



5 CYCLONE ROYAL CANADIAN AIR CADET SQUADRON



SQUADRON STANDING ORDERS

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SQUADRON STANDING ORDERS
5 Cyclone Royal Canadian Air Cadet Squadron

FOREWORD

1. These Squadron Standing Orders (SSOs) are issued under the authority of the Commanding Officer (CO) 5 Cyclone Squadron. They are intended to supplement and amplify the Canadian Forces (CF) orders, publications and directives as they relate to the Officers, staff and cadets of the Canadian Cadet Movement (CCM) affiliated with 5 Cyclone Squadron (Sqn).

2. The SSOs are effective upon receipt and are applicable to all Officers, Non-Commissioned Members (NCM) of the CF, Civilian Instructors (CI)/Volunteers (CV) and cadets involved with 5 Sqn.

3. Copies of the orders will be made readily accessible to all staff members of 5 Sqn for review and reference, and will also be made available on the squadron website at: <http://www.cycloneaircadets.com>. It is the responsibility of the individual to make themselves aware of the content of the orders and to keep current with amendments.

4. Visitors to the Squadron are also subject to the SSO's and it is incumbent upon those members who are hosting visitors and transient personnel to advise them of those orders which apply in each case.

5. The SSO's shall be reviewed annually and updated as required. All requests to amend the SSOs shall be submitted in writing to the CO.

Commanding Officer
5 Cyclone Squadron

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SQUADRON STANDING ORDERS
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INTRODUCTION

Issuing Authority

1. These orders are issued under the authority of the Commanding Officer (CO) 5 Cyclone Royal Canadian Air Cadet Sqn (RCACS). They supplement the orders issued by NDHQ, and its various branches of authority (Region, Detachment, etc). These orders supersede all previous versions and amendments.
2. References:
 - a. Queen's Regulations and Orders – Cadets (QR&O)
 - b. Canadian Forces Administrative Orders (CFAO)
 - c. Eastern Region Cadet Orders (ERCO)
 - d. Eastern Region Cadet Code of Discipline
 - e. Cadet Administrative and Training Orders (CATO)
 - f. Drug and Alcohol Policy for Cadets
 - g. Canadian Forces Dress Regulations (A-AD-265-000/AG-001)
 - h. Dress Regulations for Royal Canadian Air Cadets (A-CR-CCP-990/Pt-001)

Aim

3. These orders define the unit's organization, regulations and terms of reference that do not change frequently. Their foremost purpose is to promote efficient squadron operation. All personnel shall familiarize themselves with, obey and enforce all regulations, orders, rules and instructions necessary for the performance of their duties.

Jurisdiction

4. The Squadron Standing Orders (SSOs) are applicable to all Officers, civilian personnel, and cadets affiliated with 5 Sqn while participating in a squadron authorized event. Visitors to the squadron are also subject to the squadron's policies and procedures. Squadron members who are hosting visitors shall advise them of the orders which apply in each case.

Distribution and Amendment

5. A hardcopy of the SSOs will be available in the library (see AdmO) and on the squadron's web site at: <http://www.cycloneaircadets.com> . It is the responsibility of every member of the squadron to become familiar with these orders.
6. These orders will be reviewed annually and amended as required by the CO. All recommendations for amendment to the SSOs must be submitted in writing to the CO.

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100 – PERSONNEL

101 – Duties and Responsibilities

1. All Officers, civilian personnel and cadets are personally responsible for the proper execution of all duties assigned to them by higher authority. Officers holding supervisory positions are in turn responsible for assigning and supervising the duties of their subordinates. Any failure on the part of an individual to fulfill his duties properly must result in immediate and appropriate corrective measures taken by his immediate supervisor.
2. All members of the squadron staff are expected to be present at support and optional training exercises as required, and as individual schedules permit. These activities include survival exercises, citizenship tours, parades, community activities and competitions.
3. All members of the squadron are to conduct themselves at all times in a manner that brings credit to the Canadian Forces (CF) and the Canadian Cadet Movement (CCM).

102 – Command and Control

1. The Vice Chief of the Defence Staff (VCDS) has the ultimate responsibility for the Cadet Program and is located at National Defence Headquarters (NDHQ), in Ottawa.
2. The Commanding Officer (CO) is directly responsible to the Commander of Eastern Region through the Region Cadet Officer (RCO) and his/her subordinates the Staff Officer 2-Air (SO-2) and the Area Cadet Officer (ACO).
3. The CO (or designate) is the only person authorized to directly contact the Regional Cadet Support Unit (RCSU) at St Jean, QC.
4. Contact with the Air Cadet League (ACL) or Sponsor will be made through the CO.
5. The CO has a right to expect the support of all personnel under his/her command. The CO may seek suggestions from other staff members when making decisions, however the CO is the ultimate authority who makes the final decision, and all personnel shall support it once made. The CO bears full responsibility for all decisions made within the unit.

103 – Chain of Command

1. All section heads, the Deputy Commanding Officer (DCO) and the Squadron Cadet Commander (Sqn Comd) answer directly to the CO.
2. The Squadron Deputy Cadet Commander (D/Comd), the Squadron Warrant Officer (SWO) and the Flight Commanders (FComds) answer directly to the Sqn Comd.

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3. All Officers and civilian personnel answer directly to their respective section heads. All cadets not holding a position already mentioned answer directly to their respective F/Comd.
4. All members of the staff as well as cadets may make an appointment with the Unit Human Rights Advisor (UHRA) directly without going through the chain of command.
5. A Squadron Organizational Chart is attached as Annex A.

104 – Promotions

1. Promotions will be held generally once in the fall (October) and once before the Annual Review (May). Promotions may also occur on other occasions to meet operational requirements.
2. The number of positions the squadron may promote to each rank is determined by the unit's quota (effective strength) as directed in CATO 51-02, Annex A.
3. If no candidate is found suitable for promotion, the Commanding Officer has the authority not to promote any of the eligible candidates. Although a cadet meets the minimum requirements, the final decision to promote a cadet or not rests with the Commanding Officer.
4. Any Cadet who thinks he/she should be/have been promoted may request to see the Commanding Officer through the chain of command.
5. In accordance with CATO 51-02, the Commanding Officer of a Squadron may, with due cause, demote any cadet who holds an acting rank and demote any cadet who holds a confirmed rank up to and including the rank of Sergeant. The Commanding Officer of a Squadron may recommend, with due cause, the demotion of a cadet who holds the confirmed rank above Sergeant, with final approval authority being determined by the Regional Cadet Officer.
6. No Staff members or Cadet, regardless of rank or position, except for the Commanding Officer, may demote a Cadet, or have a Cadet lose his LAC badges.

105 – Promotion Criteria

1. A member of 5 Cyclone Squadron becomes eligible for promotion to the next rank when he/she has met all of the minimum National and Local Standards detailed below.
2. In addition to these minimum requirements, the cadet must have mastered the duties and responsibilities of the rank and/or position presently occupied, and must also be an excellent

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example to others in their overall performance.

3. The promotion criteria are based on national and local standards as addressed in CATO 51-02 Air Cadet Promotions.

4. The criteria below shall be met before a cadet is eligible for promotion. The ranks of LAC, Cpl and FCpl promotions are automatic if the criteria are met.

a. Leading Air Cadet (LAC)

- i. Actively participate in the squadron mandatory training for a period of five (5) months.

b. Corporal (Cpl)

- i. Successful completion of Proficiency Level 1.

c. Flight Corporal (FCpl)

- i. Successful completion of Proficiency Level 2;
- ii. 6 months satisfactory service as Cpl;
- iii. Successful completion of Familiarization summer course preferred;
- iv. 70% Attendance or better;
- v. 70% Uniform average or better.

d. Sergeant (Sgt)

- i. Complete at least six months satisfactory service at the rank of Corporal;
- ii. Successful completion of Proficiency Level 3;
- iii. Successful completion of an Introductory Specialty summer course is preferred;
- iv. Uniform marks must meet a minimum of 75%;
- v. Have a minimum of 75% attendance.

e. Flight Sergeant (FSgt)

- i. Complete at least six months satisfactory service at the rank of Sergeant;
- ii. Successful completion of Proficiency Level 4;
- iii. Successful completion of an Advanced Specialty summer course is preferred;
- iv. Uniform marks must be minimum 80%;
- v. Have a minimum of 80% attendance.

f. Warrant Officer Second Class (WO2)

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- i. Complete at least six months satisfactory service at the rank of Flight Sergeant;
 - ii. Successfully complete Proficiency Level 4;
 - iii. Successful completion of an Advanced Specialty summer course is preferred;
 - iv. Uniform marks must be minimum 90%;
 - v. Submit a 1 page narrative and pass a promotion review interview with the WO1, Trg O and CO;
 - vi. Have a minimum of 90% attendance.
- g. Warrant Officer First Class (WO1)**
- i. Completed a minimum six months satisfactory service at the rank of WO2;
 - ii. Successfully completed Level 4;
 - iii. Successful completion of an Advanced Specialty summer course is preferred;
 - iv. Uniform marks must be minimum 90%;
 - v. Submit a one page narrative and pass a promotion review interview with the WO1, Trg O and CO;
 - vi. Have a minimum of 90%.
5. Additional 'satisfactory service' criteria apply to all ranks above FCpl, which includes:
- a. Attitude
 - b. Initiative
 - c. Disciplinary issues
 - d. Professionalism
 - e. Displays good followership
 - f. Displays leadership potential
6. The form attached in the Annex B to these orders will be used to calculate scores achieved by all eligible Cadets when a requirement exists to promote within the Squadron.

106 – Squadron Appointments

1. Officer Staff Positions

- a. An Air Cadet Squadron, being made up of a large and diverse membership requires a formal structure in order to operate smoothly. At the Squadron Staff Level, there are four key positions:
 - i. Commanding Officer (CO), normally Maj or Capt depending on quota;
 - ii. Administration Officer (Admin O), normally Capt, Lt, 2Lt;
 - iii. Supply Officer, (Sup O), normally Capt, Lt, 2Lt; and
 - iv. Training Officer, (Trg O), normally Capt, Lt, 2Lt.
- b. Subject to the CO's approval, additional positions may be added depending on the Squadron quota and training requirements, e.g. Assistant Training Officer, Training

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Level Officer, etc.

2. Cadet Positions

- a. The following are positions that are filled by cadets, starting from the most senior:
 - i. Squadron Cadet Commander - normally WO1 or WO2;
 - ii. Squadron Deputy Commander - normally WO2 or FSgt;
 - iii. Squadron Warrant Officer - normally WO2 or FSgt;
 - iv. Flight Commander including Flag Party Commander and Band Commander - normally FSgt or Sgt;
 - v. Deputy Flight Commander, normally Sgt or Cpl; and
 - vi. Duty Cadet, normally Sgt or Cpl.

107 – Squadron Trophies and Awards

1. On certain occasions, squadron trophies and awards shall be made to recognize the outstanding efforts and achievements of 5 Squadron cadets and staff. Annex C provides a list of these awards, what they signify and the criteria used to select the award winner(s).

108 – 199 Not Allocated

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200 – TERMS OF REFERENCE: OFFICERS - PRIMARY DUTY APPOINTMENTS

201 – Commanding Officer

1. The main duties and responsibilities of the Commanding Officer (CO) are listed below.
The CO shall:

- a. Ensure that the obligatory training program is followed;
- b. Organize training that complements the program;
- c. Provide for a schedule of special activities;
- d. See to the administration of the Squadron and its personnel;
- e. Manage and control material provided by the Department of National Defence;
- f. Organize and supervise work for military and civilian personnel;
- g. Maintain an overall system for evaluating cadets and individual participation, for the purpose of following the cadets progress and selecting candidates for summer camps, promotions and rewards;
- h. Maintain contact with sponsoring committee and periodically inform them of changing situations;
- i. Prepare and submit to the sponsor estimates for the budget corresponding to the forecast program of activities and other Squadron needs;
- j. Keep the sponsors informed on necessary expenditures;
- k. Claim all authorized amounts from the Crown, in accordance with directives; inform the sponsor when funds are for their benefit;
- l. Turn over to the sponsor all grants, claims or other sums destined for the Squadron;
- m. Provide the sponsor with vouchers covering Petty Cash expenditures;
- n. Support the recruiting campaign;
- o. Warmly welcome parents and recruits, brief them on the training program, and proposed activities. Provide for an information evening for them;
- p. Ensure that invited dignitaries are properly welcomed and given the treatment and consideration due their status;
- q. Register and distribute information contained in Squadron incoming mail;
- r. Provide reports required by the RCO;
- s. Keep working squadron personnel and cadet files current. Submit applications for courses, employment and awards;
- t. Distribute pay for squadron personnel;
- u. Obtain from DND material required to dress and train cadets;
- v. Assume control of material on loan from DND, as provided for in supply scales;
- w. Keep an up-to-date inventory and conduct necessary transactions concerning DND material;
- x. Dress the cadets and recover uniforms when required;
- y. Produce required documentation for military and civilian personnel transactions (enrolment, promotion, transfer, release and civilian instructor contracts);
- z. Ensure that all new candidates for a position as squadron personnel are competent and available;
- aa. Assign main tasks and other functions necessary for smooth operation of the

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Squadron;

- bb. Ensure that replacements are available at all levels of squadron personnel. See to Officer training so as to evaluate individual performance, providing counseling and career advice when indicated;
- cc. Follow higher headquarters directives, ensuring that selected cadets for summer camp allocations are eligible. See to the nomination process and the verification of files;
- dd. Prepare, publish and enforce regulations regarding discipline, in the form of Squadron Standing Orders;
- ee. Ensure that Squadron personnel behave properly towards each other and in the presence of cadets, sponsor committee members and visitors;
- ff. Ensure that cadets readily submit to the established framework, making allowances for their age and the requirements of the CCM;
- gg. Ensure that military personnel and cadets follow current regulations regarding wearing of the uniform and respecting the military hierarchy and etiquette;
- hh. Record each case of dismissal of cadet and inform parents about each major disciplinary measure threatening the cadet's eventual dismissal from the Squadron;
- ii. Inform the sponsor about each case justifying a cadet's dismissal, giving the contents of interviews with the cadet;
- jj. Obtain the sponsor's assent for dismissing a cadet. Inform the parents on the reasons for the dismissal and annotate the cadets personal file;
- kk. Confidentially inform the Committee about all major disciplinary measures affecting a member of squadron personnel;
- ll. Other duties as assigned by higher authority.

202 – Deputy Commanding Officer

1. The Deputy Commanding Officer (DCO) is responsible to the Commanding Officer for the following:
 - a. Ensure and promote efficient squadron operations;
 - b. Manage special projects as required;
 - c. Promote the professional development of all Officer staff;
 - d. Ensure squadron discipline;
 - e. Develop a duty Officer schedule;
 - f. Serve as a resource to Commanding Officer and staff;
 - g. Serve as a liaison between Commanding Officer and Cadets;
 - h. Function as the Commanding Officer's designate as required; and
 - i. All other duties as assigned by the Commanding Officer.

203 – Administration Officer

1. The Squadron Administration Officer (Admin O) shall be responsible to the Commanding Officer for carrying out the following duties:

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- a. Maintain an adequate stock of forms required for the administration of the squadron;
- b. The correct circulation of all incoming and outgoing correspondence, orders or directives;
- c. The custody and control of relevant publications, the entering of amendments on receipt and ensuring that unauthorized people do not have access to them;
- d. The accessibility of reference material to all instructional staff;
- e. Maintain a record of all incoming and outgoing correspondence;
- f. Maintain the Squadron filing system;
- g. Prepare and expedite all reports, documents and other correspondence for the Commanding Officer's signature;
- h. Arrange for medical reports as required;
- i. Maintain accurate attendance records for Officers and civilian instructors in accordance with regulations;
- j. Maintain records showing attendance and training progress of each cadet;
- k. Maintain complete personal files on each individual on strength with the Squadron;
- l. Initiate a Squadron Duty Roster and promulgating of same;
- m. Ensure prompt and proper submission of all claims;
- n. Advise the Supply Officer of names of cadets enrolled and released;
- o. Hold master copies of the duties of the Duty NCM, and receive the completed Duty NCM Checklists at the end of each training night;
- p. Ensure all Officers are in possession of a valid Canadian Forces Reserve Identification Card; and
- q. Undertake other duties as directed by the Commanding Officer.

204 – Assistant Administration Officer

1. The Squadron Assistant Administration Officer (A Admin O) shall be responsible to the Administration Officer for carrying out the following duties:
 - a. Assist in maintaining attendance records for regular, mandatory support and all other training periods;
 - b. Assist in initiating the Taken on Strength (TOS) / Struck off Strength (SOS) procedure for all incoming/outgoing cadets;
 - c. Assist in initiating the training card documentation;
 - d. Assist in preparing all health insurance card and emergency administration documentation for any and all activities;
 - e. Assist in ensuring nominal rolls are established and distributed as required;
 - f. Assist in ensuring flight lists are established and maintained at all times; and
 - g. Undertake such other tasks as directed by higher authority.

205 – Supply Officer

1. The Squadron Supply Officer (Sup O) shall be responsible to the Commanding Officer for carrying out the following duties:

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- a. Maintain voucher register, voucher files, customer account and individual loan cards affecting the accounting of material on loan to the Squadron;
- b. Demand, receive and return all equipment in accordance with established DND procedures and authorized scales of issue;
- c. Conducting cadet kit inspections as required;
- d. Ensure the security and proper care of all material, in particular weapons and ammunition;
- e. Issue, exchange and receive material;
- f. Undertake measures for recovering uniforms of cadets no longer on strength of the Squadron;
- g. Carry out customer account verifications at designated intervals, on appointment of a new Supply Officer or Assistant and on the changing of a Commanding Officer;
- h. Submit a written report to the Commanding Officer on discovery of loss or damage to material;
- i. Prepare and submit to the Commanding Officer all write-off documents;
- j. Undertake other duties as directed by the Commanding Officer.

207 – Training Officer

1. The Squadron Training Officer (Trg O) shall be responsible to the Commanding Officer for carrying out the following duties:

- a. Develop the training in accordance with established training directives;
- b. Prepare and maintain the annual training charts and records;
- c. Plan the monthly training schedule and assigning qualified instructors to individual courses;
- d. Assist and supervise instructors and senior cadets in the preparation and presentation of their courses;
- e. Arrange to obtain guest speakers and other voluntary instructors to supplement the Squadron staff.
- f. Advise the Commanding Officer on, and coordinate, squadron special training projects, exercises and citizenship tours.
- g. Select and submit demands for training films and other visual aids.
- h. Ensure the squadron is in possession of all required training material and reference manuals.
- i. Ensure the ongoing individual training and development of all instructional staff.
- j. Ensure that an adequate system of examinations is used to monitor the efficiency of training and individual cadet's progress.

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- k. Compile all training and examination results.
- l. Organize squadron drill, ceremonial parades and inspections.
- m. Ensure that the training program is completed.
- n. Investigate and report to the Commanding Officer any complaints of cadets not attending or participating in class activities.
- o. Maintain a lesson plan filing system for instructors.
- p. Undertake other duties as directed by the Commanding Officer.

208 – Assistant Training Officer

1. The Assistant Training Officer (A Trg O) is responsible to the Training Officer for carrying out the following duties:
 - a. Assist the Training Officer as required in all Trg O duties
 - b. Monitor, maintain and enforce the Squadron's performance standards in the performance of drill, parade procedures and instructional techniques.
 - c. Supervise and train the Training Warrant Officer
 - d. Assign Training Warrant Officer and Training Level Officers to evaluate Instructors;
 - e. Evaluate Instructors as required;
 - f. Review results from Instructor evaluations and take action as defined in the Training Standing Orders;
 - g. Acquire and provide training support materials;
 - h. Review results from evaluations and forward to Training Officer;
 - i. Provide and guidance assistance to the Training Warrant Officer and the Training Level Officers as necessary;
 - j. Review and update the Instructor training packages;
 - k. Monitor the progress of classes;
 - l. Review uniform inspections, take necessary action; and
 - m. Perform all other duties as assigned by the Training Officer.

209 – Not Allocated

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210 – TERMS OF REFERENCE: OFFICERS - SECONDARY DUTY APPOINTMENTS

211 – Range Safety Officer

1. To ensure maximum safety of personnel and protection of property, a qualified Range Safety Officer (RSO) shall attend and shall supervise range practices when weapon-firing ranges are in use.
2. The appointment of a qualified RSO is the responsibility of the Squadron Commanding Officer.
3. Personnel appointed as RSO must have graduated from the Cadet RSO Course, have had their name published in Routine Orders and have been officially recognized as RSOs by HQ Région de l' Est (Cadets). They must also be mature and reliable, have a comprehensive knowledge of range procedures, the applicable orders and practices, and be thoroughly familiar with the weapons to be used. They must have demonstrated the ability to supervise and control the applicable range practice.
4. In conjunction with instructions and regulations specified for particular range operations, as promulgated by the support Base or Station or the CO, the RSO is responsible for:
 - a. The safety of all personnel.
 - b. Implement policy and ensure the observance of the safety regulations contained in the appropriate orders.
 - c. Co-ordinate all operations that take place on the ranges.
 - d. Report all unsafe equipment or practices to the CO and recommend changes to existing orders in the interest of safety.
 - e. Cancel any range exercise when conditions exist that, in his/her opinion, would constitute a hazard or render the exercise unproductive.
 - f. Take immediate action whenever an ammunition accident occurs on a range, in order that medical assistance is rendered to the injured person.
 - g. In case of a range accident notifying the Sqn CO, the injured persons next of kin and the local police when the indoor range is located on civilian property or the CO of the Unit responsible for the facility when the range is located on DND property, as well as the nearest military police or RCMP detachment.
 - h. Remain at the scene of an accident, cordon-off the area and taking all measures deemed necessary in the circumstances.

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212 – 299 – Not Allocated

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300 – TERMS OF REFERENCE: CADET RANKS

301 – Warrant Officer First Class (WO1) Cadet Squadron Commander

- a. Be responsible for reading and understanding Squadron Standing Orders;
- b. Obtain information on upcoming activities and training nights if not phoned;
- c. Notify your staff if you are unable to attend a training night or an activity for which you signed up;
- d. Maintain a level of dress, drill and deportment while in public and on all cadet activities that is in accordance with the Standing Orders;
- e. Actively participate in weekly training nights and activities;
- f. Report for training with all required material (i.e. uniforms, paper, pens, etc);
- g. Develop subordinate cadets;
- h. Convey squadron status to the Training Officer;
- i. Act as a direct liaison between your subordinates and your immediate superior (CO);
- j. Supervise subordinated ranks as assigned;
- k. Train replacement;
- l. Notify superiors of absent cadets with reason why;
- m. Maintain Squadron Log Book of disciplinary and other incidents;
- n. Submit bi-annual report from Squadron Log Book (i.e. ideas, problems, flight activities, etc);
- o. Make recommendations for promotions with substantiation;
- p. Assist in the planning and preparation of activities (exercises);
- q. Inspect Deputy Squadron Commander and Squadron Warrant Officer as assigned;
- r. Establish duty roster for orderly staff;
- s. Maintain high level motivation and discipline within the squadron at all times; and
- t. Perform all other duties as assigned.

302 – Warrant Officer Second Class (WO2) – Deputy Squadron Commander, Squadron Warrant Officer

- a. Be responsible for reading and understanding Squadron Standing Orders;
- b. Obtain information on upcoming activities and training nights if not phoned;
- c. Notify your staff if you are unable to attend a training night or an activity in which that you signed up;
- d. Maintain a level of dress, drill and deportment while in public and on all cadet activities that is in accordance with the Standing Orders.
- e. Actively participate in weekly training nights and activities;

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- f. Report for training with all required material (i.e. uniforms, paper, pens, etc);
- g. Develop subordinate cadets;
- h. Act as a direct liaison between your subordinates and your immediate superior;
- i. Supervise subordinated ranks as assigned;
- j. Train replacement;
- k. Notify superiors of absent cadets with reason why;
- l. Maintain Squadron Log Book;
- m. Submit bi-annual report from Squadron Log Book (i.e. ideas, problems, activities, etc);
- n. Make recommendations for promotions with substantiation;
- o. Assist in the planning and preparation of activities (exercises);
- p. Inspect all Flight Sergeants as assigned;
- q. Maintain high level motivation and discipline within their squadron at all times;
- r. Perform all other duties as assigned.

303 – Flight Sergeant (FSgt) – Flight Commander

- a. Be responsible for reading and understanding Squadron Standing Orders;
- b. Obtain information on upcoming activities and training nights if not phoned;
- c. Notify your staff if you are unable to attend a training night or an activity in which that you signed up;
- d. Maintain a level of dress, drill and deportment while in public and on all cadet activities that is in accordance with the Standing Orders.
- e. Actively participate in weekly training nights and activities;
- f. Report for training with all required material (i.e. uniforms, paper, pens, etc);
- g. Develop subordinate cadets;
- h. Act as a direct liaison between your subordinates and your immediate superior;
- i. Supervise subordinated ranks as assigned;
- j. Train replacement;
- k. Notify superiors of absent cadets with reason why;
- l. Maintain Flight Log Book;
- m. Submit bi-annual report from Flight Log Book (i.e. ideas, problems, flight activities, etc);
- n. Make recommendations for promotions with substantiation;
- o. Assist in the planning and preparation of activities (exercises);
- p. Maintain high level motivation and discipline within their flight at all times;
- q. Perform all other duties as assigned.

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304 – Sergeant (Sgt)

- a. Be responsible for reading and understanding Squadron Standing Orders;
- b. Obtain information on upcoming activities and training nights if not phoned;
- c. Notify your staff if you are unable to attend a training night or an activity in which that you signed up;
- d. Maintain a level of dress, drill and deportment while in public and on all cadet activities that is in accordance with the Standing Orders.
- e. Actively participate in weekly training nights and activities;
- f. Report for training with all required material (i.e. uniforms, paper, pens, etc)
- g. Assist all cadets junior in rank;
- h. Phone corporals in squad by Monday and pass on phoning information;
- i. Phone Flight Commander with phoning results no later than Monday;
- j. Act as a direct liaison between your subordinates and your immediate superior;
- k. Carryout supervisory duties as assigned;
- l. Perform all other duties as assigned.

305 – Flight Corporal (FCpl)

- a. Be responsible for reading and understanding Squadron Standing Orders;
- b. Obtain information on upcoming activities and training nights if not phoned;
- c. Notify your staff if you are unable to attend a training night or an activity in which that you signed up;
- d. Maintain a level of dress, drill and deportment while in public and on all cadet activities that is in accordance with the Standing Orders.
- e. Actively participate in weekly training nights and activities;
- f. Report for training with all required material (i.e. uniforms, paper, pens, etc)
- g. Assist all cadets junior in rank;
- h. Act as a direct liaison between your subordinates and your immediate superior;
- i. Perform all other duties as assigned.

306 – Corporal (Cpl)

- j. Be responsible for reading and understanding Squadron Standing Orders;
- k. Obtain information on upcoming activities and training nights if not phoned;
- l. Maintain a level of dress, drill and deportment while in public and on all cadet activities that is in accordance with the Standing Orders.

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- m. Actively participate in weekly training nights and activities;
- n. Report for training with all required material (i.e. uniforms, paper, pens, etc)
- o. Assist all cadets junior in rank;
- p. Perform all other duties as assigned.

307 – Leading Air Cadet (LAC)

- a. Be responsible for reading and understanding Squadron Standing Orders;
- b. Obtain information on upcoming activities and training nights if not phoned;
- c. Maintain a level of dress, drill and deportment while in public and on all cadet activities that is in accordance with the Standing Orders.
- d. Actively participate in weekly training nights and activities;
- e. Carry out basic supervisory duties as assigned;
- f. Report for training with all required material (i.e. uniforms, paper, pens, etc)
- g. Assist all cadets junior in rank;
- h. Perform all other duties as assigned.

308 – Air Cadet (AC)

- a. Be responsible for reading and understanding Squadron Standing Orders;
- b. Obtain information on upcoming activities and training nights if not phoned;
- c. Maintain a level of dress, drill and deportment while in public and on all cadet activities that is in accordance with the Standing Orders.
- d. Actively participate in weekly training nights and activities;
- e. Report for training with all required material (i.e. uniforms, paper, pens, etc)
- f. Perform all other duties as assigned.

309 – Not Allocated

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310 – TERMS OF REFERENCE: CADET APPOINTMENTS

311 – Cadet Squadron Commander (CSC)

1. The Squadron Cadet Commander is responsible to the CO for the conduct and discipline of the Squadron, ensuring that all orders and regulations are adhered to by all Cadets. He/she is also responsible to the Sqn Trg O for all other training-related requirements. He/she will ensure that Warrant Officers and NCMs maintain a high standard of good conduct, military bearing and appearance.
2. For the duties of the Squadron Cadet Commander, see Article 301 Duties of the Warrant Officer First Class.

312 – Cadet Deputy Squadron Commander (DSC)

1. The Squadron Deputy Cadet Commander is responsible for the following duties:
 - a. Ensure that Squadron Policies are communicated to the Flight Commanders, Flag Party Commander and Band Commander for their dissemination to all their subordinates;
 - b. Ensure that NCMs of the Squadron carry out the duties of their rank and appointment;
 - c. Communicate all Squadron concerns up to the Squadron Staff through the Cadet Commander;
 - d. Assists the Squadron Cadet Commander in his/her functions and replaces him/her in his/her absence; and
 - e. All other duties as assigned by higher authority.

313 – Squadron Warrant Officer (SWO)

1. The Squadron Warrant Officer is responsible for the following duties:
2.
 - a. Communicate to Flight Commanders, Flag Party Commander and Band Commander all upcoming activities, and ensuring the prompt passage of required information by the Squadron Cadet Commander or the Commanding Officer to all Cadets of the Squadron;
 - b. Prepare duty rosters as required;
 - c. Defaulters parades as delegated by the Squadron Cadet Commander;
 - d. Forming Opening and Closing Parades; and

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- e. All other duties as assigned by higher authority.

314 – Flight Commander

1. Flight Commanders, Flag Party Commander and Band Commander duties are as follows:
 - a. Ensure the attendance of his/her flight members;
 - b. Ensure Squadron policies are communicated to his/her subordinates and Regulations are followed at all times;
 - c. Ensure that problems and concerns are passed up the Chain of Command;
 - d. Handle low-level disciplinary issues within the flight;
 - e. Act in a higher position when required.

315 – Duty NCM

1. The Duty NCM duties are as follows:
 - a. Pick-up the flight attendance rolls from the Squadron Administration Office before the Squadron falls-in for opening parade and hand them to the Flight Commanders, Flag Party Commander and Band Commander as required.
 - b. Ensure that a Cadet arriving late for the regular training session has been registered in the flight attendance rolls.
 - c. Take the names of any new recruit showing up at the Squadron for the first time and direct him/her to the Administration Office.
 - d. Responsible for returning flight attendance rolls to the Administration Office promptly after roll call.
 - e. Ensure that all regular training session periods including opening and closing parades, training periods and breaks start and end at the scheduled times.

316 – 399 – Not Allocated

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400 – SQUADRON OPERATIONS

401 – Squadron Routine

1. The squadron operates on a yearly training schedule from approximately the first Tuesday in September to mid June of the following year.
2. During the training year, 5 Squadron regularly parades and trains on Tuesday evenings from 1840hrs to 2140hrs at St. Thomas Aquinas High School, 1211 South Russell Road, Russell, Ontario.
3. A copy of regular Tuesday night training schedule is attached as Annex D to this document.
4. Other training activities may occur throughout the year at various times and places as approved by the Commanding Officer and the Eastern Region Cadet Office.
5. Cadet Summer Training Camps (CSTC) occur during the summer months at several locations across Canada. They offer various courses, of varying duration, from between mid-June to mid-August each year.

402 – Dress Regulations

1. The order of dress for all cadets shall be in accordance with the orders and instructions provided in CATO 55-04 and ERCO 422. Below are some of the highlights of these orders:

2. Personal Appearance – Male Cadets

- a. Hair on the head shall be:
 - i. Neatly groomed;
 - ii. Taper-trimmed at the back, the sides, and above the ears to blend with the hair style (a straight cut at the nape of the neck is permissible when this tapered appearance is maintained).
 - iii. Not more than six (6) inches in length and short enough so that when the hair is groomed and headdress is removed no hair touches the ears, collar or falls below the top of the eyebrows. (The distance of hair from the collar should be not less

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than one (1) inch).

- iv. Not greater than one and a half (12) inches in bulk at the top of the head with the bulk decreasing gradually from the top and blending with the taper-trimmed sides and back. Bulk is defined as the distance that the mass of hair protrudes from the scalp when groomed (as opposed to hair length).
 - v. Styled in such a manner that it does not interfere with the proper wearing of issue headdress.
- b. Sideburns shall not extend below the middle of the ear, be squared horizontally and trimmed to conform to the overall hairstyle and of even width.
 - c. Moustaches may be worn if kept neatly trimmed. They may not extend below the corners of the mouth, nor shall the unshaven portion of the face extend beyond the corners of the mouth.
 - d. Beards are prohibited except for medical or religious reasons. In all cases, the Commanding Officers approval is compulsory.
 - e. Jewelry shall not be worn by personnel in uniform, except wristwatches, I.D. or Medic Alert bracelets.

3. Personal Appearance – Female Cadets

- a. Hair style - hair shall be kept neat and well-groomed and shall not extend below the lower edge of the jacket collar. Hair ornaments shall not be worn. Bobby pins, hairpins and similar items used to secure the hair shall not be visible while wearing uniform headdress.
- b. Make-up - when wearing uniform, make-up shall be applied conservatively. This precludes the use of false eyelashes, heavy eyeliner, bright blue/green eyeshadow, coloured nail polish and excessive facial make-up.
- c. Jewelry - shall not be worn by personnel in uniform, except wrist watches, I.D. or Medic Alert bracelets, sleepers or small gold studs in pierced ears.

4. Headdress (Wedge)

- a. The headdress will not be carried under the shoulder epaulette or draped over the jacket belt of the uniform at any time.
- b. Buttons will show the bird flying right side up and wings level.
- c. The wedge shall be free of lint or dirt.
- d. Headdress will be removed only when:
 - i. entering a place of worship,
 - ii. attending a funeral,

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- iii. entering a private dwelling,
- iv. entering any place of entertainment or while on any circus ride where the headdress might become lost,
- v. on guided tours in any enclosed area,
- vi. entering any restaurant or dining area, or
- vii. when instructed to do so by any tour guide, or staff member.

5. Other Uniform Pieces

- a. Jacket and trousers - the uniform jacket and trousers must be kept in good repair and neatly pressed at all times.
- b. Shirts - will be properly laundered and pressed at all times. T-Shirts may be worn when appropriate or when ordered to do so.
- c. Ties - will be kept presentable at all times. They should be unknotted and kept flat when not in use. When worn, ties will be tied into a full Windsor knot.
- d. Socks - must be kept free from holes by mending.
- e. Boots - will be kept clean, polished and highly shone. Black Kiwi polish will be the only agent used to polish issue boots. Plastic of any kind will not be sprayed or painted on the issue boots. Cadets disobeying this order will be held financially responsible for the replacement of the footwear.
- f. Gloves - may be worn whenever weather dictates. White gloves will only be worn by the Flag Party members, the Drum Major (if not issued white gloves with cuffs), the Squadron Commander or when authorized by the Commanding Officer.
- g. White waist belts - will only be worn by the Flag Party members, the Drum Major (if not issued with the sash), those cadets who occupy on Officer Position on parade or when authorized by the Commanding Officer.
- h. Lanyards - the only authorized lanyards for Air Cadets are white in color and will only be worn by the Cadet Squadron Commander or when authorized by the Commanding Officer.
- i. Turtle neck sweaters – issued sweaters will be kept in good repair and cleaned by proper laundering. It will only be worn when ordered by the Commanding Officer.
- j. Sunglasses - Are not to be worn on parade except when ordered by a physician or the Commanding Officer.
- k. Name Tag – one name tag will be issued by the Squadron to a cadet soon after enrollment. If the name tag is lost/damaged, the cadet is responsible for the cost of replacing it.

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404 – Deportment

1. The success of the Squadron operation rests upon the ability of individuals to react promptly and effectively. One of the key components in making this possible is discipline. Through an understanding of discipline, we achieve orderliness, obedience and the prompt response necessary to achieve the Squadron goals.
2. The conduct, dress and deportment of all members of 5 Cyclone Air Cadet Squadron must reflect credit on the Air Cadet League of Canada and the Canadian Forces.
3. Cadets will uphold the four core values of the Canadian Cadet Movement (CCM). They are:
 - a. Loyalty - The expression of our dedication to the ideals of the CCM and all its members;
 - b. Professionalism - The accomplishment of our tasks with pride and diligence;
 - c. Mutual Respect - The treatment of others with dignity and equality; and
 - d. Integrity - The courage and commitment to exemplify trust, sincerity and honesty.
4. Chewing gum, slouching, sauntering, hands in pockets, smoking, walking hand-in-hand or arm-in-arm or any similar deportment which detracts from military appearance in the eyes of the public is unacceptable for personnel in uniform, both Officers and Cadets.

405 – Paying of Compliments

1. The military salute is a traditional demonstration of trust and respect. Although the paying of compliments varies with circumstances, the paying of compliments by saluting is a fundamental requirement that is indispensable to Air Cadet discipline. Instructions with respect to paying compliments are detailed in the Canadian Forces Manual of Drill and Ceremonial and will be taught to all Cadets.
2. The essential regulations regarding the paying of compliments (saluting) are as follows:
 - a. Junior Officers shall salute Senior Officers. Cadets shall salute all Commissioned Officers (OCdts are not commissioned Officers).
 - b. A Cadet in uniform when not marching in a formation, shall also salute;
 - i. when passing a staff car flying a pennant or bearing distinguishing general Officer car plates, indicating the occupant is a general Officer or a dignitary

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(Governor General, Prime Minister etc);

- ii. when recognizing an Officer in civilian clothes;
- iii. when passing the bier, in state, military or civilian funerals;
- iv. when the national flag is raised or lowered, in the following manner:
- v. when in uniform, face the flag staff, stand at attention and salute;
- vi. when in civilian clothes, remove headdress, face the flag staff, stand at attention.
- vii. cenotaphs; and
- viii. during the playing of National Anthems (including God Save the Queen), the Last Post, and Reveille.

406 – Salute Zones

1. All public areas of the school are to be considered salute zones except the staircases and hallways where cadets are expected provide compliments by “checking” their arms.
2. Cadets are required to come to attention and salute when entering an office where an Officer is present. Cadets who have assigned workspaces in an Office need only to salute when entering for the 1st time and when departing for the last time.
3. During break while cadets are eating, their wedges are to be removed, therefore no saluting or paying of compliments shall be required.

407 – Code of Discipline

1. General
 - a. All discipline for cadets is governed by the Eastern Region Cadet Code of Discipline, and for Officers the Code of Service Discipline.
2. Every Staff member and Cadet shall:
 - a. Become acquainted with and obey, all regulations, orders, and instructions necessary for the performance of their duties;
 - b. Conform to the established customs of the Base/Unit or Organization on which they operate on; and
 - c. Conform to the established customs of the Cadet organization with which they are associated.
 - d. A Civilian Instructor or a Cadet is not normally subject to the Code of Service

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Discipline, but shall not be permitted to participate in Cadet training activities unless he/she conforms to regulations, orders and instructions issued by the competent authorities.

- e. No Officer or Cadet may use any form of physical contact or threat of violence when disciplining a Cadet. Personnel who choose to ignore this order may be released from the Squadron where civil prosecution could follow.
- f. Any Cadet committing an offence punishable by civil authority will be charged and tried under the Young Offenders Act (YOA), or as decided by the civil authority, where applicable.

3. In the event that an incident is considered more than 'minor' it shall be immediately reported to the nearest Officer. If the incident is minor, the following guidelines are to be used when determining to whom an incident shall be initially reported.

- a. Incidents that occur in class shall be reported by the instructor to the TLO, and then the Squadron Cadet Commander.
- b. Incidents outside of the class environment will be reported to the cadet's flight commander, and then to the Squadron Cadet Commander.
- c. Incidents should be dealt with at the lowest possible level, but should always be reported to the proper authority through the chain of command as defined above for record-keeping purposes.

4. Table of punishments in decreasing order of severity:

- a. Dismissal from the Squadron
- b. Reduction in rank
- c. Loss of seniority
- d. Reprimand and probation
- e. Reprimand
- f. Forfeiture of summer camp or excursion
- g. Extra duties (defaulters parade)

5. "Extra duties" include menial tasks in or around the Squadron such as sweeping and washing office and/or classroom floors during break periods. WOs and NCMs will not be awarded menial tasks as a punishment but may be detailed to supervise such tasks as a punishment.

6. A Cadet may be disciplined using the following levels of intervention:

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- a. Verbal Warning;
- b. Recorded Verbal Warning;
- c. Recorded Written Warning; and
- d. Disciplinary Report.

Examples of Transgression and Appropriate Recorded Intervention Level

Transgression	Recorded Intervention Level
Lack of respect	Verbal
Improper physical contact	Verbal/Written
Attending functions when improperly dressed	Verbal
Uniform not properly maintained	Verbal/Written
Wearing uniform when not permitted	Verbal
Smoking while on Squadron activities	Written
Drinking while on Squadron activities	Disciplinary
Theft - Squadron only	Disciplinary
Theft - Arrested due to offence committed during Sqn activity	Disciplinary: Dismissal
Threats and/or Violence towards a Superior	Disciplinary: Dismissal & Civil charges
Civil or Criminal offence	Disciplinary: Dismissal & Civil charges

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Administrative Authority and Maximum Punishment for Committing an Offence

Level	Description	Maximum Punishment and Authority
1	Minor	Reprimand - to be heard by Senior NCM or Officer
2	Intermediate	a. Reprimand b. Removal of privileges (no more than 2 months) c. Loss of opportunity for promotion (no more than 2 months) - to be heard by SWO, Sqn Cdt Comd or an Officer
3	Major	Demotion - to be heard by the Commanding Officer
4	Civil/Criminal	Dismissal - to be heard by the Commanding Officer

1. Reporting structure to be followed when dealing with the disciplining of cadets:

- a. Level 1 Offense:
 - i. 1st - FSgt
 - ii. 2nd - SWO
 - iii. 3rd - Sqn Cadet Commander
 - iv. 4th - Must be referred to Training Officer for action as per para 5.
- b. Level 2 Offense:
 - i. 1st - SWO
 - ii. 2nd - Sqn Cadet Commander
 - iii. 3rd - Must be referred to Training Officer for action as per para 5.
 - iv. 4th - Must be referred to Commanding Officer
- c. Levels 3 and 4 Offenses: Must always be referred to the Commanding Officer for immediate and appropriate action as deemed necessary.

2. Cadets accused and found guilty of any drug abuse, trafficking, being in possession of any hard or soft drugs not prescribed by a physician for that individual shall suffer the following punishment:

- a. Civil authorities will be notified immediately by the Commanding Officer. The Next of Kin/Parent/Guardian will be notified and the Cadet will be dismissed from the Squadron.

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3. Cadets found guilty of drunkenness, impairment, or not being able to fulfill his or her duties due to previous indulgence in alcoholic stimulants shall suffer the following punishment:

- a. 1st Offence - Next of Kin/Parent/Guardian will be notified by the Commanding Officer and the Cadet will receive a severe reprimand and probation.
- b. 2nd Offence - Next of Kin/Parent/Guardian will be notified by the Commanding Officer explaining that their charge is being released from the Squadron and that a letter containing the details will follow.

4. Any Cadet found guilty of stealing or receiving or being in possession of stolen property shall suffer the following punishment:

- a. 1st Offence - be ordered to return the stolen articles to the rightful owner. He will also receive a severe reprimand and probation.
- b. 2nd Offence - letter to Next of Kin/Parent/Guardian explaining the details for release of their son/daughter/ward from the Squadron. The civil authorities will be notified for their action.

5. Any Cadet found guilty of breaking, entering or vandalizing any military establishment building, office, private dwelling or training area shall suffer the following punishment:

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- a. Investigated by Military or civilian police. A letter, plus a copy of the report sent to the Military or civilian police, will be dispatched to the Next of Kin/Parent/Guardian explaining the reason for dismissal from the Squadron.
6. Any Cadet found guilty of striking or offering violence to a Superior shall suffer the following punishment:
- a. 1st offence - reprimand and probation of rank suitability 4 months
 - b. 2nd offence - reduction in rank and reprimand or release.
7. A Civilian Instructor may be asked to leave the Squadron for a definite period of time (suspension of all Squadron privileges) or for an indefinite period of time (dismissal from the Squadron) by the Commanding Officer should any of the following events occur:
- a. Non respect of any of the regulations, rules and instructions as set out by a competent authority;
 - b. Involvement in any incident of physical contact;
 - c. Involvement in any attempt of, or actual act of theft;
 - d. Failure to meet the required level of conduct expected of the individual; or
 - e. Commitment of a serious breach of discipline.
8. All cases involving the discipline of a Staff member shall be heard by the Commanding Officer or by an Officer appointed by him to hear a specific serious incident.
9. In any case, the Commanding Officer retains the right to report any incident that is deemed serious enough in nature, to the local civilian Police Service for further investigation.

408 – Drug and Alcohol Policy

1. DRUGS

- a. In this order “drugs” means a “narcotic” as defined in the Narcotic Control Act, and a “controlled drug” and a “restricted drug” as defined in Parts III and IV, respectively, of the Food and Drug Act, and includes any other substance known to competent medical authorities as a drug which, if injected, consumed or inhaled as the capacity to affect the normal function of the mind or human body.
- b. Notwithstanding the increase in the use of drugs by some segments of society, because of the security, physical reliability and implications, the Squadron policy remains that unlawful or generally improper use or handling of drugs by any Officer or cadet will not be tolerated. Accordingly, no Officer or cadet shall traffic in, possess or use drugs unlawfully or use drugs for any purpose but that in the opinion of proper medical authority is a proper medical purpose.
- c. An Officer or cadet will be considered for release where he/she has been convicted by a court of law of an offense related to drugs.

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- d. When an Officer or cadet becomes aware or suspects that a member of the Squadron is trafficking in, possesses, or is using drugs, as provided above, in the paragraph titled General, he/she shall report the matter confidentially to the Commanding Officer who shall take the appropriate action necessary to investigate the allegation.

2. ALCOHOL

- a. Cadets shall not introduce, possess or consume any intoxicant (beer, liquor, wine etc) while in attendance at a 5 RCAC Squadron activity at any time - whatever the occasion.
- b. Anyone who consumes any alcoholic beverage while under the age of 19 years or anyone who gives or sells any alcoholic beverage to an individual under the age of 19 is committing an offence under the Liquor Licensing Act of Ontario and on conviction is liable to such punishment as may be awarded to a young offender who consumed the alcoholic beverage or the adult or young offender who supplied the alcoholic beverage to the person who consumed it.

3. WHILE ON TRIPS, CAMPS AND/OR EXERCISES

- a. Cadets while on approved exercises must follow all orders relating to the use of drugs or consumption of intoxicants explained above. Cadets who fail to comply while on out-of-town trips and/or exercises may be returned to Ottawa via public transportation at their parents/guardians expense. Further actions could be taken that would result in the cadet being suspended or released from 5 Squadron.

4. Any Cadet while outside the official boundaries of Canada (USA, France, etc) who is arrested and charged with consuming alcoholic beverages, or possession of illegal drugs, will be arraigned and convicted under the judicial system of the country in which the incident took place. Any Cadet charged and convicted under these circumstances will be released from the Squadron upon arrival back in Canada.

409 – Smoking Policy

1. Smoking is prohibited at all cadet functions for Cadets, Officers and Staff. Guests of 5 Squadron are to be encouraged not to smoke at these functions.
2. No smoking by Cadets, Officers or Staff is permitted in, or on, the grounds of any facility where 5 Squadron activities are occurring

410 – Squadron Fire Orders

1. Upon discovering a fire, the person shall yell, ‘**FIRE, FIRE, FIRE**’ and activate the nearest fire alarm.

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2. All personnel shall make their way in an orderly manner to the nearest fire exit and evacuate the building, closing all doors as they leave.
3. As soon as possible, a 911 call is to be made advising the operator of the fire, where the fire is, the school's address and an estimate of the number of personnel that were in the school. Request that ambulances also be sent.
4. All personnel shall meet and fall-in at the 'gathering point', which is designated to be the area on the far side of the parking lot in front of the school. Attendance shall be taken as soon as possible and all personnel shall be accounted for. If anyone is missing the fire department/rescue personnel are to be notified immediately and provided as much information as available on the last known whereabouts of the missing person(s).

411 – Squadron Staff Meetings

1. To be added

412 - 499 – Not Allocated

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500 – TRAINING

501 – Training Staff – Terms of Reference

502 – Training Level Officer (TLO)

1. Training Level Officers are responsible for the following duties related to the training level(s) they are assigned:
 - a. Responsible for coordinating Instructors and reports to the Assistant Training Officer.
 - b. Ensure that Instructors have a properly prepared Lesson Plan a minimum of two (2) training nights in advance;
 - c. Facilitate requests for training support from Instructors to the Training Warrant Officer a minimum of one (1) training night in advance;
 - d. Ensure Instructors have a high level of dress and deportment;
 - e. Conduct evaluations of Instructors as assigned;
 - f. Review tests/evaluations as submitted by Instructors and then forward to the Standards Warrant Officer;
 - g. Review PO Tests as developed by the Instructor and forward to the Standards Warrant Officer a minimum of two (2) training nights in advance;
 - h. Provide guidance and assistance to Instructors as necessary;
 - i. Maintain a log of issues within the level;
 - j. Perform Instructor duties as required;
 - k. Monitor the progress of the Instructors and the cadets within the level; and
 - l. Perform all other duties as assigned by the Training Warrant Officer.

503 - Training Warrant Officer (Trg WO)

1. The duties of the Training Warrant Officer are listed as follows:
 - a. Reports to the A Trg O and is responsible for the supervision of the Cadet Instructors,
 - b. Evaluate Instructors as assigned;
 - c. Process, authorize and track request for training support;
 - d. Compile and monitor results from cadet evaluations;
 - e. May assign, monitor and evaluate Cadet Instructors;
 - f. Compile and monitor results from Cadet Instructor evaluations;
 - g. Collect and forward PO Tests / Evaluations to the A Trg O;
 - h. Assist the Training Level Officers as necessary;
 - i. Maintain the training library;
 - j. Maintain the Instructor training packages;
 - k. Monitor the progress of classes;
 - l. Compile and monitor results from uniform inspections; and
 - m. Perform all other duties as assigned by the A Trg O.

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504 - Instructor

1. Instructors are responsible for teaching PO/EOs as assigned to the cadets and report to their respective Training Level Officer. Their duties include:
 - a. Prepare lesson plans in proper format;
 - b. Provide a proper copy of the lesson plan to training a minimum of two (2) training nights in advance to the Training Level Officer
 - c. Ensure request for training support are submitted at least one (1) training night in advance;
 - d. Ensure high levels of dress and deportment in front of class;
 - e. Upon completion of test/evaluations, provide a typed, alphabetical summary of results to the Training Level Coordinator;
 - f. Coordinate retakes with the Training Level Officer;
 - g. After completion of a PO prepare and submit an after action report to the Training Level Coordinator;
 - h. Developing and submitting a PO test to the Training Level Officer a minimum of two (2) training nights in advance; and
 - i. Perform all other duties as assigned by Training Level Officer

505 - Evaluator

1. Evaluators are responsible for Instructors Evaluations and report to the A Trg O. Their duties include:
 - a. Reporting to the A Trg O prior to the evaluation for a briefing;
 - b. Debriefing the Instructor as soon as possible, and preferably the same training night;
 - c. Submitting evaluation forms to the respective Training Level Officer;
 - d. Advise Training Level Officer of problems and suggestions; and
 - e. Perform all other duties as assigned by the A Trg O.

506 – Training Standard Operating Procedures

1. Training issues SOPs specific to Training under the authority of Commanding Officer. The Training Officer is responsible to keep them both current and relevant.
2. All cadets and Officers who operate in the Training Department are to receive a copy and be familiar with its contents.

507 – Local Training

1. The Training Officer is responsible for all activities that occur on a regular training night.

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Only the Training Officer (or his designated replacement), Deputy Commanding Officer, or Commanding Officer may approve changes that affect the cadets' training.

2. In some instances, particularly for training occurring away from HQ, Officers of Principal Interest (OPI) are assigned and in the absence of the CO/DCO or Trg O, shall be responsible for the optional activity.

508 – Summer Camp Selection

1. SENIOR CAMP SELECTION

- a. Squadron nominations for all National Summer courses will be based on the attached Senior Camp Selection Form – Annex E.

2. JUNIOR CAMP SELECTION

- a. Squadron nominations for Basic will be based on the attached Basic Camp Selection Form – Annex F.
- b. Squadron nominations for all Junior Camps (excluding Basic) will be based on the attached Junior Camp Selection Format.

3. At the discretion of the Commanding Officer, the selection process outlined above may be set aside depending on a variety of factors, including time, number of applicants, and department of applicants.

509 – 599 – Not Allocated

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600 – ADMINISTRATION

601 – Recruit Administration Procedures

602 - General

1. All prospective recruits will report to the Administration Office where they will be handed an Application Package. This package briefly explains Squadron training sessions, Cadet uniform and Dress Regulations. It contains a Personal Information Form, a Personal Documentation Form, an Application for Membership in the Royal Canadian Air Cadets and a Medical Information Form.
2. The Staff person handing out the application package will explain the documentation to the recruit and answer any questions they or their parent(s)/guardian may have.
3. A staff member will direct and introduce the prospective recruit to his assigned flight.
4. The prospective recruit may only participate in Regular Training. He shall not participate in Optional Training or Special Activities until he has returned all of the documentation handed him completed and approved. This is necessary since a Cadet is not covered by the Air cadet League insurance until all forms have been returned and signed by the Commanding Officer.
5. The recruit is to be told about the Squadron Standing Orders and of their responsibility to become familiar with it as it contains information about how the Squadron is run, what the Cadet may expect and what the Squadron expects from the Cadet.
6. It is to be explained to the recruit that until they are issued a uniform, they should wear civilian dress that is neat and appropriate. The dress may include running shoes or jeans only if they are the only items available and they are neat and clean. The Cadet should not buy special clothing to wear on parade until he has received his uniform, but that shirt and tie for men and similar level of neatness for women, is encouraged. The procedure to issue a uniform to a new Cadet will normally commence once the Commanding Officer has signed the returned forms and the cadet is formally enrolled.
7. The Adm O should explain to the cadet the cost of the name tag and that only the surname should appear on it. If the surname on the application forms does not match the surname on the Proof of Age form, the name appearing on the Proof of Age will be used until it is legally changed.
8. Explain that Officer, Staff and senior Cadets are to be addressed by rank or Sir/Ma'am (as appropriate) if no rank or rank is unknown or forgotten.

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9. Explain that forms handed out must be legible and in black or blue ink. Forms filled with a pencil are not acceptable.

603 – Attendance and Leave

604 - Attendance

1. Attendance is a very important part of a cadet's career and it is considered an indication of their interest in, and dedication to, the benefits and rewards of the Air Cadet program. Attendance is one of the important criteria used when selecting cadets for promotions, summer camp courses as well as special activities, awards and trophies.
2. Every cadet is expected to attend all mandatory Tuesday training nights.
3. All cadets are encouraged to participate in optional training and support training activities to fulfill their training level requirements.

605 - Leave

1. If the Cadet cannot attend a function he/she must request leave by contacting the Squadron and providing the following information to a staff member:
 - a. Rank, First and Last name;
 - b. Flight that he/she belongs to; and
 - c. The reason for requesting leave.
2. Cadets requesting a prolonged leave of absence (3 weeks or more) must have a written request stating the reason and the length of leave requested. The written request must be signed by the parent or guardian of the cadet requesting leave.
3. Habitual absenteeism will not be tolerated. Cadets who are absent for three (3) consecutive training nights may be interviewed/counseled by the Training Officer, DCO or CO to determine their commitment to the organization. The Squadron Commanding Officer has final jurisdiction over the future of the cadet's participation within the Squadron.

606 – 699 – Not Allocated

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700 – SUPPLY

701 – Hours of Operation

1. Supply is open from 1830 – 2130 hrs on Tuesday nights. Supply may open on other occasions depending on the availability of the Supply Staff.
2. Cadets are encouraged to go fill out a uniform request form and hand it into their flight Commander, to ensure proper bookings of appointments by the supply staff.
3. New Recruits will report to Supply by appointment only.

702 – Proper Care and Use of Uniform

1. The standard of personal dress appearance and grooming shall be such as to reflect credit on the individual, the Squadron, the Air Cadet League of Canada and the Canadian Forces. The dress regulations are not intended to be overly restrictive. Their intent is to ensure the maintenance of a high standard of grooming while also recognizing the standards of society. The regulations set out in this order are reasonable, ensuring a favorable military image and at the same time permit some individuality. Dress regulations are found in detail in CATOs.
2. Cadets are authorized to wear their uniforms only at cadet events. Arrangements for a cadet to wear their uniform at a activity or special event outside a cadet activity, may be authorized only by the CO.

703 – Damage or Loss of Cadet Uniform or Pieces Thereof

1. Every Cadet is issued a uniform as soon as possible after the receipt of the enrolment paperwork by the Admin O and sign-off by the CO. The uniform is ‘loaned’ to the cadet at no cost, but in the event that all, or a piece of the uniform is lost, it will be necessary to hold the cadet financially responsible for the cost of replacing the lost item(s). Therefore it is very important that the cadet take great care in keeping track of their uniform pieces so as not to lose any.
2. Any cadet willfully defacing, mutilating, damaging, giving away or neglecting any part of their issued uniform or equipment will be disciplined and held financially responsible for the article(s) of equipment.

703 – Uniform Return Policy

1. Clothing that has become too small or is beyond repair, may be exchanged at the Supply Section. Cadets will arrange for exchange through their Flight Commander.

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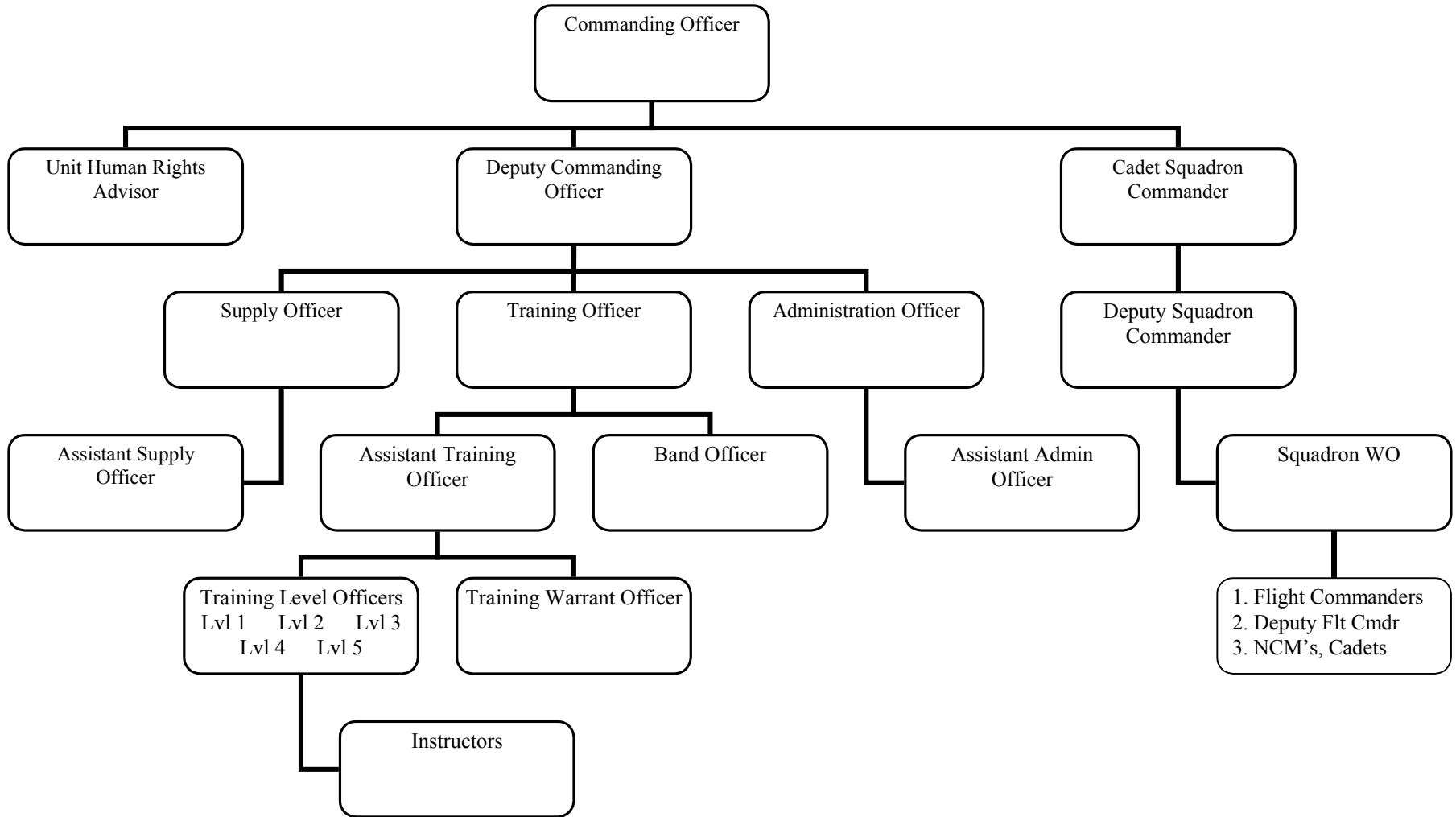
704 – 799 – Not Allocated

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ANNEXES

SQUADRON STANDING ORDERS
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Annex A: SQUADRON ORGANIZATION CHART



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Annex B: PROMOTION CRITERIA EVALUATION FORM

CADET NAME _____ TO RANK OF _____ REVIEW DATE _____

	Met	NATIONAL CRITERIA	Y/N	LOCAL CRITERIA	COMMENTS
LAC	<input type="checkbox"/>	5 Months <u>active participation</u> in the squadron since enrolment	<input type="checkbox"/>	Automatic	<i>According to Cadet Administrative and Training Orders, we have a maximum number allowable for each rank.</i>
	<input type="checkbox"/>				
	<input type="checkbox"/>				
Cpl	<input type="checkbox"/>	Level 1 completed	<input type="checkbox"/>	Automatic	<i>Due to regulations, we could only promote _____ cadets to _____.</i>
	<input type="checkbox"/>				
	<input type="checkbox"/>				
FCpl	<input type="checkbox"/>	Level 2 completed 6 Months <i>satisfactory service</i> as Cpl Summer Famil Course <i>preferred</i>	<input type="checkbox"/>	70% Attendance or better 70% Uniform average or better Automatic if the above are met	<i>This round of promotions, there were _____ people who met the minimum requirements for promotion to _____.</i>
	<input type="checkbox"/>				
	<input type="checkbox"/>				
Sgt	<input type="checkbox"/>	Level 3 completed 6 Months <i>satisfactory service</i> as Sgt Summer Intro Course <i>preferred</i>	<input type="checkbox"/>	75% Attendance or better 75% Uniform average or better	<i>Promotions are not automatic. There is a competition based on the criteria on this form to determine who the top cadets are.</i>
	<input type="checkbox"/>				
	<input type="checkbox"/>				
FSgt	<input type="checkbox"/>	Level 4 completed 6 Months <i>satisfactory service</i> as Sgt Summer Advanced Course <i>preferred</i>	<input type="checkbox"/>	80% attendance or better 80% Uniform average or better 1 Page narrative & Interview	<i>You ranked _____ out of _____.</i>
	<input type="checkbox"/>				
	<input type="checkbox"/>				
WO2	<input type="checkbox"/>	6 Months <i>satisfactory service</i> as FSgt Summer Advanced Course <i>preferred</i>	<input type="checkbox"/>	85% attendance or better 85% Uniform average or better 1 Page narrative & Interview	<i>Remarks from the promotion meetings are noted below.</i>
	<input type="checkbox"/>				
	<input type="checkbox"/>				
WO1	<input type="checkbox"/>	6 months <i>satisfactory service</i> as WO2 Summer Advanced Course <i>preferred</i>	<input type="checkbox"/>	90% attendance or better 90% Uniform average or better 1 Page narrative & Interview	Promotion (circle): <i>Approved</i> <i>Not Approved</i> Authority Signature:
	<input type="checkbox"/>				
	<input type="checkbox"/>				
<u>Narrative:</u> 1. Vision they bring to their new rank, goals and ideas 2. Personal qualities, list of relevant cadet experiences and accomplishments					
<i>Local subjective criteria that apply to all ranks above Cpls:</i> - Attitude - Initiative - Disciplinary issues - Professionalism - Good followership - Leadership potential			<i>Remarks:</i>		

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Annex C: SQUADRON TROPHIES AND AWARDS CRITERIA

1. Cadet Commander Plaque

- a. Cadet must have held the position of Squadron Cadet Commander, but not on an acting basis.

2. Athletic/Sportsmanship Award

- a. (25%) Participation in (inter-)Squadron Physical Fitness-based events
- b. (25%) Senior NCM recommendation based on observations
- c. (50%) Cadet Fitness Testing Results

3. Markmanship Award

- a. (100%) Results in local and inter-squadron Rifle firing

4. Top Bandsman Award

- a. (50%) Technical Skill
- b. (50%) Attendance

5. Biathlon Award (2Lt Brook's)

6. Community Service Award

- a. (75%) Participation in Squadron Citizenship-based events i.e. Remembrance Day; Poppy Sales; Cadets Caring for Canada; Knights Spaghetti Dinner
- b. (25%) Attitude & Dress & Deportment

7. Drill Team – Most Improved Cadet Award

- a. Minimum attendance of 80%
- b. 49% of overall Drill Team vote
- c. 51% of Staff opinion vote

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8. Drill Team – MVP Award

- a. Minimum attendance of 90%
- b. 49% of overall Drill Team vote
- c. 51% of Staff opinion vote

9. Top Flight Award (Medals)

- a. (45%) Overall Attendance Average at Mandatory Training and Fund Raising
- b. (45%) Overall uniform Average
- c. (10%) Spirit

10. Top Level 1, 2, 3, 4 Awards

- a. (40%) Squadron Academic results
- b. (25%) Uniform marks
- c. (25%) Active Participation in Sqn events
- d. (10%) Considered an exemplary cadet

11. Top Instructor Award

- a. (50%) Squadron Instruction results
- b. (20%) Uniform marks
- c. (20%) Active Participation in Sqn events
- d. (10%) Considered an exemplary cadet

12. The True Spirit of Air Cadets Award

- a. (50%) Active Participation in Sqn events
 - i. Tuesday attendance
 - ii. Plus mandatory activities(Tag Day, Remembrance Day, Minimum 1 Survival)
- b. (50%) Considered an exemplary cadet

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13. Top Overall Cadet Award

The names of potential recipients will be taken from the top 2 names per level as determined by the Top Level 1, 2, 3, 4 Awards. The WO1 is excluded from this award.

- a. (30%) Squadron Academic results
- b. (25%) Uniform marks
- c. (25%) Active Participation in Sqn events
- d. (10%) Considered an exemplary cadet as voted by staff
- e. (10%) Considered an exemplary cadet as voted by the cadets

14. 4-Year Cadet Service Medal

15. Legion Medal of Excellence (Squadron Plaque)

16. Lord Strathcona Medal (Squadron Plaque)

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Annex D: REGULAR TUESDAY PARADE NIGHT TIMINGS

1830 hrs	Cadets arrive
1840 hrs	Fall-in, Roll-call, Inspections
1855 hrs	Dismissed to Class
1900 hrs	Period 1
1935 hrs	Break
1950 hrs	Break over - move to period 2
1955 hrs	Period 2
2030 hrs	End of Second period
2035 hrs	Period 3
2110 hrs	End of third period
2115 hrs	Closing Parade - Announcements
2140 hrs	Final Dismissal
2200 hrs	Cadets Clear from School - Final Check, Staff Clear

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Annex E: SENIOR CAMP SELECTION FORM
(*TO BE ADDED***)**

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Annex F: JUNIOR CAMP SELECTION FORM
(*TO BE ADDED***)**

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ABBREVIATIONS

ACL	Air Cadet League
ACO	Area Cadet Officer
Admin O	Administration Officer
CATO	Cadet Administrative and Training Orders
CCM	Canadian Cadet Movement
CF	Canadian Forces
CFAO	Canadian Forces Administrative Orders
CI	Civilian Instructor
CO	Commanding Officer
Cpl	Corporal
CV	Civilian Volunteer
D/Comd	Squadron Deputy Cadet Commander
DCO	Deputy Commanding Officer
DND	Department of National Defence
ERCO	Eastern Region Cadet Orders
F/Comd	Flight Commanders
FCpl	Flight Corporal
FSgt	Flight Sergeant
LAC	Leading Air Cadet
NCM	Non-Commissioned Members
NDHQ	National Defence Headquarters
QR&O (Cadets)	Queen's Regulations and Orders (Cadets)
RCO	Region Cadet Office
RCSU	Regional Cadet Support Unit
Sgt	Sergeant
SO-2	Staff Officer 2-Air
Sqn Comd	Squadron Cadet Commander
SSOs	Squadron Standing Orders
Sup O	Supply Officer
SWO	Squadron Warrant Officer
Trg O	Training Officer
UHRA	Unit Human Rights Advisor
VCDS	Vice Chief of the Defence Staff
WO2	Warrant Officer 2 nd Class
WOI	Warrant Officer 1 st Class