from the NCO Mess (NCOs only).
  - iii. Loss of promotion privileges.
- e. Suspension from all optional activities.
- f. Loss of Summer Training.
- g. Reduction in rank, which includes loss of promotion privileges for up to six (6) months.
- h. Suspension from ALL squadron activities including Thursday night training for up to six (6) months.
- i. Release from the squadron.

Actions (d.) through (i.) will be investigated by the CO. Actions (e.) through (i.) will also result in the notification of the Cadet's parents.

5. The DCO will ensure the Chit is filed in the cadet's personnel file.
6. The Sponsoring Committee Chair may also recommend cadets for discipline, but only for events, which occur during a Sponsor run activity such as recruiting or fundraising. Such recommendations will be made directly to the CO.

## **412. Disciplinary Issues**

1. Fraternalization:

Fraternalization is defined as any physical contact other than for approved instructional purposes.

- a. Officers, Civilian Instructors and Volunteers will not fraternize with cadets.
- b. Cadets will not fraternize with other cadets.
- c. Cadets who have violated the rules of fraternization will receive a minimum action of 411-4-c.

2. Smoking, Alcohol and Drugs

- a. Any Cadet found in possession of cigarettes will receive a minimum action of 411-4-d.
- b. Any Cadet found drunk or in possession of alcohol will receive a minimum action of 411-4-f.
- c. Any Cadet found in possession of illegal drugs or non-prescribed prescription drugs will receive a minimum action of 411-4-h and the proper legal authorities will be notified.
- d. Any Officer found smoking or drinking on a Squadron activity will be disciplined by the CO as outlined in Pacific Region Cadet Instructions.
- e. Any Officer found taking illegal drugs would be dismissed from the Squadron and disciplined by Pacific Region Headquarters. The proper legal authorities will also be notified.

3. Harassment and Abuse

- a. Any Cadet who has violated the rules of harassment will receive action of 411-4-f

4. Sexual Harassment and Sexual Abuse

- a. Any Cadet who has violated the rules of sexual harassment or abuse will receive action of 411-4-i and the proper military and legal authorities will be notified.
  - b. Any Officer who has violated the rules of sexual harassment or abuse will be released and the proper military and legal authorities will be notified.
  - c. In cases of sexual harassment or sexual abuse, all procedures outlined in PRCIs shall be followed.
5. Theft
- a. Cadets who have violated the rules of a theft will receive a minimum action of 411-4-h.
  - b. It is the duty of every member of the Squadron to minimize the risk of theft of DND and Squadron property and to report any suspicious activity or theft to the CO immediately.

#### **413. Defaulters Parade**

- 1. Defaulters parade is a practise that **SHALL NOT** be utilized by members of 759 RCACS.

## **500. Training**

### **501. General**

1. An Officer will supervise all Squadron Exercises and Activities.
2. All personnel will be responsible to provide their own transport to the initial meeting point (normally Burnaby North Secondary, or The Confederation Building) prior to the specified meeting time for that exercise.
3. All personnel will be responsible to provide their own return transport at the conclusion of that exercise at the final meeting point (normally Burnaby North Secondary, or The Confederation Building).
4. Continued late pick-up of cadets after the conclusion of an exercise may result in the cadet being suspended from future optional exercises.
5. For the duration of any exercise as promulgated in Monthly Routine Orders, the exercise area will be regarded as a Training Area of 759 RCACS, and these Standing Orders shall apply fully.

### **502. Exercise Participation**

1. All personnel are eligible for participation in all DND sponsored activities, some Squadron Sponsoring Committee funded activities will be limited to cadets who are active in fund raising or other mandatory activities. Participation in exercises is optional; however, attendance in certain exercises is required for completion of level training, promotion eligibility and summer camp selection.
2. A sign up sheet will be announced for Cadets to sign for various activities. Normally sign-up will be a minimum of two week prior to the exercise.
3. Once a Cadet signs and his/her name is on the sheet he/she is committed to attend that exercise. Failure to attend will be considered as AWOL and treated accordingly.

### **503. Permission Forms**

1. Permission Forms are not actually required as the parental signature on the CF1158 authorizes Cadets to participate in all approved cadet activities. However the use of "Permission Forms" provides a valuable form of communication and confirmation for the squadron staff. They will therefore be required for all overnight activities.
2. Permission Forms must be fully completed and returned to the Squadron prior to the Cadet's participation in these activities. Failure to have the necessary form completed will result in the Cadet not participating in the activity.

#### **504. Kit Lists**

1. All personnel will be issued kit lists for any overnight exercises. The kit lists will be attached to the Permission Forms.
2. Cadets are to ensure that they are in possession of all items listed. Failure to have required items may result in the Cadet being unable to attend the exercise. Kit inspections will be conducted prior to departure on all overnight exercises.

#### **505. Conducting Officer's Responsibility**

1. It is the responsibility of the Officer in Charge of the exercise to ensure that the exercise is carried out in a safe manner.
2. It is the responsibility of the Officer in Charge to ensure that all Cadets have obtained a ride home after the exercise is completed. The Officer in Charge or his/her delegate will not leave the final meeting point (normally Burnaby North Secondary, or The Confederation Building) until the last Cadet has departed. Cadets are not to be left unsupervised at the Squadron.

#### **506. Familiarization Gliding**

1. Familiarization gliding of Cadets is conducted for the purpose of promoting an interest in aviation and related activities. Familiarization gliding will be conducted in Air Cadet League gliders at the Regional Gliding Centres during the fall and spring.
2. All cadets must partake in a minimum of one glider flight during each cadet year in order to advance to the next training level.
3. Priority for gliding shall be as follows:
  - a. Cadets who have never been gliding.
  - b. Cadets who have not been gliding during the current cadet year.
  - c. All other cadets.
4. Cadets will not fly if they or the staff believes they are not fit to undertake such flights.
5. Dress for gliding will be civilian clothes appropriate for the conditions of the day. The use of personally owned flight suits is restricted to cadets who have achieved wings only.
6. No item of the air cadet uniform will be worn on the gliding field, with the exception of the cadet Parka as authorized.
7. Cadets will conduct themselves with maturity at the gliding field and will pay careful attention to the safety aspect of the operation.
8. Cadets will not wander from the gliding operations on the airport and will only move under supervision.

9. Cadets will ensure that they inform the FOO or designate at the earliest opportunity if they are not able to meet their commitment to attend a gliding day. Failure to attend will result in AWOL status.

## **507. Familiarization Flying**

1. Familiarization flying of Cadets is conducted for the purpose of promoting an interest in aviation and related activities. Familiarization flying will be conducted in powered aircraft out of Boundary Bay Airport or any other airport deemed to be of interest to the Squadron, between September and June.
2. Cadets must partake in a minimum of one flight during each cadet year in order to advance to the next training level.
3. Squadron funded familiarization flights offered by the Squadron are a privilege, not a right.
4. Cadets will not fly if they or the staff believes they are not fit to undertake such flights.
5. Cadets are expected to participate in fund-raising activities such as tag days. Failure to attend tag days may result in suspension from Squadron funded familiarization flights.
6. All cadets will wear C-2 uniform when undergoing powered familiarization flying. The use of personally owned flight suits is restricted to cadets who have achieved wings only. All officers will wear the "Dress of the Day".
7. Familiarization Pilots will be selected based on ability, availability and experience. All pilots must be recommended by the FOO and approved by the CO. All pilots, in accordance with regulations, shall inform the FOO if any condition exists such that they should not fly as PIC of an aircraft. The FOO will forward this information to the CO.
8. Pilots will ensure that maximum training benefit is achieved for cadets undergoing familiarization flights by:
  - a. Including the cadet in the planning of the flight
  - b. Including the cadets in the Daily Inspection (DI) of the aircraft
  - c. Explaining the various instruments and controls
  - d. Providing experience at controlling the aircraft in the air if, in the judgment of the PIC, that can be done conforming to regulations and safe airmanship
  - e. Explaining the flight plan and ATC procedures.
9. All familiarization flights will be conducted in accordance with regulations set out by the RCAOpsO. CDT 141 or CDT 142 forms must be submitted for all flights undertaken by the Squadron.
10. All familiarization flight staff shall sign as having read and understood these SOPs before the commencement of flight operations, and annually there-after.
11. The following personnel who meet the required qualifications and are properly checked out, and have been taken on strength with the squadron, may become familiarization pilots;

- a. Air cadets
  - b. Cadet instructor cadre (CIC) personnel
  - c. Civilian instructors
  - d. Civilians
  - e. Regular/Reserve force members
12. Pilots shall have a minimum of ½ hour rest after each two (2) hour flying period.
13. Aerobatics and formation flying are prohibited.
14. Before being authorized to fly in the familiarization flight program, the following minimum requirements must be met:
- a. Pilots must be in possession of a valid Canadian Pilots License.
  - b. Pilots shall hold a current license validation certificate (LVC), and any limitations listed on it shall be followed. If a pilot's LVC becomes invalid for any reason, he/she shall advise the Chief Flying Officer or his assistant as soon as possible.
  - c. Pilots shall have a flight time of 35 hours PIC for local daytime flights.
  - d. Pilots shall have a flight time of 50 hours PIC for daytime, long-range navigation exercises.
  - e. Pilots shall have a flight time of 100 hours PIC to conduct night flying operations, in addition to a current night endorsement in accordance with Transport Canada regulations.
  - f. Pilots shall have a flight time of 10 hours PIC on aircraft type to be used for Air Cadet Exercises.
  - g. Pilots shall have at least one (1) hour PIC on type within the preceding 60 days. If one (1) hour has not been flown, then a check ride will be scheduled.
  - h. Pilots shall have successfully completed an initial or annual proficiency check with the Chief Flying Officer or his assistant.
  - i. All flight time refers to "Aeroplane" category of aircraft. Note gliders and ultra lights are not considered "Aeroplanes" for this purpose.
  - j. The annual proficiency flight check in item h above will not be paid for out of Squadron funds.
  - k. The annual proficiency flight check may be waived if the pilot has successfully completed a flight test conducted by a Transport Canada Inspector or a Designated Flight Test Examiner or by a recognized Military Course within the preceding six (6) months to upgrade their qualification. Approved flight tests are:
    - i. Commercial pilots license (Aeroplane category).
    - ii. Instructor rating (Aeroplane category).
    - iii. Instrument rating.
    - iv. Multi – engine endorsement.
    - v. Night flying endorsement.
    - vi. Tow plane conversion course.
15. Flight safety shall be the main objective always.
16. Hand starting:
- a. Starting aircraft engines by hand cranking the propeller is not recommended unless a pilot

- or engineer executes it with extreme caution experienced in hand starting.
  - b. Cadets are absolutely forbidden to hand start any aircraft at any time.
  
- 17. All accidents involving aircraft used for Air Cadet Operations will be reported to the Canadian Aviation Safety Boards Regional Office, according to current aeronautical publications. The definition of an accident can be found in the Transport Canada Air Regulation 101 (1). The usual way to contact the Canadian Aviation Safety Board is by first contacting the nearest Air Traffic Services Facility, (control tower or flight service station) and passing the information on to them.
  
- 18. Notify the Chief Flying Officer when possible if an accident or incident occurs. If the CFO is unavailable, then notify the Assistant Chief Flying Officer.
  
- 19. Note the following in case of an accident/incident:
  - a. Aircraft type/s and ident/s.
  - b. Names of pilot/s involved (and address/e's if possible).
  - c. Number of people involved.
  - d. Names of witness/e's if possible.
  - e. Name of ATC or FSS personnel whom information was passed on to.
  - f. Time of accident/incident.
  - g. Weather at time of accident/incident (get a hard copy if possible)
  - h. Number of injuries or fatalities.
  - i. Where the accident/incident occurred.
  
- 20. Each cadet exercise shall have designated weather minima. No operation involving cadets shall take place unless the weather is at least:
  - a. Ceiling – 2000 feet.
  - b. Visibility 3 nautical miles.
  - c. The weather is forecast to remain at or above these limits throughout the operation.
  
- 21. The following weather minima shall be assigned to cadet exercises:
 

a.	VFR 1	Ceiling 1000feet	Visibility 3 nautical miles.
b.	VFR 2	Ceiling 2000feet	Visibility 3 nautical miles.
c.	VFR 3	Ceiling 3000feet	Visibility 5 nautical miles.
d.	VFR 4	Ceiling 5000feet	Visibility 10 nautical miles.
e.	The weather forecast at the time of departure must indicate that the weather will not go below the applicable limit.		
  
- 22. The following VFR rules pertain to the above table:
  - a. VFR 1 shall only be used to ferry aircraft over short distances with no cadets on board and the pilot can be any pilot that is checked out with the Squadron.
  - b. VFR 2 shall be used for flights in the Lower Fraser Valley. The boundaries of which are described below:
    - i. No further east than the easterly limit of Chilliwack.
    - ii. No further north than the mountains.
    - iii. No further west than Point Grey.



- iv. No further south than Cherry Point.
  - c. VFR 3 shall be used for flights in the Lower Fraser Valley. The boundaries are the same as for VFR 2 with one exception. You may extend your Easterly boundary as far as Hope.
  - d. Shall be used for long-range navigation exercises. Long-range navigation is all areas outside above set boundaries.
23. If VFR 2 or 3 is in effect and you wish to fly beyond the specified boundaries, you must obtain permission from the CFO. There will be absolutely no IFR flying. There will be no night flying unless approved by the RCA OPS O

### **508. Physical Fitness Training**

1. Cadets are required to maintain a fitness level that meets the aims of the movement to promote physical fitness.
2. Cadets will participate in all physical fitness training provided by the Squadron unless specifically excused by the Sports Officer in consultation with the TrgO.
3. Physical fitness training will be conducted by appropriately trained cadets, and will include a warm-up/stretch period and cool down period.
4. An officer or Civilian instructor will be present for all physical fitness/sports training.
5. A first aid kit will be readily available at all sports/physical fitness training.
6. Where cadets are moving on a roadway, a marker shall be placed 15 feet in front of and at the rear of the group and shall ensure that traffic is controlled for safety. Both shall wear visible fluorescent marker vest that attract attention.

### **509. First Aid Training**

1. It is the objective that all Officers, Civilian Instructors and Volunteers as well as all cadets will undergo first aid training yearly and maintain a minimum of Emergency First Aid qualifications.

### **510. Field Training**

1. All survival training shall conform to regulations requiring appropriate supervision ratio.
2. Where female cadets attend, a female adult supervisor shall be present on exercise.
3. An Officer or Civilian Instructor shall be appointed as First Aid Officer for all exercises and shall be qualified and equipped to carry out emergency first aid in the field.
4. Each exercise will have a cadet selected to act as Exercise/Camp Warrant Officer and shall oversee all aspects of the exercise in conjunction with the OIC.

5. A Training NCO shall be appointed one month prior to the exercise and shall oversee the preparation of the training timetable and appointment of instruction in conjunction with the TrgO.
6. A Supply NCO shall be appointed two weeks prior to the exercise and shall oversee the preparations of all Squadron stores required on exercise in conjunction with the SupO.

### **511. Band Training/Participation**

1. The Squadron Band is open to all cadets that have completed their enrolment documentation.
2. Cadets may participate in the band at two levels, as follows:
  - a. Parade Band.
  - b. Competition Band
3. Cadets participation in the parade band, are not required to participate in the competition band. However, cadets may not participate in the competition band unless they are either in the parade band or hold a Command position in the squadron.

### **512. Range Training**

1. The Squadron Range is open to all cadets that have completed their weapons and range safety course.
2. Cadets may participate in the range at two levels, as follows:
  - a. General range.
  - b. Range Team.
3. Cadets participation in the general range training, are not required to participate on the Range Team. However, cadets on the Range Team must participate in general range training.

### **513. Competition Teams**

1. The Squadron Competition Drill/Band/First Aid/Sports/Public Speaking/Biathlon/Range/Survival Teams are open to all cadets that have completed their enrolment forms. Some particular conditions are outlined elsewhere in this document. These are the general conditions for the teams.
2. At the start of the training year the DCO will appoint Team Coordinators. In consultation with the training staff the Team Coordinators will recommend Team Commanders to the DCO for appointment.
3. Teams will then select training times and places for submission to the CO. No training will be conducted until schedules, locations and staffing have been promulgated in the Monthly Routine Orders.
4. All teams will follow the training in accordance with the approved manuals for each activity. These

are available through the DCO and/or the Cadetnet.

5. Teams will be selected based on ability and through the use of supervised tryouts. Team Coordinators are to ensure that the teams meet the competition configurations regarding male/female, level and age mixes.
6. Cadets participation in the general range training, are not required to participate on the Range Team. However, cadets on the Range Team must participate in general range training.

#### **514. Computer Training**

1. The Squadron has a combination of DND owned and Sponsor owned computers. Various programmes are available to the cadets for training on these computers.
2. The DND owned computers are available to the cadets to access the approved programmes and resources. Staff or Cadets accessing the Cadetnet must first read and sign the Cadetnet Virtual Private Network Statement of Compliance.
3. Sponsor owned computers will be used to host the flight simulator, aircraft identification, master lesson plans and all other training resources. As the inventory of computers increases certain units will be designated for specific use.
4. At all times no cadet shall be permitted to access the World Wide Web unsupervised. All encounters with "Restricted or Adult Content" sites, either intentional or not, shall be recorded and the CO must be advised.

## **600. Administration**

### **601. Correspondence**

1. All outgoing correspondence, including memos, newsletters, press releases and information to parents, must be reviewed and approved by the CO or his/her designate.
2. All incoming correspondence must be reviewed by the CO and logged in by the AdminO, with the exception of correspondence personally addressed and correspondence to the Sponsoring Committee.
3. All scheduled mandatory and optional training activities, including Operations Orders, must be reviewed and approved by the DCO.
4. All proposed policy changes must be approved by the CO.

### **602. Facsimiles (FAXes)**

1. The CO or his/her designate prior to transmissions shall approve all outgoing FAXes. A copy will be forwarded to the AdminO for filing purposes.
2. All incoming FAXes shall be forwarded to the AdminO for action. The AdminO shall forward a copy to the CO for review, with the exception of those personally addressed and those to the Sponsoring Committee.

### **603. E-mail**

1. The CO or his/her designate prior to transmissions shall approve all outgoing e-mail which is sent on behalf of the squadron. A copy will be forwarded to the AdminO CCONet account for filing purposes.
2. All incoming e-mail directed to 759 RCACS shall be forwarded to the AdminO for action. The AdminO shall forward a copy to the CO for review.

### **604. Telephone Answering System**

1. The AdminO in accordance with directives set out by the CO will maintain the telephone answering system.
2. The AdminO will ensure that the Duty O accesses and directs messages once weekly as described in the Duty Officers duties.

### **605. Squadron Internet Web Page**

1. The Webpage shall not be modified, altered or changed without the specific approval of the CO. The Webpage shall be maintained in accordance with the CCONet policies as laid out by the Content Management System and related policies.

### **606. Photocopying**

1. Copies shall be limited to official use only.
2. When a significant number of copies are being made outside the squadron, a receipt shall be reimbursed to recover copying expenses.
3. Only Officers, Civilian Instructors, Volunteers, and Command Group Cadets shall use the photocopier unless authorized by the CO or his/her designate.

### **607. Bulletin Boards**

1. No item will be posted on a bulletin unless authorized by the CO or his/her designate.
2. Bulletin boards will be kept timely by removal of items after they have been posted for a reasonable period of time.
3. The AdminO will police bulletin boards for cleanliness, timeliness and effectiveness.

### **608. Security – Out of Bounds Areas**

1. The following areas are out of bounds to all personnel unless authorized by the CO:
  - a. Supply.
  - b. Training stores.
  - c. Weapons stores.
  - d. Administration files and cabinet.
  - e. CO's office.
2. The control of keys, passwords and all security issues are the responsibility of the CO. Authorized personnel will be issued keys and passwords directly by the CO and promulgated in the Monthly Routine Orders.
3. No Officer or Civilian Instructor is permitted to pass on keys or passwords to anyone not already authorized by the CO to have said keys or passwords.

## **609. Attendance**

1. Attendance at weekly training parades is mandatory. All cadets are expected to be on parade and ready for fall-in by 1830 hours (1815 hours for Senior NCOs).
2. If a cadet is unable to attend a parade night it is his/her responsibility to phone the Squadron telephone by 1945 hours, and inform the Duty Personnel or AdminO of his/her anticipated absence and the reason. All cadets should anticipate a weekly phone call from their Flight Sergeant or designate with the weeks info and are to confirm at that time if they anticipate being absent.
3. Attendance at weekly training parades is recorded as follows:
  - a. PRESENT - physically present for the entire parade.
  - b. LATE - arrival after 1845 hours.
  - c. AWL - absent with leave, cadet phones the squadron prior to 1945 hours.
  - d. NO UNIFORM - cadet is present but not in uniform.
  - e. LOA - CO approved leave of absence, for an extended period.
  - f. AWOL - absent with out leave, cadet fails to be present and did not call in
4. Attendance at mandatory support training (i.e. citizenship, fund-raising, survival exercises, etc.) is a requirement to progress from one training level to the next. It is also a criteria for promotion and selection for summer courses. Attendance is therefore mandatory and will be recorded.
5. Cadets who sign up for mandatory support and/or optional training are expected to attend. If unable to attend cadets are expected to phone the OIC or NCO in charge as per the instructions for weekly training parades.
6. Cadets that fail to be present for mandatory activities, or cadets who sign-up for optional activity and do not present nor inform the Squadron, will be AWOL.
7. An AWOL list will be reviewed each month. Four consecutive AWOL offences are grounds for dismissal from the squadron. Exceptional circumstances may be discussed with the CO. The CO will only grant leaves of absence after receiving a written request from the cadet and his/her parents.

## **610. Summer Camps**

1. Summer camp selection is done by the CO on advice of the Squadron Staff and the Chair of the Sponsoring Committee. Selection will be based on criteria set out by DND and the League and will be supplemented by local standards.
2. Cadets are expected to submit all documentation required by the deadlines. Failure to do so may forfeit the opportunity to be selected to go to camp.

## **611. Selection Board / Scholarships Summer Courses**

1. Cadets are responsible for applying to the CO for scholarships prior to the last parade in November for training the next summer.
2. Cadets applying are required to meet deadlines for submissions of medicals written applications, qualifications etc, as issued by proper authority.
3. Cadets failing to meet deadlines will forfeit their chance for admission to the scholarship.
4. Where two or more candidates meet the prerequisite national standards for a scholarship and a limit of applicants is imposed, the CO shall be the final authority for the selection of the nominated cadet. This selection will be at the advice of the Squadron Staff and the Chair of the Sponsoring Committee.

## **700. Supply**

### **701. Hours of Operation**

1. Squadron Supply hours are by appointment only.

### **702. Care and Use of Uniform**

1. No member shall wear a uniform unless on a Squadron activity authorized by the CO.
2. No item shall be glued to a uniform. All items will be hand sewn and placed in accordance with regulations.
3. Parents are responsible for the loss of items of uniforms and may be subject to reimburse the crown for losses.
4. Due care will be taken when washing the air cadet uniform.

### **703. Training Stores**

1. The SupO in conjunction with the DCO, and TrgO shall maintain an inventory and be accountable for all items in Training Stores.
2. The Training Stores room and the off-site locker will be kept locked and restricted access ensured.
3. All items will be signed out of Training Stores on a temporary loan card.
4. No combustible items shall be stored in the Confederation Building. Combustible materials may be stored in the Squadron off-site locker, in the approved and marked container. An environmental spill kit shall be kept in close proximity to these items while stored..

### **704. Care and Use of Equipment**

1. All equipment used by squadron personnel shall be used diligently and only in its prescribed manner.
2. Care shall be taken to ensure that items are returned clean, dry and properly folded



## **800. Finance**

### **801. Budget**

1. A budget will be created by the Commanding Officer and submitted to the sponsoring committee at the end of June for the following training year. Anyone with an item to be included shall contact the CO.
2. The CO will use a consultative process to ensure that officers, civilian instructors, volunteers and cadets have an opportunity to be part of the process of creating the yearly forecast of expenditures.

### **802. Purchases**

1. The Commanding Officer will approve all purchases on behalf of the Squadron.
2. An Officer, Civilian Instructor, Volunteer or Cadet will make no agreements to reimburse for expenditures or purchases on behalf of the Squadron unless the Commanding Officer has approved the expenditure.

### **803. Tag Days / Fund Raising Activities**

1. All cadets SHALL participate in tag day activities or fund raising activities. Fund raising activities are regarded as mandatory participation activities. Failure to comply may result in loss of privileges, barring from participation in activities funded solely by the sponsoring committee, and will be considered by the Commanding Officer when determining eligibility for promotion, selection for summer camp and scholarships.
2. No funds raising activities on behalf of the Squadron will be done by anyone unless authorized by the Chair of the Sponsoring Committee.
3. No funds raising activities involving staff or cadets will be done by anyone unless authorized by the CO.

### **804. Insurance**

1. The Sponsoring Committee maintains an insurance policy on all items belonging to the Squadron purchased by the committee.
2. Anytime an item of significant value is removed from the building premises for the purposes of training or recruiting, the Chair of the Sponsoring Committee will be advised in writing in order to ensure the insurance company is notified and means are taken to ensure coverage continues. An example would be simulators being moved off premises to a mall for a recruiting display.

## **900. Facilities**

### **901. General**

1. 759 RCACS will conduct Training Parades on Wednesday Evenings from 1 Sep - 30 Jun of each Training Year at Burnaby North Secondary. The times will be from 1800 - 2145 hrs. Burnaby North Secondary may be used at other times and days. These will be promulgated in Routine Orders.

### **902. Visitors**

1. All visitors to the Squadron will be met by the duty personnel and escorted to the office. Upon completion of their visit, they shall be escorted to the main lobby.

### **903. Other Facilities**

1. 759 RCACS will arrange from time to time to acquire alternate facilities to conduct squadron training. All personnel will follow the rules governing the use of these facilities by their owners. Failure to do so may cause the Squadron the loss of future use of these facilities.

### **904. Cleanliness and Security**

1. All facilities used by 759 RCACS will be left in a clean condition at all times. All facilities will be properly secured prior to 759 RCACS departing them.

## **1000. Security**

### **1001. General**

1. The Commanding Officer is responsible for the overall security of the unit. All personnel shall report to the CO on all matters regarding security.
2. Every Officer, Instructor and Cadet is responsible for ensuring the security of DND and Squadron property.
3. The disclosure of CF/DND information or personnel information is controlled, and subject to the “Need to Know” principle. All requests for information from non-DND agencies shall be referred to the Area Cadet Office for handling in accordance with Chapter 29 of SECURITY ORDERS for DND and the CF.
4. Good security is accomplished through understanding and compliance. All personnel must be made knowledgeable about security and be motivated to comply with security orders and practices. All new personnel shall, as part of their in-clearance, be briefed by the CO about Squadron security principles and their personal responsibility to preserve unit security.

### **1002. Movement Control**

1. The following areas designated as restricted areas, and are out of bounds to all personnel, unless authorized by the CO:
  - a. Hut Office
  - b. Band/Stores Lockers.
  - c. Weapons lock-up.
  - d. Administration office, files and cabinets.
  - e. CO’s office.

### **1003. Document Control**

1. The originator of a designated document is responsible for affixing the proper designation (PROTECTED A or B).
2. Unit personnel are responsible for the protection of designated matter, which is entrusted to them.
3. Designated matter is to be stored in approved containers provided by the CF. At the end of each working session, all unit personnel are individually responsible for securing all designated matter.
4. All Protected designated matter will be destroyed by shredding or burning as required.

### **1004. Physical Security**

1. At the end of each training parade, all Squadron Duty Personnel are responsible for ensuring the cadet unit filing cabinets and doors are secure before leaving. A check will be made of all Squadron areas, even if they haven’t been occupied during the parade.

2. During optional training parades, the OIC shall ensure that the above security measures are followed.
3. Doors to the various rooms shall be left closed at all times unless a facility is in use.
4. The last person to leave the Squadron HQ will ensure that the office is secure and that the outside door is properly closed.
5. Stores are the responsibility of the SupO. Material and Equipment is for Squadron use only and shall be signed out by the SupO to Squadron personnel only.
6. The CO strictly controls access to the weapons lock-up and ammunition stores. Only personnel authorized specifically by the CO will handle small arms and ammo. A responsible person designated by the CO shall guard weapons being transported continuously.
7. The CO will maintain and control all unit keys, access cards and passwords by means of a key register and a key press. Lost keys will be reported as soon as possible to the CO for appropriate action (i.e. lock changes). Authorized personnel will be issued keys, access cards and passwords directly by the CO. Names of authorized personnel and their areas of access will be promulgated in the Monthly Routine Orders.
8. No Officer or Civilian Instructor is permitted to pass on keys or passwords to anyone not already authorized by the CO to have said keys or passwords.

#### **1005. Communication Security**

1. Protected B designated information shall not be discussed on the telephone.
2. Facsimile machine (FAX) transmissions are restricted to Protected A designated information and Unclassified Information.
3. Only licensed software will be used on computers at 759 RCACS.

#### **1006. Computers**

1. Computers will not be removed from the building unless authorized by the CO.
2. Computers will be used for their specifically designated purpose only.
3. Only licensed software will be used on computers at 759 RCACS.

## **1100. Range**

### **1101. Introduction**

1. These orders are published to familiarize all personnel with the safe and efficient operation of the Squadron Range.
2. These orders apply to all Squadron Personnel while on any range activity at the Squadron Range and/or any range operated by 759 RCACS.
3. These orders apply to all visiting Officers, Instructors or Cadets while in attendance at a range activity at the Squadron Range.

### **1102. Location and Definitions**

1. The Range is deemed to be the Squadron Range whenever a 759 RCACS sponsored range activity is in progress.
2. The Range Safety Officer (RSO) is the officer in charge of the range and range safety for the stated exercise. Only Officers and Civilian Instructors qualified in accordance with Pacific Region Cadet Instruction 110 may be appointed as the Range Safety Officer. The on duty RSO (regardless of rank) is the final authority for all activities while the range is in operation.
3. The Range Instructors are any Officer, Civilian Instructor or Cadet who is qualified to instruct on the weapon designated for the stated exercise, and has been appointed to that position by the RSO.
4. The Relay Commander is the Officer, Civilian Instructor or Cadet who is qualified to give Relay Commands and has been appointed to that position by the RSO. The Relay Commander may be changed during the exercise at the discretion of the RSO.
5. The Ammunition Controller is the Officer, Civilian Instructor or Cadet who is qualified to control and distribute ammunition and has been appointed to that position by the RSO. The Ammunition Controller may be changed during the exercise at the discretion of the RSO.
6. A Relay is any group of persons who will be firing at the same time.

### **1103. Range Control**

1. All Range exercises will be conducted under the authority of the Commanding Officer of 759 RCACS.
2. All Range exercises will be promulgated in the 759 RCACS Monthly Routine Orders prior to their commencement. The Range Safety Officer for each Range exercise will also be promulgated in the 759 RCACS Monthly Routine Orders.
3. A Range Safety Officer shall be present at all Range exercises and will be responsible for the safe operation of the Squadron Range. The Range Safety Officer, Range Instructor, Relay Commander and Ammunition Controller may be the same person.
4. The RSO shall complete the Squadron Range Use Register prior to and following each range exercise. The RSO shall also complete the Range Attendance Register and the Ammunition Log following each range

exercise.

#### **1104. Range Safety**

1. No personnel shall enter or leave the Squadron Range without the authorization of the Range Safety Officer.
2. Eating, drinking and smoking are prohibited in the range at all times.
3. No Relay shall consist of more than nine (9) shooters.
4. There will be no more than two (2) Relays on the Squadron Range when shooting is in progress. One Relay shall be firing, or preparing to fire and the other Relay shall be waiting in the area behind the shooters. All other Relays shall be waiting in the hallway outside while shooting is in progress.
5. Personnel may only proceed to the butts under the instruction of the RSO. The firing point will not be disturbed and the rifles will not be touched while personnel are at the butts.
6. All personnel inside the range MUST wear eye protection and hearing protection at the instruction of the Range Safety Officer.
7. The ventilation fans will be operating whenever 0.22 cal weapons are being used. If the fans are inoperable, no firing will take place.
8. Firing will not commence until the RSO has determined that it is safe to do so. The red light shall be turned on whenever firing is in progress.
9. Firing commands shall be given by the Relay Commander, under the direction of the RSO, as outlined under Firing Sequences in these Orders.
10. During firing, the main door to the range will be shut and locked. No personnel will be permitted to enter or leave the range while firing is in progress.
11. All personnel shall abide by the instruction of the RSO. Failure to do so will result in the immediate loss of range privileges by the offending personnel, for a period as determined by the Commanding Officer of 759 RCACS.
12. The command CEASE FIRE may be given by any personnel on the Squadron Range anytime a safety violation is deemed to be occurring or about to occur.

#### **1105. Emergency and Medical**

1. The Commanding Officer shall be immediately advised of any accident occurring on the Range. This will be done after all appropriate action has been taken to care for any injuries that may have been sustained by participating personnel. In the event that the Commanding Officer cannot be reached, the supervisor person shall contact the staff in the following order: the Deputy Commanding Officer, the Training Officer, and the Administration Officer.
2. In case of serious injury, a CF 98 or DND 2226 must be completed as per Pacific Region Cadet Instruction 502.

3. The nearest medical facility is Burnaby General Hospital at 3935 Kincaid St. Burnaby, BC. The emergency telephone number is 911.

### **1106. Authorized Weapons and Ammunition**

1. The only weapons authorized for use on the Squadron Range are the issued C No. 7 0.22 cal single shot rifle, the Anshutz 0.22 cal single shot target rifle, the Daisy 850C 0.177 cal single shot air rifle, and any other air rifle authorized for competition by Pacific Region Cadets. No other rifles or handguns will be used on the Squadron Range.
2. The only ammunition to be used on the Squadron Range shall be the 0.22 cal ammunition issued by the Department of National Defence and 0.177 cal air rifle pellets issued by 759 RCACS. No other 0.22 cal or 0.177 cal ammunition will be used on the Squadron Range.

### **1107. Ammunition Control**

1. The Ammunition Controller prior to distribution of the ammunition will inspect all rounds of ammunition. All ammunition malfunctions and defects will be reported to the Range Safety Officer, who will then convey the report to the Commanding Officer of 759 RCACS. The CO will then inform the Area Cadet Office and ASU Chilliwack.
2. Ammunition that is suspected of having a defect will not be used. When ammunition exhibits a defect during firing exercises, firing will cease and the defective ammunition will be withdrawn and quarantined.
3. The tampering with ammunition for any purpose is prohibited.
4. All spent casings will be deposited in the spent casing storage container.
5. No member may remove any live or blank rounds of ammunition, or empty casings from the range exercise after completion of the exercise. They will be required to state a certification that they do not have any live or blank rounds of ammunition, or any empty casings, in their possession before leaving the range exercise.

### **1108. Weapon Maintenance**

1. All weapons shall be maintained to ensure that they are capable of performing their primary function to the best possible standard. The Maintenance Program shall consist of Operator Maintenance and Scheduled Maintenance.
2. Operator Maintenance shall be performed each time the weapon is used. It shall consist of the mechanical inspection of the weapon, the reporting of any mechanical faults so that the weapon can be repaired by the appropriate tradesman, and the cleaning, lubrication and upkeep of the weapon. The mechanical inspection shall be performed prior to and following each range session during which the weapon is used. Cleaning, lubrication and upkeep of the weapon shall follow each range session during which the weapon is used.
3. In the event of non-use of a weapon, the weapon shall undergo Scheduled Maintenance at least once a month. Scheduled Maintenance involves the mechanical inspection of the weapon, the reporting of any mechanical faults so that the appropriate tradesman can repair the weapon, and the cleaning, lubrication and upkeep of the weapon. Scheduled maintenance is performed to prevent corrosion and other forms of material degradation when the weapon is being stored.

4. A maintenance log shall be kept for each weapon. The log shall indicate when the weapon was last maintained and when the weapon was last fired.
5. Mechanical inspection by the Operators or the Weapon Maintenance Team shall consist of checking for the presence, function, fit, security and finish of components. This shall be performed in accordance with the operator's manual and applicable equipment publication.
6. Fault reporting is the passage of information from the operator to the Range Safety Officer or the Weapons Maintenance Officer. The Officer shall enter the fault and the date reported into the weapon's maintenance log.
7. Cleaning, lubrication and upkeep of the weapons and shall be performed in accordance with operator's manuals and the applicable equipment publications.

### 1109. Range Training

1. All Cadets will be required to have attended an elementary training session in weapon handling and have passed an examination prior to firing on the range.
2. Qualified instructors under the supervision of the Squadron RSO, who shall maintain training records of Cadets having successfully passed the tests, will give elementary training.
3. Tests shall be conducted on a yearly basis, at the start of the training year. Refresher training shall be given to all Cadets participating in the Squadron shooting programme at the start of the training year and at such other times as the Commanding Officer deems necessary.

### 1110. Firing Procedure

1. The firing procedures following shall be followed at every range exercise and shall not be deviated from without prior approval of the Commanding Officer:
  - a. PLACE YOUR TARGETS (by Relay Commander)
    - i. Relay member's pick-up a target and position it on the backstop, then return to the rear of the range.
  - b. THIS RELAY – ADVANCE TO THE FIRING LINE (by Relay Commander)
    - i. Relay members advance to the rear of the firing line.
    - ii. RSO turns on the red firing light.
  - c. RELAY – NUMBER (by Relay Commander)
    - i. One, Two, Three, Etc (Response by relay members)
  - d. TAKE UP THE PRONE POSITION (by Relay Commander)
    - i. Relay members take up position. **Relay members do not pick up their rifle.**
  - e. DISTRIBUTE THE AMMO (by Relay Commander)
    - i. Ammo Controller places loaded ammo blocks to the right of each relay member.
  - f. EAR DEFENDERS ON (by Relay Commander)
    - i. All personnel on the range don ear defenders.



- g. POSITIONS READY (by Relay Commander)
  - i. Number One Ready (Response by relay member)
  - ii. Number Two Ready (Response by relay member)
  - iii. Etc.
  
- h. LOAD
  - i. Relay members pick up the rifle and load the first round and engage the safety. **Relay members do not set down a loaded rifle.**
  
  - i. ON YOUR OWN TIME, AT YOUR OWN TARGET, (\_ROUNDS SIGHTING,) \_ROUNDS TARGETING (or GROUPING), FIRE (by Relay Commander)
    - i. Relay members commence firing.
    - ii. **If a CEASE FIRE is called, the relay member will IMMEDIATELY unload the rifle, engage the safety and set down the rifle.**
    - iii. In the event of a misfire, the relay member will raise their hand. They will not unload nor set down the rifle. The RSO will then unload the rifle and provide a replacement round. **A cease-fire is NOT called.**
    - iv. In the event of repeated misfires, the rifle shall be removed from service.
    - v. Upon completion of firing, each relay member shall unload the rifle 3 times, engage the safety and set down the rifle.
  
- j. UNLOAD (by Relay Commander)
  - i. Called after all relay members have completed firing.
  - ii. Relay members pick up their rifle, unload three times, engage safety and then set down the rifle.
  
- k. PREPARE FOR INSPECTION
  - i. Relay members raise their rifles for inspection.
  - ii. The RSO inspects each rifle to ensure the rifle is empty and the safety is engaged.
  - iii. Number One Clear (Response by the RSO)
  - iv. Number Two Clear (Response by the RSO)
  - v. Etc.
  
- l. ALL CLEAR STAND CLEAR
  - i. Relay members stand up to the rear of the firing line.
  - ii. RSO turns off the red firing light.
  
- m. RETRIEVE YOUR TARGETS
  - i. Relay members pick up their spent casing and ammo blocks.
  - ii. Spent casings are deposited in the spent casing storage container.
  - iii. Ammo blocks are returned to the Ammo Controller.
  - iv. Relay members retrieve their targets and give them to the Range Instructor.

## **1200. Fire Orders**

### **1201. General**

1. This order contains fire orders in Squadron, fire orders in the field and fire precautions. These fire orders apply equally to all ranks of 759 RCACS

### **1202. Unit Fire Prevention Officer**

1. The Deputy Commanding Officer is the Unit Fire Prevention Officer.

### **1203. Posting of Fire Orders**

1. One copy of these orders will be placed on central notice boards in the following areas:
  - a. On the duty NCOs desk; and
  - b. In the officers classroom.

### **1204. Fires**

1. Fires do not happen. They are caused. The prevention of fires is of primary importance. The first few minutes of a fire are the most critical from both a life threatening and a property safety point of view. On the outbreak of fire, all unit fire suppression resources will be put into immediate operation to minimize fire damage. All personnel are personally responsible for:
  - a. Control of “personal” fire hazards, i.e. smoking, use of electrical equipment, etc; and
  - b. Knowing what to do when fire occurs.

### **1205. Responsibilities**

1. All personnel, both military and civilian, will know:
  - a. Local fire alarm stations within the building;
  - b. Fire assembly points;
  - c. The telephone number of the fire department;
  - d. The location of the fire fighting apparatus and the proper method of operating extinguishers;
  - e. The action to be taken on the sounding of the fire alarm; and
  - f. What to do when a fire occurs.

### **1206. Fire Protection**

1. The SupO is responsible for the provision of fire fighting equipment and personnel.

## **1207. Action On Discovery Of Fire**

1. The first person to see or detect a fire will immediately shout FIRE three (3) times. The supervisor person who is closest to the fire extinguisher will use it to the best of their ability. Time is of the essence.
2. When a class has been informed there is a fire, the instructor will lead the class to safety outside. Cadets will follow the instructor in single file and in total silence. The assistant instructor or a cadet, as appointed by the instructor, will follow at the end, making sure no cadets are left behind; he/she will be responsible for closing the doors behind him/her. This procedure must be done quickly, no running or pushing, and in a military fashion. Remaining calm is very important.

## **1208. Fire Prevention Officer**

1. The unit Fire Prevention Officer shall proceed to the fire scene and act as Liaison Officer between the Officer in charge of Fire Fighters and Officer in charge of assembled cadets. In the absence of the Fire Prevention Officer, the DCO will perform this duty.

## **1209. Evacuation Of Building – Assemble And Personnel**

1. During training hours:
  - a. If outdoors, all personnel will remain outdoors and assemble in the South Parking lot out front of the school. Cadets will fall into their normal flights.
  - b. If indoors, all personnel will exit through the nearest fire exit and assemble in the South Parking lot out front of the School. Cadets will fall into their normal flights. When leaving the building all personnel should follow the school's posted evacuation instructions.
  - c. All NCOs that are not Flight Commanders or Squadron Commanders will fall into their regular flights.
2. After training hours:
  - a. All personnel will exit through the nearest fire exit and assemble in the South Parking lot out front of the School. Cadets will fall into their normal flights.

## **1210. Fire Duties On Assembly**

1. The roll will be called as soon as the Squadron has been assembled. The NCOs who are commanding a Flight that evening will call the roll of that Flight.
2. The Duty Officer will bring the roll call sheets outside.
3. The Fire Prevention Officer or his designate will ensure the hall is emptied of all people and will take care of any injuries.
4. Any person not present on the roll call will be reported to the Fire Prevention Officer immediately.

## **1211. All Clear**

1. The ALL CLEAR will be initiated by the Fire Chief or Deputy and passed on through the chain of command.

## **1212. Fire Fighting Equipment**

1. Fire fighting equipment:
  - a. Equipment allotted to the building shall not be tampered with or obstructed;
  - b. Fire extinguishers, fire ladders, etc., shall only be used for fire fighting; and
  - c. Any person using or partially discharging a fire extinguisher will report such use immediately to the immediate supervisor.

## **1213. Private Belongings**

1. Private property and personal belongings:
  - a. DND is not responsible for loss of private property or personal belongings resulting from fire, etc., except as provided in QR & O 210-01; and
  - b. Personnel are required to make their own arrangements for fire insurance of personal property.