



## CADET UNIT MONTHLY ROUTINE ORDERS

ISSUED BY

**MAJOR ANDREW SMITH**

**COMMANDING OFFICER**

111 (PEGASUS) RCAC SQUADRON

ROYAL CANADIAN AIR CADETS

**ORDER NO. 2018-02-01**

**DATED 01 FEB 18**

**LAST ORDER 2018-01-01**

**DATED 01 JAN 18**

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
05 FEB 18	Lt Wyckhuysen, P	FSgt Chun, J	Sgt Kwan, D	Band
19 FEB 18	OCdt Chiu, D	FSgt Ng, W	Sgt Chuang, J	Flight 1
26 FEB 18	OCdt Sy, E	FSgt Cai, V	Sgt Zheng, M	Flight 2

#### 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
MONDAY 1800 - 2200	Training Night	Bessborough Armoury 2025 W 11 <sup>th</sup> Ave Vancouver	Maj Smith, A
THURSDAY 1800 - 2100	Band Practice	Bessborough Armoury 2025 W 11 <sup>th</sup> Ave Vancouver	Capt Fallah, M
FRIDAY 1800 - 2100	Range	Bessborough Armoury 2025 W 11 <sup>th</sup> Ave Vancouver	Lt Wyckhuyse, P
SATURDAY / SUNDAY 0800 – 1600	Snowshoeing/Hiking	Seymour Mtn.	Maj Smith, A
SUNDAY 1500 - 1700	Drill Team Practice	Bessborough Armoury 2025 W 11 <sup>th</sup> Ave Vancouver	CI Magday, C
SUNDAY 1700 - 1900	Riffle Drill Team Practice / First Aid Practice	Bessborough Armoury 2025 W 11 <sup>th</sup> Ave Vancouver	OCdt Chiu, D / CV del Rosario, J

### 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.

<b>DATE</b>	<b>ACTIVITY</b>	<b>NUMBERS</b>	<b>LOCATION</b>	<b>OPI</b>
FEB 1, 8, 15 TBD	Multi-squadron Mock Review Boards	10	Walter Moberly School 1000 E 59 <sup>th</sup> Ave Vancouver	Lt Ho, I
FEB 2 1800 - 2130	Extra Band Practice	50	Bessborough Armoury 2025 W 11 <sup>th</sup> Ave Vancouver	Capt Fallah, M
FEB 3, 10, 17 1300 - 1500	Effective Speaking	12	ANAVET Unit 26 727 E 49th Ave Vancouver	CI Kim, S
FEB 11 0900 - 1600	Dodgeball Tournament	20	655 RCAC Squadron 5500 No. 4 Road Richmond	OCdt Sy, E
FEB 11, 18 TBD	Review Boards	10	Archbishop Carney Regional Secondary School Port Coquitlam	TBD
FEB 12 1830 - 2130	Mock Review Board	20	Bessborough Armoury 2025 W 11 <sup>th</sup> Ave Vancouver	Capt Fallah, M
FEB 16 - 18 TBD	RCSUS Level 5 Workshop	5	Chilliwack	OCdt Chiu, D
FEB 23 1800 - 2130	Extra Band Practice	50	Bessborough Armoury 2025 W 11 <sup>th</sup> Ave Vancouver	Capt Fallah, M
FEB 23 1600 - 2100 FEB 24, 25 1000 - 1700	Spring Tag Days	90	Bessborough Armoury 2025 W 11 <sup>th</sup> Ave Vancouver	CI Kim, S
FEB 24 0900 - 1700	Band Testing Day	TBD	1515 Forbes Street North Vancouver	Capt Fallah, M

FEB 24 0830 - 1530	Basketball Tournament	15	Steveston – London Secondary School Richmond	CI Magday, C
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**PART II – PERSONNEL**

**4. UNIT APPOINTMENTS/OFFICER QUALIFICATIONS**

(a) The following officer appointments are in effect from 01 Sep 17 to 31 Aug 18 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:

<b>APPOINTMENT</b>	<b>OFFICER</b>
Commanding Officer	Maj Andrew Smith
Deputy Commanding Officer	Capt Melodie Fallah
Administration Officer	CI Susan Kim
Supply Officer	Lt Paul Wyckhuysen
Assistant Supply Officer	CV Thomas Kong
Training Officer	Lt Ivy Ho
Assistant Training Officer	
Level 1 Officer	CV Seto Gugasyan
Level 2 Officer	OCdt Edwin Sy
Level 3 Officer	CV Charmaine Magday
Level 4 Officer	CI Catherine Magday
Level 5 Officer	OCdt Desmond Chiu and CV Jewel del Rosario
Standard Officer	CI Catherine Magday
Assistant Standard Officer	TBD
Director of Music	Capt Melodie Fallah
Band Officer	Capt Melodie Fallah
Assistant Band Officer	CV Aaron Tai and CV Thomas Kong
Drill Team Officer	CV Charmaine Magday
Effective Speaking	CI Susan Kim
First Aid Team Officer	CV Jewel del Rosario
Ground Operations Officer	Lt Steven Tung
Assistant Grounds Operations Officer	CV Amy Lui
Flying Operations Officer	Lt Paul Wyckhuysen
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	KEY PRESS	SUPPLY	PROTECTED B CABINET
Maj Smith, A	X	X		
Capt Fallah, M	X	X		X
Lt Wyckhuysse, P	X	X	X	
Lt Tung, 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, A 604-789-9907
- ii. Capt Fallah, M 778-875-2311
- iii. Lt Wyckhuysse, P Paul.Wyckhuysse@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 Wyckhuysse, P
- b. Lt Tung, S

(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. Lt Wyckhuysse, P
- iii. Lt Tung, S
- iv. Lt Ho, I

## 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, will be performed by the following members:

- i. Maj Smith, A
- ii. Capt Fallah, M
- iii. Lt Tung, S
- iv. Lt Wyckhuysen, P
- v. Lt Ho, I
- 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
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
4171	Karina Chan	04/21
4202	Seto Gugasyan	05/21
4287	Aaron Tai	09/21
1612	Sandra McLeod	01/22
4679	Charmaine Magday	05/22
4694	Amy Yee Mun Lui	09/22
	Thomas Kong	

## 7. CADETS – ADMINISTRATIVE TRANSACTIONS

- (a) The following cadets are TOS:

Last Name	First Name	Effective Date	Documents Outstanding
Dizon	Rutherford	2018-01-29	
Jia	Bowei	2018-01-29	

- (b) The following cadets are SOS:

Rank	Last Name	First Name	TOS Date	SOS Date
Sgt	Lau	Andrea	2012-09-17	2017-12-25
FSgt	Ochitwa	Oryssia	2014-09-15	2018-01-29
AC	Yip	Mason	2017-09-20	2018-01-08

- (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) CADET – PROMOTIONS AND AWARDS

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

Rank	Last Name	First Name	Date
Cpl	Situ	Kenny	2018-01-08

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

Rank	Last Name	First Name	Award	Date
WO2	Chiu	Larissa	Air Force POW Award	2018-01-08
WO2	Chiu	Larissa	Aircrew Officers Assoc. of Canada Bursary	2018-01-29

### PART III NOTICES

#### 8. MONTHLY NOTICES

(a) Please do not drop off cadets at the round-about. Parking will be strictly enforced.

(b) CO Parade on Feb 5<sup>th</sup>.

(c) Stand down on Feb 12<sup>th</sup> for Family Day.

*// original signed//*

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**A. Smith**

Major

Commanding Officer

#### Distribution List

111 RCACS Staff	12*	111 RCACS WO1	1*
Air Office – RCSU (Pac)	1*	ACICO	1*
Sqn OR	1	Notice Board	1
15 Fd RCA CLO	1*	111 RCACS SSC	1*
Adj 15 Fd RCA	1*	Sqn Website	1*
CO 135 RCACS	1*	CO 2472 RCACC	1*
CO 72 RCACC	1*		

\* Via electronic delivery