



# **62 PHANTOM SQUADRON ROYAL CANADAIN AIR CADETS SQUADRON STANDING ORDERS**

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Issued under the authority of 62 Phantom Squadron Commanding Officer

These Standing Orders are in effect upon publication. Any suggestions for changes must be made in writing to the Commanding Officer, 62 RC(Air)CS

**AMENDMENT RECORD**

ARTICLE:	DATE:	ENTERED BY:	APPROVED BY:

## FORWARD

1. 62 Phantom Squadron, Royal Canadian Air Cadets' Standing Orders (hereafter calling Squadron Standing Orders – SSOs) are issued under the authority of the Commanding Officer (CO). They are intended to supplement and amplify the Canadian Armed Forces (CAF) orders, publications and directives as they relate to the Officers, staff and cadets of the Canadian Cadet Organization (CCO) affiliated with 62 Phantom Squadron (Sqn).
2. The SSOs are effective upon receipt and are applicable to all Officers, Non-Commissioned Members (NCM) of the CAF, Civilian Instructors (CI)/Volunteers (CV) and cadets involved with 62 Sqn.
3. Copies of the orders will be made readily accessible to all staff members of 62 Sqn for review and reference, and will also be made available on the squadron website. It is the responsibility of the individual to make themselves aware of the content in the orders and to keep current with amendments.
4. Visitors to the Squadron are also subject to the SSOs 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 SSOs shall be reviewed annually and updated as required. All requests to amend the SSOs shall be submitted in writing to the CO.

//Signed//

Boyle, CM CD  
Capt  
Commanding Officer

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## **INTRODUCTION**

### **Issuing Authority**

1. These orders are issued under the authority of the Commanding Officer (CO) 62 Phantom Royal Canadian Air Cadet Sqn (RCACS). They supplement the orders issued by CJCR Formation, and its various branches of authority (Region, Area, 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) Defence Administrative Orders and Directives (DAOD)
  - (d) Central Region Cadet Orders (CRCO)
  - (e) Central Region Cadet Code of Discipline
  - (f) Cadet Administrative and Training Orders (CATO)
  - (g) Drug and Alcohol Policy for Cadets
  - (h) Canadian Forces Dress Regulations (A-AD-265-000/AG-001)
  - (i) Cadet and Junior Canadian Rangers Dress Instructions (A-CR-CCO-100/AG-001)
  - (j) CANCDTGEN's
  - (k) Natl CJCR Sp Gp Orders and Instructions

### **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 62 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 staff office (see AdminO) and on the squadron's website. 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. A submission to the CO does not equate approval. Amendments will be reviewed and if necessary discussed with all officer staff prior to being added to the SSOs.



## **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 their duties properly must result in immediate and appropriate corrective measures taken by their immediate supervisor.
2. All members of the squadron staff are expected to be present at supported and optional training exercises as required, and as individual schedules permit. These activities include, but are not limited to; field training 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 Armed Forces (CAF) and the Canadian Cadet Organizations (CCO).

### **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 Centre Region through the Area Officer in Charge (Area OC) and his/her subordinates the J3 - Zone Training Officer and the J35 - Zone Training Support Coordinator(s).
3. The CO (or designate) is the only person authorized to directly contact the Regional Cadet Support Unit (RCSU) in Borden, ON.
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 and the Squadron Chief Warrant Officer (CWO) answer directly to the CO.
2. The Squadron Deputy Chief Warrant Officer (DCWO), Squadron Warrant Officer and the Flight Commanders (Flt Comd) answer directly to the CWO.
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 Flt Comd.
4. All members of the staff as well as cadets may make an appointment with the Unit Cadet Conflict Management Advisor (UCCMA) 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 (December) and once around the Annual Ceremonial Review (June). Promotions may also occur on other occasions to meet operational requirements.
2. Promotion to the next rank is not automatic. The minimum qualifications for promotion can be found in CJCR Gp O 5511-3, however a thorough review of cadet performance will be conducted for each cadet using the promotion checklists found in Annex B. These checklists ensure the same minimum standard is followed for all cadets who are promoted.
3. If no candidate is found suitable for promotion, the Commanding Officer has the authority not to promote any of the 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 CJCR Gp O 5511-3, the Commanding Officer of a Squadron may, with due cause, 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 rank of Flight Sergeant and above to the Area OC.
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 their LAC badges.

## 105 – Promotion Criteria

1. A member of 62 Phantom Squadron becomes eligible for promotion to the next rank when he/she has met all of the minimum National Standards outlined below.
2. In addition to these minimum requirements, the cadet must meet or exceed a number of performance indicators outlined in Annex B as assessed by their Level Officer.
3. The promotion criteria are based on national as addressed in CJCR Gp O 5511-3 Merit Based 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.

### 6. Rank Promotion Criteria

Promotion to the Rank of...	Time in Previous Rank	Qualification	Leadership Appointment	Authority
AC/LCpl/LAC	5 months	Participated in Phase One/Green Star/Proficiency Level One for at least five months	Not applicable	Corps/Squadron CO
LC/Cpl/Cpl	5 months	Phase One/Green Star/Proficiency Level One	Not applicable	Corps/Squadron CO
MC/MCpl/FCpl	6 months	Phase Two/Red Star/Proficiency Level Two	Not applicable	Corps/Squadron CO
PO2/Sgt/Sgt	6 months	Phase Three/Silver Star/Proficiency Level Three	Not applicable	Corps/Squadron CO
PO1/WO/FSgt	6 months	Phase Four/Gold Star/Proficiency Level Four	Selected for an available PO1/WO/FSgt leadership appointment.	Corps/Squadron CO

Promotion to the Rank of...	Time in Previous Rank	Qualification	Leadership Appointment	Authority
CPO2/MWO/WO2	6 months		Selected for an available CPO2/MWO/WO2 leadership appointment.	Corps/Squadron CO
CPO1/CWO/WO1	6 months		Selected for an available CPO1/CWO/WO1 leadership appointment.	Corps/Squadron CO

5. Additional requirements exists for promotion to FSgt, WO2 and WO1, in that the candidate must be identified as successful in the Leadership Appointment process. The corps/squadron CO will conduct a selection board in accordance with [CJCR Gp O 5002-6, Cadet Selection Process](#), in order to select a cadet for a leadership appointment as outlined in [CJCR Gp Instr 50-55, Corps/Squadron Leadership Appointments](#).

## 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 a Captain (Capt);
  - ii. Deputy Commanding Officer (DCO), normally a Captain (Capt);
  - iii. Training Officer (Trg O), normally a Captain (Capt);
  - iv. Administration Officer (Admin O), normally a Capt, Lt or 2Lt and;
  - v. Supply Officer (Sup O), normally a Capt, Lt or 2Lt.
- b. Subject to the CO's approval, additional positions may be added depending on the Squadron quota and training requirements, e.g. Operations Officer, Assistant Training Officer, Chief Instructor, etc.

## **2. Cadet Positions**

- a. The following positions are filled by cadets, starting from the most senior:
  - i. Squadron Chief Warrant Officer – normally WO1
  - ii. Squadron Deputy Squadron Warrant Officer – normally WO2
  - iii. Squadron Warrant Officer – normally WO2
  - iv. Training Warrant Officer – Normally WO2
  - v. Operations Warrant Officer – Normally WO2
  - vi. Flight Commander (Including Drum Major) – normally WO2 or FSgt
  - vii. Flight Sergeant (Including Band 2IC and Flag Party Commander) – normally FSgt or Sgt
  - viii. Section Commander – normally FCpl 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 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**

## **200 – TERMS OF REFERENCE: OFFICERS**

### **201 – Commanding Officer**

1. The main duties and responsibilities of the Commanding Officer (CO) are listed below.
  - 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 area OIC;
  - 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 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 DCO is responsible to the squadron CO for all cadet matters that pertain to the cadet squadron and assisting the training and administration of officers of the Cadet Instructors Cadre (CIC), civilian instructors, and cadets serving with the Squadron.
2. The DCO of a cadet Squadron is the DCO of the cadet and the second immediate supervising officer of the cadet squadron staff. The DCO of a cadet squadron with the provisions of the QR&O 1.02 cannot exercise the disciplinary powers of a CO over subordinate members of the CD in accordance with QR&O chapter 101.
  - a. the DCO of a cadet squadron shall be responsible for the following:
  - b. carry out all duties as contained in CATO 11-36 Annex T
  - c. Assist the Squadron Commanding officer with carrying out his/her duties
  - d. carry out all duties of the squadron commanding officer in his/her absence
  - e. carry out all other duties assigned to him/her by the Commanding Officer

## **202 – Standards Officer**

3. The Squadron Standards Officer (Stds O) shall be responsible to the Commanding Officer for carrying out the following duties:
  - a. Coaching, mentoring and development of cadet Senior NCOs;
  - b. Informal coaching, mentoring and development of junior officers;
  - c. Briefing the CO on areas of concern or improvement;
  - d. Liaise between the squadron and CAF partners as required, and;
  - e. All other duties as assigned by the CO.

## **203 – 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. Select and submit demands for training films and other visual aids.
  - g. Ensure the squadron is in possession of all required training material and reference manuals.
  - h. Ensure the ongoing individual training and development of all instructional staff.
  - i. Ensure that an adequate system of examinations is used to monitor the efficiency of training and individual cadet's progress.
  - j. Compile all training and examination results.
  - k. Organize squadron drill, ceremonial parades and inspections.
  - l. Ensure that the training program is completed.
  - m. Investigate and report to the Commanding Officer any complaints of cadets not attending or participating in class activities.
  - n. Maintain a lesson plan filing system for instructors.
  - o. Function as the Commanding Officer's designate as required; and
  - p. Undertake other duties as directed by the Commanding Officer.

## **204 – 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 Warrant Officers to evaluate Instructors;
- e. Evaluate Instructors as required;
- f. Review results from Instructor evaluations and take action;
- 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 Level Warrant Officers as necessary;
- j. Monitor the progress of classes;
- k. Review uniform inspections, take necessary action; and
- l. Perform all other duties as assigned by the Training Officer.

## **205 – Duty Officer**

1. The Duty Officer (Duty O) is responsible to the Training Officer for carrying out the following duties:
  - a. Ensuring flight binders are up to date and prepared for Flight Commanders;
  - b. Ensuring the Duty NCM is prepared each evening to conduct sign-ins and classroom reminders;
  - c. Collecting the flight binders and ensuring all tracking systems are up to date with uniform marks;
  - d. Assisting with evaluations, as required;
  - e. Liaising with the Sup O to acquire any training aids that may be required for a training activity, and;
  - f. All other tasks as assigned by the Trg O

## **206 – Instructor / Coach**

1. Instructors and Coaches are responsible to the Training Officer for training related matters and directly to the Commanding Officer for all team related matters for carrying out the following duties:
  - a. Prepare and deliver periods of instruction as outlined in the appropriate QSP and IG as assigned by the Training Officer;
  - b. Report any behavioral concerns up the chain of command;
  - c. Brief the chain of command on intended plans or requirements for upcoming lessons, activities, events, workshops or competitions;

- d. Ensure accurate attendance is taken during practices, or other squadron events, and forward to the Admin O, and;
- e. All other duties as assigned by a superior officer.

## **207 – Administration Officer**

1. The Squadron Administration Officer (Admin O) shall be responsible to the Commanding Officer for carrying out the following duties:
  - 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. Advise the Supply Officer of names of cadets enrolled and released;
  - m. Undertake other duties as directed by the Commanding Officer.

## **208 – 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 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.

## **209 – Supply Officer**

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

## **210 – Supply Advisor**

1. The Supply Advisor (Sup Adv) is responsible to the Supply Officer for the following:
  - a. Providing additional support during regularly scheduled supply days, sizing of new cadets, and transporting supply items between training locations;
  - b. Assisting in the development of best practices and supply Standard Operating Procedures, and;
  - c. All other tasks as assigned by the SupO

## **211 – Operations Officer**

1. The Operations Officer (Ops O) is responsible to the Commanding Officer for the following:
  - a. Ensure and promote the success of squadron events and activities;
  - b. Advise the Commanding Officer on, and coordinate, squadron special training projects, exercises and citizenship tours.
  - c. Manage special projects as required;
  - d. Promote the professional development of all Officer staff in terms of event planning and coordination;
  - e. Serve as a resource to Commanding Officer and staff;
  - f. Function as the Commanding Officer's designate as required; and

- g. All other duties as assigned by the Commanding Officer.

## **212 – 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 RCSU. 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.

## **214 – 299 – Not Allocated**

## **300 – TERMS OF REFERENCE: CADET RANKS**

### **302 – Warrant Officer 1<sup>st</sup> Class (WO1)**

- 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. Maintain Squadron Log Book of disciplinary and other incidents;
- m. Submit bi-annual report from Squadron 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. Inspect Deputy Squadron Warrant Officer as assigned;
- q. Maintain high level motivation and discipline within the squadron at all times; and
- r. Perform all other duties as assigned.

### **303 – Warrant Officer 2<sup>nd</sup> Class (WO2)**

- 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 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.

### **304 – Flight Sergeant (FSgt)**

- 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.

### **305 – 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.

### **306 – 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.

### **307 – Corporal (Cpl)**

- 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. Assist all cadets junior in rank;
- g. Perform all other duties as assigned.

### **308 – 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.

### **309 – 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.

### **310 – TERMS OF REFERENCE: CADET APPOINTMENTS**

#### **311 – Squadron Chief Warrant Officer (CWO)**

1. The Squadron Warrant Officer 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 – Deputy Squadron Chief Warrant Officer (DCWO)**

1. The Deputy Squadron Warrant Officer 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 Warrant Officer in his/her functions and replaces him/her in his/her absence; and
  - e. Prepare duty rosters as required;
  - f. Squadron discipline as delegated by the Squadron Cadet Commander;
  - g. Forming Opening and Closing Parades; and
  - h. All other duties as assigned by higher authority.



### **313 – Squadron Chief Warrant Officer (SWO)**

2. Squadron Warrant Officer 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 Warrant Officer in his/her functions and replaces him/her in his/her absence; and
  - e. Prepare duty rosters as required;
  - f. Squadron discipline as delegated by the Squadron Cadet Commander;
  - g. Forming Opening and Closing Parades; and
  - h. All other duties as assigned by higher authority.

### **314 – Flight Sergeant (Flt Sgt)**

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

### **315 – Flight Sergeant (Flt 2IC)**

2. Flight Commanders and Band 2IC duties are as follows:
  - a. Assist with ensuring the attendance of his/her flight members;
  - b. Assist with inspecting the members of their flight;
  - 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.

### **316 – Level Warrant Officer**

1. The Level Warrant Officers (Lvl WO) are primary appointments and are responsible to the Training Officer for carrying out the following duties:
  - a. Monitoring individual cadet's behavior, performance and progress within their training level.
  - b. Reporting and concerns to the Trg O for review.

- c. Provide input during promotion discussions.

### **317 – Training Warrant Officer**

- 1. To be propagated .

### **318 – Operations Warrant Officer**

- 1. To be propagated .

### **319 – 320 – Not Allocated**

## 400 – SQUADRON OPERATIONS

### 401 – Squadron Routine

1. The squadron operates on a yearly training schedule from approximately the first Friday in September to mid-June of the following year.
2. During the training year, 62 Squadron regularly parades and trains on Friday evenings from 1830hrs to 2130hrs at MRCC, 105 Mountain St, Grimsby, Ontario.
3. A copy of regular Friday 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 Regional Cadet Support Unit (Central).
5. Cadet Training Centres (CTC) 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 Cadet and Junior Canadian Rangers Dress Instructions. Below are some of the highlights of these orders:
2. Personal Appearance –
  - a. Hair on the head shall be:
    5. Hair shall not prevent the proper wear of a military headdress or protective equipment. Hair must be worn so that without a headdress the cadet's face is visible. Full or partial shaving of hair on the head is permitted. Colouring of hair is permitted. The wearing of wigs, dreadlocks, or hair extensions is permitted. Long hair is permitted but must be secured accordingly when extending below the top / ridge of the shoulder in such a manner to prevent hair from covering the face. Acceptable accessories to secure hair include, but are not limited to, clips, barrettes, bobby pins, fabric elastics, elastic bands, and hair nets.
    6. In cases where safety may be compromised, or where a hairstyle that is associated with a cultural, religious, or spiritual belief that does not align with this policy, cadets are to refer to DAOD 5516-3, *Religious or Spiritual Accommodation* and [Section 3](#) of this chapter.

7. **Facial Hair.** All styles of facial hair and sideburns are authorized. Facial hair may be braided / ponytail style and coloured. Accessories to secure facial hair include but are not limited to: barrettes, bobby pins, fabric elastics, elastic bands, and hair nets.

3. Personal Appearance – Specific guidance for ceremonial occasions

- a. Ceremonial order of dress (C1) shall only be ordered for specific occasions (CO's parade, Formal parades, ACRs, etc.) C1 shall not be the standard training dress at a corps/squadron. The following amplification is provided for all cadets when in C1 order of dress:
- b. footwear will be worn as per environment / regiments / branches and corps / squadron dress instructions;
- c. over garment will be worn as per environments / regiments / branches and corps / squadron dress instructions. Medals are not to be worn on over garment (parka, gabardine, windbreaker);
- d. hair that extends below the tunic jacket collar shall be secured in one of the following styles:
  - e. in a bun;
  - f. a single braid;
  - g. double braids centred to the back;
  - h. multi braids or locks, be pulled back to the centre of the back or equally positioned along the shoulder blades and secured; or
  - i. when hairstyle or hair type does not allow a cadet to adopt one of the aforementioned hairstyles, the cadet must discuss with the Chain of Command to find a hairstyle that can be secured accordingly.
- j. Jewellery;
  - i. Rings, a maximum of two rings which are not of costume jewellery nature. Additional rings may only be worn when they indicate professional standing, such as an engineer, or are worn with a wedding band as a single set indicating betrothal or fidelity, e.g., an engagement or an anniversary ring. Rings shall not inhibit the execution of proper arms drill or cause an unsightly bulge in white or black gloves.
  - ii. Necklaces and bracelets shall not be visible;
  - iii. Piercings. The only piercings authorized are single or single set of stud or single stone earrings (one in each ear) are permitted in the ear lobe(s). These earrings shall not exceed one centimeter square or diameter. Gauges / spacers shall not exceed 2.5 cm in diameter; and
  - iv. Plain tie-pins or clips or with a Canadian military/Cadet insignia are permitted.
- k. Facial make-up, temporary lashes, and eyelashes extensions are permitted; and
- l. Coloured nail polish and artificial nails are permitted as long as they do not impair the cadet's ability to perform their duties.

#### 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,
  - 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 - the uniform jacket must be kept in good repair and neatly rolled pressed at all times, no creases.
- b. Trousers - the uniform jacket must be kept in good repair and neatly pressed at all times with creases down the front and back centre of each leg.
- c. Shirts - will be properly laundered and pressed at all times. T-Shirts may be worn when appropriate or when ordered to do so.
- d. 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.
- e. Socks - must be kept free from holes by mending.
- f. 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.
- g. 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.
- h. 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 an Officer Position on parade or when authorized by the Commanding Officer.
- i. Lanyards - the only authorized lanyards for Air Cadets are white in color and will only be worn by those cadets who occupy a command parade position or when authorized 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.
  - l. FTU's Shirt - worn with the sleeves rolled up or down and rank slip-ons shall be worn. Sleeves, when rolled up, will be sharp, flat, and neatly rolled past the elbow. No draw strings will be visible. Name tape may be worn.
  - m. FTU's Pants - Shall be worn as follows:
    - i. with trousers belt; and
    - ii. with pants legs bloused over the multi-purpose boot.
6. Any cadet who must be out of uniform, regardless of reason, as well as new recruits, are to wear the following:
- a. Black dress pants or skirt
  - b. White dress shirt or blouse
  - c. Cadet issued black tie
  - d. Clean black dress shoes or sneakers
  - e. Or Sqn Travel Uniform
7. Civilian instructors are to ensure they adhere to the same uniform standards for general appearance as all other staff members and cadets. While taking part in official activities, civilian instructors will be required to wear the following:
- a. Blue squadron polo and beige slacks or skirt, or;
  - b. Appropriate business casual civilian attire

#### **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 62 Phantom Squadron must reflect credit on the Air Cadet League of Canada and the Canadian Armed 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. All Officers shall salute any superior Officer. 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 (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 – Saluting Zones**

1. All public areas of the MRCC are to be considered salute zones except the hallways and classrooms where cadets are expected to 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. See CJCR Gp O 5019-6
  - a. All discipline for cadets is governed by the Central Region Cadet Code of Discipline, and for Officers the Code of Service Discipline.

#### **408 – Drug and Alcohol Policy**

1. Drugs
  - a. See CATO 13-23
2. Alcohol
  - a. Cadets shall not introduce, possess or consume any intoxicant (beer, liquor, wine etc) while in attendance at a 62 Phantom 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 Grimsby via public transportation at their parents/guardians expense. Further actions could be taken that would result in the cadet being suspended or released from 62 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 62 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 62 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.
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 training location. 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 church "North parking lot" if you are in the church. If you are in the hall when activated you shall meet at the hall gathering point, which is designated to be the south east corner of the parking lot. 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 – Electronic Communication and Social Media Usage**

1. The primary means of communication between adult staff members and cadets will be electronically via various platforms including the likes of email and social media. The following guidelines dictate the best practices for electronic communication;
  - a. All adult staff members will adhere to a 24 hour response service standard during business days and 48 hours on weekends.
  - b. All formal communication taking place through email will be conducted professionally and where appropriate, include the adult staff members signature block.
    - i. All signature blocks will follow the Treasury Board Secretariat standard when being sent from a Government of Canada email address. The format can be found at:  
<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27600>
2. Adult staff members should avoid corresponding with cadets on social media (e.g. Facebook, Twitter, etc.) except for official cadet or squadron business (e.g. joining instructions, event details, etc.)
  - a. It is strongly recommended that adult staff members do not have cadets in their social media "friends" lists, family relationships notwithstanding.

- b. All communication taking place through social media will be conducted professionally and will exclude personal opinions and bias. All communications shall not reflect negatively on the CAF and or the CCO.
- c. The use of the squadron Facebook page will be restricted to items specifically relating to the Canadian Cadet Movement and the cadets within our squadron.
- d. All members, both cadet and officer shall be responsible for what they put on any social media platforms.

**412 - 499 – Not Allocated**

## 500 – TRAINING

### 501 – Training Standard Operating Procedures

1. The Training Officer 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.

### 502 – Local Training

1. The Training Officer is responsible for all activities that occur on a regular training night. Only the Training Officer (or their designate), or the Commanding Officer may approve changes that affect the cadets' training.
2. In instances where particular training is occurring away from the Local Headquarters (LHQ), Officers of Primary Interest (OPI) are assigned and shall be responsible for the coordination of the activity.

### 503 – Summer Training Selection

1. Junior Camp Selection
  - a. The application process for junior camps is as follows:
    - i. A briefing will be held, outlining all opportunities available to the cadets. Parents are invited to attend.
    - ii. Cadets will completed the Internal Summer Training Selection Form – Annex E and submit them either in person or electronically to the Training Cell.
    - iii. Once all applications are received, a priority list of all eligible cadets, will be developed. The priority list will be based solely on quantitative information; uniform marks, attendance, participation in optional training, participation in community events and academic results.
    - iv. Once the Commanding Officer receives the allocation of summer courses, applications for summer training will be created in Fortress based on the priority list.  
**\*\*IMPORTANT NOTE:** The goal of the priority list is to provide every cadet with one of their choices, in order of priority. In some instances a cadet higher up on the priority list may receive their second or third choice, in order to ensure a cadet further down also gets one of their choices.
    - v. Once the applications have been validated in Fortress by the regional headquarters, Offers of Participation will be created and training opportunities will be offered to

individual cadets. It is the cadets responsibility to accept or decline the offer, of which the parent is obligated to read over and sign.

2. Senior Camp and Staff Cadet Selection

a. The application process for Senior camps and staff cadet employments is as follows:

- i. A briefing will be held, outlining all opportunities available to the cadets.
- ii. Cadets will completed the Internal Summer Training Selection Form – Annex E and submit them either in person or electronically to the Administration Officer
- iii. Based on the quota outlined for the squadron, the Commanding Officer will put forward a set number of cadets for each course. While the same cadet can have an application put forward for multiple courses, the priority will be to submit as many applications as, when cadets are equally matched.
- iv. Following the internal application process, the applicants for senior camps will need to take part in an interview, and in the case of glider and power, an exam.
- v. The selection of senior camps and staff is decided upon at the regional level, and all decisions are final.

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 deportment of applicants.

**504-599 – Not Allocated**

## 600 – ADMINISTRATION

### 601 – Recruit Administration Procedures

1. In Person variation
  - a. All prospective recruits will report to the Staff Officer, where they will identify their interest in joining. The Administration Officer will provide an enrollment package that will include a general outline of the cadet program and squadron operations, a message from the Commanding Officer and Sponsoring Committee Chair and the required application form.
2. Once the paperwork portion is complete, a senior cadet will escort the new cadet to the appropriate level classroom and a staff member will escort the parent to the parent committee room (if they are interested).
3. 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 them in 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.
4. 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.

### 602 – Attendance and Leave

1. Attendance
  - a. 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 more important criteria used when selecting cadets for promotions, summer training, special activities and awards.
  - b. Every cadet is expected to attend all mandatory Friday training nights. In addition, cadets are encouraged to participate in optional training and teams to fulfill their training level requirements, and to get the most out of the cadet program.
2. Leave
  - a. If a cadet cannot attend a function they **must** request leave by contacting the squadron using the Sqn cell phone. If a cadet is absent without notification, they will be considered absent "unexcused".

- b. 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.
- c. Habitual absenteeism will not be tolerated. Cadets who are absent for three (3) consecutive training nights may be interviewed/counseled by the Training Officer, Operations Officer or Commanding Officer 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.

### **603 – Participation and the Point System**

A. the key to a successful career in cadets is participation and an open mind.

B. to aid in deciding awards, promotions, and trips items such as weekly attendance, participation in fundraisers, community awareness parades, etc. Are taken into consideration. These activities help in developing a sense of responsibility and discipline both to the cadet and the squadron. As a method of tracking this participation the squadron has implemented a point system.

C. points are awarded for regular training nights, fund-raising activities, special parades and other activities as designated in advance. Remember since you can earn points, they can also be taken away. Here is how you can earn and lose your points.

- cadets will earn one point for attendance on Friday night and lose one point for being absent without good reason, excused cadets will neither gain or lose a point.
- Cadets will earn points for attendance on special parade events, i.e. Remembrance Day, Santa Clause Parades; those not in attendance will not earn points.
- Cadets will earn one point for each tag day event participated in, since each cadet is required to do a minimum of two (2) sessions, cadets not participating will lose one (1) point. (i.e. 2 sessions = 2 points, 1 session = 0 points, 0 sessions = -1 point, and so on)
- cadets will earn one point for each fundraiser event they participate in. (Lottery ticket sales, etc.)
- cadets will earn one point for each new recruit they bring in, done at the end of each month after a review of all the cadets that were recruited and still in at the end of the month.

### **604-699 – Not Allocated**

## **700 – SUPPLY**

### **701 – Hours of Operation**

1. Supply is open from 1900-2100 hrs on Friday nights. During this time, the Supply Officer will be on-sight at the LHQ to answer any questions and fill any requests, previously submitted. Supply may open on another occasions depending on the need and availability of the Supply staff.
2. New recruits will be approached by the Supply Officer directly to begin their initial kitting. The sizing will generally take place on a regular training night with fittings during a “recruit supply day”.

### **702 – Proper Care and Use of Uniform**

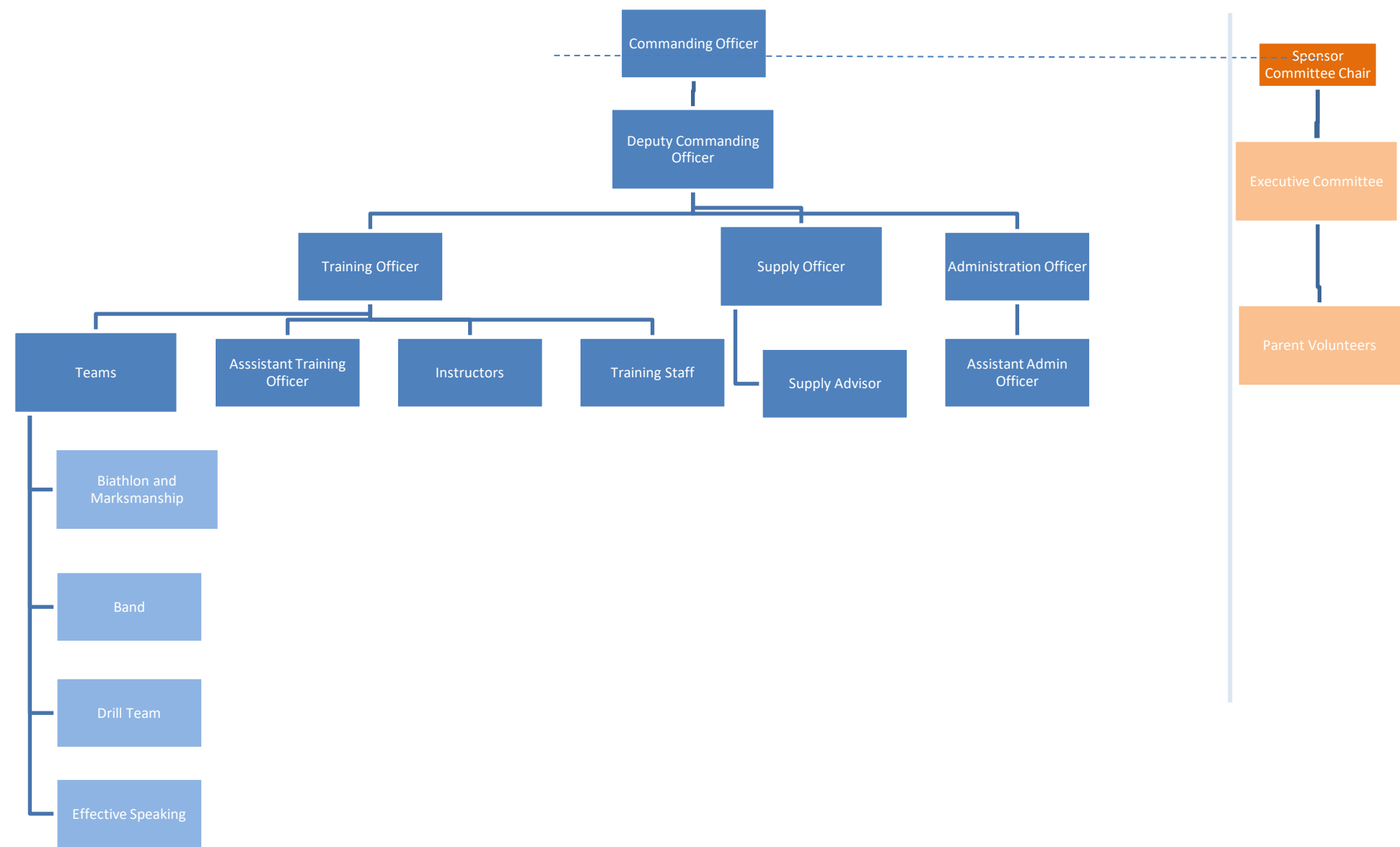
1. The standard of personal dress appearance and grooming shall be such as to reflect credit on the individual, the Squadron, the Air Cadet League of Canada and the Canadian Forces. The dress regulations are not intended to be overly restrictive. Their intent is to ensure the maintenance of a high standard 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 an activity or special event outside of a cadet activity may only be authorized by the Commanding Officer
3. For reference all cadet dress regulations are posted to the Squadron’s website. In addition see the website for videos to add in the care and use of the cadet uniform.

### **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.

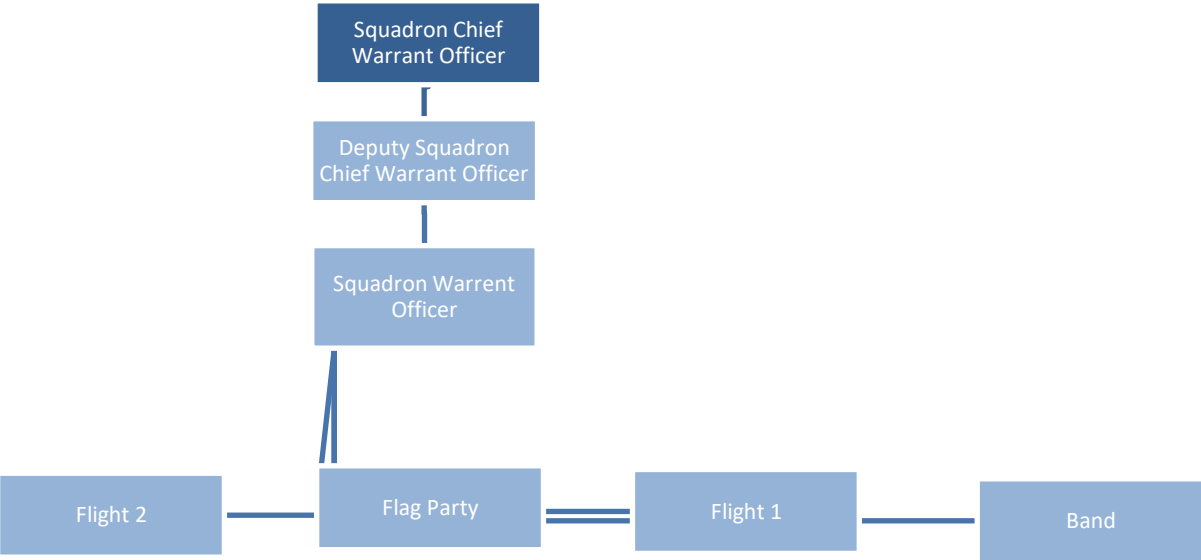
### **704 - 799 – Not Allocated**

Annex A – Organization Chart – Officer





Annex A – Organization Chart – Cadet



## Annex B – Promotion Checklists

ABLE SEAMAN (AB) / LANCE CORPORAL (LCPL) / LEADING AIR CADET (LAC)

### MERIT-BASED RANK PROMOTION CRITERIA CHECKLIST

Cadet's Name: \_\_\_\_\_

Date: \_\_\_\_\_

#### Section 1: Prerequisites for Promotion

	Achieved	Not Achieved
<ul style="list-style-type: none"><li>Participated in the phase / star / proficiency level program for a minimum period of five months.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>

#### Section 2: Div O / PI Comd / Flt Comd Recommendation

Recommendation is based on the following criteria, on a review of cadet training results and a file review:

	Needs Developing	Acceptable	Outstanding
<ul style="list-style-type: none"><li>dress and deportment</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>conduct, discipline and attitude</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>attendance</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>participation</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>response to direction</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>ability to interact positively and comfortably with others</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>ability to make sound judgements regarding their own actions</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>willingness to accept responsibility</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Based on the criteria above, I recommend the cadet:

- not be promoted at this time but reconsidered in \_\_\_\_ months. ☐
- be promoted as soon as possible. ☐

Div O / PI Comd / Flt Comd Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Section 3: CO's Approval

The Div O / PI Comd / Flt Comd recommendation for promotion is:

- not approved ☐
- approved ☐

CO's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**LEADING SEAMAN (LS) / CORPORAL (CPL) / CORPORAL (CPL)**

**MERIT-BASED RANK PROMOTION CRITERIA CHECKLIST**

Cadet's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Section 1: Prerequisites for Promotion		
	Achieved	Not Achieved
• Holds the rank of AB / LCpl / LAC.	<input type="checkbox"/>	<input type="checkbox"/>
• Successfully completed Phase One / Green Star / Proficiency Level One.	<input type="checkbox"/>	<input type="checkbox"/>
• Participated in the Cadet Fitness Assessment as part of PO X04 (Personal Fitness & Healthy Living).	<input type="checkbox"/>	<input type="checkbox"/>

Section 2: Div O / PI Comd / Flt Comd Recommendation			
Recommendation is based on the following criteria, on a review of cadet training results and a file review:			
	Needs Developing	Acceptable	Outstanding
• dress and deportment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• conduct, discipline and attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• response to direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to interact positively and comfortably with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to make sound judgements regarding their own actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• willingness to accept responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Based on the criteria above, I recommend the cadet:			
• not be promoted at this time but reconsidered in ____ months.			<input type="checkbox"/>
• be promoted as soon as possible.			<input type="checkbox"/>
Div O / PI Comd / Flt Comd Signature: _____		Date: _____	

Section 3: CO's Approval	
The Div O / PI Comd / Flt Comd recommendation for promotion is:	
• not approved	<input type="checkbox"/>
• approved	<input type="checkbox"/>
CO's Signature: _____	Date: _____

**MASTER SEAMAN (MS) / MASTER CORPORAL (MCPL) / FLIGHT CORPORAL (FCPL)**

**MERIT-BASED RANK PROMOTION CRITERIA CHECKLIST**

Cadet's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Section 1: Prerequisites for Promotion		
	Achieved	Not Achieved
• Completed at least six months of service at the rank of LS / Cpl / Cpl.	<input type="checkbox"/>	<input type="checkbox"/>
• Successfully completed Phase Two / Red Star / Proficiency Level Two.	<input type="checkbox"/>	<input type="checkbox"/>
• Participated in the Cadet Fitness Assessment as part of PO X04 (Personal Fitness & Healthy Living).	<input type="checkbox"/>	<input type="checkbox"/>

Section 2: Div O / PI Comd / Flt Comd Recommendation			
Recommendation is based on the following criteria, a review of cadet training results and a file review:			
	Needs Developing	Acceptable	Outstanding
• dress and deportment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• conduct, discipline and attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• response to direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to interact positively and comfortably with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to make sound judgements regarding their own actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• willingness to accept responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to solve problems effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to communicate effectively with subordinates, peers and supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to set a positive example for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Based on the criteria above, I recommend the cadet:			
• not be promoted at this time but reconsidered in ____ months.			<input type="checkbox"/>
• be promoted as soon as possible.			<input type="checkbox"/>
Div O / PI Comd / Flt Comd Signature: _____		Date: _____	

Section 3: CO's Approval	
The Div O / PI Comd / Flt Comd recommendation for promotion is:	
• not approved	<input type="checkbox"/>
• approved	<input type="checkbox"/>
CO's Signature: _____	Date: _____

**PETTY OFFICER FIRST CLASS (PO1) / WARRANT OFFICER (WO) / FLIGHT SERGEANT (FSGT)**

**MERIT-BASED RANK PROMOTION CRITERIA CHECKLIST**

Cadet's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Section 1: Prerequisites for Promotion		
	Achieved	Not Achieved
• Completed at least six months of service at the rank of PO2 / Sgt / Sgt.	<input type="checkbox"/>	<input type="checkbox"/>
• Successfully completed Phase Four / Gold Star / Proficiency Level Four.	<input type="checkbox"/>	<input type="checkbox"/>
• Achieved a minimum of "completed without difficulty" in PO 403 (Leadership).	<input type="checkbox"/>	<input type="checkbox"/>
• Participated in the Cadet Fitness Assessment as part of PO X04 (Personal Fitness & Healthy Living).	<input type="checkbox"/>	<input type="checkbox"/>

Section 2: Div O / PI Comd / Fit Comd Recommendation			
Recommendation is based on the following criteria, on a review of cadet training results and a file review:			
	Needs Developing	Acceptable	Outstanding
• dress and deportment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• conduct, discipline and attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• response to direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to interact positively and comfortably with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to make sound judgements regarding their own actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• willingness to accept responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to solve problems effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to communicate effectively with subordinates, peers and supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to set a positive example for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to supervise effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to lead small teams to complete leadership assignments effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to motivate team members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to provide effective feedback to team members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• potential for planning, coordinating and conducting larger cadet activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• potential for executing leadership appointments in which they will manage and mentor a team over a longer period of time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Based on the criteria above, I recommend the cadet:

- not be promoted at this time but reconsidered in \_\_\_\_ months. ☐
- be promoted as soon as possible. ☐

Div O / PI Comd / Fit Comd Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Section 3: CO's Approval	
The Div O / PI Comd / Fit Comd recommendation for promotion is:	
• not approved	<input type="checkbox"/>
• approved	<input type="checkbox"/>
CO's Signature: _____ Date: _____	

**CHIEF PETTY OFFICER SECOND CLASS (CPO2) / MASTER WARRANT OFFICER (MWO) /  
WARRANT OFFICER SECOND CLASS (WO2)**

**MERIT-BASED RANK PROMOTION CRITERIA CHECKLIST**

Cadet's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Section 1: Prerequisites for Promotion		
	Achieved	Not Achieved
• Completed at least six months of service at the rank of PO1 / WO / FSgt.	<input type="checkbox"/>	<input type="checkbox"/>
• Achieved a minimum of "completed without difficulty" in PO 503 (Leadership).	<input type="checkbox"/>	<input type="checkbox"/>
• Participated in the Cadet Fitness Assessment as part of PO 504 (Personal Fitness & Healthy Living).	<input type="checkbox"/>	<input type="checkbox"/>

Section 2: Div O / PI Comd / Flt Comd Recommendation			
Recommendation is based on the following criteria, on a review of cadet training results and a file review:			
	Needs Developing	Acceptable	Outstanding
• dress and deportment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• conduct, discipline and attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• response to direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to interact positively and comfortably with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to make sound judgements regarding their own actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• willingness to accept responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to solve problems effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to communicate effectively with subordinates, peers and supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to set a positive example for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to supervise effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to lead small teams to complete leadership assignments effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to motivate team members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to provide effective feedback to team members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to plan, coordinate and conduct larger cadet activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to execute leadership appointments in which they will manage and mentor a team over a longer period of time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Based on the criteria above, I recommend the cadet:

- not be promoted at this time. ☐
- be promoted. ☐

Div O / PI Comd / Flt Comd Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 3: Merit Review Board's Recommendation

Based on the results of the merit review board (attached), I recommend the cadet:

- not be promoted at this time. ☐
- be promoted as soon as possible. ☐

Merit Review Board Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 4: CO's Approval

The Merit Review Board's recommendation for promotion is:

- not approved ☐
- approved ☐

CO's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MERIT-BASED RANK PROMOTION CRITERIA CHECKLIST**

Date:

Section 1: Prerequisites for Promotion		
	Achieved	Not Achieved
<ul style="list-style-type: none"> <li>Completed at least six months of service at the rank of CPO2 / MWO / WO2.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Section 2: Div O / PI Comd / Flt Comd Recommendation</b>			
Recommendation is based on the following criteria, on a review of cadet training results and a file review:			
	<b>Needs Developing</b>	<b>Acceptable</b>	<b>Outstanding</b>
• dress and deportment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• conduct, discipline and attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• response to direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to interact positively and comfortably with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to make sound judgements regarding their own actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• willingness to accept responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to solve problems effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to communicate effectively with subordinates, peers and supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to set a positive example for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to supervise effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to lead small teams to complete leadership assignments effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to motivate team members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to provide effective feedback to team members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to plan, coordinate and conduct larger cadet activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to execute leadership appointments in which they will manage and mentor a team over a longer period of time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Based on the criteria above, I recommend the cadet:

- not be promoted at this time. ☐
- be promoted. ☐

Div O / PI Comd / Flt Comd Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 3: Merit Review Board's Recommendation

Based on the results of the merit review board (attached), I recommend the cadet:

- not be promoted at this time. ☐
- be promoted as soon as possible. ☐

Merit Review Board Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 4: CO's Approval

The Merit Review Board's recommendation for promotion is:

- not approved ☐
- approved ☐

CO's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Annex C – Squadron Awards**

### **Top Overall Cadet**

Awarded to the cadet(s) who best displays the aims of the air cadets, a high level of drill, dress, and deportment as viewed by the staff and peers.

### **Top Sr Cadet**

Awarded to the Sr. Cadet(s) in the unit who shows Leadership, and excels in drill, dress, deportment.

### **Top Intermediate Cadet**

Awarded to the intermediate cadet(s) in the unit who excels in drill, dress, deportment.

### **Top Jr Cadet**

Awarded to the Jr. Cadet(s) in the unit who excels in drill, dress, deportment.

### **Top Recruit**

Awarded to the cadet(s) who in their first year excels in drill, dress and deportment and displays above average esprit de corps and morale.

### **Top Flight**

Top Flight is awarded to the flight who has the best attendance, drill & dress for the training year.

### **Top Fundraiser**

Awarded to the cadet who raises the most amount of money for the Squadron within that training year.

#### Top Gun Award - Squadron

Awarded to the cadet who obtains the highest average score in marksmanship during the training year.

#### Top Bandsman

Awarded to the cadet who displays excellence within the band showing leadership, skill, and a high standard of drill.

#### Top Over-all Bandsman - Pipes and Drums

Awarded to the cadet who displays excellence within the pipe and drum band showing leadership, skill, and a high standard of drill.

#### Top Overall Drill Team Member

Awarded to the cadet who displays excellence within the drill team showing leadership, skill, and a high standard of drill, dress, and deportment.

#### Top Over-all Drill Team With Arms Member

Awarded to the cadet who displays excellence within the drill team showing leadership, skill, and a high standard of drill, dress, and deportment.

#### Most Improved Bandsman

Awarded to the cadet who improves the most with playing ability, confidence, and drill within the squadron band for the training year.

#### Most Improved Bandsman-Pipes and Drums

Awarded to the cadet who improves the most with playing ability, confidence, and drill within the squadron band for the training year.

#### Most Improved Drill Team Member

Awarded to the cadet who improves the most within the squadron drill team for the training year.

#### Most Improved Drill Team with Arms Member

Awarded to the cadet who improves the most within the squadron drill team for the training year.

#### Sqn Public Speaking Award

Awarded to the cadet that places first in the Squadron Public Speaking competition for that training year.

#### Flying Scholarship Ground School Award

Awarded to the cadet who obtains the highest mark in the Ground School Qualification Exam for that training year.

#### Lord Strathcona Medal

As per regs.

#### Legion Medal of Excellence

As per regs.

#### CO's Award of Excellence

Awarded to the Top cadet of any rank or level within the unit who displays Excellence as determined by the Commanding Officer.

#### WO Sword of Distinction

Awarded to a Jr. cadet who shows potential to become a WO1 in the future as selected by the current Sqn Chief WO.

#### NAG Battle of Britain Sword

Awarded to a Warrant Officer within the Niagara Air Group who through a selection process is deemed to be the top WO within the Niagara Air Group.

#### 62 Sqn Directors' Award

Awarded to an individual(s) for going above and beyond enhancing sqn as determined by the SSC Chair.

#### Initiative Award

Awarded to the cadet who shows the most initiative in the Squadron to accomplish a goal by their own means without instruction during that training year.

#### Murray Whetung Community Service Award

Awarded to a cadet who has gone above and beyond their peers in volunteerism and community service during that training year as outlined in current regs.

#### Maj Gunther Diehl Award for most improved marksman

Awarded to the cadet who improves their marksmanship skills the most within the squadron over the training year.

## **Annex D – Regular Training Timetable**

1815	Arrival
1830	Opening parade (Fall-in, roll call and inspections, National Anthem)
1850	Dismiss to class
1855	Period 1
1900	Office opens (staff are available for inquiries)
1930	Period 2
2000	Break
2030	Period 3
2100	Final parade (announcements, Royal Anthem)
2130	Cadets depart
2200	Staff depart

## Annex E – Summer Training Internal Application

*\*\*Original copy of form can be found on squadron Google Drive*

### Internal Application – Summer Training

SECTION 1: PERSONAL INFORMATION				
Surname		Given Name(s)		Rank
SECTION 2: REQUESTED COURSES, POSITIONS, or ACTIVITIES				
	REQUESTED COURSE	REQUESTED LANGUAGE		
1		English <input type="checkbox"/>	French <input type="checkbox"/>	Eng or Fr <input type="checkbox"/>
2		English <input type="checkbox"/>	French <input type="checkbox"/>	Eng or Fr <input type="checkbox"/>
3		English <input type="checkbox"/>	French <input type="checkbox"/>	Eng or Fr <input type="checkbox"/>
SECTION 3: PREVIOUS SUMMER COURSES ATTENDED				
	COURSE COMPLETED	TRAINING CENTRE		LOCATION
1				
2				
3				
SECTION 4: CADET'S CERTIFICATION				
I, the undersigned, hereby submit this application and certify that the information provided above is complete, valid and accurate to the best of my knowledge				
Cadet's Signature		Date		
FOR SQUADRON USE ONLY				
SECTION 5: APPLICATION VALIDATION				
ACCORDING TO FORTRESS (circle applicable answers)			**Section 2 choices	
a	Indicate for which of the requested courses the cadet will be ELIGIBLE		1	2 3 NONE
b	Indicate for which of the requested courses the cadet will REQUIRE A WAIVER		1	2 3 NONE
List any missing prerequisites				
c	Indicate for which of the requested courses the cadet is NOT ELIGIBLE		1	2 3 NONE
Admin O's Signature		Date		
SECTION 6: PRIORITIZING				
<input type="checkbox"/> RECOMMENDED	<input type="checkbox"/> Waiver request recommended	<input type="checkbox"/> NOT recommended		
Loading Priority _____				
Commanding Officer's Signature		Date		

## **62 Grimsby Phantom Air Cadets Range Standing Orders**

### **DESCRIPTION**

1. Air Rifle ranges.
  - a. 62 Grimsby Phantom Air Cadets Range.

The 62 Grimsby Phantom Air Cadets Range can accommodate a maximum of five shooters per relay, although relays of no more than four are recommended.

### **AUTHORIZED WEAPONS AND PELLETS**

3. The following may be fired on ranges as indicated:
  - a. WEAPONS
    - i. Daisy 853C Air Rifle  
- both ranges
  - b. AMMUNITION
    - i. .177 cal lead pellet - Daisy 853C Air Rifle
4. Firing of different types of rifles and pellets is not authorized.

### **TARGETS**

5. Target frames will be used on the ranges. Targets will be positioned only in the target frames.

### **FIRING POINTS**

6. Firing will take place only from the authorized firing point.

### **ARC OF FIRE**

7. Every shot fired will be directed at an authorized target.



## **PRECAUTIONS – AIRBORNE LEAD CONCENTRATION**

8. The RSO Staff will ensure that selected individuals handle pellets. Those individuals must wash their hands after Range operations.

## **RANGE SPECIAL INSTRUCTIONS**

9. The appointment of the Range Safety Officer and Deputy Range Safety Officer shall be made under the authority of the Commanding Officer, 62 Grimsby Phantom Air Cadets

## **RESPONSIBILITIES**

10. The Range Safety Officer and Deputy Range Safety Officer shall be responsible for the safe conduct of all firing exercises and is to ensure that the instructions contained in these orders are strictly adhered to.
11. Any errors or omissions in these orders shall not relieve the Range Safety Officer and Deputy Range Safety Officer from the responsibility of conducting all firing exercises with a maximum of safety.
12. The Range Safety Officer and Deputy Range Safety Officer shall conduct all exercises in accordance with laid down procedures and maintain discipline at all times.
13. The Range Safety Officer and Deputy Range Safety Officer will explain, and if necessary demonstrate, each exercise to be carried out before firing is commenced.
14. Before personnel are allowed to fire, the Range Safety Officer shall ensure that they understand these orders.

## **ELEMENTARY INSTRUCTION**

15. No one shall fire on the range until he has had instruction on aiming and trigger pressing of the weapon and on the immediate action to be taken in the event of a misfire or stoppage.

## **FIRING POINT**

16. All firing will be carried out from the firing point.
17. Rifles will be loaded only on the firing point and only on orders from the Range Safety Officer or Deputy Range Safety Officer.
18. Smoking on the firing point is strictly forbidden.
19. No pellets or loaded rifles will be taken to the rear of the firing point and no pellets will be taken off the firing point except on the order of the Range Safety Officer.
20. No one other than firers and coaches will be allowed on the firing point except on the order of the Range Safety Officer.

## **POINTING OF RIFLES**

21. Air Rifles to be used for a firing exercise shall be placed on the firing point, breech open, pointing down range with the bolt handle side facing up and the pump action level open approximately 2-3 cm.
22. Rifles will be pointed down-range during inspection, loading, firing, unloading and clearance of stoppages or misfires. At no time shall rifles be pointed in any other

direction, unless it is necessary for maintenance purposes, and then only after the Range Safety Officer or Deputy Range Safety Officer has satisfied himself that the weapon is empty.

### **WAITING RELAYS**

23. Waiting relays will stand clear of the firing point and will not be allowed onto the firing point until so instructed by a member of the Range staff.

### **PELLETS AND AMMUNITION**

24. Pellets and ammunition will be rigidly controlled to ensure that all unexpended pellets are recovered. Pellets and ammunition that have not been fired will be collected before the firing detail leaves the firing point.
25. The Range staff shall distribute pellets and ammunition only when a firing detail is in their position on the firing point.
26. Pellets and ammunition shall not be carried on the person. All unfired pellets and misfires are to be returned to the appropriate authorized storage.

### **INSPECTION OF RIFLES**

27. The Range Safety Officer or Deputy Range Safety Officer will inspect all rifles to ensure they are unloaded before detailing the firers to the firing point.
28. The Range Safety Officer or Deputy Range Safety Officer will inspect all rifles after completion of each firing relay to ensure that rifles are unloaded before ordering the firers to stand clear of the firing point.
29. Before the party leaves the Range, a further inspection will be made to ensure rifles are still unloaded and that the cadets are not carrying any pellets. Each cadet will be questioned to this effect at the final inspection.

### **CONDUCT OF EXERCISES**

30. Commencement. Firers shall wait for orders from the Range Safety Officer or Deputy Range Safety Officer before loading and before opening fire.
31. Completion. On the completion of practice, the Range Safety Officer or Deputy Range Safety Officer shall give the order "Unload" and all firers shall unload immediately whether or not they have actually finished their exercise, and will assume the ready position. Weapons shall be laid on the firing point breech open, pointing down range with the bolt handle side facing up and the pump action level open approximately 2-3 cm.

### **SUSPENSION OF FIRING**

32. If firing is suspended during a practice, safety catches shall be applied and rifles shall be laid on the firing point breech open, pointing down range with the bolt handle side facing up.

### **JAMMING OF WEAPONS**

33. Should a stoppage or misfire occur that the firer cannot clear, the rifle shall be kept pointing down range and the Range Safety Officer or Deputy Range Safety Officer shall be called (by raising of a hand).
34. All stoppages or misfires shall be cleared on the firing point by or under the supervision of the Range Safety Officer or Deputy Range Safety Officer.

35. Under no circumstances shall rifles containing unspent pellets be taken from the firing point while a practice is being conducted.

### **INSPECTION OF TARGETS**

36. Targets may be inspected. No person shall be allowed to touch rifles while the inspection of the targets is in place.

### **COLLECTION OF SPENT PELLETS AND AMMUNITION**

37. Individuals shall be assigned to collect spent pellets and ammunition and place them in the provided box or bag.
38. The Range Safety Officer or Deputy Range Safety Officer shall inspect to ensure that no unspent pellets and ammunition are in containers in which spent pellets and ammunition have been placed.

### **CLEANING OF RIFLES**

39. On the conclusion of firing, rifles shall be cleaned and subsequently inspected by the Range Safety Officer or Deputy Range Safety Officer.

### **CLEANLINESS**

40. The Range Safety Officer is to ensure that the range is left in a clean condition.

### **SECURITY**

41. The Range Safety Officer or Deputy Range Safety Officer is responsible for ensuring that the range buildings are inspected for fire and other hazards and is locked before leaving the range.
42. Rifles and pellets will be secured in accordance with the Range Standing Orders and Central Region Supply SOP's.

## **Annex G – Duty Orders**

Church Sanctuary & Basement Checklist (duty cadet to initial each block under the date when the task is accomplished)	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
Church basement: 1) Sinks and faucets clean, 2) Countertops clean & dry, 3) Top up on paper towels, 4) If toilet paper rolls need replacing, replace. Make sure there are extra rolls in baskets, 5) Make sure all toilets are clean (flushed with nothing in them), 6) Sweep all floors, including bathrooms, kitchen, stairs, & hallways, 7) Put all garbage in main garbage, 8) Ensure mops are rinsed, buckets are empty, and mops are set to dry.										
Church sanctuary: 1) Collect any forgotten items and place on lost & found table in the MRCC, 2) Vacuum as necessary, 3) Take main garbage and bring to MRCC for consolidation, replace garbage bag.										
Before you leave (OIC to do): 1) Turn off water. 2) Turn heat down. 3) Turn off lights (don't forget the outdoor parking lot light). 4) Ensure all doors are secure. 5) Set alarm.										
Duty WO signature										
Duty Officer signature										

<b>Female Bathroom Checklist</b> (duty cadet to initial each block under the date when the task is accomplished)	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
Sinks and faucets clean										
Countertop clean and dry										
If toilet paper rolls need replacing, replace										
Make sure there are extra rolls in baskets										
Make sure all toilets are clean (flushed with nothing in them)										
Top up on paper towels if needed										
Sweep stairs and bathroom floor										
Put all garbage in main garbage										
Take garbage bag up to the garbage room and dump all garbage in the garbage can. Take empty bag back down to the washroom and place back into the garbage can.										
Duty WO signature										
Duty Officer signature										

Male Bathroom Checklist (duty cadet to initial each block under the date when the task is accomplished)	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
Sinks and faucets clean										
Countertop clean and dry										
If toilet paper rolls need replacing, replace										
Make sure there are extra rolls in baskets										
Make sure all toilets are clean (flushed with nothing in them), including urinals										
Top up on paper towels if needed										
Sweep stairs and bathroom floor										
Put all garbage in main garbage										
Take garbage bag up to the garbage room and dump all garbage in the garbage can. Take empty bag back down to the washroom and place back into the garbage can.										
Duty WO signature										
Duty Officer signature										

MRCC Clean Up Checklist (duty cadet to initial each block under the date when the task is accomplished)	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
<b>MRCC:</b> 1) Pick up litter & dispose, empty water bottles/pop cans in sink before disposal. 2) Collect any forgotten items and place on lost & found table. 3) Pick up fallen hangers in coat room. 4) Ensure tables & chairs are straightened. Stack extra chairs eight high against south wall. 5) Mop any spills & sweep the hall & front vestibule floors. 6) Close basement doors to keep heat in basement.										
<b>Kitchen:</b> 1) Wash & airdry dirty dishes. 2) Wipe down counters & cabinet faces. 3) Mop any spills & sweep the floors in the kitchen, garbage room, & dishwasher room. 4) Turn off gas for stoves if they were used. 5) Clean out microwave. 6) Empty & clean coffee pot(s). 7) Replenish paper products as required. 8) Ensure mops are rinsed, buckets are empty, and mops are set to dry.										
<b>Before you leave (OIC to do):</b> 1) Turn off water. 2) Turn heat down. 3) Turn off lights. 4) Ensure all doors are secure. 5) Set alarm.										
Duty WO signature										
Duty Officer signature										

Staff Bathroom Checklist (duty cadet to initial each block under the date when the task is accomplished)	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
Sinks and faucets clean										
Countertop clean and dry										
If toilet paper rolls need replacing, replace										
Make sure there are extra rolls in basket										
Make sure toilet is clean (flushed with nothing in them)										
Top up on paper towels if needed										
Sweep bathroom floor										
Put all garbage in main garbage										
Take garbage bag out to the garbage room and dump all garbage in the garbage can. Take empty bag back down to the washroom and place back into the garbage can.										
Duty WO signature										
Duty Officer signature										



1. To be propagated .

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