



## CADET UNIT MONTHLY ROUTINE ORDERS

ISSUED BY

**MAJOR ANDREW SMITH  
COMMANDING OFFICER**

111 (PEGASUS) RCAC SQUADRON  
ROYAL CANADIAN AIR CADETS

**ORDER NO. 2017-08-01  
DATED 01 AUG 17**

**LAST ORDER 2017-07-01  
DATED 01 JULY 17**

Routine Orders are published under the authority, and the direction, of the Commanding Officer, RCSU (Pacific). Direction published herein carries the weight of an order from the Cadet Unit Commanding Officer and failure to adhere to such may result in appropriate administrative action. While it is the responsibility of the individual to ensure they read and adhere to Routine Orders, it is the responsibility of the leadership, at all levels, to ensure that their subordinates do so.

### PART I – ADMINISTRATION

#### **1. DUTY ROSTER**

DATE	DUTY OFFICER	SR. DUTY NCO	JR. DUTY NCO	DUTY FLIGHT

#### **2. TRAINING**

- (a) Mandatory training will occur every Monday evening from 1800hrs to 2130hrs at Bessborough Armoury located at 2025 West 11<sup>th</sup> Avenue, Vancouver, BC V6J 2C7 unless otherwise stated. Telephone contact for the squadron is 778-867-7111.
- (b) Weekly training will be conducted IAW the following training schedule:

EVENT	TIMING	RESPONSIBILITY
Armoury opens	1800	Duty Officer
NCOs arrive	NLT 1800	Individuals
NCO uniform inspection	1800-1815	SWO
Training Meeting	1815-1830	Instructors
Parade Fall-In	1830	SWO
Attendance	1835	Flight Commanders
Attendance Hand-In	1840	Flight Sergeants
Duty Officer marches on	1845	Duty Officer
Parade dismiss	1855	Squadron Commander
Period 1	1900-1930	Instructors
Period 2	1935-2005	Instructors
Break	2005-2020	Mandatory for all personnel

Period 3	2025-2055	Instructors
Cadets assemble Parade Sq	2105	Instructors
End of Closing Parade	2115	SWO
Duty Flight Clean Up	2120	Duty Officer
All Personnel Dismissal	2130	Mandatory for all personnel

(c) All week night training shall end no later than 2200 hours, without the approval of the Commanding Officer.

### 2(1) WEEKLY TRAINING ROUTINE

DATE	ACTIVITY	LOCATION	OPI

### 3. UPCOMING ACTIVITIES/EVENTS

(a) The following activities will be conducted throughout the upcoming month. Cadets are obliged to refer to the squadron website at [www.111air.ca](http://www.111air.ca) prior to the activity in order to confirm whether or not changes have been made.

DATE	ACTIVITY	NUMBERS	LOCATION	OPI
Aug 4 1000 - 1700	Supplies and Office Clean Up	10	Bessborough Armoury 2025 West 11 <sup>th</sup> Ave Vancouver	Lt Wyckhuyse, P
Aug 5, 18 1600 - 2200	BC Lions Cadet Flag Party	3	BC Place 777 Pacific Blvd Vancouver	Lt Wyckhuyse, P
Aug 27-Sep 01	Duke of Ed Gold Level Qualifying Trip	10	Yoho National Park	Lt Wyckhuyse, P

## PART II – PERSONNEL

### 4. UNIT APPOINTMENTS/OFFICER QUALIFICATIONS

(a) The following officer appointments are in effect from 01 Sep 16 to 31 Aug 17 inclusive, save and except for where these appointments have been made for a term exceeding the specified time, or are changed under the authority of the Commanding Officer:

APPOINTMENT	OFFICER
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Commanding Officer	Maj Andrew Smith
Deputy Commanding Officer	Capt Melodie Fallah
Administration Officer	CI Susan Kim
Supply Officer	Lt Paul Wyckhuyse
Training Officer	Capt Melodie Fallah
Assistant Training Officer	Lt Ivy Ho
Level 1a Officer	CV Seto Gugasyan
Level 1b Officer	CI Edwin Sy
Level 2a Officer	OCdt Desmond Chiu
Level 2b Officer	CV Aaron Tai
Level 3a Officer	CI Catherine Magday
Level 3b Officer	CV Seto Gugasyan
Level 4 Officer	CV Jewel del Rosario
Level 5 Officer	Lt Steven Tung
Standard Officer	Lt Ivy Ho
Assistant Standard Officer	2Lt Suman Rana
Director of Music	Capt Melodie Fallah
Band Officer	Capt Melodie Fallah
Assistant Band Officer	CV Aaron Tai
Drill Team Officer	OCdt Desmond Chiu
Effective Speaking	TBD
First Aid Team Officer	CV Jewel del Rosario
Ground Operations Officer	Lt Steven Tung
Flying Operations Officer	Lt Paul Wyckhuyse
Duke of Edinburgh Program Coordinator	CV Karina Chan
Field Support Officer	CV Sandra McLeod

#### 4.1 BUILDING ACCESS

(a) The following staff members have access to armoury facilities as authorized below:

NAME	MAIN BUILDING	MAIN OFFICE	SUPPLY	PROTECTED B CABINET	KEY PRESS
MAJ SMITH, A	X	X			X
CAPT FALLAH, M	X	X		X	X
LT WYCKHUYSE, P	X	X	X		X
LT TUNG, S	X				X
2LT RANA, S	X				X

#### 4(1) UNIT CADET CONFLICT MANAGEMENT ADVISOR

(a) The following officers are designated as UCCMA for 111 RCACS and are available to advise on CCM harassment policies:

- i. Maj Smith, Andrew                      604-789-9907

- ii. Capt Fallah, Melodie 778-875-2311
- iii. Lt Wyckhuyse, Paul Paul.Wyckhuyse@cadets.gc.ca

- (b) Contact information is provided for the use of cadets/parents in the event of a harassment situation requiring *immediate* assistance. Staff members are on hand and available during regular training nights for non-urgent situations.

#### **4(2) RANGE SAFETY OFFICERS**

- (a) The following officers/civilian instructors are designated as RSO qualified for 111 RCACS, and as such are capable of administering range training activities/exercises:
- a. Lt Wyckhuyse, P
- (b) All range activities, occurring on military training sites will be conducted IAW 39 Bgde Range Standing Orders, 15<sup>th</sup> Fd Arty Rgt's Range Standing Orders and PRCI 109.

#### **4(3) DND 404**

- (a) The following officers/civilian instructors hold a valid DND 404 with DDC:
- i. Maj Smith, A
  - ii. Capt Fallah, M
  - iii. Lt Tung, S
  - iv. Lt Wyckhuyse, P
  - v. Lt Ho, I
  - vi. 2Lt Rana, S

### **5. STAFF – CIC OFFICER TRANSACTIONS**

#### **5(1) STAFF – CIC OFFICER VOLUNTARY SERVICE**

- (a) Voluntary service in support of cadet training, assigned by the Commanding Officer either verbally or in writing, throughout the month of September will be performed by the following members:
- i. Maj Smith, A
  - ii. Capt Fallah, M
  - iii. Lt Tung, S
  - iv. Lt Wyckhuyse, P
  - v. 2Lt Rana, S
  - vi. OCdt Chiu, S
- Except*** for when that service forms part of that member's paid entitlement for which they receive remuneration. (IAW CATO 23-11 and the members signed Cdt 167).

#### **5(2) STAFF – MILITARY VOLUNTEERS (NON-CIC)**

- (a) IAW CATO 23-07, the following members of the Regular Force or Primary Reserve are authorized to perform voluntary service in support of cadet training with 111 RCACS:

Service Number	Rank/Name	Home/Parent Unit	Volunteer Expire Date

#### 6. STAFF – CIVILIAN INSTRUCTORS

- (a) IAW CATO 23-05, the following civilian instructors are currently authorized to parade with 111 RCACS:

Service Number	Name	Agreement Expire Date
C76 498 359	Edwin Sy	Apr 29, 2021
V52 880 507	Catherine Magday	Apr 29, 2021
R38 592 225	Susan Kim	June 12, 2021

- (b) On days of the month for which the above named civilian instructors do not receive remuneration, they will act as volunteers in support of cadet training with 111 RCACS IAW CATO 23-07.

#### 6(1) STAFF – CIVILIAN VOLUNTEERS

- (a) IAW CATO 23-07, the following civilians are authorized to act as volunteers in support of cadet training with 111 RCACS under the direct supervision of a CIC officer or CI:

Volunteer Card Number	Name	Volunteer Card Expire Date
4173	Jewel Del Rosario	02/21
	Seto Gugasyan	
4171	Karina Chan	04/21

#### 7. CADETS – ADMINISTRATIVE TRANSACTIONS

- (a) The following cadets are TOS:

Last Name	First Name	DOB (yyyy-mm-dd)	Effective Date	Documents Outstanding

- (b) The following cadets are SOS:

Rank	Last Name	First Name	TOS Date	SOS Date

- (c) The following cadets are transferred to another squadron:

Rank	Last Name	First Name	SOS Date	Gaining Unit

(d) The following cadets are on approved leave of absence:

Rank	Last Name	First Name	Start Date	End Date

### 7(1) CADETS – PROMOTIONS AND AWARDS

(a) The following cadets are promoted to the specified rank effective the date noted:

Rank	Last Name	First Name	Date

(b) Congratulations to the following cadets who have received awards/scholarships:

Rank	Last Name	First Name	Award	Date

(c) The following cadets are participating in the Duke of Edinburgh award program:

Rank	Last Name	First Name	Award Level

## PART III NOTICES

### 8. MONTHLY NOTICES

- (a) Please do not drop off cadets at the round-about. Parking will be strictly enforced.  
 (b) Stand down for summer as of June 12<sup>th</sup>. For emergency contact, please call 778-867-7111 or 604-782-0936.

*// original signed//*

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**A. Smith**  
 Major  
 Commanding Officer

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