



395 EDMONTON “GRIFFON” SQUADRON

STANDING ORDERS

1. This document is published under the authority of the Commanding Officer, 395 Squadron, and does not supersede any directives issued under the authority of Queen's Regulations (Cadets), Cadet Administrative and Training Orders (CATOs), Prairie Administrative Instructions (PAIs), or other directives issued by DCdts or RCSU(Pra).
2. These Standing Orders outline the established policies and procedures as carried out by the Squadron and are to be adhered to by all cadets, civilian instructors, and CIC officers. They apply to no other Squadron or formation.
3. The Standing Orders are to be reviewed by all members of Squadron prior to 30 Sep of each training year.
4. All cadets, civilian instructors and CIC officers will sign the Standing Orders annually indicating that they have read and will comply with all articles contained within these subject orders.
5. All cadets, civilian instructors and CIC officers who perceive a need to amend Squadron Standing Orders may make application to the Commanding Officer to amend those orders that are in question. At the discretion of the Commanding Officer, Standing Orders will be amended accordingly.
6. Standing Orders shall be reviewed on change of command by incoming Commanding Officer. The incoming Commanding Officer shall issue amendments at his/her discretion.
7. Last updated 04 JAN 2011.

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MISSION STATEMENT

1. We commit to develop in each and every Air Cadet qualities of leadership and an aspiration to become a valued member of their community. We reinforce values necessary to prepare youth and to meet the challenges of tomorrow, to embrace their country, and to be active citizens.

2. To this end, we offer dynamic training in a supportive and efficient environment where change is a positive and essential element.

3. We further commit to attain this vision by living shared Canadian values with particular attention to:

- A. **LOYALTY,**
The expression of our collective dedication to the ideals of the Cadet Movement and to all its members.
- B. **PROFESSIONALISM,**
The accomplishment of all 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.

PART 1 - TERMS OF REFERENCE - STAFF PRIMARY AND SECONDARY APPOINTMENTS

1.1 – TERMS OF REFERENCE COMMON TO ALL STAFF

Regardless of position, title, or level of responsibility, all staff members will adhere to the following terms of reference:

- A. Ensuring that safety is incorporated in all activities of the squadron;
- B. Ensuring that environmental stewardship is incorporated in all aspects of the squadron;
- C. Ensuring that a harassment free squadron is maintained and that he/she supports the CCO/DND harassment policy;
- D. Ensuring that ethical behavior is incorporated in all aspects of the squadron and that he/she supports the CCO/DND ethics policy;
- E. Ensuring that all activities for which he/she is responsible are conducted efficiently, effectively, economically and ethically;
- F. Leading assigned officers, civilian instructors, volunteers and cadets and managing allocated resources in the most efficient, effective, economical and ethical manner that will optimize the direct or indirect benefit that cadets receive from the cadet program;

1.2 - COMMANDING OFFICER

The Commanding Officer (CO) shall carry out all duties as outlined in CATO 11-36 ANNEX S. The CO is responsible to the Commanding Officer Regional Cadet Support Unit (Prairie) for all cadet matters, training and administration of Cadet Instructors Cadre (CIC) Officers, civilian instructors, civilian volunteers and cadets serving with the squadron.

The Commanding Officer of a cadet squadron is the Commanding Officer of the cadets and the immediate supervising officer of the squadron staff. The CO RCSU (Pra) is the designated Commanding Officer of all personnel assigned to cadet duties in Prairie Region. The Commanding Officer of a cadet squadron is not a designated commanding officer in accordance with the provisions of QR&O 1.02 and cannot exercise the disciplinary powers of a Commanding Officer over subordinate members of the Canadian Forces as per QR&O chapter 101.

1.3 - DEPUTY COMMANDING OFFICER (DCO)

The Squadron Deputy Commanding Officer shall carry out all duties as detailed below. When a DCO is not specifically assigned, the TrgO will assume these duties.

- A. Acting as Second-in-Command of the squadron;
- B. Keeping the CO informed of all events and occurrences;
- C. Acting as intermediary between the CO and officers in all matters that do not require the direct attention of the CO;
- D. Ensuring a high standard of drill, discipline, dress and deportment are maintained at all times;
- E. Initiating and supervising unit Duty Officers;
- F. Organize monthly CO's Parades, the Griffon Parade, and Annual Ceremonial Review.
- G. All disciplinary matters in coordination with the UCCMA;
- H. Annual awards, school scholarships, reference letters and the like;
- I. Uniform marks tracking;
- J. Instructor standards and evaluation;
- K. Scholarship course applications;
- L. Duties of the Communications Officer; and
- M. Performing other duties as assigned by the CO.

1.4 - TRAINING OFFICER

The Training Officer (TrgO) shall be responsible to the CO in matters concerning the planning and implementation of the squadron training program. The TrgO shall be responsible for the following:

- A. Developing a training program in accordance with established cadet directives;
- B. Maintaining accurate training records on each cadet in Fortress including promotion eligibility tracking;
- C. Planning the weekly and monthly training schedule and liaising with Level Officers to assign qualified instructors to individual courses;
- D. Assisting and supervising Level Officers, instructors and senior cadets in the preparation and presentation of their lessons;
- E. Ensuring Lesson Plans are completed by instructors for each course and class;
- F. Maintaining and filing lesson plans and handouts for each course and class;
- G. Arranging for guest speakers and other voluntary instructors to supplement squadron staff;
- H. Advising the CO on, and coordinating the squadron's recurring weekly training including attendance (Band, ground school, karate, drill sports, marksmanship, etc)
- I. Liaising with the Supply Officer for training materials, visual aids, and ensuring the squadron is in possession of all required training material and reference manuals;
- K. Ensuring the ongoing individual training and development of all instructional staff;
- L. Ensuring that an adequate system of examinations or tests are used to monitor the efficiency of training and individual cadet's progress;
- M. Ensuring that the training program is completed;
- N. Organizing mandatory support training (gliding days, bush camps, tours, etc);
- O. Filling Parade Positions and 'flighting' of cadets,
- P. Completing the CF-51's for summer camp applications and staff cadet applications; and
- P. Performing other duties as assigned by the CO.

1.5 - ADMINISTRATION OFFICER

The Administration Officer (Admin O) shall be responsible to the CO and shall exercise general supervision over all unit administrative functions and make available CATOs, QR&Os, CFAOs, DAODs, and PAIs to officers and civilian instructors requiring information or assistance. The AdminO shall be responsible for the following:

- A. Maintaining records showing attendance of each officer, civilian instructor, civilian volunteer and cadet;
- B. Initiating and maintaining personnel files on each cadet including name, date of enrolment and departure, address changes, in Fortress with such information;
- C. Preparing and expediting all reports and returns, documentation and other correspondence for the CO's signature;
- D. Organizing the correct circulation of all incoming and outgoing correspondence, orders or directives;
- E. Maintaining a register of all incoming and outgoing correspondence;
- F. Maintaining the squadron filing system;
- G. Maintaining an adequate stock of forms required for the administration of the squadron;
- H. Ensuring the accessibility of reference material to instructional staff;
- I. Maintaining the custody and control of all relevant publications and entering of amendments on receipt;
- J. Liaising with the CO to ensuring prompt and proper submission of all claims arising from squadron exercises;
- K. Advising the Supply Officer of names of cadets enrolled and released from the squadron;
- L. Ensuring all new cadets meet the necessary joining requirements;
- M. Ensuring all new cadets receive enrolment documentation and return the documentation within one week, complete and accurate;
- O. Act as the last stop for all documents concerning the Out Routine for cadets leaving the squadron;
- P. Action and advise those concerned with inter-corps/squadron transfers;
- Q. Ensuring all officers are in possession of a valid Canadian Forces Reserve Identification Card and all cadets are issued with a Cadet Identification Card;

- R. Act as the guardian to mandatory week-night training attendance records and keep all attendance updated in Fortress on a weekly basis; and
- S. Performing other duties as assigned by the CO.

1.6 - SUPPLY OFFICER

The Supply Officer (SupO) shall be responsible to the CO for the security and care of all material issued to or purchased by the squadron. The SupO shall be responsible for the following:

- A. Maintaining all records affecting the accounting of material on issue or temporary loan to the unit including musical instruments and firearms and using Fortress where appropriate to do so;
- B. Demanding, receiving and returning all equipment in accordance with established DND procedures and authorized scales of issue;
- C. Conducting cadet kit inspections as required, but at least once annually;
- D. Ensuring the security and care of all material, in particular weapons and ammunition;
- E. Ordering, receiving, issuing, and exchanging material;
- F. Undertaking measures for recovering uniforms from cadets no longer parading with the squadron;
- G. Ensuring all uniforms returned to Supply commence with the Out Routine;
- H. Carrying out squadron Customer Account Verification at:
 - (1) designated intervals,
 - (2) on appointment of a new SupO, and
 - (3) on change of CO;
- I. Submitting a written report to the CO on discovery of loss or damage of material;
- J. Arranging for cleaning of returned uniform articles before re-issuing; and
- K. Performing other duties as assigned by the CO.

1.7 – LEVEL OFFICER

A Level Officer (LevelO) will be appointed for each Training Level to assist and report to the Training Officer in delivering the Mandatory Training. A Level Officer position is a primary duty. Level Officer's will:

- A. Liaise with the Training Officer in setting and managing the training schedule,
- B. Oversee the allocation of Performance Objectives (PO's) to appropriately skilled senior cadets to instruct,
- C. Ensure appropriate testing of each PO is conducted, marks recorded, and entered into Fortress,
- D. Provide updates as necessary and an annual report to cadets in their Level on their training progress and document warnings to improve their performance,
- E. Conduct classroom instruction in the level subject when no suitable level cadet is available,
- F. Oversee the development of lesson plans by senior cadet instructors for each class,
- G. Evaluate the standard of lesson plans and classroom instructional technique and provide constructive comment there upon,
- H. Any other tasks as assigned by the Training Officer.

1.8 – BAND OFFICER

The Band Officer (BandO) is a primary duty and is responsible to the Commanding Officer, through the Training Officer. The BandO will:

- A. Ensure all musical instruments are in 100% working condition and that accessories and maintenance are obtained as necessary,
- B. Manage all sheet music,
- C. Ensure the top squadron musicians form as a Band every regularly scheduled training night,
- D. Provide musical and band drill training for all cadets in the squadron who wish to participate in band,
- E. Provide the resources for, conduct, or make arrangements for Music Level Testing in a timely fashion,
- F. Prepare all squadron musicians (not just the top ones from Wednesday parade) for local street parades,
- G. Conduct tryouts for Drum Major,
- H. Prepare a marching display of the full band (all musicians) for the Annual Ceremonial Review that includes at least five songs not used while on parade with the flights,
- I. Any other tasks as assigned by the Training Officer.

1.9 – COMMUNICATIONS OFFICER

The Communications Officer (ComO) can be either a primary or secondary duty depending on the size of the squadron and could be combined with a number of other secondary positions. The Communications Officer is responsible to the Commanding Officer through the Administration Officer. The ComO will:

- A. Track all upcoming events, notices, requests, tests, training, and be in the know of all that is going on with the Squadron,
- B. Update the squadron answering machine weekly with information on the squadron's activities for the upcoming week including date, time, location, dress, etc,
- C. Update the squadron website weekly with information on the squadron's activities for the upcoming week including date, time, location, dress, etc,
- D. Maintain ALL pages on the squadron website with current, timely, and accurate information,
- E. Prepare a weekly newsletter for distribution on Squadron activities and save copies on the squadron website,
- F. Work cooperatively with representative from the Squadron's Parent's Support Group to produce press releases on news and awards presented at the Squadron for distribution to local and provincial mainstream media,
- G. Any other tasks as assigned by the Administration Officer.

1.10 – DUTY OFFICER

The Duty Officer (DO) is a secondary duty that is fulfilled on a monthly rotating basis by all on slate (paid) staff members. The Duty Officer is responsible directly to the Commanding Officer and:

- A. Oversees the fulfillment of tasks assigned to the Duty NCO's,
- B. Acts as reviewing officer for the weekly parade when the parade is not a CO's Parade.
- C. Is the Officer to receive all disciplinary issues before they are brought to the attention of the Deputy Commanding Officer,
- D. Conducts a security sweep of the Ship, in accordance with the checklist upon opening and closing for regular training,
- E. Liaises with HMCS Nonsuch staff,
- F. Is the Officer of Primary Importance (OPI) for the scheduled weekend activity and weekend contact officer,
- G. Conducts Communication Officer tasks when no Communications Officer is appointed,.
- H. Will complete any other duties as assigned by the Commanding Officer.

1.11 – UNIT CADET CONFLICT MANAGEMENT ADVISOR

The Unit Cadet Conflict Management Advisor (UCCMA) is a secondary duty charged with delivering the Positive Social Relations for Youth program and reporting all serious harassment and abuse issues in writing to the Commanding Officer and/or higher authorities. The CO and at least one other officer will be trained as a UCCMA. In cases where more than two UCCMAs exist are on staff, the senior officer who is not the CO will take the formal title, initiate paperwork, and mentor the junior officer on these matters.

1.12 – OTHER PRIMARY & SECONDARY TASKINGS FOR STAFF

Assistant Administration Officer (A/AdminO) – This primary duty reports to and is responsible to the Administration Officer and is typically the AdminO understudy. The position of Communications Officer can easily be combined with this position. There can be more than one A/AdminO.

Assistant Supply Officer (A/SupO) – This primary duty reports to and is responsible to the Supply Officer and is typically the SupO understudy. There can be more than one A/SupO.

Ground School – This is a secondary responsibility and is responsible to the Training Officer for the delivery of a Ground School to all interested cadets who wish assistance in passing the entrance/qualification exams for flying and gliding scholarship. The Ground School will run September to December of the training year.

Flight Operations – A staff member or volunteer is tasked to organize and conduct powered familiarization flying in complete adherence to CATOs, Regional Flying Orders, and Transport Canada regulations.

Flag Party – A staff member will be assigned the secondary responsibility of overseeing the Flag Party and ensure that at all times there are cadets, not in band, trained to conduct flag and rifle drill.

Drill Team – A staff member will be assigned the secondary responsibility of overseeing the Drill Team and that a team of at least 15 cadets is able to perform a mandatory and precision sequence for the Sports and Drill Competition and at the Annual Ceremonial Review.

Sports – A staff member will be assigned the secondary responsibility of overseeing the establishment of sports teams for the Sports and Drill Competition. This staff member will be available to coach the teams as they prepare throughout the year. This staff member will also supervise the preparation of the cadets for and the execution of the Cadet Fitness Test twice annually.

Duke of Edinburgh Awards - A staff member will be assigned the secondary responsibility of overseeing the administration of this program within the squadron.

Other emerging taskings will be assigned as needed.

PART 2 - TERMS OF REFERENCE - CADET APPOINTMENTS

2.1 - SQUADRON COMMANDER

The Cadet Squadron Commander reports directly to the Commanding Officer. Through the Training Officer, s/he is responsible for carrying out all assigned duties, including but not limited to the following:

- A. To assist in the implementation of the Squadron Training Program;
- B. Enforce all rules and policies outline in these Standing Orders pertaining to all cadets in Squadron;
- C. Enforce a high standard of dress, drill, deportment and discipline by all cadets of the Squadron;
- D. Ensure proper parade format and quality on a weekly basis
- E. Be responsible for the overall dress and deportment of all cadets in the squadron
- F. Work with the Deputy Squadron Commander on deficiencies and improvements
- G. Keep a record of cadets that are performing to a high standard
 - a. Recommend these cadets to officers when asked for nominations for awards, priority for summer camp selection or other recognition
- H. Review all TOR's for cadets and monitor all senior cadets each evening to ensure assigned duties are being carried out
- I. Monitor instruction of all instructors and discuss deficiencies and areas for improvement with level warrant officers
- J. Monitor morale and cooperation between flight staff or level staff and report concerns to CO or TrgO as appropriate/comfortable
- K. Bring forth concerns and suggestions of fellow cadets to appropriate staff members;
- L. Keep all cadets of Squadron informed of all events and happenings through appropriate Flight Commanders and initiates the phone pyramid;
- M. Act as the cadet of last resort on disciplinary issues and liaise with the squadron staff on such matters.
- N. Ensures all disciplinary matters are recorded in the Duty Log.
- O. Maintains a high standard of dress and drill at all times.
- P. Marks the uniforms of all Parade Positions; and
- Q. Maintain and circulate as required, a contact listing for all senior cadets

R. Carry out all other duties assigned to him/her by the Training Officer or Commanding Officer.

2.2 - DEPUTY SQUADRON COMMANDER

The Deputy Squadron Commander shall be responsible to the Cadet Squadron Commander, for carrying out all assigned duties, including:

- A. Assist the Squadron Commander with carrying out his/her duties;
- B. Carry out all duties of Squadron Commander in his/her absence;
- C. Enforce a high standard of dress, drill, deportment and discipline by all cadets of the Squadron;
- D. Ensure all disciplinary matters are recorded in the Duty Log.
- E. Record and report the weekly attendance to the Administration Officer and assist the Duty NCOs in phone outs to absentee cadets; and
- F. Assist the Squadron Commander in selection of weekly best dressed cadet;
- G. Monitor behaviour, dress and drill discrepancies between flights and ensure flight commanders are informed of significant inadequacies.
- H. Carry out all other duties assigned to him/her by the Administration Officer or Commanding Officer.

2.3 – SQUADRON WARRANT OFFICER (SWO)

The Squadron Warrant Officer shall be responsible to the Cadet Squadron Commander for carrying out all assigned duties, including:

- A. Assist the Squadron Commander with carrying out his/her duties;
- B. Fall in squadron at opening parade at exactly 1830hrs.
- C. Ensure all parade positions are filled at the beginning of the night
 - a. Adjust positions depending on absentees or illness of usual parade positions
- D. Assist the Squadron Commander in selection of weekly best dressed cadet
- E. Assist flight staff (Flight Commanders and Flight Sergeants) with weekly routine
- F. Answer any questions on uniform marking, attendance, parade positions, scheduling, etc.
- G. Report all supply requirements from the Flight Commanders to the Supply Officer;
- H. Track all uniform marks for the entire year;
- I. Enforce a high standard of dress, drill, deportment and discipline by all cadets of the Squadron;
- J. Ensures all disciplinary matters are recorded in the Duty Log.
- K. Carry out all other duties assigned to him/her by the Supply Officer or Commanding Officer.

2.4 – ADJUTANT

The Adjutant shall be responsible to the Cadet Squadron Commander for carrying out all assigned duties, including:

- A. Assist the Squadron Commander with carrying out his/her duties;
- B. Carry out all duties of the Squadron Warrant Officer in his/her absence;
- C. On regular parade nights, verify an accurate attendance record, presenting the number to the AdmO NLT 1900 hours. (Accuracy is of utmost importance in the event of an emergency evacuation of the building.)
- D. Assist the Squadron Commander in selection of weekly best dressed cadet;
- D. Assist flight staff (Flight Commanders and Flight Sergeants) with the weekly routine;
- E. Answer any questions on uniform marking, attendance, parade positions, scheduling, etc;
- F. Assist in tracking all uniform marks for the entire year;
- G. Based on the evening's uniform marks, determine and appoint the Duty Flight for the evening and supervise the completion of the Duty Flight's taskings;
- H. Patrol all parades when and where the Reviewing Officer is not present to enforce a higher standard of drill and deportment for all cadets of the Squadron;
- I. Ensures all disciplinary matters are recorded in the Duty Log;
- J. Assist the Duty Cadets with the completion of their duties;
- K. Act as the personal administration support for the Cadet Squadron Commander; and
- L. Carry out all other duties assigned to him/her by the Commanding Officer.

2.5 – SUPERNUMERARY

The Supernumerary shall be responsible to the Cadet Squadron Commander for carrying out all assigned duties, including:

- A. Assist the Squadron Commander with carrying out his/her duties;
- B. Carry out all duties of the Deputy Squadron Commander in his/her absence;
- C. Assist the Squadron Commander in selection of weekly best dressed cadet;
- D. Assist flight staff (Flight Commanders and Flight Sergeants) with the weekly routine;
- E. Answer any questions on uniform marking, attendance, parade positions, scheduling, etc;
- F. Assist in tracking all uniform marks for the entire year;
- G. Patrol all parades when and where the Reviewing Officer is not present to enforce a higher standard of drill and deportment for all cadets of the Squadron;
- H. Ensures all disciplinary matters are recorded in the Duty Log;
- I. Assist the Duty Cadets with the completion of their duties;
- J. Ensure all disciplinary matters are recorded in the Duty Log;
- K. Record and report the weekly attendance to the Administration Officer and assist the Duty NCOs in phone outs to absentee cadets;
- L. Upon appointment of a Duty Flight, supervise the completion of the Duty Flight's taskings;
- M. Monitor behavior, dress and drill discrepancies between flights and ensure flight commanders are informed of significant inadequacies; and
- N. Carry out all other duties assigned to him/her by the Commanding Officer.

2.6 - FLIGHT COMMANDER

The Flight Commander shall be responsible to the Training Officer, through the Cadet Squadron Commander, for carrying out all assigned duties, including:

- A. Report directly to the Squadron Warrant Officer;
- B. Supervise all cadets in their flight, with the aid of the Flight's Sergeant;
- C. Take weekly attendance and report the attendance to the Deputy Squadron Commander;
- D. Inspect uniforms weekly, record uniform marks and report the marks to the Squadron Warrant Officer;
- E. Ensure maintenance of high standard of drill, dress and deportment for each cadet in flight;
- F. Ensure cadets in flight are correctly dressed, assisting cadets to wear their uniform correctly (ties, wedges, tunics);
- G. Talk to cadets in flight on a weekly basis about their training, upcoming events, optional events and their life outside of cadets. Get to know them as people so you can lead them better as a senior cadet and bring any concerns to attention of SWO;
- H. Communicate all messages from the Cadet Squadron Commander to members of the Flight by use of a phone pyramid;
- I. Obtain supply items for members of their flight by reporting requirements weekly to the Squadron Warrant Officer;
- J. Handle minor disciplinary problems in their flight, record all disciplinary matters in the duty log, and report to the Cadet Squadron Commander any problems that require escalation; and
- K. Carry out all other duties assigned to him/her by the Training Officer.

2.7 - FLIGHT SERGEANT

The Flight Sergeant shall be responsible to the Cadet Squadron Commander for carrying out all assigned duties, including:

- A. Report directly to respective Flight Commander;
- B. Carry out all duties of their Flight Commander in his/her absence;
- C. Assist Flight Commander with carrying out his/her duties including attendance and uniform marking;
- D. Fill in for Flight Commander duties when necessary according to the TOR's for the Flight Commander;
- E. Talk to cadets in flight on a weekly basis about their training, upcoming events, optional events and their life outside of cadets. Get to know them as people so you can lead them better as a senior cadet;
- F. Ensure cadets in flight are correctly dressed, assisting cadets to wear their uniform correctly (ties, wedges, tunics);
- G. Ensure all cadets in flight have all required uniform parts and they are fitting properly. Exchange or get new uniform items for cadets in flight as required;
- H. Any other duties as assigned by the Training Officer, Flight Commander or any cadet warrant officers;

2.8 – DRUM MAJOR

The Drum Major shall be responsible to the Training Officer through the Squadron Commander, and responsive to the Band Officer, for carrying out all assigned duties, including:

- A. All Duties of a Flight Commander;
- B. Have obtained the minimum musical level required for the position;
- C. Be well versed in Band Drill and Conducting;
- D. Ensure all band members have the appropriate music;
- E. Take attendance and return attendance to the Administration Office for Band training activities;
- F. Report in the Duty Log chronic misplacement of music and broken musical instruments;
And
- G. Carry out all other duties assigned to him/her by the Training Officer and Band Officer.

2.9 – FLAG PARTY COMMANDER

The Flag Party Commander shall be responsible to the Training Officer through the Squadron Commander, for carrying out all assigned duties, including:

- A. All Duties of a Flight Commander.
- B. Being well versed in Flag and Rifle Drill.
- C. Ensuring all Flag Party members are in fitted for ceremonial accouterments; and
- D. Carrying out all other duties assigned to him/her by the Training Officer.

2.10 – DUTY CADET

Every regular training night, a cadet(s) will be appointed Duty Cadet. The Duty Cadet will conduct the tasks as detailed below. Cadets in Flag Party or Band are not restricted and will not swap with other cadets if scheduled as Duty Cadet. Instead, this is an opportunity for less experienced cadets to practice Flag Party or Band on the regular training night.

- A. Report directly to Duty Officer;
- B. From 1830 until 1855, stand at a position inside the main door, and list the names and ranks of cadets who arrive late, i.e. after fall-in, to ensure their names are included in attendance count;
- C. Ensure training timings are adhered to in accordance with the training schedule;
- D. Ensure announcement of where all levels of cadets are to go after opening parade
 - 1. First period begins at 1900hrs and ends at 1935hrs;
 - 2. Second period begins at 1935hrs and ends at 2010hrs;
 - 3. Third period begins at 2025hrs and ends at 2100hrs;
- E. Supervise Training Supply Assistant and ensure all of their duties are being completed in accordance with their TORs;
- F. Ensure level 5 training schedule is being adhered to and that level 5 cadet assigned to either supply, admin or duty assistant is doing these duties on the appropriate evening;
- G. Report to Training Officer any required changes to level 5 training schedule due to absentees or instructor changes;
- H. Assist the SWO and Adjutant in entering the uniform marks into the computer in conjunction with the TrgO or his/her designate;
- I. Assist the Adjutant and Supernumerary in supervising the clean-up after parade;
- J. Ensure building is clear of all instructional aids, personal equipment and garbage;
- K. Inform the Duty Officer of the selection of Duty Flight;
- L. Ensure all classrooms are clean of garbage and lost items;
- M. Ensure office garbage and recycle are emptied;
- N. Ensure bathrooms are clean;
- O. Return any lost and found items to the office; and
- P. Any other duties as assigned by the Duty Officer.

2.11 – ADMIN CADET

- A. Report directly to Administration Officer
- B. Be first point of contact between cadets coming into office and Administration Officer
- C. Assist Administration Officer in all admin duties as required, including but not limited to:
 - a. Attendance
 - b. Correspondence tracking
 - c. Documentation maintenance
- D. Any other duties as assigned by Administration Officer

2.12 - SUPPLY CADET

- A. Report directly to Supply Officer
- B. Be first point of contact between the SWO, Flight Commanders, Flights Sergeants coming for supply items and supply office
- C. Assist supply officer and assistant supply officer in all supply duties as required including but not limited to:
 - a. Uniform issuing and sizing;
 - b. Organization of all supply items;
 - c. Identifying supply deficiencies and ordering more;
- D. Any other duties as assigned by Supply Officer.

2.13 – TRAINING SUPPLY CADET

- A. Ensure training supply is clean, organized and stocked with all required training supplies and aids; and
- B. Report any required purchases to the TrgO; and
- C. Any other duties as assigned by Supply Officer.

2.14 – FLIGHT OPERATIONS CADET

- A. Ensure the sign up list of cadets to attend powered familiarization flying is complete every Tuesday night preceding powered familiarization flying;
- B. Maintain and complete accurate records and logs indicating who flew with which pilot and aircraft, when and for how long;
- C. Exercise appropriate follow up and discipline for no-shows; and
- D. Any other duties as assigned by the Training Officer.

2.15 – DRILL TEAM CADET

- A. Act as the cadet in-charge of the Drill Team;
- B. Take attendance and return attendance to the Administration Officer;
- C. Run try-outs to join the team in the months of October and November;
- E. Instruct the mandatory sequence that will be evaluated;
- F. Formulate, compile and instruct a precision sequence commencing no later than the first weekend of January;
- G. Run try-outs to select a Drill Team Commander by the first weekend in March; and
- H. Any other duties as assigned by the Training Officer.

2.16 – SPORTS CADET

- A. Act as the cadet in-charge of optional recreational sports and fitness testing;
- B. Take attendance and return attendance to the Administration Office;
- C. Designate team captains for Volleyball and Basket Ball;
- D. Promote attendance at sports and encourage participation;
- E. Run fitness testing and twice per years;
- E. Liaise with the staff to develop creative fitness activities beyond the regular team sports; and
- F. Any other duties as assigned by the Training Officer.

2.17 – KARATE CADET

- A. Act as the cadet in-charge of optional Karate training;
- B. Take attendance and return attendance to the Administration Office;
- C. Act as the cadet liaison between the cadets and the Sensei(s);
- D. Promote attendance at Karate and encourage participation;
- E. Have obtained a senior belt in comparison to the other member; and
- F. Any other duties as assigned by the Training Officer or the Sensei(s).

2.18 – MARKSMENSHIP CADET

- A. Act as the cadet in-charge of optional Marksmanship training;
- B. Take attendance and return attendance to the Administration Office;
- C. Promote attendance at Marksmanship and encourage participation;
- D. Have obtained consistent high target scores and/or attended a Rifle Coaching Course; and
- E. Any other duties as assigned by the Training Officer or the Range Safety Officer(s).

2.19 – GROUND SCHOOL CADET

- A. Act as the cadet in-charge of optional Ground School training;
- B. Take attendance and return attendance to the Administration Office;
- C. Promote attendance at Ground School and encourage participation;
- D. Instruct ground school classes as directed by the Ground School instructor; and
- F. Any other duties as assigned by the Training Officer or the Ground School instructor.

2.20 – SURVIVAIR CADET

- A. Act as the cadet in-charge of optional SurvivAir training;
- B. Take attendance and return attendance to the Administration Office;
- C. Promote attendance and encourage participation;
- D. Instruct classes and run practical scenarios as directed by the Officer-in-Charge; and
- G. Any other duties as assigned by the Training Officer or the Officer-in-Charge.

PART 3 - DRESS AND DEPARTMENT

3.1 - DRESS

3.1.1 - All Members of the Squadron will adhere to the following Squadron Dress regulations:

- A. All cadets shall conform to the Air Cadet Dress Regulations, CATO 55-04, while in uniform;
- B. All CIC Officers shall conform to the Canadian Forces Dress Regulations.
- C. Under no circumstances shall civilian articles of clothing be worn with any part of an Air Cadet or CIC uniform;
- D. All Civilian Instructors and civilian volunteers shall wear appropriate attire during Squadron training nights and training activities;

3.1.2 - The following is the order of dress for:

	Cadets F/Cpl and below	Cadets Sgt and Above	Officers	Civilians
(Winter) Regular Training Night	C-2	C-2	3 C	casual
(Summer) Regular Training Night	C-2 or C-2B	C-2 or C-2B	3 B	casual
Uniformed Trips in Public	C-2	C-2	3	shirt-and tie
CO's Parades	C-1	C-1	1 A	Semi-formal

3.1.3 - The only staff member permitted to wear CADPAT on a regular training night is the SupO, or another officer assisting with Supply.

3.1.4 - On field exercises Squadron CIC Staff shall wear CADPAT clothing.

3.1.5 - Cadets are not permitted to where CADPAT field dress by orders of DCdts. Cadets may be permitted to wear Olive Drab (OD), with no rank insignia, no Canadian flag, nor any other similar badges or embroidery.

3.1.6 - Cadets who also hold valid Transport Canada Glider or Private Pilot Licences are encouraged to acquire the appropriate flying clothing through appropriate channels. Flying clothing will be permitted to be worn during glider and powered familiarization flying training or when so directed by the CO. Flying clothing will have the appropriate badges as outlined in the Prairie Region Flying Orders.

3.2 – DEPARTMENT

- 3.2.1 -** All members of the Squadron including, cadets, civilian instructors and officers shall conduct themselves in a professional and responsible manner at all times.
- 3.2.2 -** Cadets and Squadron officers while in uniform shall not chew gum, slouch, saunter, place hands in pockets, smoke, walk arm in arm or display similar department that detracts from a military bearing in the eyes of the public.

3.3 - DISCIPLINE

- 3.3.1 -** Disciplinary procedures will conform to guidelines detailed in CATO 15-22.
- 3.3.2 -** Disciplinary matters should be recorded in the Duty Log by anyone and escalated through the chain of command as appropriate for resolution. The Duty Officer will be the primary staff member to whom incidents are reported before escalation to the DCO.
- 3.3.3 -** Minor disciplinary issues shall be recorded as "defaulters". Events in this category include inappropriate behavior, class disruption, expression of inappropriate language, improper dress, requirement for haircut/style/set, sub-standard uniform, fail to wear a uniform without excuse, and insubordination.
- 3.3.4 -** Defaulters shall be recorded by the reporting NCO, and passed to the Cadet Squadron Commander (WO I), on the form at Annex B. The WO I shall interview the defaulted Cadet and present the completed form to the TrgO for comment and further action as deemed appropriate.
- 3.3.5 -** A defaulter does not constitute a verbal or written warning under CATO15-22. A behavioral matter may be resolved by the Cadet Squadron Commander. However, a behavioral issue identified and brought forward via the defaulter process may be escalated, by any Officer to the procedures in CATO15-22.

3.4 - DUTY LOG

- 3.4.1 -** A Duty Log shall be recorded each Parade Night by the Duty Cadet. Entries shall be comprised of events such as:

The exact number of cadets in attendance
Expected visitors as advised by Squadron Staff: League, Sponsor, guest speakers
Visitors - Cadets from other units, etc
MIR parade fall-outs
Reports of missing articles/possessions
Disciplinary Matters
Defaulter items
Fire Drills
Other items considered appropriate by the Duty Cadet

PART 4 - SQUADRON POLICY

4.1 – SMOKING

- 4.1.1 - Under no circumstances shall cadets smoke or be in possession of tobacco products.
- 4.1.2 - All staff, including civilian instructors and CIC Officers, shall not smoke in front of the Squadron's or any other Squadron's cadets.

4.2 – ALCOHOL

- 4.2.1 - No cadet shall consume or be in possession of alcoholic beverages or be intoxicated during Squadron activities.
- 4.2.2 - No Squadron staff member, including civilian instructors and CIC Officers, shall consume or be in possession of alcoholic beverages or be intoxicated while performing their duties as a CI or CIC Officer.

4.3 – DRUGS

- 4.3.1 - No member of Squadron, including cadets, civilian instructors and CIC Officers, shall be under the influence of or be in possession of any illegal drug of any sort.
- 4.3.2 - Squadron Commanding Officer shall immediately notify proper local authorities of any breach of para. 4.3.1 above.

4.4 – HARRASSMENT

- 4.4.1 - Under no circumstance shall members of Squadron, including cadets, civilian instructors and CIC Officers, exhibit conduct that offends, demeans, belittles or humiliates another person.
- 4.4.2 - All infractions of CFAO 19-39 (Canadian Forces Policy of Harassment) will be reported to the Commanding Officer or the immediate supervisor (officer) of the harassed.

4.5 – ABUSE

- 4.5.1 - Under no circumstances shall members of Squadron, including cadets, civilian instructors and CIC Officers, abuse or be abused by another person, whether that be emotionally, physically, verbally or sexually.
- 4.5.2 - All infractions of CATO 13-24 (Emotional, Physical and Sexual Abuse in the Canadian Cadet Organization) will be reported to Commanding Officer or the immediate supervisor (officer) of the abused.

4.6 – FRATERNIZATION

- 4.6.1 -** Under no circumstance shall Squadron staff, including civilian instructors, volunteers and Officers, fraternize with Cadets.
- 4.6.2 -** Under no circumstance shall Cadets fraternize with other Cadets.
- 4.6.3 -** Examples of fraternization may include, but are not limited to:
 - a. holding hands;
 - b. embracing or hugging; and
 - c. kissing.

4.7 – ATTENDANCE

- 4.7.1 -** All Squadron Cadets must maintain a minimum 75% attendance rate throughout the cadet training year.
- 4.7.2 -** Subsequent to para. 4.7.1, any cadet who is absent for three or more training nights in a row without a valid excuse may be SOS and recovery action for uniform undertaken.
- 4.7.3 -** It is the responsibility of the individual cadet to inform the Flight Commander and phone in to report the absence from a Squadron training night or compulsory training activity.
- 4.7.4 -** Attendance shall be recorded for all activities and parades.
- 4.7.5 -** All attendance records for any and all activities shall be provided to the AdmO for entry in Fortress.
- 4.7.6 -** Any cadet absent for more than three consecutive weekly parade nights, or any six parades in one year may be subject to dismissal at the discretion of the CO.
- 4.7.7 -** Perfect Attendance awards shall be presented at the Annual Ceremonial Review and Squadron Dinner, to any cadet with zero unexcused absences and up to 3 excused absences within the training year.
- 4.7.8 -** Perfect attendance shall consist of days present and days excused.
- 4.7.9 -** Leave of absence may be granted by the CO for reasonable cause. Leave of Absence does not apply to perfect attendance.

4.8 - APPOINTMENTS/PROMOTIONS

- 4.8.1 -** Promotion policy will conform to regulations set out in CFAO'S, PRCI's, DAOD's, and CATO 13-02.
- 4.8.2 -** Normally officers are promoted only at the discretion of the Commanding Officer, when there is a vacancy in the Officer Establishment and designated position, according to cadet strength.
- 4.8.3 -** Retired cadets who may be interested in becoming a staff member or true volunteer are required to apply as an officer candidate or civilian instructor a minimum one year after the candidates 19th birthday. Former cadets may be required to serve for a minimum of one year with another squadron, as arranged between squadrons, before becoming a member of 395 staff.
- 4.8.4 -** Civilian Instructors, whether on squadron establishment, or serving as a true volunteer, may be given priority to fill a vacancy in the establishment on the basis of prior assessment, qualification, and/or seniority of service.
- 4.8.5 -** The following criteria will be considered for determining the Level Officer's recommendation for a cadet promotion within the Squadron:
 - 1. Attendance
 - 2. Written Exam
 - 3. Practical Exam
 - 4. Attitude
 - 5. Dress and Deportment
 - 6. Other factors (Parades, fundraising, Annual Inspection
 - 7. Appearance before a Merit Review Board
- 4.8.6 -** At any point during a meeting to discuss cadet promotions, should any person present possibly be in conflict-of-interest, that person shall be excused from the meeting until the discussion has advanced sufficiently past the point of conflict-of-interest.
- 4.8.7 -** For promotion to the ranks of LAC, the term "participate" will be defined as having attended 75% of mandatory weekly parades.
- 4.8.8 -** For promotions to the rank of F/Sgt, the phrase "have achieved enhanced proficiency in most subject areas including leadership and instructional techniques" will be determined by having undergone a written examination.
- 4.8.9 -** Additionally, a Merit Review Board will be convened prior to cadets being promoted to the rank of WO2 and WO1. The board will consist of the CO, an on strength staff member (paid), and the Chairperson of the Sponsoring Committee.
- 4.8.10 -** Cadet promotions normally may be considered twice per year, on the occasions of the Griffon Parade, or the Annual Ceremonial Review.
- 4.8.11 -** The CO may conduct promotions on any other date deemed appropriate.

4.9 - PAYING OF COMPLIMENTS

- 4.9.1 - A high standard of military bearing is to be maintained and all ranks will pay proper compliments to officers. Compliments will be carried out in a smart and efficient manner.
- 4.9.2 - Officers of the same rank as the CO are required to salute the CO only when on parade.
- 4.9.3 - Cadets in uniform shall salute all commissioned officers when approaching or passing on the main drill deck and anywhere outside the Ship.
- 4.9.4 - Cadets shall come to attention upon entering any room where a higher rank is present. If the higher rank is a commissioned officer, cadets in uniform shall salute.
- 4.9.5 - Cadets will pay compliments to all civilian instructors, officer cadets, regular and reserve force NCM's by checking their arms as they pass in the halls, and by coming to attention at the start and end of conversations.

4.10 CADET RETIREMENT / VOLUNTARY WITHDRAWAL

- 4.10.1 A cadet must retire, and thus depart from membership in the Canadian Cadet Organization and Squadron service, upon reaching the age of nineteen years, otherwise known as "age out" or "aging out". A cadet may also withdraw/retire/depart voluntarily from Squadron service for personal reasons. In either case, the departing cadet, provided s/he has completed the Level Five training standards shall be presented with an Air Cadet League of Canada Graduation Certificate.

4.11 MARCH PAST AS HONOUR

- 4.11.1 In ceremonial drill a march past is normally reserved for ranking commissioned officers and specified civilian dignitaries. By these Squadron Standing Orders, as a form of Squadron-specific ceremonial honour, a departing cadet may be invited to accompany a Reviewing Officer (nominally the Commanding Officer) on parade/dais during a march past.

Such an honour, in effect a march past for the departing cadet, shall be at the discretion of the Commanding Officer, in accordance with the following criteria:

1. The minimum rank shall be Warrant Officer Second Class and
2. The cadet shall be a member in good standing, and
3. Retirement age of 19 years shall have been reached or be imminent (prior to the next parade night), **or**
4. Departure from Squadron service is for the purposes of pursuing advanced education at a post-secondary institution or for military service in the Canadian Forces.

PART 5 - SQUADRON ORGANIZATION

5.1 - CHAIN OF COMMAND

- 5.1.1 -** All personnel are to go through the proper chain of command in all matters. The chain of command is as follows: 1. Commanding Officer, 2. Deputy Commanding Officer (when appointed) Training/Administration/Supply Officers, 3. Cadet Squadron Commander, 4. Cadet Deputy Squadron Commander, 5. Flight Commanders/Flight Sergeants, 6. Flight NCO's, 7. Cadets.
- 5.1.2 -** All cadets occupying a parade position may speak directly with the appropriate officer regarding matters related to Training, Administration, or Supply.
- 5.1.3 -** All personnel are permitted to have personal interviews with the Training Officer or Commanding Officer.

5.2 - WEEKLY TRAINING ROUTINE

	Event	Start	End	Remarks
Sunday	Powered Fam Flying	0900	1300	As arranged
Monday	Band	1830	2030	
Tuesday	Training Parade	1815	2130	
Wednesday				
Thursday				
Friday				
Saturday	Training	0800	1800	

Tuesday Training Schedule

1815-1830	Arrival
1830-1835	Form Up
1835-1855	Attendance, Inspection, March Past
1855-1900	Orders, Dismissal
1900-1930	Period 1
1935-2005	Period 2
2005-2025	Canteen Break
2025-2055	Period 3
2100-2110	Form Up
2110-2130	Closing Remarks, Dismissal

5.3 - WEEKLY ROUTINE ORDERS

- 5.3.1 -** The Training Officer will produce WROs and Monthly Routine Orders (MROs) and have the CO sign the MROs and submit them to RCSU.

5.4 - AREAS OUT OF BOUNDS

5.4.1 - The following areas are out of bounds to cadets unless detailed otherwise:

A. All Squadron Offices, except when the cadet's presence entry is requested by an officer or, when permission has been obtained prior to entry.

B. All areas of HMCS Nonsuch, except

- a. Areas as detailed immediately above
- b. Entry and exit areas
- c. Washrooms, when required for use
- d. Designated classrooms, large and small drill decks

5.5 - PARADE FORMAT

5.5.1 - At the start of each training year, the Cadet Squadron Commander and the Training Officer, under the approval of the Commanding Officer, will update and published a booklet detailing all the drill commands for each parade position and the parade procedure for the squadron. The booklet will be appended to these orders in Annex A.

5.5.2 - The following table will be used to calculate the number and types of formations on parade:

On Strength	Formations
<29	1 Flight
30	1 Flight or 1 Flight + Band & Flag Party
38	2 Flights or 1 Flight + Band & Flag Party
55	3 Flights or 2 Flights + Band & Flag Party
85	4 Flights or 3 Flights + Band & Flag Party
105	5 Flights or 4 Flights + Band & Flag Party
135	6 Flights or 5 Flights + Band & Flag Party

and one new flight per 30 cadets their after.

5.5.3 - From September to the CO's Parade in November, a flight of new recruits will be formed up to view the proceedings and work on their drill. The new recruits will be placed in their respective flights no later than the CO's Parade in November.

5.5.4 - Flights will be recognized by the following names:

- Flight #1 - T-Bird
- Flight #2 - Voodoo
- Flight #3 - Hornet
- Flight #4 - Starfighter
- Flight #5 - Sabre
- Flight #6 - Arrow (recruit flight)

Additional names or changes shall be nominated directly to the CO for approval.

5.5.5 - 395 Edmonton RCACS will march past in column and in column of route on the Annual Ceremonial Review.

5.5.6 - All parade positions will be selected based on their knowledge of the entire or a modified squadron parade procedure displayed to their peers and the invigilating staff. This will be determined through a competition held early in the training year, marked and evaluated by a team of three staff members. The Band Officer will be involved if the position of Drum Major is to be filled. A standardized score sheet will be used. Marks will be totaled and averaged. The CO will approve all parade position appointments.

5.6 - INSPECTIONS

5.6.1 - The CO will conduct an inspection of the squadron at regularly designated CO's Parade on a regularly scheduled training night.

5.6.2 - The Training Officer, Administration Officer, and Supply Officer will be scheduled to conduct inspections of the cadets on a monthly basis on regularly scheduled training nights.

5.7 - BAND

5.7.1 - When sufficient members are trained and squadron strength warrants, a "Duty Band" will fall-in on parade beside the flights. The composition of the "Duty Band" will be at the discretion of the Band Officer.

5.7.2 - Not all squadron musicians will be members of the "Duty Band". All squadron musicians, however, will be members of "The Band".

5.7.3 - A quota system is established to determine the maximum number of cadets that are permitted to be in the Duty Band and how many ranks. The Drum Major is not included in this count. This quota system will be based on the squadron's strength:

Cadets on Strength	Max Duty Band	Duty Band Ranks
<=29	0	0
30	6	2
35	8	2
38	9	3
55	12	3
66	15	3
78	18	3
89	20	4
102	24	4
114	28	4
125	30	5

5.7.4 - A Band Officer will be appointed, see Section 1.8

- 5.7.5 - The Band will provide a demonstration at the Annual Ceremonial Review that will be at least five songs not found in the “Duty Band” repertoire.
- 5.7.6 - The Band will also march and or perform in at least two public events per year at the CO’s discretion.
- 5.7.7 - Members of the Band cannot be members of the Flag Party.

5.8 - OPTIONAL TRAINING

5.8.1 - General

When staffing resources allow, the following activities will be considered as elective training and will be conducted, when possible, on days outside of the regularly scheduled training.

5.8.2 - Band – see Section 5.6

5.8.3 - Drill Team

A staff member will be assigned to supervise the preparation of a Drill Team for a mandatory routine and precision routine for competition and to provide a display on the Annual Ceremonial Review. The Drill Team will be composed of a minimum of 15 cadets of all ranks and levels plus a cadet commander.

5.8.4 - Flag Party

A staff member will be assigned to supervise the preparation of a Flag Party for use on Parades and in street parades. Members of the Flag Party cannot be members of the Duty Band. A minimum of 10 cadets will be trained in the drill of carrying flags and rifle drill.

5.8.5 - Ground School

A staff member will be assigned to teach a ground school, once a week, from September to December, in order to aid the cadets pass the entrance exam for Flying and Gliding scholarships. Ground School is of such critical importance to cadets competing for the scholarships that other training activities will not be held at the same time as class. Cadets not eligible to write the qualifying exam are permitted to attend the classes and will be evaluated for an award.

5.8.6 - Duke of Edinburgh Awards, Young Canadians Challenge

A staff member will be assigned to administer the Duke of Edinburgh Award, Young Canadians Challenge. The staff member will liaise with the provincial Duke of Edinburgh Award committee on the record books and the presentation of the awards. This staff member will be permitted a regularly scheduled monthly meeting with participants as well as weekly one-on-one interaction for follow up.

5.9 - Take On Strength / In-Routine Procedures

- 5.9.1 - The cadet and parents/guardians will obtain the enrollment paperwork from the AdminO and resubmit it to the AdminO.
- 5.9.2 - The AdminO will validate the paperwork to ensure all is in order and submit it to the CO.
- 5.9.3 - The CO will review, sign and return the enrollment package to the AdminO. The AdminO will enter all the data in Fortress. The AdminO will provide then provide the name to the SupO and the TrgO.
- 5.9.4 - After the cadet has shown three weeks of consistency, the SupO will measure and kit the cadet and produce a supply record, yellow card, and record all issuances in Fortress.

5.10 - Strike Off Strength /Out Routine Procedures

- 5.10.1 - The cadet will present themselves before their LevelO or the TrgO with their uniform. The CO is immediately informed of the cadet's intentions to retire/quit.
- 5.10.2 - The LevelO or TrgO will council the cadet first, then escort the cadet to the SupO.
- 5.10.3 - The SupO receives the uniform from the cadet. The SupO provides the yellow card to the AdminO.
- 5.10.4 - The CO speaks with the cadet. The Cadet is now free to go and is Struck Off Strength (SOS) as of the date of the CO's signature.

5.11 - MEDALS & AWARDS

5.11.1 - Lord Strathcona Medal

The Lord Strathcona Medal is the highest honour a cadet can receive and is primarily a fitness and sporting award. The squadron may nominate only one candidate per year. That being said, the squadron does not have to nominate a candidate if no one qualifies. The squadron cannot nominate the same candidate for the Lord Strathcona Medal as for the Legion Medal in the same year.

The Commanding Officer will use the letters of recommendation for scholarship courses as a key means of formulating a potential nominee. The Commanding Officer will then canvas the staff in early January for nominees. Once a Commanding Officer has determined a candidate, the name will be submitted for ratification to the sponsors.

The Commanding Officer will then make the arrangements for all the paperwork for the squadron's nomination. The medal will be presented at the Annual Ceremonial Review.

5.11.2 - Royal Canadian Legion Medal of Excellence

The Royal Canadian Legion Medal of Excellence is awarded to recognize outstanding citizenship endeavors in the community. The squadron may nominate only one candidate per year. That being said, the squadron does not have to nominate a candidate if no one qualifies. The squadron cannot nominate the same candidate for the Legion Medal as for the Lord Strathcona Medal in the same year.

The Commanding Officer will use the letters of recommendation for scholarship courses as a key means of formulating a potential nominee. The Commanding Officer will then canvas the staff in early January for nominees. Once a Commanding Officer has determined a candidate, the name will be submitted for ratification to the sponsors.

The Commanding Officer will then make the arrangements for all the paperwork for the squadron's nomination.

The medal will be presented at the Annual Ceremonial Review.

5.11.3 - Air Cadet Service Medal

All cadets who serve four calendar years are eligible to receive this medal.

Cadets will not apply for the medal.

The League will provide the medal free of charge to the cadets.

The medals will be presented to eligible cadets at three opportunities: in December at CO's Parade, the Griffon Parade, and again at the Annual Ceremonial Review.

5.11.4 - Squadron Awards

Royal Overseas Award

This award is a provincial award given to the top Level 2 Air Cadet in the Province of Alberta.

Squadron Leader W.J. (Bill) Young A.F.C, O.S.J. Leadership Award

Awarded to the Cadet who best exemplifies the qualities of leadership both at the squadron and in the community. This award is a cash scholarship of \$500.

Top Annual Display

Awarded to the Cadet or group of cadets whose project or presentation for the Annual Ceremonial Review displays the highest level of effort, research and presentation.

F/ Lt. J.A. Reilly Most Improved Bandsman Award

Awarded to the band member who shows the greatest level of progress as a musician throughout the training year.

Major Stephen Wakeman Top Outstanding Bandsman Award

Awarded to the band member demonstrating the highest level of overall commitment, performance and contribution to the band.

Top Musician Award

Awarded to the band member demonstrating the highest level of proficiency as a musician throughout the training year.

Michael & Lydia Zukiwski Award: Outstanding Cadet Volunteer Service to 395 Squadron

Awarded to the cadet who best supports the squadron through volunteer and fundraising efforts continually throughout the training year.

*Selected by the parents' association

Sportsman of the Year Award

Awarded to the sports team member who best exemplifies the qualities of leadership and sportsmanship throughout the training year.

A/SQN Ldr G Chelmick - Most Improved Cadet

Awarded to the cadet who shows the greatest progress in development of characteristics becoming of an Air Cadet throughout the training year.

Squadron Top Marksman

Awarded to the cadet who achieves the highest score in a competitive or recreational air rifle shoot throughout the training year.

417 Combat Support Squadron Leadership Award

Awarded to the cadet who best exemplifies the qualities of leadership within the squadron throughout the training year.

Mr. Leo Bessette Top Cadet Instructor

Awarded to the cadet who best exemplifies a high standard of instruction within the squadron throughout the training year.

Captain Tom Lawrence Outstanding Recruit of the Year Award

Awarded to the Level 1 Cadet recruit who demonstrates the highest level of proficiency in various aspects of squadron training throughout the training year.

Captain P. Dan Sereda Top 2nd Year Cadet Award

Awarded to the Level 2 Cadet who demonstrates the highest level of proficiency in various aspects of squadron training throughout the training year.

Major Brian Andrus - Top 3rd Year Cadet Award

Awarded to the Level 3 Cadet who demonstrates the highest level of proficiency in various aspects of squadron training throughout the training year.

Major Bob Bogovics Trophy - Top Level Four Cadet

Awarded to the Level 4 Cadet who demonstrates the highest level of proficiency in various aspects of squadron training throughout the training year.

Major Frank Mathew Top Senior Cadet Award

Awarded to the Level 5 or higher Cadet who demonstrates the highest level of proficiency in various aspects of squadron training throughout the training year.

Major Imre Bogovics Award - Esprit de Corps

Awarded to the Cadet who best displays an inspiring enthusiasm, devotion and strong regard for the honour of the squadron.

Sensei Shintani Karate Award - Major Donald Ste-Croix Trophy

Awarded annually to the Air Cadet from 395 RCAC (Griffon) Squadron who demonstrates the highest level of commitment and dedication in the performance of Martial Arts while training in the Cadet Karate Club. Candidates are also assessed on their level of loyalty, honesty, integrity and respect to the other students and instructors both inside and outside the dojo training facility.

Above and Beyond Award

Presented annually to the squadron officer who has demonstrated a commitment to the squadron above and beyond their sense of duty.

PART 6 - SECURITY

6.1 - AIM

- 6.1.1 -** The aim of these instructions is to outline policy and prescribe the procedures for protection of information, and the security of material and personnel.

6.2 - SECURITY OF INFORMATION AND COMMUNICATION

6.2.1 - Files

1. All cadet and staff records are confidential and are not to be open to viewing/inspection by other than:
 - a) The cadet or staff member whose records they are, and then only with the permission of the CO or AdmO
 - b) The ACO or a designate
 - c) The CO or AdmO
 - d) Other Squadron officers who require information in support of their duties
2. Cadets shall not have access to personnel or confidential files.
3. Confidential information shall be held in strictest confidence, in accordance with privacy legislation

6.2.2 - Communication on Official Matters

1. No officer, Civilian Instructor, True Volunteer, Sponsoring Committee Member, Parents Association member or cadet shall communicate with or provide video/audio recordings to any of the following, regarding any Squadron matters or activities of any nature, in writing, verbally, video or audio recording without prior permission of the CO:
 - a) Media: newspaper, magazines, community news publications, or any print-media special issues radio, TV, or Internet media such as YOUTUBE or FACEBOOK
 - b) Schools, clubs or associations

6.3 - PHYSICAL SECURITY

6.3.1 - Offices and Store Rooms

1. All offices, store rooms and any other secure areas that may be designated shall be kept locked when not in use, or in the case of Supply, when not under personal supervision.
2. Supply Section and Fire Arms stores shall be secured in a manner prescribed in PRCI's or any Canadian Forces directives, and with the approval of the CO.

6.3.2 - Keys

1. Keys to Squadron facilities may be distributed to Squadron Officers upon the approval of the CO.
2. The distribution of keys shall be recorded by the AdmO.
3. Only those persons authorized by the CO may hold keys to Squadron facilities and these keys shall be surrendered upon demand of the CO.

6.4 - EMERGENCY EVACUATION

6.4.1 - Emergency Evacuation Orders are detailed at ANNEX C

6.4.2 - Emergency evacuation of HMCS Nonsuch may be required due to any or all of the following:

- Fire
- Gas leak
- Hazardous material spill
- Any other event determined to be a threat to safety
- Emergency Response Drill / Practice

6.4.3 - Officers shall direct the flow of personnel to the main exit, or in the event that the exit is unusable, by any other exit.

6.4.4 - Evacuation shall be executed in an orderly fashion, with no running, pushing or shoving.

6.5 - FTX EMERGENCY ORDERS

6.5.1 - Operations Orders for Field Training Exercises shall contain direction appropriate to response to emergent situations including:

- Fire
- Lost cadet
- Injury
- Extreme Weather (Heavy Thunderstorm, Tornado, Extreme Cold temperature limitations, etc)

6.5.2 - The OIC EX is responsible for ensuring appropriate muster points, emergency signaling, detailing of contact information for local emergency response units such as RCMP, Fire, Ambulance, Search and Rescue, etc), adult supervision, cautionary orders relative to lighting fires, handling tools, water safety, etc, .

PART 7 - CIVILIAN SPONSORING COMMITTEE and PARENTS' ASSOCIATION

7.1 - GENERAL

- 7.1.1** The Sponsoring Committee shall operate in accordance with rules and regulations of:
- A. The Air Cadet League of Canada
 - B. The Alberta Provincial Committee of The Air Cadet League of Canada
 - C. In cooperation with the Squadron CO

7.2 - RESPONSIBILITIES

- 7.2.1** - The Sponsoring Committee Chairperson shall keep the CO informed of committee activities.
- 7.2.2** - The CO shall keep the Sponsoring Committee Chairperson informed of Squadron activities and requirements as appropriate
- 7.2.3** - The Sponsoring Committee is responsible for the supply, procurement, initiating, or coordinating any and all of the following:
- A. Squadron funds and fundraising activities
 - B. Squadron facilities
 - C. Recruitment of officers, instructors, cadets and committee members.
- 7.2.4** - The Sponsoring Committee may be expected to assist and/or participate in the following:
- A. Annual Air Cadet League conference
 - B. Annual Ceremonial Review
 - C. Annual Squadron banquet
 - D. Other Squadron activities such as military tattoos, exercises, competitions, tours, visits, etc.

7.3 - SQUADRON PARENTS' ASSOCIATION

- 7.3.1**- The Parents' Association will operate as directed by the Association Executive in consultation with the Commanding Officer of the Squadron.
- 7.3.2** - The President of the Association shall keep the CO informed of Association business and activities at all times.
- 7.3.3** - The President shall be the liaison between the Parents and the CO.
- 7.3.4** - The CO, at all times, shall keep the President informed of Squadron activities and requirements appropriate to the interests of the Parents Association.
- 7.3.5** - The parents association shall be primarily responsible, as identified in its association by-laws, for the finances raised, held and administered in support of Squadron training activities, such as transportation, facilities, equipment, etc.

7.3.6 - The Association is responsible for its own accounts and auditing. However, the CO will be informed on a regular basis of the financial position of the Association including funds raised and expended. Being accountable to parents and the Alberta Gaming and Liquor Commission, the Association shall provide a financial statement at the end of its fiscal year.

PART 8 - RANGE ORDERS

8.1 - Compliance

- 8.1.1 -** All range activities and handling of fire arms, regardless of location, shall be conducted with strict adherence to all applicable DND publications, rules regulations.

8.2 - Squadron Range Orders

- 8.2.1 -** The CO holds the ultimate authority on all matters concerning Range, Range Safety and procedures.
- 8.2.2 -** It is the responsibility of the Squadron Range Officer to compile and administer Range Orders in accordance with para. 8.1.1 above
- 8.2.3 -** Range Orders shall be revised and published as required, with such revisions made known to all concerned personnel.
- 8.2.4 -** Range Orders shall be read to all new range users, and on a regular basis to all concerned during the training year.
- 8.2.5 -** Range Orders and any revisions or amendments must be signed off by the CO each training year, NLT 30 September.

PART 9 - FINANCIAL

9.1 - FUNDS

- 9.1.1 - All funds raised and held for the Squadron shall be administered, as appropriate, by the Squadron Sponsoring Committee, or the Parents Association in accordance with directives issued by DND, the Air Cadet League of Canada and the Alberta Provincial Committee of the Air Cadet League of Canada.
- 9.1.2 - The CO may be permitted to maintain a cash fund for the purpose of emergency or petty cash charges.
- 9.1.3 - The CO shall be responsible to the Sponsoring Committee and the Parents' Association for judicious expenditure and accurate accounting of such funds.

ANNEX A **395 SQUADRON PARADE FORMAT**

PRE-FALL-IN

No.	Command	By	Action	Remarks
1	NO.1 FLIGHT, FALL - IN	No.1 F/Sgt	All cadets in No.1 flight form up, centered, on the No.1 flight sergeant.	Numbers 2, 3, 4 F/Sgts and DM follow accordingly, in order from lowest to highest.
2	NO.1 FLIGHT ATTEN - TION	No.1 F/Sgt	Flight acts as ordered.	No. 2, 3, 4 and band follow, in order.
3	NO.1 FLIGHT RIGHT - DRESS	No.1 F/Sgt	Flight acts as ordered.	No. 2, 3, 4 and band follow, in order.
4	NO.1 FLIGHT, EYES - FRONT	No.1 Flight Commander	Flight acts as ordered.	No. 2, 3, 4 and band follow, in order.
5	NO.1 FLIGHT, STAND AT - EASE	No.1 Flight Commander	Flight acts as ordered.	No. 2, 3, 4 and band follow, in order.
6		All F/Sgts		

Fall-In

No.	Command	By	Action	Remarks
1			Cadets form up in their flights.	No command is issued. Cadets form flights in line at the rear of the parade square facing away from the dias NLT 1820. Flight sergeants order right dress as required.
2	SQUADRON MARKERS	SWO	Right markers from each flight come to attention and say "Sir/Ma'am".	Markers march towards the SWO with the No.1 flight marker stopping three paces in front of the SWO. Remaining markers position themselves to the left of the No.1 flight marker.
3	MARKERS - NUMBER	SWO	The markers number consecutively from right to left.	
4	NUMBER ONE STAND FAST, REMAINDER LEFT - TURN	SWO	Markers act as ordered.	
5	NUMBER ONE STAND FAST, REMAINDER QUICK - MARCH	SWO	Markers act as ordered.	Markers No. 3 and 4 continue to edge of parade square and complete two left wheels with the No. 3 marker halting once in line with the No. 2 marker and No. 4 marker doing the same once in line with the No. 1 marker.
6	NUMBER ONE STAND FAST, NUMBER TWO RIGHT, REMAINDER LEFT - TURN	SWO	Markers act as ordered.	

7	MARKERS RIGHT - DRESS	SWO	Markers act as ordered.	SWO Marches six paces to the right of the No. 1 marker and halts, facing the markers. Once front markers are in line, turns left and marches towards the rear markers. SWO turns right and confirms alignment of rear markers.
8	MARKERS STEADY	SWO		SWO marches to the centre of the parade square and takes up CPC position.
9	SQUADRON FALL - IN	SWO	All Flight Sergeants and Drum Major come to attention.	
10	No.1 FLIGHT, ATTENTION	No. 1 Flight Sergeant	Flights act as ordered.	All Flight Sergeants call their flights to attention in consecutive order.
11	No. 1 FLIGHT, RIGHT - TURN	No. 1 Flight Sergeant		F/Sgts continue in consecutive order.
12	No. 1 FLIGHT, BY THE LEFT, QUICK - MARCH	No. 1 Flight Sergeant		All other Flight Sergeants follow.
14	RIGHT - WHEEL	No. 1 Flight Sergeant		All other Flight Sergeants follow.
15	RIGHT - WHEEL	No. 1 Flight Sergeant		No. 1 and 2 flights will wheel when in line with front markers. Nos. 3 and 4 will wheel as to be in line with the rear markers.
16	No. 1 FLIGHT - HALT	No. 1 Flight Sergeant	All Flight Sergeants halt their flights in succession and in their proper spots on parade.	Flight Sergeants order as required.
17	SQUADRON ADVANCE INTO LINE, LEFT - TURN	SWO	Squadron moves from column of threes into line.	
18	SQUADRON OPEN ORDER - MARCH	SWO	Squadron acts as ordered.	

19	SQUADRON RIGHT - DRESS	SWO	Squadron acts as ordered.	All Flight Sergeants about turn and face their flights. No.1 and No.4 F/Sgts march six paces to the right of their respective markers and dress the front, centre, and rear ranks. Remaining parade positions dress themselves accordingly to be in line with each other and centered, three paces in front of their flights.
20	FRONT RANK STEADY	No. 1 and No. 4 Flight Sergeants		No. 4 Flight Sergeant waits for the No. 1 Flight Sergeant to call the command before doing so himself/herself. When the No. 4 Flight Sergeant gives their command, both turn left together, take three paces, and turn right together.
21	CENTRE RANK STEADY	No. 1 and No. 4 Flight Sergeants		Same as above.
22	REAR RANK STEADY	No. 1 and No. 4 Flight Sergeants		No. 1 and No. 4 Flight Sergeants stand fast. No. 4 Flight Sergeant waits for the Drum Major to finish dressing the band and take up position three paces to the right of the band marker.
23	SQUADRON STEADY	No. 4 Flight Sergeant		Given only when the entire squadron is dressed and ready.
24	SQUADRON EYES - FRONT	SWO		All return to appropriate parade positions.

25	SQUADRON REPORT YOUR FLIGHTS	SWO	Flight Sergeants report to the SWO the number of cadets in their flight currently on parade (including themselves).	The order for reporting flights shall begin with No. 1 Flight and continue to No. 4 Flight, followed by Arrow Flight (when on parade) and Band.
26	No.1 FLIGHT, _____ CADETS ON PARADE	No. 1 Flight Sergeant		All other Flight Sergeants follow in succession.
27	SQUADRON STAND AT - EASE	SWO		SWO completes an about turn and stands at ease following the command.
28	FLIGHT COMMANDERS, ATTEN-TION	DPC		Will be substituted by "FLIGHT COMMANDERS - HALT" when Flight Commanders are promenading on the parade square.
29	FLIGHT COMMANDERS, QUICK - MARCH	DPC		Command is not called if promenading. Instead all commanders will turn left towards the parade square together and begin marching.
30	SQUADRON ATTEN-TION	SWO	DPC moves from his/her position leading the Flight Commanders to one that is centered, one pace to the left of those marching.	The cadet at the rear of those marching prepares to call "HALT" when DPC approaches the SWO. See figure 2a.
31	FLIGHT COMMANDERS - HALT		All halt, observe the standard pause, and turn left together.	SWO reports to the DPC. DPC gives permission for the SWO to take up their position on parade and waits for them to do so.
32	SQUADRON STAND AT - EASE	DPC	Squadron acts as ordered.	

33	SQUADRON ATTEN-TION	DPC		DPC officially takes command of the parade. Following the command, he/she completes an about turn and faces the Flight Commanders.
34	FLIGHT COMMANDERS, FALL - IN	DPC	Flight Commanders turn left together and commence marching towards their respective positions on parade in an appropriate order.	All flight commanders halt facing the left of the parade square and wait for the final flight commander to halt. Once he/she does so, all turn left together and take formal command of their flights.
35	No. 1 FLIGHT, STAND AT - EASE	No. 1 Commander		Flight Commanders call their flights at ease in the same order in which the F/Sgts reported their flights.
36		All Parade positions	About turn together so all face the dias.	Following the Drum Major's command to stand at ease, all will turn to face the front and stand at ease together after observing standard pauses.
37	SQUADRON ATTEN-TION	DPC		DPC comes to attention before calling the command just as the CPC marches towards the centre of the parade square. DPC reports to the CPC. CPC gives permission for the DPC to take up their position on parade and waits for them to do so.
38	SQUADRON STAND AT - EASE	CPC		
39	SQUADRON ATTEN-TION	CPC		

40	SQUADRON MARCH ON THE FLAGS	CPC		
41	FLAG PARTY	Flag Party Commander		
42	SQUADRON TO YOUR FLAGS - SALUTE	CPC		All officer positions salute.
43	FLAG PARTY, BY THE CENTRE, QUICK - MARCH	Flag Party Commander		If a band is present on parade, appropriate music shall be played.
44	FLAG PARTY - HALT	Flag Party Commander		
45	FLAG PARTY TO THE FLAGS, PRESENT - ARMS	Flag Party Commander		
46	SQUADRON SLOPE - ARMS	CPC		CPC completes an about turn after giving the command.
47	SQUADRON STAND AT - EASE	CPC		
48	SQUADRON ATTEN-TION	CPC		
49	SQUADRON GENERAL SALUTE, PRESENT – ARMS	CPC		
50	SQUADRON SLOPE – ARMS	CPC		

INSPECTION

No.	By	Command	Action	Remarks
1	Parade Commander		PC reports to the RO and asks whether they would like to inspect the squadron	PC will turn and walk with the RO, and ask to stand the squadron at ease
2	Parade Commander	NO.1 FLIGHT STAND FAST, REMAINDER STAND AT - EASE	No.1 Flt. Comm. moves in front of the right marker.	Inspecting party will inspect No.1 Flight.
3	No.2 Flt. Comm.	NO.2 FLIGHT, ATTENTION	No.2 Flt. Comm. moves in front of the right marker.	No.2 flight commander prepares for the arrival of the inspection party.
4	NO.1 FLIGHT, CLOSE ORDER - MARCH	No.1 Flt. Comm.		Given when the inspection party is done inspecting.
5	NO.1 FLIGHT, STAND AT - EASE	No.1 Flt. Comm.		
6	NO. 3 FLIGHT, ATTENTION	No.3 Flt. Comm.	No.3 Flt. Comm. moves in front of the right marker.	
7	NO.2 FLIGHT, CLOSE ORDER - MARCH	No.2 Flt. Comm.		Given when the inspection party is done inspecting.
8	NO.2 FLIGHT, STAND AT - EASE	No.2 Flt. Comm.		
9	NO.4 FLIGHT, ATTENTION	No.4 Flt. Comm.	No.4 Flt. Comm. moves in front of the right marker.	
10	NO.3 FLIGHT, CLOSE ORDER - MARCH	No.3 Flt. Comm.		Given when the inspection party is done inspecting.
11	NO.3 FLIGHT, STAND AT - EASE	No.3 Flt. Comm.		
12	BAND, ATTENTION	DM	DM moves in front of the right marker.	
13	NO.4 FLIGHT, CLOSE ORDER - MARCH	No.4 Flt. Comm.		Given when the inspection party is done inspecting.

14	NO.4 FLIGHT, STAND AT - EASE	No.4 Fit. Comm.		
15	BAND, STAND AT - EASE	DM		The inspection party should be done inspecting the squadron. The CPC asks the RO for permission to call the squadron to attention as they are walking towards the dias.
16	SQUADRON ATTEN-TION	CPC	CPC reaches the dias and asks for permission to carry on with the march past. CPC salutes and turns left, taking up their position in front of the squadron for the march past.	

MARCH PAST - COLUMN OF ROUTE

No.	Command	By	Action	Remarks
1	SQUADRON ATTENTION	CPC		
2	SQUADRON WILL MARCH PAST IN COLUMN OF ROUTE, BAND AND FLAG PARTY, TAKE - POST	CPC		Band and Flag party move, in their own time, into position for the march past. Typically FP and band lead the squadron however this is not a requirement. Position will be determined depending on space available beforehand.
3	SQUADRON WILL MARCH PAST IN COLUMN OF ROUTE, MOVE TO THE RIGHT IN COLUMN OF ROUTE, RIGHT - TURN	CPC	Squadron acts as ordered. CPC moves in front of the No.1 Flt Comm. and DPC moves behind the No.4 Flt. Comm. All positions move into column of route.	CPC waits for the DPC to move into position before continuing.
4	SQUADRON BY THE LEFT, QUICK - MARCH	CPC		
5	BY THE RIGHT	CPC		
6	SQUADRON IN SUCCESSION OF FLIGHTS, EYES - RIGHT	CPC		
7	NO.1 FLIGHT, EYES - RIGHT	NO.1 Flight Commander	CPC and the No.1 Flt. Comm. salute to the right together.	All Flight Commanders give the command in order.
8	SQUADRON IN SUCCESSION OF FLIGHTS, EYES - FRONT	CPC		
9	NO.1 FLIGHT, EYES - FRONT	NO.1 Flight Commander	CPC and the No.1 Flt. Comm. drop their salutes together.	All Flight Commanders give the command in order.
10	BY THE LEFT	CPC		CPC breaks off and moves into their position in front of the dias.
11	SQUADRON MARK - TIME	CPC		Given as the NO.1 Flight approaches its former position on parade.
12	SQUADRON - HALT	CPC		Given only when the entire squadron is in position, including band and FP.

13	SQUADRON ADVANCE INTO LINE, LEFT - TURN	CPC		CPC waits for the DPC to move into position before continuing.
14	SQUADRON RIGHT - DRESS	CPC		
15	SQUADRON EYES - FRONT	CPC		

MARCH PAST - IN COLUMN AND COLUMN OF ROUTE

	COMMAND	BY	ACTION	REMARKS
1	SQUADRON ATTENTION	CPC		
2	SQUADRON WILL MARCH PAST IN COLUMN AND COLUMN OF ROUTE, BAND AND FLAG PARTY TAKE - POST	CPC		
3	SQUADRON WILL MARCH PAST IN COLUMN AND COLUMN OF ROUTE, MOVE TO THE RIGHT IN THREES, RIGHT - TURN	CPC	Squadron moves into threes.	CPC waits for the DPC to move into position before continuing.
4	SQUADRON, BY THE LEFT, QUICK - MARCH	CPC		
5	SQUADRON IN SUCCESSION OF FLIGHTS, MOVE TO THE LEFT IN LINE, LEFT - TURN	CPC		
6	NO.1 FLIGHT, LEFT - TURN	NO.1 Flt. Comm.	CPC completes a left turn with NO.1 Flt.	All Flight Commanders give the command in order.
7	SQUADRON IN SUCCESSION OF FLIGHTS, EYES - RIGHT	CPC		
8	NO.1 FLIGHT, EYES - RIGHT	NO.1 Flt. Comm.	CPC and the No.1 Flt. Comm. salute to the right together.	All Flight Commanders give the command in order.
9	SQUADRON IN SUCCESSION OF FLIGHTS, EYES - FRONT	CPC		
10	NO.1 FLIGHT, EYES - FRONT	NO.1 Flt. Comm.	CPC and the No.1 Flt. Comm. drop their salutes together.	All Flight Commanders give the command in order.

11	SQUADRON, ADVANCE FROM THE RIGHT INTO COLUMN OF ROUTE	CPC	CPC does not turn with the No.1 flight.	
12	NO.1 FLIGHT, RIGHT - TURN	NO.1 Flt. Comm.		All Flight Commanders give the command in order.
13	NO. 1 FLIGHT, LEFT - WHEEL	NO.1 Flt. Comm.		All Flight Commanders give the command in order.
14	NO. 1 FLIGHT, LEFT - WHEEL	NO.1 Flt. Comm.		All Flight Commanders give the command in order.
15	BY THE LEFT			
16	BY THE RIGHT			
17	SQUADRON IN SUCCESSION OF FLIGHTS, EYES - RIGHT	CPC		
18	NO.1 FLIGHT, EYES - RIGHT	NO.1 Flight Commander	CPC and the No.1 Flt. Comm. salute to the right together.	All Flight Commanders give the command in order.
19	SQUADRON IN SUCCESSION OF FLIGHTS, EYES - FRONT	CPC		
20	NO.1 FLIGHT, EYES - FRONT	NO.1 Flight Commander	CPC and the No.1 Flt. Comm. drop their salutes together.	All Flight Commanders give the command in order.
21	BY THE LEFT	CPC		
22	SQUADRON MARK - TIME	CPC		Given as the NO.1 Flight approaches its former position on parade.
23	SQUADRON - HALT	CPC		Given only when the entire squadron is in position, including band and FP.
24	SQUADRON ADVANCE INTO LINE, LEFT - TURN	CPC		CPC waits for the DPC to move into position before continuing.
25	SQUADRON RIGHT - DRESS	CPC		
26	SQUADRON EYES - FRONT	CPC		

CLOSING PARADE

	COMMAND	BY	ACTION	REMARKS
1	SQUADRON FALL - IN	SWO	The squadron forms up in their positions on parade with all NCOs and parade positions filled. SWO takes their appropriate position on parade after calling the command.	Command can be issued by a senior NCO in the SWO's absence. Done NLT 21:00.
2	SQUADRON ATTENTION	CPC		
3	SQUADRON RIGHT - DRESS	CPC		CPC calls a right dress before the arrival of the officers on parade.
4	SQUADRON EYES - FRONT	CPC		
5	SQUADRON STAND AT - EASE	CPC	CPC completes an about turn following the command.	The squadron awaits the arrival of the DO (Duty Officer) and subsequently the remaining officers.
6	SQUADRON ATTENTION	CPC		Given as the DO approaches the parade. Officers march on in single file with the highest rank leading and halt to the left of the dias/mascots.
7		CPC		CPC reports to the DO and requests permission to take up position. CPC moves to the left of the right mascot.
8	SQUADRON STAND AT - EASE	DO		
9	SQUADRON STAND - EASY	DO		DO makes important announcements and passes on required information for the week.
10	SQUADRON ATTENTION	DO	DO completes an about turn following the command.	DO reports to the Commanding Officer (CO) and relinquishes command of the parade.
11	SQUADRON STAND AT - EASE	CO		
12	SQUADRON STAND - EASY	CO		The CO will address the squadron.

13	SQUADRON ATTENTION	CO		STEADY UP may be called prior to calling the squadron to attention.
14	WARRANT OFFICER FIRST CLASS/PARADE COMMANDER/"CHIEF"	CO	CO calls up the CPC.	CO hands over command of the squadron to the CPC and gives any additional instructions required for the week.
15		CPC		CPC reports to the DO and requests permission to take up position. CPC moves to the left of the right mascot.
16		CPC	CPC completes a right turn and moves three paces in front of the flag party.	
17	SQUADRON, ADVANCE IN REVIEW ORDER, SEVEN PACES, BY THE CENTRE, QUICK - MARCH	CPC	Squadron acts as ordered.	
18	SQUADRON, GENERAL SALUTE, PRESENT - ARMS	CPC	All officer positions salute when "ARMS" is called.	The lead percussionist will wait for the rifles to be presented before giving the command for the band to commence playing.
19	SQUADRON SLOPE - ARMS	CPC		Given only when the CO/RO drop their salute.
20		CO	CO departs and gives permission for officers to be dismissed.	
21	OFFICERS DIS - MISS	DCO	Officers turn right, salute, and march off the parade square.	Command given by the highest ranking officer in the absence of the DCO.
22	SQUADRON MARCH OFF THE FLAGS	CPC		
23	FLAG PARTY	Flag Party Commander		
24	SQUADRON TO YOUR FLAGS - SALUTE	CPC	All officer positions salute.	
25	BY THE CENTRE, QUICK - MARCH	Flag Party Commander		If a band is present on parade, appropriate music shall be played.
26	FLAG PARTY - HALT	Flag Party Commander		

27	SQUADRON ATTENTION	CPC	All officer positions drop their salutes and resume the position of attention.	CPC completes an about turn after giving the command and faces the squadron.
28	FLIGHT COMMANDERS, FALL - OUT	CPC		Officer positions march towards the front of the parade and halt, centered and in line three paces in front of the CPC. Flight 2ICs move from the rear of their flights to the front.
29	FLIGHT COMMANDERS, DIS - MISS	CPC		Flight commanders turn right, observe a standard pause, and march off the parade square.
30	SQUADRON WARRANT OFFICER	CPC	SWO calls "sir/ma'am" and moves in front of the CPC.	CPC give any additional instructions/information to the SWO and hands over command of the parade. CPC turns left and marches off. SWO takes one pace forward and completes an about turn.
31	SQUADRON STAND AT - EASE	SWO		
32	SQUADRON ATTENTION	SWO		
33	SQUADRON DIS - MISS	SWO	Entire squadron turns right. All salute excluding members of the band carrying instruments.	

ANNEX B

DEFAULTERS

395 RCACS
DEFAULTERS CHIT

NAME	RANK	DATE
REASON FOR DEFAULTER _____ _____ _____ _____ _____ _____		
REPORTING NCO		
SIGNATURE:		
WO I: RECOMMENDED ACTION _____ _____ _____ _____ _____		DATE: _____
DEFAULTED CADET COMMENTS: _____ _____ _____ _____ _____		
TRGO COMMENTS / RECOMMENDED ACTION _____ _____ _____ _____ _____		
DATE PLACED IN FILE: _____ RECHECK DATE: _____		

FIRE ORDERS

PERSON DISCOVERING FIRE: SHOUT: FIRE ! FIRE! FIRE!

ACTIVATE NEAREST FIRE ALARM PULL STATION AND INFORM NEAREST ADULT SQUADRON STAFF MEMBER

ADULT STAFF MEMBERS: Respond according to building fire orders

CADETS and INSTRUCTORS:

CEASE ALL ACTIVITIES. Exit building to muster point via designated routes

ALL PERS: EXIT BUILDING VIA MAIN DOOR. Instructors clear classroom and close classroom doors. Adult staff close office and corridor doors.

- **LEVEL ONE and TWO CLASSROOM** proceed via office area corridor to main drill deck to exit proceed to muster point.
- **SMALL DRILL DECK and LEVEL THREE CLASSROOMS:** Proceed to west corridor, turn right across main drill deck to exit proceed to muster point
- **LEVEL FOUR CLASSROOM:** Cross main drill deck to exit and proceed to muster point.
- **OFFICE OCCUPANTS:** Via office corridor to main drill deck to exit/muster

**ADULT STAFF: Direct cadets as required to efficient evacuation
Select and direct alternate escape routes as required**

MUSTER POINT: Chain link fence at east side of main parking lot parallel to Kingsway.

AT MUSTER POINT:

- Cadets form into established flights
- Flight Sergeants / NCOs In Charge: Count cadets in flight
- Report flight counts to WO I
- Adult Staff report to DCO

- WO I: Report cadet count to CO
- AdmO: Provide attendance count to CO
- DCO Report staff count to CO

DCO Direct emergency responders as appropriate
TrgO As required (weather) Coordinate shelter with Chateau Louis