



CADET UNIT MONTHLY ROUTINE ORDERS

ISSUED BY

MAJOR ANDREW SMITH

COMMANDING OFFICER

111 (PEGASUS) RCAC SQUADRON

ROYAL CANADIAN AIR CADETS

ORDER NO. 2016-09-01

DATED 01 SEP 16

LAST ORDER 2016-07-01

DATED 01 JUL 16

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
12 Sep 16	Capt Fallah, M	NA	NA	NA
19 Sep 16	Lt Tung, S	TBD	TBD	NA
26 Sep 16	Lt Wyckhuyse, P	TBD	TBD	Flight 1

2. TRAINING

- (a) Mandatory training will occur every Monday evening from 1800hrs to 2130hrs at Bessborough Armoury located at 2025 West 11th 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 Pde 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 1800h - 2200h	Training Night	Bessborough Armoury 2025 W11 th Ave Vancouver	Maj Smith, A
THURSDAY 1800-2200h	Band Night	TBD	Capt Fallah, M
TBD	Drill Team	TBD	TBD
TBD	First Aid Team	TBD	TBD
TBD	Ground School	TBD	TBD
SATURDAY & SUNDAY 0800h – 1600h	Snowshoeing/Hiking	Seymore Mtn	Maj Smith, A

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 prior to the activity in order to confirm whether or not changes have been made.

DATE	ACTIVITY	NUMBERS	LOCATION	OPI
Sep 11	Battle of Britain Parade	75	Air Forces Garden of Remembrance Stanley Park	Maj Smith, A
Sep 17-18	Instructor PD	30	TBD	OCdt Rana, S
Sep 23-25	NCOPD/FTX	60	TBD	TBD

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
Commanding Officer	Maj Andrew Smith
Deputy Commanding Officer	TBD
Administration Officer	VI Susan Kim
Supply Officer	Lt Paul Wyckhuyse
Training Officer	Capt Melodie Fallah
Assistant Training Officer	OCdt Suman Rana
Level 1a Officer	VI Seto Gugasyan
Level 1b Officer	VI Edwin Sy
Level 2 Officer	CI Desmond Chiu
Level 3 Officer	CV Catherine Magday
Level 4 Officer	CV Jewel del Rosario
Level 5 Officer	Lt Steven Tung
Standard Officer	TBD
Director of Music	Capt Melodie Fallah
Band Officer	Capt Melodie Fallah
Assistant Band Officers	VI Edwin Sy and VI Angelina Ko
Drill Team Officer	CV Catherine Magday
Effective Speaking	TBD
First Aid Team Officer	CV Jewel del Rosario
Assistant First Aid Team Officer	TBD
Ground Operations Officer	Lt Steven Tung
Flying Operations Officer	Lt Paul Wyckhuyse

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
MAJ SMITH, A	X	X	X	X
CAPT FALLAH, M	X	X		
LT WYCKHUYSE, P		X	X	

4(1) UNIT CANDET 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

- (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, 15th 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. OCdt 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. OCdt Rana, S
 - vi. Lt Ho, I
 - vii. CI, Chiu, D

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
	Lt Ho, Ivy	59	

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
	CI Chiu, Desmond	

- (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
3678	Catherine Magday	02/20
4173	Jewel Del Rosario	02/21
	Seto Gugasyan	
	Edwin Sy	
2225	Susan Kim	08/19
	Angelina Ko	

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) Returning cadets administration night 12 Sept 16.
- (c) New cadets registration night 19 Sept 16.

// original signed//

A. Smith

Major

Commanding Officer

Distribution List

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