



692 BCIT AEROSPACE SQUADRON ROYAL CANADIAN AIR CADETS

SQUADRON STANDING ORDERS (SSOs)

ISSUE DATE: 16 January 2023

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Issued under the authority of 692 BCIT Aerospace Squadron Commanding Officer.

These Standing Orders are in effect upon publication. Any suggestions for changes must be made in writing to the Commanding Officer, 692 RCACS.

FORWARD

1. 692 BCIT Aerospace Squadron, Royal Canadian Air Cadets' Standing Orders (hereafter called Squadron Standing Orders - SSOs) are issued under the authority of the Commanding Officer (CO).
2. Squadron Standing Orders are regulations pertaining to the personnel, administration, operation, supply, and finances of 692 BCIT Aerospace Squadron. These orders are meant to amplify regulations issued under Queen's Regulations and Orders for the Canadian Armed Forces (QR & O's), Canadian Forces Administrative Orders (CFAO's), Cadet Training and Administrative Orders (CATO's), Pacific Region Cadet Orders (PRCO's) and Pacific Region Cadet Instructions (PRCI's). The Commanding Officer shall be the final authority for interpretation and enforcement of Squadron Standing Orders.
3. These orders are effective upon receipt and are applicable to all officers, civilian staff and cadets involved with 692 BCIT Aerospace Squadron, Royal Canadian Air Cadet Squadron (RCACS).
4. Copies of these orders will be made readily accessible to all members of 692 BCIT Aerospace RCACS for review and reference, and will also be made available by electronic form. It is the responsibility of the individual to make themselves aware of the content of the orders and to keep current with amendments.
5. Visitors to the squadron are also subject to these orders 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.
6. These orders will be reviewed annually and updated as required. These orders continue to be developed. Additions and revisions may be made during the training year. Revisions and additions will be provided to all personnel and will be effective immediately upon publication. All requests to amend the SSOs shall be submitted in writing to the CO.

//Signed//

G.S Dowler

Captain

Commanding Officer

INTRODUCTION

- References:**
- A. Queens Regulations and Orders Cadets – QR&O (Cdts)
 - B. Canadian Forces Administrative Orders – CFAOs
 - C. Cadet Policies and Procedures
 - D. Pacific Region Cadet Orders/Instructions – PRCOs / PRCIs
 - E. Cadet Administrative and Training Orders – CATOs
 - F. Area Cadet Administrative Orders – ACAOs
 - G. Drug and Alcohol Policy for Cadets
 - H. Security Orders for the Canadian Forces – A-SJ-100-001/AS-000
 - I. Canadian Forces Dress Instructions – A-AD-265-000/AG-001
 - J. Dress Regulations for Royal Canadian Air Cadets – A-CR-CCP-990/Pt-001

Aim

These orders are circulated in order to define the aspects of the unit organization, regulations and terms of reference that do not change frequently and promote the efficient operation of the Squadron. All personnel shall familiarize themselves with, obey and enforce all regulations, orders, rules and instructions necessary for the performance of their duties.

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CHAPTER 1 – PERSONNEL

101 Duties and Responsibilities

- a. All Officers, Civilian Instructors, and Volunteers are personally responsible for the execution of the duties assigned to them by higher authority. Officers holding supervisory positions, in turn, are responsible for assigning and supervising the duties of their subordinates.
- b. All Officers are expected to be on duty at their assigned training activities. If unable to be present on a parade night or other scheduled activity, the Commanding Officer must be informed as far in advance as possible.
- c. Only Officers in uniform will be on parade, exceptions are to those Civilian Instructors who are filling Officer Positions.
- d. All Officers and staff are expected to be present at support training activities as required and as individual schedules permit. These activities include but are not limited to survival exercises, base tours, parades, citizenship tours and competitions.

102 Command and Control

- a. The Commanding Officer of a Cadet Unit is responsible to the Commanding Officer, Pacific Region through the Area Officer in Charge (OIC), and has the responsibility to supervise and control all duties of the personnel under his/her command.
- b. The Commanding Officer has a right to expect the support of all personnel under his/her command. Personnel are to conduct themselves in a manner, which is not detrimental to the unit's efficiency or in a manner that would bring discredit to the unit and or the Canadian Armed Forces.
- c. In any decision-making process, the Commanding Officer may seek suggestions or advice from others and consider those suggestions or advice as the situation warrants. However, it must always be the Commanding Officer who makes the final decision and bears the responsibility for it.
- d. The Commanding Officer of 692 BCIT Aerospace Squadron is responsible for the command, control, and administration of 692 BCIT Aerospace Squadron. The Commanding Officer will from time to time, delegate command, control, and administrative responsibilities to other officers who will in return, be responsible to the Commanding Officer for their actions.
- e. A subordinate officer will be delegated by the Commanding Officer to be the second in command (Deputy Commanding Officer), who will act as the Commanding Officer when the current Commanding Officer is not available to perform his/her duties. This officer will be directly responsible to the Commanding Officer for his/her actions and decisions. A Deputy Commanding Officer (DCO) will generally have experience in all departments and is the main contact point for staff development & coordination of personnel transactions.
- f. All personnel are to go through the proper chain of command in all matters. The chain of command can be found in Annex B Organizational Chart of Chain of Command
- g. Terms of reference for officer positions are found in Annex C.
- h. Terms of reference for cadet positions are found in Annex D.

103 Chain of Command

- a. The Training Officer shall be senior to all officers except the Commanding Officer & Deputy Commanding Officer.
- b. The Cadet Squadron Commander (CSC) is the only Cadet who may liaise directly with the Commanding Officer without going through the normal chain of command.
- c. The Squadron Deputy Commander (DEPCOM), Squadron Warrant Officer, Squadron Adjutant and Flight Commanders may liaise directly with the appropriate officer regarding matters related to Training, Administration, or Supply.
- d. All personnel are permitted to have personal interviews with the Training Officer, Deputy Commanding Officer and Commanding Officer. It is expected that prior appointments be made for these interviews.
- e. At no time will any personnel address anyone more than one line up the chain of command except for Flight Commanders, Duty Cadet or unless directed by an Officer.
- f. Should a Cadet have a complaint or problem with his or her Flight Commander, he/she may address the problem to the Commander of another Flight or Warrant Officer/Deputy Squadron Warrant Officer. Cadets are strongly encouraged to follow their chain of command but may contact an officer if the complaint is of a sensitive or serious nature.
- g. All Squadron personnel shall demonstrate good manners at all times to superiors, subordinates and acquaintances alike. It is custom to use Rank & Last name for all Staff and cadets, except in relaxed settings such as dinners for staff only. Correspondence by email should also use proper ranks and names (or Sir / Ma'am) as this will ensure proper addressing when email correspondence is forwarded to a level below or above the chain of command.

104 Duty Personnel

- a. A Duty Roster will be posted in the Monthly Routine Orders. It will be maintained by the Administration Officer in consultation with the Commanding Officer and Squadron Warrant Officer. Timings for tours of duty will be in-line with published training activity timings.

105 Conduct Prejudicial to the Good Order

- a. The conduct of all Royal Canadian Air Cadets shall reflect the high ideals and aims of the movement: To Learn, To Serve, To Advance. Any conduct prejudicial to the good order of 692 BCIT Aerospace Squadron will not be tolerated and can result in dismissal.
- b. Examples of such conduct, but not limited to are:
 1. Conduct or actions that will undermine morale.
 2. Associations with groups outside of cadets that will undermine the purpose and aims of Cadets.
 3. Being found guilty in civil or criminal court action or being an accessory to a crime.
 4. Disobeying a legal direct order of a superior.
 5. Undermining the authority of a superior.
 6. Being improperly dressed or slovenly in dress.
 7. Improper use of equipment/loss of equipment.
 8. Disorderly conduct while in uniform or while at a cadet function.

- c. Cadets found in violation of Squadron Canadian Cadet Movement (CCM) Policies will be dealt with accordingly by the Commanding Officer. Discipline may range from written warnings to dismissal from the Squadron in accordance with CATO 15-21 & 15-22.
- d. The Commanding Officer is authorized to demote cadets with ranks lower than Flight Sergeant. It shall be required to produce an incident report and letter of recommendation for demotion to the Zone Training Officer (Z Trg O) when the incident involves ranks of Flight Sergeant and above. An incident report shall be produced and signed by the cadet and (in some instances) by the parents/guardians. One copy will be provided to the cadet and another will be placed in their personnel file.

106 Dress Regulations

- a. The highest standard of dress will be maintained. Each cadet shall wear the correct uniform illustrated in the Air Cadet Dress Instructions (CATO 55-04). See Annex E – Uniform Preparation Guide. Officers shall abide by the Canadian Forces Dress Instructions and Queens Regulation & Orders Chapters 17 and 18.
- b. The dress and appearance of Officers and Cadets on all occasions will be such as to reflect credit to the Canadian Armed Forces, The Royal Canadian Air Cadets, and 692 BCIT Aerospace Squadron.
- c. Seasonal dress changes and forms of dress for ceremonies and special training will be circulated in Monthly Routine Orders or Training Instructions from the CO.
- d. Items of the Cadet Uniform issued from Supply will not be worn in combination with civilian dress. With the exception of a winter coat that may be worn during the winter season ONLY IF a parka has not been issued.
- e. The wearing of the Cadet Uniform is authorized for official cadet activities only. Authorization to wear the Cadet Uniform at non-cadet activities, i.e. School Remembrance Day Ceremonies, must be obtained from the Commanding Officer in writing through chain of command at least one week in advance.
- f. Cadets and their parents/guardians are to understand that the uniform and equipment issued by Supply is on loan by DND for the duration of their cadet career and must be returned at the completion of training. Cadets are also expected to comply with instructions for the care of the uniform, so as to return it in a recyclable condition.
- g. Personnel will maintain a clean and tidy appearance. This includes maintaining personal hygiene and wearing clean, well-kept clothing.
- h. Personnel are not to wear clothing that contains potentially offensive images or words, or illegal items, or that advertises alcohol or tobacco brands.
- i. Civilian Instructors (CIs), Volunteer Instructors (VIs) and Civilian Volunteers shall wear equal dress to the Staff and Cadets. No Jeans, T-Shirts and running shoes shall be worn on any parade night, ceremonial parade or any other function to which the dress is in uniform for Canadian Armed Forces members or cadets.
- j. All activities shall be in uniform except for optional activities or where it is deemed that civilian attire is appropriate. Staff or Cadets not in uniform shall not take parade positions. Some exceptions may be made for Civilian staff when filling key roles deemed appropriate.

- k. Order of dress for activities will be published in the MROs and Weekly Routine Order (WROs). Orders of dress are outlined in Annex F.

107 Department

- a. All CAF Members, Civilian Instructors, and Volunteers must be aware of their responsibilities as role models at all times. Behaviour when around Cadets must be above reproach.
- b. CAF Members' dress, haircuts, and overall appearance must meet CAF Dress Regulations at all times.
- c. Civilian Instructor and Volunteer dress must be neat, clean, and appropriate for the activity. Jeans are not acceptable attire, except for casual activities in which cadets are dressed in a similar fashion. Dress for Commanding Officer's Parades and other ceremonial occasions should reflect the formality of the event.
- d. Cadets are reminded that both on and off base they are to conduct themselves in a manner to reflect favourably on the Cadet Movement. Any misdemeanour by a Cadet reflects on all Cadets; appropriate disciplinary actions will be taken.
- e. Foul language, abuse, fighting, insolence and rudeness shall not be tolerated.
- f. Personnel shall not touch the property of others without expressed permission.
- g. Personnel shall address each other by rank and surname.
- h. All personnel shall ensure they have all their belongings with them prior to leaving the building.
- i. NCOs shall at all times maintain exemplary deportment.
- j. All personnel are expected to read the Monthly Routine Orders (MRO) distributed, and shall follow the timetable included as well as being familiar with the items the MROs contain.
- k. Chewing gum, spitting, slouching, leaning on walls, sauntering, hands in pockets, walking arm/hand in arm/hand and similar deportment which detracts from the military appearance is unacceptable for personnel while on Cadet time.
- l. Personal electronic devices such as music and game devices are not permitted unless otherwise previously authorized i.e. expressed in trip Warning Order.

108 Paying of Compliments

- a. A high standard of military bearing is to be maintained and all ranks will pay proper compliments to CAF Members. Compliments will be carried out in a smart and efficient manner.
- b. When not formed-up for a parade or ceremony, personnel on the Parade Square shall stand at attention for general salutes and march-pasts. During domestic and foreign national anthems, royal salutes, vice-regal salutes, the marching on and off of the flags, and while the flags pass on a march past, such personnel come to attention and salute; during raising and lowering of the flag ceremonies all Staff and Cadets will face the flag and salute when in uniform or stand at attention if not in uniform.

- c. The Commanding Officer will be recognized by all, regardless of rank.
- d. When on exercise or when you find that you are working in close proximity to someone to whom you would pay compliments, the professional military way is to pay compliments the first time you meet the senior person at the start of the day, and again as the last thing you do before parting company or retiring for the night. A good example is if you are working with an officer on a training exercise, you would not pay compliments each time you address him/her, but rather do as described earlier.
- e. When addressing or being addressed by an officer, cadets shall halt 3 paces in front of the officer, give the proper salute, and stand at attention. Officers shall be addressed as Sir or Ma'am. Upon being told to "Carry On" cadets shall give a proper salute, execute a right turn and march off;
- f. When addressing or being addressed by a senior ranking NCO, cadets shall halt 3 paces in front of the NCO, and stand at attention. NCOs shall be addressed by rank and surname or in the case of Warrant Officers, Sir or Ma'am. Upon being told to "Carry On" Cadets shall execute a right turn and march off;
- g. When an officer passes an individual cadet or a group of cadets not formed up, all cadets shall come to attention and the senior cadet shall give a proper salute;
- h. When a senior ranking person enters or exits a room, the senior ranking individual already in the room shall call "Room" bringing all personnel in the room to attention (whether sitting or standing), all personnel shall remain in this position until told to "Carry On";
- i. Individuals wishing to enter a room in which an officer is already present shall halt at the door, knock, salute, and ask permission to enter. Individuals leaving a room in which an Officer is present shall face into the room come to attention, salute and march off;
- j. When entering a class that is already in session, the cadet would have been excused by the instructor to leave and return. As a result, the cadet will re-enter the room, halt at the door and return to their place to ensure that the class is not disrupted.
- k. The rule of thumb to apply: When in doubt – salute.
- l. Other compliments shall be paid as listed in the Drill Manual (APD-201-000/PT-000).

109 Movements - Marching

- a. **INDIVIDUALS** – All personnel who find it necessary to move from one area to another shall do so by:
 - 9. Marching properly in a single file down the far-right side of all halls and remembering to pay all respects as necessary.
 - 10. When marching in stairwells, arms will be checked to your side.
- b. **FLIGHTS** – When moving from one area to another, Flights will be moved by the Flight Commanders or designate in proper formation as stated in the Drill Manual (A -PD-201-000/PT- 000). All personnel with the exception of the Flight Commander and the 2IC shall fall into the flight.

- c. **ON BASE** – While on bases, Flights shall not exceed two Cadets abreast (not including supernumeraries) and shall post one-point person fifteen paces both to the front and rear of the Flight. Only the Flight Commander of the Flight is permitted to not fall-in.
- d. Cadets walking singly or in small groups are to walk on the sidewalk where applicable or on the left side of the road facing oncoming traffic not more than two abreast.
- e. Formations will march on the right side of the road. The NCO in charge of formations shall post one point person approximately fifteen paces in front of and one point person to the rear of the formation. The point person will wear fluorescent safety vests. Flight NCOs in charge of formations will march two paces to the rear of the left file of the formation. If necessary and circumstances dictate, formations will be marched in single or double file.
- f. At the Local Head Quarters (LHQ)/Squadron, Cadets shall salute or pay compliments in all areas except the stairwell. A salute with a “Good Evening Sir or Ma’am” shall be done for all commissioned officers (2nd Lieutenant and above) and paying of compliments for non-commissioned officers, civilian staff and civilian guests shall be made the same except for the salute.

110 Promotions

- a. As per CATO 13-02, rank appointments or promotions will be reviewed throughout the training year and are at the discretion of the Commanding Officer. Up to the rank of Flight Corporal, appointments are participation based (based on meeting requirements for development). For promotions to the rank of Sergeants and above, conducted merit based and performance at squadron activities and evened out by the order in chain of command availability.
- b. Promotions are assessed based on attendance, uniform, drill, deportment, general cadet knowledge, participation and motivation for all cadets. For Sergeants: drill theory, assistant drill instructor practical, drill instruction and public speaking is assessed. Promotions are assessed every month and are generally done on CO’s parades or formal event.

111 Positive Social Relations for Youth (PSRY) Training

- a. The objectives of the PSRY program are to prepare cadets to:
 - 1. Interact comfortably within the cadet community;
 - 2. Interact positively with others;
 - 3. Exercise sound judgment;
 - 4. Accept personal accountability for actions and choices;
 - 5. Deal with interpersonal conflict; and
 - 6. Seek assistance from available resources when needed.
- b. Cadets must participate in mandatory PSRY training in all levels. PSRY training will occur from October 1st to December 1st annually for these levels. At the discretion of the CO, refreshers for additional cadets may be required.
- c. Cadets who do not attend PSRY training will be subject to dismissal from the squadron.
- d. All adult staff shall complete PSRY training prior to participating in cadet activities.

112 Fraternization and Personal Relationships

- a. DND recognizes that staff members and/or cadets may develop personal relationships. The policy regarding personal relationships and fraternization is outlined in CATO 25-05 for cadets and DAOD 5019-1 for CAF members.

- b. Relationships of an emotional, romantic or sexual nature between a staff member and a cadet are not permitted and will be reported to the appropriate authority immediately.
- c. All Canadian Armed Forces members and Civilians shall read the Operation Honour study package prior to commencing at 692 BCIT Aerospace Squadron. For CAF members, this training is available through DND Learn. For Civilians, this training is to be provided as a PowerPoint presentation from the Commanding Officer). Civilians are also required to read "Leadership through Diversity" which the Commanding Officer will provide.
- d. All shall maintain a high degree of personal conduct at all times. Staff members or cadets in an acceptable personal relationship shall refrain from conduct that may be considered inappropriate in a military context at corps/squadrons or CTCs or during any training, cadet activity or cadet related event in which they are involved.
- e. Staff members and cadets shall notify their chain of command of any personal relationship that could compromise the objectives of this order.

113 Alcohol, Drugs and Smoking

- a. The use of alcohol or illegal drugs is not permitted prior to, or at any Cadet activity.
- b. All Officers, Instructors, Volunteers, and Cadets are to comply with the Cadet Drug and Alcohol Policy as per CATO 13-22 & 13-23.

114 Weapons

- a. A weapon is anything used, designed to be used or intended for use in causing death or injury to any person, or to threaten or intimidate any person. It can include objects which can be used as weapons. Objects such as a pen, or a screwdriver, if displayed to threaten or intimidate, become weapons under this definition. Weapon includes a firearm and any device that is designed or intended to exactly resemble or to resemble with near precision, a firearm.
- b. The Commanding Officer will immediately notify the proper local authorities if anyone is found to be in violation of the section above.

115 Harassment, Racism and Abuse Policy

- a. In Ref to CFAO 19-39 and CATO 13-24, to facilitate a positive environment for all personnel, harassment, racism, and abuse of any nature will not be tolerated at 692 BCIT Aerospace Squadron.
- b. All incidents of harassment, racism, or abuse shall be reported to the Unit Cadet Conflict Management Advisor (UCCMA), who will investigate them. The UCCMA will notify the Commanding Officer of the incident with their plan for the action that should be taken.
- c. False accusations will be taken very seriously, and may result in dismissal from 692 BCIT Aerospace Squadron of offending person(s).

116 Fire Orders

- a. The Duty Officer will also serve as the Fire Warden.
- b. All personnel should be aware of the locations of fire extinguishers and fire alarms.

- c. MARSHALLING POINTS
 - a. BCIT Aerospace Campus Facility: Appointed Section of BCIT Aerospace Facility Parking Lot.
- d. In case of fire, the following people are to be notified:
 - 1. Commanding Officer
 - 2. Chairperson of Sponsoring Committee
 - 3. Regional Operations Coordination Centre (ROCC) at 250-532-1843
- e. Tampering with fire and safety equipment will result in disciplinary action up to and including release of the personnel involved.
- f. Local telephone numbers are:
 - 1. Emergency: Richmond Fire Department 911
 - 2. Non-emergency: 604-2789-1212 (Richmond RCMP Non-Emergency)
- g. IN CASE OF FIRE:
 - 1. Immediately shout: **"FIRE! FIRE! FIRE!"**
 - 2. Pull the nearest fire alarm.
 - 3. Call 911 from a safe location.
 - 4. Rendezvous at the MARSHALLING POINT.
 - 5. The senior rank on the Parade Square will ensure that all cadets from the parade square proceed directly to the MARSHALLING POINT.
 - 6. The instructor of each classroom will ensure that all personnel proceed directly to the MARSHALLING POINT.
 - 7. Cadets will form-up in their flights at marshalling point. FComds will do attendance immediately and advise WO's if any cadets on strength for the evening are missing.
 - 8. Cadets will remain at the MARSHALLING POINT until ordered to return to their area. In the event of a fire, do not panic, remain calm and ensure everyone has been evacuated.

117 Accidents and Medical Emergencies

- a. All precaution will be taken to avert accident or emergency situations.
- b. Where a medical emergency occurs, the officer or civilian instructor will take immediate action to avert any additional injuries.
- c. Assistance will be sought for medical emergencies. No ambulance or hospitalization will occur without the consent of the senior officer present or the Commanding Officer.
- d. The Commanding Officer will be notified of all accidents and medical emergencies as soon as practical.
- e. The officer or civilian instructor will note the date, time, and circumstances and will prepare a CF98 in the case of CAF members, or a DND 2299 in case of cadets or civilian instructors. These forms will be forwarded to the Commanding Officer for signature and submission to the Area Office.

118 Reporting Loss, Theft or Damage

- a. Theft will not be tolerated and will result in dismissal from 692 BCIT Aerospace Squadron. It is the duty of every member of the Squadron to minimize the risk of theft of DND and Squadron property.
- b. Squadron personnel are to report any suspicious activity or theft immediately to the Commanding Officer. Any loss, theft or damage of personal or public property shall be immediately reported to the Duty Officer.
- c. The Duty Officer will then make out a written report and submit it to the Commanding Officer. Any administrative action taken will flow down the chain of command as required.

CHAPTER 2 – OPERATIONS

201 BCIT Aerospace Campus

201.01 Restricted Access Areas

The following areas of the BCIT Aerospace Campus are OUT OF BOUNDS to CADETS without the accompaniment of an officer staff member:

1. Staff Office
2. Any locked area

The following areas of the BCIT Aerospace Campus are OUT OF BOUNDS to ALL VISITORS (including Parents) without the permission of the Commanding, Training or Administration Officer.

1. All classrooms
2. Parade Square (Except during Opening or Closing Parade)
3. Areas where cadets are training
4. Any locked area

Visitors are permitted to use the washroom facilities located in the lobby of the BCIT Aerospace Campus.

201.02 Permits Entry / Exit Times for the BCIT Aerospace Campus

The BCIT Aerospace Facility has strict rules regarding entry into the building before or after permitted hours. NO CADET or VISITOR is permitted to enter the BCIT Aerospace Campus before or after the following times to participate in 692 Cadet Activities, unless specifically invited in by an OFFICER on the premises:

1. Monday 1900 hrs to 2100 hrs
3. Tuesday 1900 hrs to 2100 hrs
4. Wednesday 1900 hrs to 2100 hrs
5. Thursday 1800 hrs to 2130 hrs

No cadet may enter the Building without an officer present, also cadets may not enter the Parade Square or Staff Office without permission from an Officer or Civilian 692 BCIT Aerospace Squadron Staff member.

1.) Classroom Upkeep

- a. Classrooms appearance will be noted prior to use and will be returned in the condition that it was found in. Items that belong to the BCIT Aerospace Facility will not be used or removed from the classroom (this includes pens/pencils or other school materials).
- b. Classroom instructors shall ensure that they leave the classrooms clean, whiteboards markings made by their classes erased, chairs and tables arranged in a military manner, and that all garbage has been placed in the proper receptacles.

202 Mandatory Training Night (Thursday Schedule)

TIME*	ACTION
1800 -1805	Squadron Falls in, Cadets Fall In
1805 – 1825	Attendance, Inspection and Flight Time
1825 – 1835	Opening parade
1835 – 1845	Move to First Period
1845 – 1915	Period One
1915 – 1925	Move to Second Period
1925 – 1955	Period Two
1955 – 2010	Break
2010 – 2020	Move to Third Period
2020 – 2050	Period Three
2050 – 2100	Move to Closing Parade
Final Parade	
2100 – 2120	Closing Parade and Dismissal
2100 – 2130	Meetings, Duty Flight Clean Up
2130	Cadets exit the building
2130 – 2145	Duty Officer Inspects Building and Locks up.

*Times are subject to change

202.01 Commanding Officer's Parades

- a. An inspection by the Commanding Officer will take place on Commanding Officers Parades. At times there may be visitors and special reviewing officers to inspect the squadron.
- b. Dress for this parade is as follows:
 1. Cadets – C1 – Full Dress Uniform with medals.
 2. Officers – No. 3 Service Dress
 3. Civilian Instructors/Volunteers – Formal dress

TIME*	ACTION
1800 -1805	Doors Open, Move to Flight Classrooms
1805 – 1855	Attendance and Flight Time
1855 – 1905	Move to Parade Square
1905 – 1950	Parade Practice & Announcements
1950 – 2010	Break
2010 – 2020	Move to Parade Square for CO's Parade
Final Parade	
2020 – 2115	CO's Parade
2115 – 2130	Dismissal and Duty Flight Clean Up
2130	All Cadets Exit the Building
2130 – 2145	Duty Officer Inspects Building and Locks up.

- c. All 692 Squadron Personnel are to be present and are expected to be on the parade square.

203 Sanctioned Cadet Activities

- a. Events which are conducted outside of cadets and are not supervised by 692 BCIT Aerospace Squadron Staff members are not sanctioned cadet activities. Examples of non-sanctioned activities include birthday parties, house parties, uniform prep parties, going to dinner or the movies etc.
- b. Please note that this directive does not apply to summer training centres, competitions or workshops which are staffed by various Canadian Armed Forces members and CI volunteers.
- c. Every effort will be made to advertise all events through our website, weekly announcements and monthly routine orders (also posted on the 692 website). The squadron contact page <https://www.692rcacs.com/contact> also a resource to utilize if unsure of an activity.

204 Exercises

- a. Squadron exercises shall conform to regulations requiring a supervision ratio of 1:20 for day activities and 1:15 for overnight activities as per Nat'l CJCR Sp Gp Order 8012-1 – Supervision of Cadets.
- b. Each exercise will have a cadet selected to act as Cadet IC (Cadet IC) and shall oversee all aspects of the exercise in conjunction with the Officer of Primary Interest (OPI) and the Commanding Officer.

205 Optional Training

- a. All optional training activities shall be approved by the Commanding Officer, by way of promulgation in the 692 BCIT Aerospace Squadron MRO's prior to being commenced.
- b. Days and times of optional training activities are subject to change. Any rescheduling of an optional activity is subject to the approval of the Commanding Officer. Notices of such changes will be announced by the Instructor in Charge as far in advance as possible through the website and phone tree.
- c. Additional activities such as parades, base tours, flying, and field training exercises will be circulated in the MRO's, as well as in verbal and written announcements as far in advance as possible. All information will also be available on the website.

206 Familiarization Flying

- a. All familiarization flying will be conducted as per CATO 52-07.
- b. Familiarization flights offered by the Squadron are a privilege, not a right.
- c. Pilots will be selected based on ability, availability and experience. All pilots shall inform the Commanding Officer if any condition exists such that they should not fly as Pilot in Command of an aircraft.
- d. Cadets will ensure that they inform the OPI at the earliest opportunity if they are not able to meet their commitment to attend a gliding day or power familiarization flight. Failure to attend will result in AWOL status and may disqualify them from attending the next gliding date.

207 Marksmanship Program & Transporting of Air Rifles / DP Rifles

- a. The marksmanship program will be run IAW CATOs 12-07, 14-41, 14-42, 14-43 and 14-48.
- b. Only authorized 692 Staff members may have access to move and transport weapons from their designated storage facility to another location. Movement must be approved by the Commanding Officer.
- c. Any member transporting weapons must carry on their person a printed copy of the current Authorization to Transport Weapons Memo signed-off by the Area OIC.

CHAPTER 3 – ADMINISTRATION

301 Monthly Routine Order

- a. Monthly Routine Orders (MROs) will be issued by the Administration Officer in consultation with the Training Officer and will list the weekly routine, training events and administrative details for the Squadron and will be distributed upon the approval of the Commanding Officer.
- b. The MROs will be posted on the squadron website and in the office. It is the duty and responsibility of all staff and cadets to read the MROs.

302 Weekly Announcements

- a. Weekly Announcements will be compiled by a cadet as designated by the Training Officer prior to the opening parade of the evening. These announcements are to be read out during opening parade. All pertinent information must be included in an announcement message that is clear, complete and concise.
- b. The weekly announcements are to be published NLT 48 hours after the completion of the Thursday Training, on the 692 Squadron website, located at <https://www.692rcacs.com/news>.

303 Attendance

- a. Attendance at weekly training parades is mandatory for all personnel. Cadets are expected to arrive 15 minutes before the time instructed and shall be ready to commence the parade or training activity at the scheduled time. All cadets are expected to be on parade and ready for inspection by 1830hrs. All cadets are encouraged to maintain a 90%+ attendance and participation record, allowing for occasional absence with good reason.
- b. If a cadet is unable to attend a parade night it is his/her responsibility to contact the Squadron Headquarters, 24hrs prior, by reporting it through the squadron website under "Contact". Additional methods must be followed in the following order:
 1. Notify an NCO during their weekly calling tree; or
 2. Email an NCO
- c. Attendance at weekly training parades is recorded as follows:
 - i. PRESENT (P) – Physically present during attendance
 - ii. LATE (L) – Arrival after attendance has been taken
 - iii. LATE EXCUSED (LE) – Arrival after attendance has been taken with prior notice
 - iv. Leave Early (EL) – Leave early from training night
 - v. ABSENT (A) – Not present during attendance
 - vi. ABSENT EXCUSED (AE) – Absent with prior notice
 - vii. LEAVE OF ABSENCE (LOA) – On extended absence with authorization in writing from Commanding Officer (or Region CO for periods beyond Unit CO's auth level)
- d. Three consecutive absent offences are grounds for dismissal from the Squadron. Exceptional circumstances may be discussed with the Commanding Officer.
- e. Attendance at mandatory supported training is a requirement to progress from one training level to the next. It is also a requirement for promotion and selection to summer training courses.
- f. Cadets who sign up for activities are expected to attend. If unable to attend, cadets are

expected to follow the same procedure listed in para 302b.

- g. Cadets who are found to have an attendance of percentage of less than 60% for Mandatory Training Nights may not be considered for first selection for competitive activities such as events or other merit based trips. Cadets with an attendance percentage of less than 60% on Mandatory Training Nights may not be allowed to participate in optional teams and activities.

304 Procedure for Late Arrivals

- a. If a cadet is late on a parade night and has missed the roll call, then that cadet must report to the Duty Cadet to check-in. If the attendance has been sent to the office, the Administration Officer will have his/her name added to the attendance register and then the cadet must go directly to his/her class.

305 Excused Absence

- a. All absences (if required) should be excused. Excused absences are noted when a cadet notifies the squadron with a valid reason prior to the parade night.
- b. Excused absences will not negatively affect your percentage of attendance. Excused absences greater than 3 consecutive weeks must be brought to the attention of the Commanding Officer for action.
- c. Three consecutive, unexcused absences will be brought to the attention of the Commanding Officer. Such cadets will be contacted to verify their participation status and if there is no response or appropriate reason, it shall result in the cadet being released from the Squadron.

306 Leaves of Absence (LOA)

- a. IAW CATO 13-30 Cadets Excused Absence from LHQ Training, cadets who are unable to parade with the unit for an extended period may make an application to the Commanding Officer for Extended Absence except in the following circumstances:
 - 3. A cadet who has been enrolled for less than two years; or
 - 4. A cadet who has passed his or her 18th birthday.Such requests are to be made using CATO 13-30 Annex A. Cadets may be permitted for a maximum of 120 consecutive days by the Commanding Officer. Cadets who take a LOA will not be eligible for promotions or any other participation based selections while they are on LOA. The time on LOA will not be considered time in rank for awards and/or medals.
- b. Cadets may request LOA for periods longer than 120 consecutive days. These requests must be recommended by the unit Commanding Officer, Zone Training Officer and the Area OIC then approved by the Commanding Officer of RCSU Pacific.

307 Correspondence

- a. All correspondence should be mailed to the following postal address.

692 BCIT Aerospace Squadron Royal Canadian Air Cadets
Richmond Centre Postal Outlet
PO Box 43081
Richmond, BC
V6Y 3Y3

- b. Squadron Headquarters are located at the BCIT Aerospace Facility

Parade Night: Thursday Evenings
1830 – 2130hrs
3800 Cessna Dr,
Richmond, BC
V7B 0A1
- c. All external correspondence, including memos, e-mails, newsletters, press releases, and information to parents or the public, must be reviewed and approved by the Commanding Officer.
- d. All warning and operation orders must be reviewed and approved by the Commanding Officer.
- e. Being in a military establishment, all correspondence shall be done in such a way to be respectful to the party it is being addressed to. This includes by addressing the said party by Rank and last name or Sir/Ma'am (Officers or Adults). Should the other parties rank be the same, you shall still address them by Sir/Ma'am (Officers or Adults) by virtue of respect and also based on positional based authority.

308 Squadron Website and Social Media

- a. The squadron website <https://www.692rcacs.com/> is under the authority of the Commanding Officer. Modifications, alterations or changes have been placed under the responsibility of the squadron staff and it shall be ensured its content is up to date and accurate.
- b. The squadron hosts an open Facebook page. These pages are monitored by 692 Staff Members as authorized by the Commanding Officer. Information posted generally is a copy of the content on the website.
- c. The squadron Instagram profile is intended for all its purposes to promote the activities of the squadron and its members. The profile is monitored by 692 Staff Members and/or Senior Cadets with the authority of the Commanding Officer.
- d. No other websites, webpages, Facebook groups/pages or bulletin boards are approved unless monitored by a 692 Staff member and approved by the Commanding Officer.
- e. All sites and social media page administrators must be a 692 Staff Member and/or a Senior Cadet of 692, with the authorization of the Commanding Officer. At no time shall any site or social media page/profile have former staff members, cadets, or any civilians not a part of 692 Squadron. Upon discovery of any such member, it is to be reported to the Commanding Officer immediately and the member must be removed unless otherwise authorized by the Commanding Officer.

309 Computers

- a. Computers will not be removed from 692 BCIT Aerospace Squadron Headquarters unless authorized by the Commanding Officer. All personnel who are authorized to remove a computer will fill out a Temporary Loan Card with the Supply Officer.
- b. Computers will be used for their specifically designated purposes only and licensed software will be used on computers at 692 BCIT Aerospace Squadron.
- c. All personnel shall abide by DAOD 6000 and CATO 11-17 while using computers based at 692 BCIT Aerospace Squadron.

CHAPTER 4 TRAINING

401 Cadet Instructor Requirements

- a. Cadet instruction must be of the highest standard at all times. A cadet will not conduct an instructional period for cadets unless:
 - 1. A lesson plan has been prepared and approved prior to the instruction;
 - 2. The cadet instructor has undergone instructional technique training; and
 - 3. The cadet instructor has been evaluated under the supervision of the Training Officer or his/her delegate and meets the standard for instruction.
- b. Failure to meet the above requirements will result in remedial action which may include:
 - 1. Additional Instructional Technique training;
 - 2. Relinquishment of instructional privileges;
 - 3. Relinquishment of awards and other commendations received prior; or
 - 4. Conduct notices being issued IAW CATO 15-22 Conduct and Discipline.

402 Summer Training Selection

- a. Selection will be based on criteria set out by the Department of National Defence and the Air Cadet League of Canada, supplemented by local standards. Local Summer Training selection will be done by the Commanding Officer in consultation with Training Officer and the (For National Courses) Chairperson of the Sponsoring Committee.
- b. Cadets are expected to submit all documentation required by the deadlines provided by the Training Officer. Failure to do so may result in failure of the Cadet attending the Summer Training Course being applied to.

CHAPTER 5 SUPPLY

501 Hours of Operations

- a. Squadron Supply Hours will occur on Thursday Nights at the BCIT Aerospace Facility from 1900hrs – 2100hrs by appointment only (arranged in advance).
- b. Additional hours are the discretion of the Supply Officer. Requests can be made by emailing the Sup O aircadets692@gmail.com
- c.

502 Forgotten Uniform / Replacement of Loss of Uniform Part(s)

- a. Replacement uniforms parts will NOT be issued to cadets who have forgotten uniform parts.
- b. Each cadet is held responsible for their respective uniform and has agreed (by signing a Temporary Loan Issue Card) to return all parts to Supply upon termination or retirement from the Squadron as they were issued.
- c. Cadets and parents/guardians are held financially responsible for lost, damaged or stolen uniform parts. As such, payment for the respective lost uniform part(s) will be made prior to receiving any replacement part(s). The funds received will go directly to replace the specific item as per the below Replacement Part(s) Price List:

Uniform Part	Price
Shirt, Short Sleeves, Blue	\$ 20.00
Cap, Garrison, Blue with insignia	\$ 20.00
Jacket, Cadets Blue (Tunic)	\$ 40.00
Trousers, Base Dress, Man's/Cadets, Blue	\$ 40.00
Slacks, Woman's, Base Dress, Blue	\$ 43.00
Coat, Man's All Weather, Blue	\$ 150.00
Necktie, Black Long Length	\$ 5.00
Belt, Black, Regular/X Long	\$ 7.00
Boots, Safety, Ankle	\$ 115.00
Socks, Wool/Nylon, Grey	\$ 4.00
Cadet Name Tag, Blue	\$ 5.00

503 Care and Use of Cadet Uniform

- a. Due care will be taken when cleaning the Cadet uniform. No item shall be glued to the uniform. All items will be placed on the uniform as per CATO 55-04 Air Cadet Dress Instructions.
- b. Uniforms returned to the Supply Officer shall be clean and in good repair. Badges of rank and qualification shall be carefully removed so as to not rip or tear the uniform. Epaulet slip-ons for the blue dress shirt and combats shall be returned as well.

504 Care and Use of Equipment

- a. Care shall be taken to ensure that items are returned clean, dry, and properly folded and all equipment used by Squadron personnel shall be used only as the item was meant to be used.

505 Training Stores

- a. Training/Squadron stores are located at the BCIT Aerospace Facility as well as a Public Storage Unit.
- b. Access to stores at both locations must be supervised by a 692staff member at all times.

CHAPTER 6 FINANCE

601 Budgets

- a. A budget will be created by the Commanding Officer and submitted to the sponsoring committee prior to the start of each training year for approval.

602 Purchases

- a. All purchases on behalf of the Squadron must be approved by the Commanding Officer prior to it being made.
- b. No reimbursement for expenditures or purchases on behalf of the Squadron will be made to or by an officer, civilian instructor, volunteer, or cadet unless the Commanding Officer and Sponsoring Committee have approved the expenditure. And no expense will be reimbursed without proof of payment.
- c. Any member who requires a reimbursement for an authorized squadron expense shall complete the Expense form attached to the Expense Policy established by the Squadron Sponsoring Committee.

603 Fundraising Activities

- a. Fundraising activities are regarded to as mandatory participation activities. Failure to participate may result in loss of privileges and exclusion from participation in activities with restricted attendance and will be considered by the Commanding Officer when determining eligibility for promotion, NSTC application, or scholarships.
- b. No fundraising on behalf of the Squadron will be done by anyone unless authorized by the Squadron Sponsoring Committee and the Commanding Officer.

604 Place Holder

605 Hardship Cases

- a. No cadet will be precluded from participating from any Squadron activity solely on the basis of the inability to pay any fees.
- b. Families experiencing financial hardship should apply to the Sponsoring Committee Chair or the Commanding Officer to discuss their situation and to allow for a continuance or grace period to pay the fee/donation. Each circumstance will be judged on an individual basis and allowances made to ensure an objective of maximum participation by all cadets.

ANNEX A – CONFIRMATION FORM TO STANDING ORDERS

I agree and understand that by signing this confirmation form:

1. I have read and understood the Squadron Standing Orders dated xx Jan 2023.
2. I will abide by the orders noted in the respective sections.
3. I will refer to the orders if I'm not sure of an issue or refer the inquiry to the next ranking member for any clarification.

Rank & Name (Print): _____

Signature: _____

Date: _____

Note:

This Form must be completed by all Adult Staff members and by Cadets prior to the start of their first night.

This form may also be sent digitally or an emailed (registered email with 692) to the Commanding Officer greg.dowler@cadets.qc.ca with the following statement as written:

“”””””””

Sir,

I, _____ have read and understood the 692 BCIT Aerospace Squadron Standing Orders dated 23 October 2022.

I will abide by the orders noted in the respective sections and will refer to the orders if I'm not sure of an issue. I will seek clarification from the next ranking member or the Commanding Officer should I need more guidance on the information and orders provided.

Sincerely,

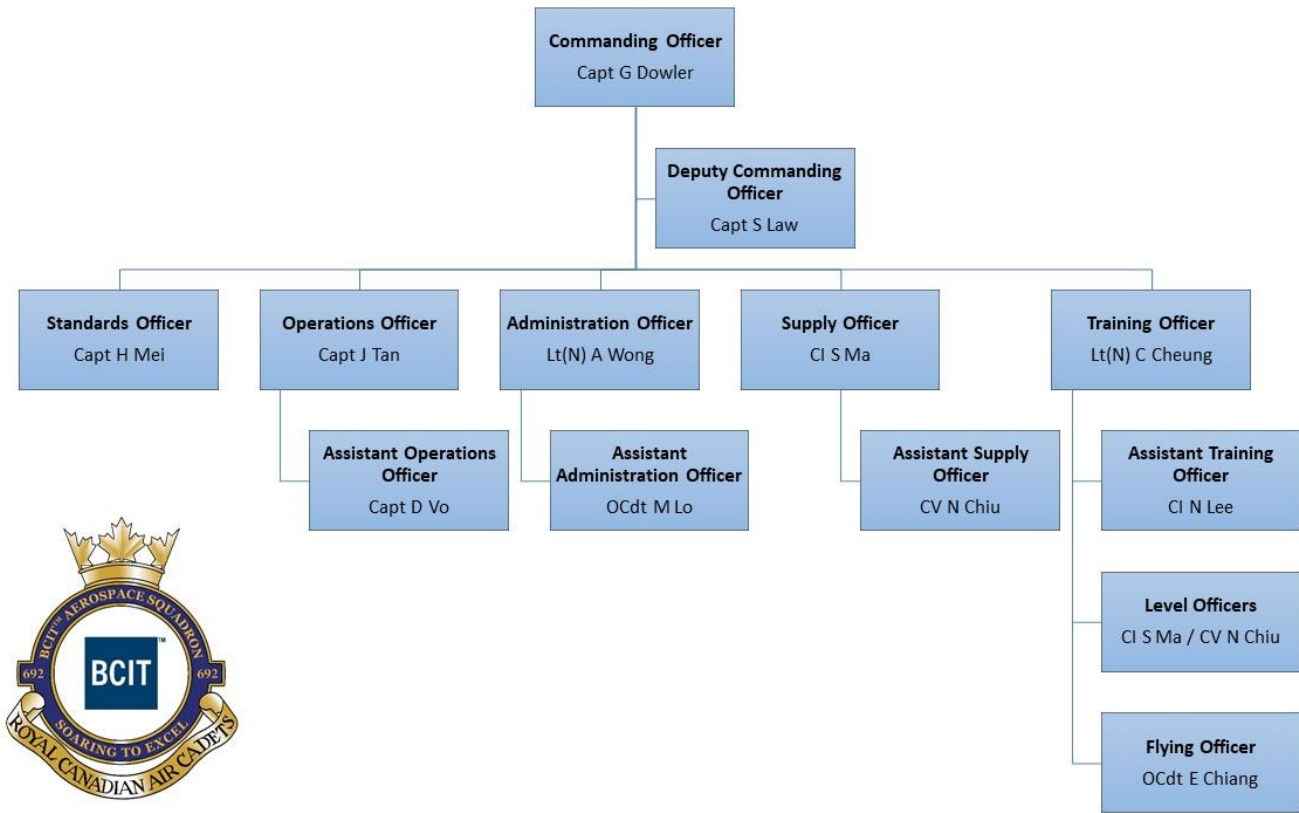
Rank & Name

Signature

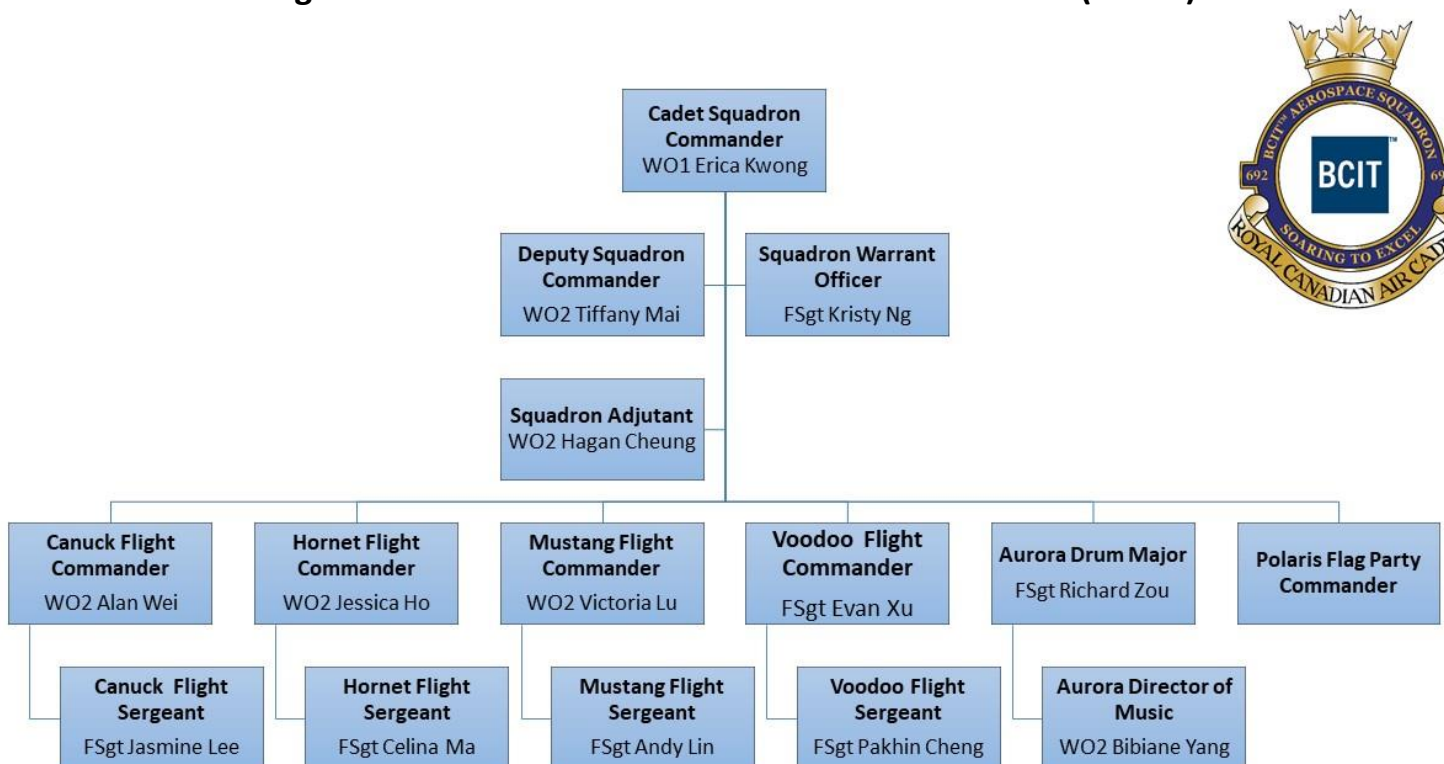
“”””””””

ANNEX B – ORGANIZATIONAL CHART OF CHAIN OF COMMAND

Organizational Chart for Staff



Organizational Chart for Non-Commissioned Officers (NCO's)



ANNEX C – TERM OF REFERENCE – OFFICERS

Commanding Officer (CO)

General

The Commanding Officer shall carry out all duties as outlined in CATO 11-36 ANNEX S. He/she is responsible to the Commanding Officer Regional Cadet Support Unit (RCSU Pacific), through the Area OIC, for all matters, training and administration of Cadet Instructors Cadre (CIC) Officers, Civilian Instructors (CI, paid or volunteers), and Cadets (Cdt) serving with the Squadron.

Command and Control

With respect to matters of Command and Control, the Squadron Commanding Officer shall:

1. Comply with the regulations and orders as issued by the Minister of National Defence and the Canadian Armed Forces;
2. Keep CIC Officers, CIs, and Cdt of the Squadron fully acquainted with the regulations and instructions issued by a higher authority;
3. Be responsible for the professional development of all Squadron CIC Officers and CIs including him/herself and ensure they receive the training required by their appointments and terms of Service;
4. Direct and supervise all duties of the personnel under his/her control;
5. Appoint qualified staff to the following particular duties, ensuring deputies are provided during prolonged periods of absence:
 - a. Administration Officer (Adm O)
 - b. Supply Officer (Sup O)
 - c. Training Officer (Trg O)
6. Appoint and reassign cadets to cadet duties and responsibilities within the squadron;
7. Ensure that proper supply, administration, financial and training orders and procedures are carried out;
8. Bring to the notice of the RCSU any CIC Officer or CI who:
 - a. Are distinguished for proficiency in their duties;
 - b. From incapacity or apathy, are deficient in the knowledge or execution of their duties;
 - c. Do not afford him/her the support which he/she has the right to expect, and;
 - d. Conduct themselves in a manner detrimental to the Squadron's efficiency or in a manner that would bring discredit to the Squadron and/or the Canadian Forces;
9. Ensure an Officer (i.e. DCO) is familiar with all Squadron procedures and is prepared to assume command either upon succession or during periods of prolonged absence of the Commanding Officer;
10. Ensure a thorough turn over to a successor, and
11. Undertake other duties assigned by the RCSU, the Area OIC or other lawful ~~Canadian~~ Forces authorities.

Administration

1. In consultation with the sponsor, recommend enrolment, appointment, promotion, posting, transfer, and release of CIC Officers;
2. Recommend and document the appointment and release of CIs;

3. Ensure that Cadets are medically and physically fit to undertake the activities and training which they are expected to perform during local HQ or summer training;
4. Immediately report the death of a CIC Officer, CI or Cdt of the Squadron to the RCSU and the ACO and advise the sponsoring committee chairperson;
5. Immediately document and report to the ACO and the sponsoring committee any injury incurred during Squadron training that requires medical treatment, that may result in permanent disability, and any other injury except a minor injury such as a superficial cut or bruise;
6. Report any significant incident/occurrence that may cause public interest to the RCSU; and
7. Ensure that funds provided by DND or other assisting agencies and any money provided by the sponsoring committee or raised by the Squadron is properly used for the benefit of the cadets.

Supply

1. Be appointed Squadron Distribution Account holder;
2. Immediately upon discovery report the loss or damage of DND equipment to the respective support base/station;
3. Insure that material on loan from support base/station is returned promptly;

Deputy Commanding Officer (DCO)

General

The Squadron Deputy Commanding Officer shall be responsible to the Squadron Commanding Officer and shall carry out general supervision over all unit training functions, inclusive of mandatory, complimentary, and optional activities IAW the nationally directed training program.

Roles and Responsibilities

Under the direction of the CO or his/her delegated officer, responsibilities of the DCO include, but are not limited to:

1. Supervision of all squadron operations on behalf of the CO;
2. Ensure squadron sections are fulfilling their obligations IAW their assigned TORs;
3. Ensure that all staff and senior cadets are maintaining a high level of drill, dress and deportment at all times and reporting significant concerns to the CO in a timely manner;
4. Ensure that all local, regional and national directives (SSO, ROs, CRCIs, CRCOs, CRCSOs, CATOs, etc.) are implemented and strictly adhered to throughout all squadron operations;
5. Assist in the investigation and resolutions of incidents amongst cadets that are a breach of the cadet code of conduct;
6. Assist in increasing and/or maintaining the squadron strength through conducting exit interviews and creating action plans with cadets wishing to terminate membership prior to completion of the program;
7. Coordination of CO responsibilities, in conjunction with the cadet Area Office, in the event that he/she is on an extended leave of absence;
8. Assist in the recommendation of individual cadets for promotions, appointments, and summer training opportunities;
9. Promote professional development of all adult staff;
10. Serve as a liaison between the CO and cadets as required;
11. Assist in the implementation and enforcement of disciplinary measures IAW CATO 15-22;
12. Ensuring cleanliness of training establishments and the squadron officer on a consistent basis;
13. Ensuring strict compliance of duties and responsibilities of the assigned Duty Officer on a weekly basis;
14. Advising the Training Officer on recommendations to further enhance the quality of the LHQ program in addition to advising of factors interfering with delivering a successful training program;
15. Ensuring active attendance is maintained amongst senior cadets during mandatory squadron activities;
16. All other duties as assigned by the CO.

Deputy Commanding Officer

I have read and understood my roles and responsibilities as stated above.

Name & Rank: _____ Signature: _____ Date: _____

Commanding Officer

Name & Rank: _____ Signature: _____ Date: _____

Administration Officer (Adm O)

General

The Squadron Administration Officer is responsible to the squadron CO and shall exercise general supervision over all unit administrative functions, inclusive of cadet and staff records.

Roles and Responsibilities

Under the direction of the CO or his delegated officer, responsibilities of the Adm O include, but are not limited to:

1. Maintaining the Fortress (FV2) administration database, including all cadet and staff administrative records (nominal info, contact info, medical info, etc.);
2. Ensuring that FV2 dashboards are clear on a weekly basis;
3. Ensuring attendance for all cadet and staff personnel are recorded on appropriate tracking forms and inputted into FV2 NLT 1 week after an activity, along with ensuring a hard copy of attendance forms are maintained in the appropriate folder on an annual basis;
4. Administering annual validations forms in amending information promptly;
5. Recording staff attendance along with preparing par sheets for select staff on a timely basis;
6. Receiving and shipping of all squadron mail and parcels in the appropriate mail log;
7. Safely storing administration files IAW DND regulations;
8. Maintaining the squadron filing system;
9. Updating the squadron roll boards periodically (ROs, CRCOs, CRCIs, etc.);
10. Ensuring document transit and receipt logs (DND728) are filed accordingly;
11. Maintaining adequate stocks of readily accessible squadron forms;
12. Maintaining the stock and control of all relevant publications and entering of amendments on receipt;
13. Advising the Supply Officer (Sup O) and Training Officer (Trg O) of names of cadets TOS and SOS;
14. Ensuring all new cadets meet the necessary joining requirements;
15. Ensuring all new cadets are provided with an adequate orientation of the cadet program;
16. Assigning flights to all new cadets;
17. Ensuring proper outtake is adhered to for all SOS cadets IAW squadron ROs;
18. Ensuring the administration department area is maintained as a clutter free and organized working environment;
19. Advising the CO and Trg O of any cadets who have medical restrictions that cannot attend select activities;
20. Advising the CO and Trg O on a periodic basis of cadets whose attendance averages drop below 60%;
21. Advising the CO on a monthly basis WRT general admin operations; and

22. All other duties as assigned by the CO.

Administration Officer

I have read and understood my roles and responsibilities as stated above.

Name & Rank: _____ Signature: _____ Date: _____

Commanding Officer

Name & Rank: _____ Signature: _____ Date: _____

Training Officer (Trg O)

General

The Training Officer shall be responsible to the Commanding Officer and shall exercise general supervise over all unit training functions, inclusive of mandatory, complimentary, and optional activities IAW the nationally directed training program.

Roles and Responsibilities

Under the direction of the CO or his/her delegated officer, responsibilities of the Trg O include, but are not limited to:

1. Developing a training program IAW with established cadet training directive as outline in the CATOs and Regional Training Directives;
2. Maintaining accurate training records on each cadets in Fortress (FV2) including promotions, qualifications, and special recognition;
3. Planning and distributing the monthly training schedule and assigning qualified instructors to each level;
4. Ensuring instructors have adequate resources (QSPs, IGs, training schedules released in advance, etc.) in order to instruct effective and standardized classes;
5. Coordinating the arraignment of guest speakers and other voluntary instructors to supplement squadron staff and/or cadet instructors;
6. Advising the CO on a monthly basis on the squadrons weekly training, inclusive of complimentary and optional training;
7. Ensuring all optional training teams have adequate resources to operate along with firm direction WRT training plans;
8. Ensuring the ongoing individual training and development of all instructional staff, inclusive of adult staff, through evaluation forms and/or debriefs;
9. Ensuring that the training program is delivered upon completion of the training year (TY) and that all data has been inputted on a periodic basis upon completion of POs;
10. Coordinating Mandatory Support Training (MST) and Complementary Support Training (CST) activities;
11. Ensure activities are planned and the squadron is notified in a timely manner IAW the below timeframes:
 - a. Warning Orders (Wng O) and Op Order are ready 50 Days prior;
 - b. Sign-Ups are posted at least 1 month in advance, when possible;
 - c. Sign-Ups are cut off at least 2 weeks prior to activity;
 - d. All supplies required for the activity are readily available;
 - e. Wng O and Op Orders go out in a timely manner;
 - f. Ensure that CSARs are approved by the CO;
 - g. Staff availability meets the supervision requirements at least 2 weeks prior; and
 - h. Plan recourse for cadet no-shows
12. Advising the CO on promotions and/or special recognitions;
13. Ensuring CSARs are submitted to RCSU in a timely manner (45 days for support, 30 days for non-support);

14. Coordinating the applications of all RDAs and NDAs inclusive of summer training courses;
15. Selecting a top cadet of the month in conjunction with other squadron staff and senior NCOs;
16. Ensuring that all activities are adequately staffed IAW the applicable CATO;
17. Ensuring that all lessons incorporate activities that appeal to various learning styles amongstt the cadets;
18. Coordinating WO1 and WO2 Merit Review Boards (MRBs) when required;
19. Ensuring all level officers remain with their levels during parade nights evaluating lessons unless otherwise tasked;
20. Ensuring that the training section of FV2 dashboard is clear on a weekly basis;
21. Ensuring initial, mid, and year-end interviews are conducted with all cadets and a summary is provided to the CO;
22. Ensuring that all cadets are provided with the appropriate qualification badges following annual testing (proficiency level, summer training, fitness, etc.);
23. Ensuring procedures are implemented in conjunctions with other sections heads to ensure cadet retention (exit interview, etc.); and
24. All other duties as assigned by the CO.

Training Officer

I have read and understood my roles and responsibilities as stated above.

Name & Rank: _____ Signature: _____ Date: _____

Commanding Officer

Name & Rank: _____ Signature: _____ Date: _____

Supply Officer (Sup O)

General

The Supply Officer is responsible to the CO for the administration, control and general management of material related activities. These activities include acquisition, identification of stock, receipt, issue, accounting and return of all public property held by the Corps/Sqn.

Roles and Responsibilities

Under the direction of the CO or his/her delegated officer, responsibilities of the Sup O include, but are not limited to:

1. Maintaining up to date records to ensure proper accountability of the material on charge to the Corps including managing the clothing line of credit;
2. Conduct a periodic verification of all material listed on the current Material In Use Status Report;
3. Complete the Annual Supply Verification and provide to CO for sign-off;
4. Keep records of all squadron assets and supplies held at the BCIT Aerospace Facility, the storage unit or items that have been issued to personnel and will maintain loan cards for issues;
5. Keep maintenance and access control of all squadron keys on a key log, distributing keys only to those individuals deemed necessary with the approval of the CO;
6. Will inform the CO immediately of any lost/stolen property or uniforms and initiate loss reports for all equipment;
7. Ensure the security, safety and proper use of material, particularly weapons and ammunition;
8. Maintain a neat, tidy and organized stores area;
9. Hold office hours for uniform exchange/issue on a non-Mandatory training day at least twice per month and post/advertise to cadets;
10. Make sure that supplies are ordered as needed;
11. Issue uniforms and uniform parts, keep records of same;
12. Keep track of Logistic Unicorp point system and order accordingly;
13. Ensure that all issued kit is returned to unit (i.e. Uniforms of SOS);
14. Ensure that every cadet is in a uniform by the Annual Ceremonial Review; and
15. All other duties as assigned by the CO.

Supply Officer

I have read and understood my roles and responsibilities as stated above.

Name & Rank: _____ Signature: _____ Date: _____

Commanding Officer

Name & Rank: _____ Signature: _____ Date: _____

Assistant Administration Officer (A Adm O)

General

The Assistant Administration Officer position shall be responsible to the Commanding Officer through the Administration Officer and shall carry out all duties as assigned by the Administration Officer in support of the Squadron.

Roles and Responsibilities

Under the direction of the Adm O or his/her delegated officer, responsibilities of the A Adm O include, but are not limited to:

1. Act in the role of Admin O upon their absence;
2. Enforcing attendance policies ensuring that they are followed by all flights;
3. Assist in updating all cadet, CI, and CIC Officers personnel files in a timely manner;
4. Enter, update and maintain cadet records and flight placements on the Fortress system for all non-training related functions;
5. File paper records in a neat and timely manner;
6. Maintain a neat, tidy and organized area at LHQ;
7. Assist in coordinating annual verifications;
8. Assist with tracking attendance for all activities and update on Fortress;
9. Carry out all other duties assigned by the Adm O.

Assistant Administration Officer

I have read and understood my roles and responsibilities as stated above.

Name & Rank: _____ Signature: _____ Date: _____

Commanding Officer

Name & Rank: _____ Signature: _____ Date: _____

Assistant Training Officer (A Trg O)

General

The Assistant Training Officer (A Trg O) position shall be responsible to the Commanding Officer through the Training Officer and shall carry out all duties as assigned by the Squadron Trg O in support of the Squadron Training Plan.

Roles and Responsibilities

Under the direction of the Trg O or his/her delegated officer, responsibilities of the A Trg O include, but are not limited to:

1. Enforcing Training Policies and Procedures and ensuring that they are followed by all level officers;
2. Responsible to ensure the curriculum is adhered to and reporting any discrepancies;
3. Ensure that all timings are followed;
4. Review lesson plans and tests weekly as directed by Trg O;
5. Manage weekly training resources requested by instructors;
6. Ensure that there is sufficient space (class/drill deck) space available;
7. Ensure that rooms are allocated appropriately for Flights/Levels;
8. Monitoring the quality of instruction (class and parade square) by conducting one evaluation per two parade nights (of level classes);
9. Ensure that training records are maintained and filing is completed in a timely manner;
10. Retrieve all completed testing from all level instructors within a week of the testing period;
11. Ensure that re-write dates are provided for testing;
12. Organize rank promotions as directed by Trg O; and
13. All other duties as assigned by the Trg O.

Assistant Training Officer

I have read and understood my roles and responsibilities as stated above.

Name & Rank: _____ Signature: _____ Date: _____

Commanding Officer

Name & Rank: _____ Signature: _____ Date: _____

Assistant Supply Officer (Sup A)

General

The Assistant Supply Officer (A Sup O) position shall be responsible to the Commanding Officer through the Supply Officer and shall carry out all duties as assigned by the Squadron Sup O in support of squadron logistics.

Roles and Responsibilities

Under the direction of the Sup O or his/her delegated officer, responsibilities of the A Sup O include, but are not limited to:

1. Act in the roll of Sup O upon their absence.
2. Assist with maintaining up to date records to ensure proper accountability of the material on charge to the Corps including managing the clothing line of credit;
3. Assist with record keeping for squadron assets and supplies held at the BCIT Aerospace Facility, the storage unit or items that have been issued to personnel and will maintain loan cards for issues.
4. Ensure the security, safety and proper use of material, particularly weapons and ammunition;
5. Maintain a neat, tidy and organized stores area;
6. Hold office hours as assigned for uniform exchange/issue on a non-Mandatory training day at least twice per month and post/advertise to cadets;
7. Issue uniforms and uniform parts, keep records of same; and
8. All other duties as assigned by the Sup O.

Assistant Supply Officer

I have read and understood my roles and responsibilities as stated above.

Name & Rank: _____ Signature: _____ Date: _____

Commanding Officer

Name & Rank: _____ Signature: _____ Date: _____

Squadron Duty Officer (Duty O)

General

The Duty Officer shall be selected by the Squadron Training Officer and will be responsible to the Commanding Officer on a weekly basis.

Roles and Responsibilities

Under the direction of the CO or his/her delegated officer, responsibilities of the Duty O include, but are not limited to:

1. Ensuring that no cadets enter the BCIT Aerospace Facility before either of the following:
 - a. An officer gains permission from the caretaker to enter the building before the permit time;
 - b. Permit time has occurred and an officer is in the building.
2. Brief Duty Cadet on activities for the evening, assign tasks and monitor progress;
3. Ensuring that all assigned classrooms (permit permitting) are open and checked for any damages prior to use by cadets and:
 - a. Report any damages (i.e. broken chairs) to CO in all classrooms and washrooms;
 - b. Note room configurations and the number of chairs in each room before use;
4. Ensuring that front foyer is set-up at the beginning of each training night;
5. Ensuring that all cadets remain within the building during regular training nights unless being escorted by an instructor for training purposes;
6. Ensuring all classroom(s), washrooms, and other areas used over the night have been cleaned at the conclusion of training as per the instructions found in the Duty Binder;
7. Ensuring the squadron is secure and all personnel are out of the building by permit end times;
8. Carrying out all other duties assigned by the Training Officer or Administration Officer;
9. All other duties as assigned by the CO.

Duty Officer

I have read and understood my roles and responsibilities as stated above.

Name & Rank: _____ Signature: _____ Date: _____

Commanding Officer

Name & Rank: _____ Signature: _____ Date: _____

Aviation Training Officer (Av Trg O)

General

The Aviation Training Officer (Av Trg O)/Flying Scholarship Instructor shall be responsible to the Commanding Officer through the Training Officer in the effective development and execution of the Flying Scholarship Program as defined by CATO 54-20, CATO 54-27, and CRCOs pertaining to the Flying Scholarship Program.

Roles and Responsibilities

Under the direction of the Trg O or his/her delegated officer, responsibilities of the Av Trg O include, but are not limited to:

1. Develop and Execute a Flying Scholarship Ground School Program in preparation for the Flying Scholarship Entrance Exam;
2. Provide a multitude of training aids to ensure that an understanding of the program material on the part of the cadets is achieved;
3. Tutor and assist those cadets that require additional/remedial scholarship training;
4. Develop and administer, at a minimum, four scholarship tests/exams prior to the completion of the course (the results of these tests/exams to be used for consideration in the selection process);
5. Maintain a matrix to gauge the ongoing progress of the cadet participants so that problems can be addressed early in the course;
6. Maintain a class attendance record to be submitted to the Adm O upon completion of the course;
7. Maintain a record of student marks to be submitted to the Training Officer upon completion of the course (marks, the consistency of marks, and the improvement of marks will be factored into the selection process);
8. Motivate cadets to sell the maximum number of OPC Lottery Tickets possible;
9. Together with the Commanding Officer and the Training Officer, prepare successful post-entrance exam candidates for interviews;
10. As required, assist the Training Officer with weekly aviation-related training; and
11. All other duties as assigned by the Trg O.

Aviation Training Officer

I have read and understood my roles and responsibilities as stated above.

Name & Rank: _____ Signature: _____ Date: _____

Commanding Officer

Name & Rank: _____ Signature: _____ Date: _____

Band Officer (Band O)

General

The Band Officer (Band O) will be appointed by the Commanding Officer and shall be responsible for carrying out all assigned duties.

Roles and Responsibilities

Under the direction of the CO or his/her delegated officer, responsibilities of the Band O include, but are not limited to:

1. Developing and maintaining the band training program in accordance with established cadet band training directives;
2. Preparing a budget for the years band activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year;
3. Ensuring all band training parades and activities are properly supervised;
4. Maintaining records showing attendance and training progress of each cadet;
5. Assisting and supervising instructors and senior cadets in the preparation and presentation of their instruction;
6. Advising the Commanding Officer on band events or parades and coordinating band special training projects;
7. Ensuring the cadet unit is in possession of all required band material and reference manuals;
8. Ensuring the ongoing individual training and development of all band instructional staff;
9. Ensuring that an adequate system of examination or tests is used to monitor the efficiency of training and individual cadet's progress;
10. Compiling all band training and examination results;
11. Organizing band competitions, concerts and ceremonial parades;
12. Assisting and supervising the Drum Major in the organization and preparation of the Band;
13. Music selection for all Squadron parades and concerts; and
14. All other duties as assigned by the CO.

Band Officer

I have read and understood my roles and responsibilities as stated above.

Name & Rank: _____ Signature: _____ Date: _____

Commanding Officer

Name & Rank: _____ Signature: _____ Date: _____

Range Safety Officer(s) (RSO)

General

The Range Safety Officer(s) (RSO) will be appointed by the Commanding Officer and shall be responsible for carrying out all assigned duties.

Roles and Responsibilities

Under the direction of the CO or his/her delegated officer, responsibilities of the RSO include, but are not limited to:

1. Developing and maintaining the range training program in accordance with established cadet range training directives;
2. Ensuring all range training activities are properly supervised and that the Range Standing Orders are followed;
3. Ensuring all range equipment is properly maintained;
4. Timely completion of the DND quarterly stocktaking of small arms;
5. Maintaining records showing attendance and training progress of each cadet;
6. Assisting and supervising instructors and senior cadets in the preparation and presentation of their instruction;
7. Ensuring the cadet unit is in possession of all required range material and reference manuals;
8. Ensuring the ongoing individual training and development of all range instructional staff;
9. Ensuring that an adequate system of examination or tests is used to monitor the efficiency of training and individual cadet's progress;
10. Compiling all range training and examination results;
11. Organizing range competitions;
12. Assisting and supervising the Range Team Commander in the organization and preparation of the range team; and
13. All other duties as assigned by the CO.

Range Safety Officer

I have read and understood my roles and responsibilities as stated above.

Name & Rank: _____ Signature: _____ Date: _____

Commanding Officer

Name & Rank: _____ Signature: _____ Date: _____

Level Officer (Level O)

General

The Level Officer (Level O) position shall be responsible to the Commanding Officer through the Training Officer and shall carry out all duties as assigned by the Squadron Trg O in support of the Squadron Training Plan.

Roles and Responsibilities

Under the direction of the Trg O or his/her delegated officer, responsibilities of the Level O include, but are not limited to:

1. Adhere to the Training Policies and Procedures set by the Trg O;
2. Maintain records showing attendance and training progress of each cadet in the assigned training level;
3. Ensure the regular monitoring of qualified instructors and provide necessary feedback and training;
4. Assist and supervise instructors and senior cadets in the preparation and presentation of their classes;
5. Assist cadet instructors in obtaining training aids and instructional aids;
6. Assist with the planning of the yearly training schedule and assigning qualified instructors to individual classes;
7. Brief Trg O on disciplinary measures, exceptional cadets, special training needs etc. within the assigned training level;
8. Monitoring cadet attendance for each performance objective and submit records to the Trg O after the completion of each performance objective for entry into Fortress;
9. Plan and prepare for any alternate training or instructors in the event of any training interruption;
10. Manage, coordinate, supervise and attend all activities involving the assigned training level;
11. Assist with the organization of squadron drill, ceremonial parades and inspections;
12. Recommending individual cadets for promotion and summer camp positions;
13. All other duties as assigned by the Trg O

Level Officer

I have read and understood my roles and responsibilities as stated above.

Name & Rank: _____ Signature: _____ Date: _____

Commanding Officer

Name & Rank: _____ Signature: _____ Date: _____

Drill Team / Rifle Drill Team Officer (DT O/ RDT O)

General

The Drill Team (DT O) / Rifle Drill Team (RDT O) will be appointed by the Commanding Officer and shall be responsible for carrying out all assigned duties.

Roles and Responsibilities

Under the direction of the CO or his/her delegated officer, responsibilities of the DT O / RDT O include, but are not limited to:

1. Developing and maintaining the annual drill team program in accordance with established cadet drill training directives;
2. Ensuring all drill team training parades and activities are properly supervised;
3. Maintaining records showing attendance of each cadet;
4. Assisting and supervising instructors and senior cadets in the preparation and presentation of their instruction;
5. Advising the Commanding Officer on exercises and citizenship tours as well as coordinating drill team special training projects;
6. Ensuring the ongoing individual training and development of all drill team instructional staff;
7. Organizing drill team competitions and ceremonial parades;
8. Assisting and supervising the Rifle Team/ Drill Team Commander in the organization and preparation of the drill team; and
9. All other duties as assigned by the CO.

RIFLE DRILL TEAM OFFICER

10. Maintaining Drill Purpose (DP) Rifles;
11. Responsible for disbursing DP rifles to team members, supervising their use, returning the rifles back to storage and ensuring that they are locked-up; and
12. Immediately notifying the CO of missing DP's.
13. All other duties as assigned by the CO.

Drill Team / Rifle Drill Team Officer

I have read and understood my roles and responsibilities as stated above.

Name & Rank: _____ Signature: _____ Date: _____

Commanding Officer

Name & Rank: _____ Signature: _____ Date: _____

Standards Officer (Stds O)

General

The Standards Officer (Stds O) shall be responsible to the Training Officer for maintaining standards of dress, drill, and deportment, and coordinating all parades.

Roles and Responsibilities

Under the direction of the CO or his/her delegated officer, responsibilities of the Stds O include, but are not limited to:

1. Ensuring that safety is incorporated in all aspects of the Squadron and that he/she supports the region general safety program;
2. Ensuring that environmental stewardship is incorporated in all aspects of the Squadron and that he/she supports the region environmental policy;
3. Ensuring that a harassment free Squadron is maintained and that he/she she supports the department harassment policy;
4. Ensuring that ethical behaviour is incorporated in all aspects of the Squadron and that he/she supports the department ethics policy;
5. Ensuring that all activities for which he/she is responsible are conducted efficiently, effectively, economically and ethically;
6. Enforcing applicable dress, drill, & deportment standards by:
 - 1. Conducting ad-hoc inspections of flights and follow-up on uniform discrepancies,
 - 2. Providing suggestions on how to correct issues/new ideas to motivate and increase standards, and
 - 3. Coordinating with the Sup O to ensure that cadets who have outgrown uniform parts are immediately addressed.
7. All other duties as assigned by the CO.

Standards Officer Program Officer

I have read and understood my roles and responsibilities as stated above.

Name & Rank: _____ Signature: _____ Date: _____

Commanding Officer

Name & Rank: _____ Signature: _____ Date: _____

ANNEX D – TERMS OF REFERENCE - CADETS

Cadet Squadron Commander (CSC)

General

The Cadet Squadron Commander (CSC) will be appointed by the Commanding Officer, in consultation with Squadron Staff and through the Merit Review Board Process and shall be responsible to the Commanding Officer for carrying out all assigned duties.

Roles and Responsibilities

Under the direction of the CO or his/her delegated officer, responsibilities of the CSC include, but are not limited to:

1. The CSC is the Commanding Officer's cadet representative to the Squadron and therefore is directly responsible to the Commanding Officer for the conduct of all NCOs and cadets in the Squadron;
2. The CSC is responsible to the Commanding Officer for the promotion and maintenance of discipline in the Squadron and to look out for the well-being of all cadets in the Squadron;
3. The CSC will follow the chain of command in all issues;
4. The CSC shall be responsible for:
 - a. Contacting the CO weekly, prior to the phone-out, for messages and instructions;
 - b. Communicating with staff and officers on a regular basis;
 - c. Reporting directly to the CO any difficulties, problems or unrest that may develop within the Squadron;
 - d. Ensuring that all Flight Commanders have established phoning trees, and that all messages are relayed to the cadets via said phoning tree (OR EMAIL);
 - e. Keep all cadets of the Squadron informed of all events through appropriate Flight Commanders;
 - f. The conduct and discipline of all Cadets in the Squadron and will exercise all necessary and accepted methods to maintain an efficient Squadron;
 - g. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all cadets under him/her to follow;
 - h. Supervising the activities and accounting for the whereabouts of all Squadron NCOs;
 - i. Ensure workload is distributed evenly between all Sqn NCOs;
 - j. Relieve any NCO who may be unable to perform their duty for any reason;
 - k. Actively participate in weekly training nights and activities;
 - l. Assist in the planning and preparation of activities (exercises);
 - m. Develop subordinate cadets in all ranks and squadron positions;
 - n. Initiate, compile and check all Cadet Assessments (monthly or otherwise) that are created for promotion reviews;
 - o. Train replacement;
 - p. Establish a duty roster for orderly cadets in coordination with the Administration Officer;
 - q. Carrying out all instructions issued by the officer staff in a proper, efficient and prompt manner;
 - r. Undertaking such other duties as directed by the Commanding Officer or his/her designate.
5. The CSC will ensure that all external (i.e. parents) correspondence is pre-approved through the Commanding Officer or his/her designate;
6. The CSC is normally the most senior qualified cadet in terms of rank in the Squadron;
7. The CSC will normally have successfully completed Level 5 Training and a Senior Instructor Summer Training Course or equivalent;
8. The CSC shall be thoroughly familiar with the Squadron Standing Orders (SSO) and the Squadron MROs and other directives and instructions set out by the 692CO, RCSU HQ, and Formation.

Deputy Squadron Commander (DepCom)

General

The Deputy Squadron Commander (DepCom) is subordinate only to the Cadet Squadron Commander and COATS Officers. The DepCom shall be appointed by the Commanding Officer, in consultation with Squadron Staff and the CSC shall be responsible to the Training Officer and Administration Officer for carrying out all assigned duties.

Roles and Responsibilities

Under the direction of the CO or his/her delegated officer, responsibilities of the DepCom include, but are not limited to:

1. The DepCom reports directly to the SWO and is responsible for the promotion and maintenance of discipline in the Squadron and to look out for the well-being of all cadets in the Squadron;
2. The DepCom will follow the chain of command in all issues;
3. The DepCom may additionally be assigned to work in specific departments and will be responsible for:
 - a. Training**
 - i. Carrying out all instructions issued by the Training Officer or his/her designate in a proper, efficient and prompt manner;
 - ii. Contacting the Training Officer and CSC weekly for messages and instructions;
 - iii. Calling all Cadet Instructors prior to the Weekly Parade to relay instructions from the Trg O and to ensure that all lectures will be covered;
 - iv. Ensuring that the Weekly Training is organized and conducted efficiently with all instructor positions covered;
 - v. Conferring with the Training Officer on possible amendments to the Training Program for the evening;
 - vi. The conduct and discipline of all Cadet Instructors in the Squadron and will exercise all necessary and accepted methods to maintain an efficient Training Program;
 - vii. Creating new training files; and
 - viii. Evaluate classes as assigned.
 - b. Standards**
 - i. Carrying out all instructions issued by the Training Officer or his/her designate in a proper, efficient and prompt manner;
 - ii. Maintaining a high level of discipline, dress and deportment at all times. He/she will be a good example for all Cadets under him/her to follow;
 - iii. Ensure that flight staff is coordinating new uniforms for cadets who have outgrown their current uniforms.
 - c. Administration**
 - i. Carrying out all instructions issued by the Administration Officer or his/her designate in a proper, efficient and prompt manner;
 - ii. Support Flight Commanders by ensuring that attendance is completed correctly and in a timely manner.
 - iii. Follow-up on updates to cadet records that are outstanding as directed.
4. The DepCom shall additionally be responsible for:
 - a. Supervising the activities and accounting for the whereabouts of all Cadet Instructors;
 - b. Ensuring a high level of personal motivation and maintaining a high level of squadron esprit de corps;
 - c. Relieve any NCO who may be unable to perform their duty for any reason;
 - d. Actively participate in weekly training nights and activities;
 - e. Assist in the planning and preparation of activities (exercises);
 - f. Develop subordinate cadets in all ranks and squadron positions;

- g. Train replacement(s);
 - h. Look for ways to increase efficiencies;
 - i. Assisting the Cadet Squadron Commander with carrying out his/her duties; and
 - j. Undertaking such other duties as directed by the Commanding Officer or his/her designate.
5. The DepCom will normally have successfully completed Level 5 Training and a Senior Instructor course;
 6. The DepCom shall be thoroughly familiar with the SSOs and the Squadron MROs; and
 7. The DepCom may be directed additional responsibilities in departments such as Standards, Training, Administration, Supply or Recruiting and will be directed by assigned officer for these duties.

Squadron Warrant Officer (SWO)

General

The Squadron Warrant Officer (SWO) will be appointed by the Commanding Officer, in consultation with the Squadron Staff, and shall be responsible to the Squadron Commander, Deputy Squadron Commander, and appropriate officer(s) for carrying out all assigned duties.

Roles and Responsibilities

Responsibilities of the SWO include, but are not limited to:

1. The SWO is responsible for the promotion and maintenance of discipline and attendance in the Squadron and for looking out for the well-being of all cadets in the Squadron.
2. The SWO will follow the chain of command for all issues.
3. The SWO shall be responsible for:
 - a. Contacting the Squadron Commander weekly for messages and instructions;
 - b. Communicating with Flight Commanders, Dep Com, Sqd Com, and appropriate officers
 - i. and staff on a regular basis;
 - c. Reporting directly to the Sqd Com any difficulties, problems, or unrest that may develop
 - i. within the Squadron;
 - d. Ensuring that Opening and Closing Parades are organized and conducted efficiently with
 - i. all critical parade positions covered: Sqd Com, Dep Com, SWO, Flt Coms, and Flt Sgts;
 - e. Organising and implementing the monthly Flight rotation of Duty and Supply NCO's, and
 - i. communicating the schedule to the Admin O;
 - f. Ensuring that Flt Sgts take roll calls immediately after fall-in each week;
 - g. Ensuring that all Flt Coms have established phoning trees, and that all messages are
 - i. relayed to the Cadets via said phoning tree (or email);
 - h. The conduct and discipline of all Cadets on the Parade Square, and will exercise all
 - i. accepted necessary methods to maintain an efficient Parade Square;
 - i. Supporting the maintenance of the discipline of all Cadets in the Squadron;
 - j. Maintaining a high level of dress and deportment at all times. He/she will be a good
 - i. example for all Cadets under him/her to follow;
 - k. Relieving any NCO who may be unable to perform their duty for any reason;
 - l. Actively participating in weekly training nights and activities;
 - m. Assisting in the planning and preparation of activities;
 - n. Developing subordinate Cadets in all ranks and squadron positions;
 - o. Training successor;
 - p. Undertaking such other duties as directed by the CO or his/her designate
4. The SWO is normally the third senior qualified Cadet in terms of rank in the Squadron
5. The SWO will normally have successfully completed Level 4 Training.

Squadron Adjutant (Adj)

General

The Squadron Adjutant (Adj) will be appointed by the Commanding Officer, in consultation with Squadron Staff, the Cadet Squadron Commander and the Squadron Warrant Officer, and shall be responsible to the Trg O, the SWO and WO's for carrying out all assigned duties.

Roles and Responsibilities

1. Be of utmost assistance to your warrant team
 - a. Admin work, attendance, standards (all subject areas)
 - b. Provide constant feedback to improve the squadron wherever they see it is needed
 - c. Drill, training etc.
 - d. Monitor and supervise cadets on parade and for other duties as needed
 - e. Keep up/increase morale and motivation in the squadron
 - f. Assume the ceremonial adjutant positions during parades
 - g. If need be, fill in any absent parade positions

2. Have full knowledge of welfare of cadets
 - a. Have a complete understanding of ongoing events and taskings around the squadron
 - b. Fulfill tasks as given to the best of their abilities
 - c. Provide feedback when needed
 - d. Create positive communication within the core, and also towards the officers
 - e. Set a good example for the younger cadets to look towards
 - f. Raise morale in the squadron
 - g. Always strive for improvement in others around you, and most importantly yourself

Flight Commander(s) (FCOMD)

General

The Flight Commanders (FComds) will be appointed by the Commanding Officer, in consultation with Squadron Staff and the Squadron Warrant Officer, and shall be responsible to the Trg O, the SWO and WO's for carrying out all assigned duties.

Roles and Responsibilities

Under the direction of the CO or his/her delegated officer, responsibilities of the FComd include, but are not limited to:

1. The FComd is the representative to the Flight and therefore is directly responsible for the conduct of all NCOs and Cadets within the Flight;
2. The FComd will follow the chain of command in all issues;
3. The Flight Commander shall be responsible for:
 - a. Ensuring that all Flight Staff under their direct command have established phoning trees, and that all messages are relayed to the cadets via said phoning tree;
 - b. Ensuring the flight roll calls have been taken and are complete each week;
 - c. Reporting results of flight roll calls to the D SWO or SWO as directed;
 - d. Keep all cadets in the Flight informed of all events and updates to activities;
 - e. Contacting all AWOL cadets in their flight prior to the end of the Weekly Training Parade;
 - f. Ensuring that the Weekly Flight Training is organized and conducted efficiently with all instructor positions covered;
 - g. Supervising the activities and accounting for the whereabouts of all Flight NCOs;
 - h. Ensure workload is distributed evenly between all Fit NCOs;
 - i. Relieve any NCO who may be unable to perform their duty for any reason;
 - j. Ensuring all cadets under them are maintaining good discipline, drill, dress, and deportment.
 - k. The conduct and discipline of all Cadets in the flight and will exercise all necessary and accepted methods for minor disciplinary issues to maintain an efficient Training Program;
 - l. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all cadets under him/her to follow;
 - m. Ensuring a high level of personal motivation and maintaining a high level of squadron esprit de corps;
 - n. Actively participate in weekly training nights and activities;
 - o. Assist in the planning and preparation of activities (exercises);
 - p. Develop subordinate cadets in all ranks and flight positions;
 - q. Carrying out all instructions issued by the SWO or his/her designate in a proper, efficient and prompt manner; and
 - r. Undertaking such other duties as directed by the SWO or his/her designate.
4. The FComd will ensure that all external (i.e. parents) correspondence is pre-approved through the Commanding Officer or his/her designate;
5. The Flight Commander will normally have successfully completed Level 4 Training; and
6. The Cadet Flight Commander(s) shall be thoroughly familiar with the SSO and the Squadron MROs.

Flight Second in Command (2IC)

General

The Flight Second-in-Command (2IC) will be appointed by the Commanding Officer, in consultation with Squadron Staff and the Squadron Warrant Officer and shall be responsible to the Flight Commander (FComd) for carrying out all assigned duties.

Roles and Responsibilities

Under the direction of the CO or his/her delegated officer, responsibilities of the 2IC include, but are not limited to:

1. The 2IC will follow the chain of command in all issues;
2. The 2IC (s) shall be responsible for:
 - a. Ensuring that all Sergeants under their direct command have established phoning trees, and that all messages are relayed to the cadets via said phoning tree;
 - b. Ensuring the flight roll calls have been taken and are complete each week;
 - c. Keep all cadets in the Flight informed of all events and updates to activities;
 - d. Ensuring that the Weekly Flight Training is organized and conducted efficiently with all instructor positions covered;
 - e. Falling in the flight under the direction of the FComd;
 - f. Ensuring all cadets under them are maintaining good discipline, drill, dress, and deportment.
 - g. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all cadets under him/her to follow;
 - h. Ensuring a high level of personal motivation and maintaining a high level of squadron esprit de corps;
 - i. Relieve any NCO who may be unable to perform their duty for any reason;
 - j. Actively participate in weekly training nights and activities;
 - k. Assist in the planning and preparation of activities (exercises);
 - l. Develop subordinate cadets in all ranks and flight positions;
 - m. Carrying out all instructions issued by their Flight Commander in a proper, efficient and prompt manner;
 - n. Carrying out all duties of the Flight Commander in his/her absence; and
 - o. Undertaking such other duties as directed by their Flight Commander.
3. The 2IC will ensure that all external (i.e. parents) correspondence is pre-approved through the Commanding Officer or his/her designate;
4. The 2IC is normally the senior qualified cadet in terms of rank in the Flight; and
5. The 2IC shall be thoroughly familiar with the SSOs and the Squadron MROs.

Flight Staff

General

Flight Staff will be appointed by the Commanding Officer, in consultation with Squadron Staff and the Squadron Warrant Officer and shall be responsible to the 2IC for carrying out all assigned duties.

Roles and Responsibilities

Under the direction of the CO or his/her delegated officer, responsibilities of Flight Staff include, but are not limited to:

1. The Sergeant will follow the chain of command in all issues;
2. The Sergeant shall be responsible for:
 - a. Effectively managing those cadets under their command;
 - b. Should be the first point of contact for all cadets in the Flight;
 - c. Contacting the Flight Commander or 2IC weekly to find out the weekly messages that are to be relayed to the cadets;
 - d. Calling all cadets under their command to relay messages and instructions; this will be done by NO LATER THAN 21:00 on the Thursday of each week.
 - e. Ensuring all cadets under them are maintaining good discipline, drill, dress, and deportment;
 - f. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all cadets under him/her to follow;
 - g. Ensuring a high level of personal motivation and maintaining a high level of squadron esprit de corps;
 - h. Relieve any NCO who may be unable to perform their duty for any reason;
 - i. Actively participate in weekly training nights and activities;
 - j. Assisting in the planning and preparation of activities (exercises);
 - k. Developing subordinate cadets in all ranks and flight positions;
 - l. Write Cadet Assessments (monthly or otherwise) that are created for promotion reviews as directed by the FComd.
 - m. Carrying out all instructions issued by their Flight Commander or his/her designate in a proper, efficient and prompt manner; and
 - n. Carrying out all duties of the Flight Commander or 2IC in their absence; and
3. The Sergeant shall be thoroughly familiar with the SSOs and the Squadron MROs.

Instructors (Inst)

General

The Instructors will be appointed by the Training Officer in consultation with the Squadron Staff, and shall be responsible to the Training Officer for carrying out all assigned duties.

Roles and Responsibilities

Under the direction of the Trg O or his/her delegated officer, responsibilities of instructors include, but are not limited to:

1. They are directly responsible for the instruction and supervision of the cadets in their class;
2. Instructors shall be responsible for:
 - a. Ensuring their presence or a replacement in case of absence prior to the Thursday Night before the training night;
 - b. The conduct and discipline of all Cadets in their class;
 - c. Maintaining a high level instruction at all times. He/she will be a good example for all Cadets under him/her to follow;
 - d. Creating a unique and dynamic lesson, complete with visual and training aids. This will include creating stimulating aids and/or creative and fun educational games;
 - e. Making good use of squadron resources. (e.g. Flipchart boards);
 - f. Ensuring all EO's for their respective PO's are covered in the Training Schedule for the year. If not, inform the Trg O of the missing EO's;
 - g. Ensuring that the classroom is left in an immaculate state. Whiteboards and Chalkboards are not to be used unless all Squadron Flipchart Boards are already being used;
 - h. Provide help as required to all those cadets that need it;
 - i. Conferring with the Trg O on possible amendments to the Training Program for the evening;
 - j. Carrying out all instructions issued by the Training Officer/Trg NCO or his/her designate in a proper, efficient and prompt manner;
 - k. Evaluate classes as assigned; and
 - l. Undertaking such other duties as directed by the Training Officer or his/her designate.
3. Cadet Instructors will normally have successfully completed Level 5 Training.
4. Instructors shall be thoroughly familiar with the SSOs and the Squadron MROs.

Duty Cadet *(may be filled by a FCpl or Sgt)*

General

The Duty Cadet will be assigned by the Administration Officer in consultation with the Squadron Warrant Officer on a weekly basis and shall be responsible to the Duty Officer for carrying out all assigned duties.

Roles and Responsibilities

Under the direction of the Duty O or his/her delegated officer, responsibilities of a Duty Cadet include, but are not limited to:

1. The Duty Cadet will report to the Duty Officer at 1810 hrs on the day of duty;
2. The Duty Cadet shall be responsible for:
 - a. Accompanying the Duty Officer on his/her inspection of the facilities prior to and after the squadron using it;
 - b. Contacting all AWOL cadets prior to the conclusion of the Training Night.
 - c. Assisting in supervising the break;
 - d. Assisting in setting up canteen;
 - e. Directing all visitors to the appropriate personnel throughout the evening;
 - f. Collecting the roll sheets from the Cadet Flight Commanders immediately following inspection;
 - g. Providing 5 minute warnings prior to the end of all classes; and
 - h. Any other duties as may be assigned.
3. A comprehensive listing of the duties of the Duty Cadet is contained in the DUTY NCO BINDER - which he/she will obtain when reporting for duty; and
4. The Duty Cadet will have completed his/her duties when dismissed by the Duty Officer.

Drum Major (DM)

General

The Drum Major (DM) will be appointed by the Commanding Officer, in consultation with the Band Officer, and shall be responsible to the Band Officer for carrying out all assigned duties. The Cadet Drum Major will be considered the Cadet Flight Commander for the Band.

Roles and Responsibilities

Under the direction of the Band O or his/her delegated officer, responsibilities of the Drum Major include, but are not limited to:

1. DM shall be responsible for:
 - a. Falling in the band under the direction of the SWO at all squadron events; D Maj is in control at band-only events, parades and practices;
 - b. Taking the roll call before fall-in every week;
 - c. Taking the roll call before each band practice;
 - d. Assisting in maintaining records showing attendance and training progress of each cadet;
 - e. Assisting in the preparation and presentation of the Band instruction;
 - f. Assisting in the organization of all required band material and reference manuals;
 - g. Preparing the Band for all competitions, concerts and ceremonial parades;
 - h. Coordinating music selection for all Squadron parades and concerts with the Band O;
 - i. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all cadets under him/her to follow;
 - j. Carrying out all instructions issued by the Band O or his/her designate in a proper, efficient and prompt manner; and
 - k. Undertaking such other duties as directed by the Band Officer or his/her designate.

2. The DM shall be thoroughly familiar with the SSOs and the Squadron MROs.

Flag Party Commander (FP Comd)

General

The Cadet Flag Party Commander will be appointed by the Commanding Officer, in consultation with the Squadron Staff, and shall be responsible to the Trg O for carrying out all assigned duties. The Cadet Flag Party Commander will be considered the Cadet Flight Commander for the Flag Party.

Roles and Responsibilities

Under the direction of the Trg O or his/her delegated officer, responsibilities of the Flag Party Commander include, but are not limited to:

1. The Cadet Flag Party Commander shall be responsible for:
 - a. Falling in the Flag Party under the direction of the SWO;
 - b. Taking the roll call before fall-in every week;
 - c. Taking the roll call before each Flag Party practice;
 - d. Assisting in maintaining records showing attendance of each cadet;
 - e. Assisting in the preparation and presentation of the Flag Party instruction;
 - f. Preparing the Flag Party for all ceremonial parades;
 - g. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all cadets under him/her to follow;
 - h. Carrying out all instructions issued by the Flag Party Officer or his/her designate in a proper, efficient and prompt manner; and
 - i. Undertaking such other duties as directed by the Flag Party Officer or his/her designate.
2. The Cadet Flag Party Commander is normally the senior qualified cadet in terms of rank in the Flag Party.
3. The Cadet Flag Party Commander shall be thoroughly familiar with the SSOs and the Squadron MROs.

Drill / Rifle Drill Team Commander

General

The Drill Team Commander will be appointed by the Commanding Officer, in consultation with the Rifle Drill / Drill Team Officer and shall be responsible to the Rifle Drill / Drill Team Officer for carrying out all assigned duties.

Roles and Responsibilities

Under the direction of the Drill Team O or his/her delegated officer, responsibilities of the Drill Team / Rifle Drill Team Commander include, but are not limited to:

1. The Drill Team Commander shall be responsible for:
 - a. Taking the roll call before each drill team practice;
 - b. Assisting in the preparation and presentation of the Drill Team instruction;
 - c. Assisting in the organization of all required drill team material and reference manuals;
 - d. Preparing the Drill Team for all competitions and ceremonial parades;
 - e. Coordinating drill routines for the Drill Competition with the Drill Team Officer;
 - f. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all cadets under him/her to follow;
 - g. Carrying out all instructions issued by the Drill Team Officer or his/her designate in a proper, efficient and prompt manner; and
 - h. Undertaking such other duties as directed by the Drill Team Officer or his/her designate.
2. The Drill Team Commander shall be thoroughly familiar with the SSOs and the Squadron MROs.

Marksmanship Team Commander

General

The Marksmanship Team Commander will be appointed by the Commanding Officer, in consultation with the Chief Range Safety Officer, and shall be responsible to the Chief Range Safety Officer for carrying out all assigned duties.

Roles and Responsibilities

Under the direction of the Chief RSO or his/her delegated officer, responsibilities of the Marksmanship Team Commander include, but are not limited to:

1. The Marksmanship Team Commander shall be responsible for:
 - a. Taking the roll call before each range team practice;
 - b. Assisting in the preparation and presentation of the Range Team instruction;
 - c. Assisting in the organization of all required range team material and reference manuals;
 - d. Preparing the Range Team for all competitions;
 - e. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all cadets under him/her to follow;
 - f. Carrying out all instructions issued by the Range Safety Officer in a proper, efficient and prompt manner; and
 - g. Undertaking such other duties as directed by the Range Safety Officer(s).
2. The Range Team Commander is normally the senior qualified cadet in terms of shooting level in the Range Team.
3. The Range Team Commander shall be thoroughly familiar with the SSOs and the Squadron MROs.

ANNEX E – UNIFORM PREPARATION GUIDE

This is a guide aimed to help all cadets of 692 BCIT Aerospace Squadron RCACS and shows the basics of keeping your uniform at the expected standard. It's important to take good care and maintain your uniform because a good uniform is the key to success.

The parts of your uniform

- 1 Wedge
- 1 Cap Brass/Badge
- 1 Tie
- 1 Light Blue CF Shirt
- 1 Dark Blue T-Shirt
- 1 Blue Tunic
- 2 Shoulder Flashes
- 1 Belt
- 1 Pair of Pants
- 1 Pair of Grey Wool Socks
- 1 Pair of Parade Boots
- 1 Cadet Parka

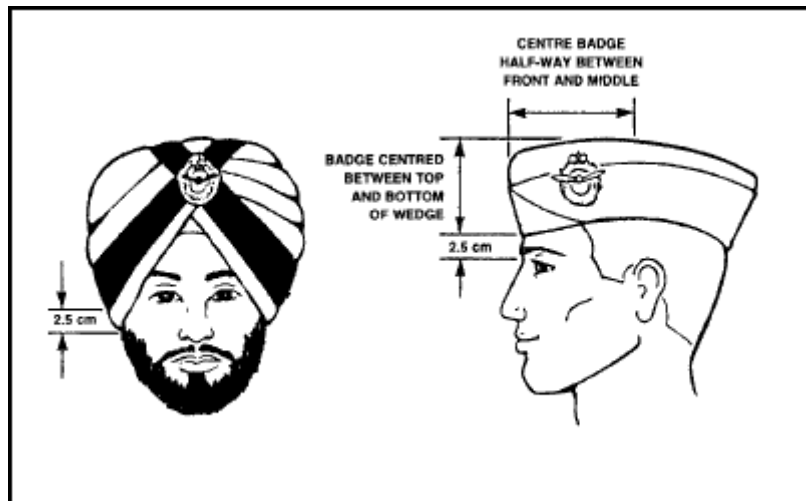
Note: Rank and proficiency badges will be distributed when earned.

What you will need

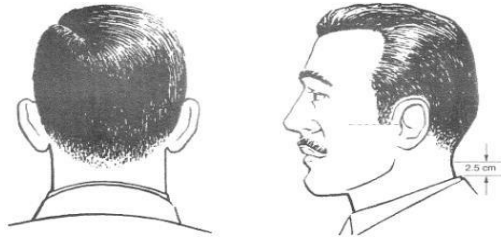
- Lint Brush
- Iron and Ironing Board
- Spray Bottle with Water
- Black Kiwi Polish
- Kiwi Cloth
- Toothbrush
- Pressing Cloth (towel or Cloth)
- Starch (Optional)



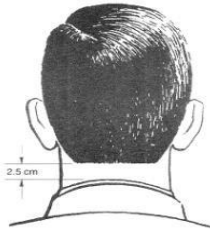
Wedge



- Shall be worn 2.5 cm above the right eyebrow, tilted slightly to the right.
- As with the rest of your uniform, you will keep the wedge clean and lint free at all times.
- The Wedge Hat badge is the replacement of the Wedge Brass Emblem. The brass is no longer the active CATO 55-04 standard. The use of brass birdies remains in use. (See CATO 55-04, Ch. 3/11, F1-1/1, Mod 3/11)
- The Wedge shall not be starched.



TAPER TRIMMED HAIRCUT CONVENTIONAL
COUPE DE CHEVEUX AMINCIE CONVENTIONNELLE



TAPER TRIM HAIRCUT - STRAIGHT BACK APPEARANCE
COUPE DE CHEVEUX AMINCIE AVEC APPARENCE D'UNE COUPE DROITE

Male Hair

- Must be taper trimmed at the back, sides, and above the ears to blend with the hairstyle
- Must not be more than 15cm in length
- When the wedge is removed and hair is groomed, it shall not touch the ears or fall below the top of the eyebrow
- Must not be more than 4cm in bulk at the top of the head, gradually decreasing to blend with the taper
- Kept free from the neck at least 2.5cm above the shirt collar
- Sideburns shall not extend below a lone horizontally bisecting the ear
- Moustaches are permitted
 - Must not extend past the corners of the mouth (outwards and downwards)
 - Must be no more than 2cm in bulk
- Beards are only permitted for those adherents of the Sikh religion or those experiencing a recognized medical problem preventing them from shaving. A note is required for medical reasons

Female Hair

- Short hair must be worn neatly around the ears and collar.
- Long hair must be put up so it is not touching the collar (e.g. a bun).
- Any and all elastics, pins, and clips must be the color of your hair.
- All wisps must be put up, and any pins should not show.



SHORT HAIR STYLE
CHEVEUX COURTS



CURLED HAIR STYLE
CHEVEUX FRISES

Light Blue CF Shirt

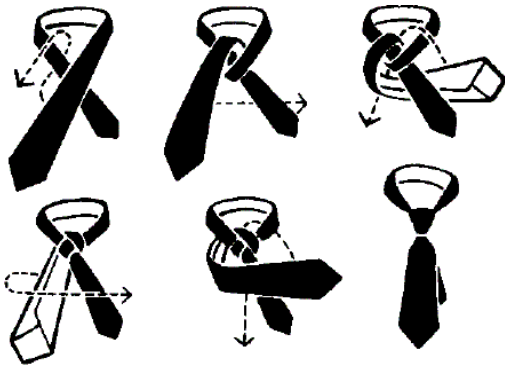
- To be pressed flat and be free of wrinkles.
- The collar and epaulettes should be lightly starched and free of wrinkles.
- The shirt will have 2 creases, one on the top of each sleeve. Each crease will start centered at the bottom of the epaulette and run the length of the sleeve.



STRAIGHT HAIR STYLE WITH BUN
CHEVEUX TRES EN CHIGNON



ONE STUD EAR RING MAY BE WORN
CENTRED IN EACH EAR LOBE
LE PERSONNEL FEMMIN PEUT PORTER
UN BOUTON D'OREILLE AU
CENTRE DE CHACUN DES LOBES



Black Tie

- Will be free of lint and wrinkles.
- It will be tied in a Windsor (a.k.a. double Windsor). Diagram Below.

Belt

- Brass buckle will be polished and kept scratch free.
- Make sure you thread your belt through all the belt loops.

WINDSOR KNOT

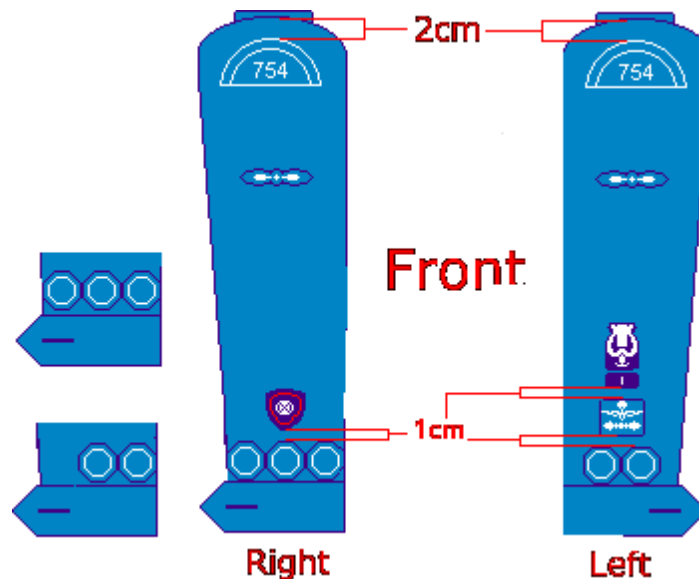
Socks

- Wear your issued gray wool socks whenever in uniform.
- If you find the wool socks itchy, you can wear another pair under, but make sure they are completely hidden under the wool pair.

Tunic

Setting the Shoulder Flashes

- Before putting on the shoulder flashes, make sure there aren't any wrinkles or creases in the arms of the tunic. Once this is done, the flash may be sewn on.



- The flash must be sewn on so that the bottom of the flash is horizontal to the ground when you are standing up (at the position of attention) and **NOT** when it's lying on a table or hanging up. To do this, have someone pin or outline the flashes when you are wearing your tunic. Here are the instructions:
 - Measure 2cm down from the shoulder seam at the center of the epaulette.
 - The bottom of the flash must be parallel to the ground when you are wearing your tunic.
 - Note that when you pin the center of your flash to the tunic 2cm from the center of the epaulette, the rest of the flash will probably not be 2cm away from your tunic.

- Sew the flashes with white thread around the white border; make sure the stitching is neat and close together.

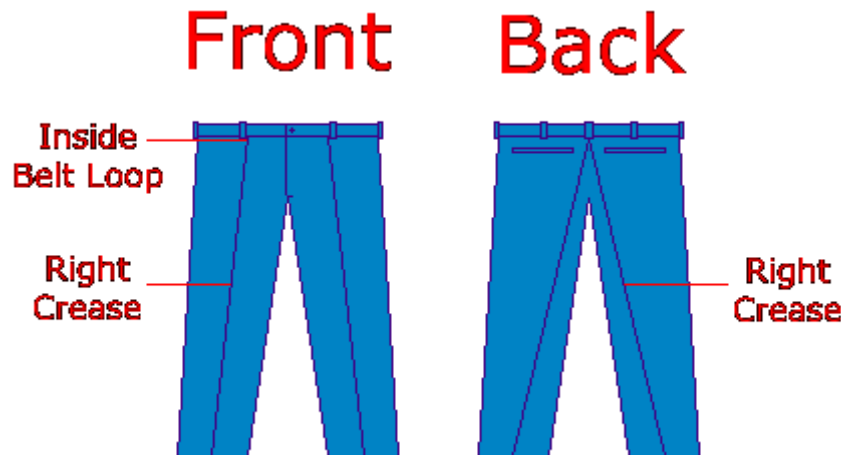
Placing Badges

- **LAC and NCO** badges should be sewn exactly half way between the shoulder seam and the elbow. Again, your badge should be parallel to the ground when you're a standing up.
- **Camp qualification** badges (octagonal ones) will be worn on the right arm. If you have one badge, it should be centered above the cuff. If you have a second badge, it will be placed directly beside the first one, on the side facing forward. If you have a third badge, it will go on the other side of the centered one.
- **Marksmanship/Fitness Badges/First-Aid Badges** (octagonal ones) will be worn on the left arm. If you have one badge, it should be centered above the cuff. If you have a second badge, both of them will be centered above the cuff
- **Music level badges** are sewn on the left arm, 1cm above the level badge. Music proficiency badges are sewn above the music level badge.
- **Proficiency badges** should be sewn centered on the left arm 1cm above the Marksmanship or Fitness Badge. *Note: If no Marksmanship or Fitness Badges are worn, the Squadron Training Level or Music badges are worn immediately above the cuff*

Ironing the Tunic

- To start, set the iron on the high or synthetics setting.
- Be sure to use a pressing cloth so you don't burn your tunic.
- Your tunic is to be pressed flat as well as being kept clean and lint free.
- **Note: There should be NO creases ironed in the sleeves.**

Pants



- Your pants are to be pressed flat, be clean and be lint free.
- Your pants must have 4 creases, one on the back and the front on each leg (any other combo just doesn't work!).
- Creases in the front are to be centered on each leg and run from the waist band straight down to the bottom edge of the pants.
- Creases in the back of the pants are to meet in the middle of the pants at the top (the middle belt loop if there is one), and are to run the length of the pant in a straight line.

- Pant should be hemmed in such a way so that when worn they don't exceed the third lace from the bottom of the boot.
- Your pants are not to be tapered.
- Always use a pressing cloth so you don't burn your pants.

Parka

- Parka will only be worn, when you are in Uniform
- Air Cadet Emblem Badge must be worn at all times
- Rank Slip-ons must be worn at all times on the parka or fleece.
- Occasionally the band will wear their parkas when in Uniform outside in colder weather (no whites)

Boots



- Your boots are to be highly shined over all the leather parts.
- Your boots must be ladder laced; as well the laces are to be tucked in so they're not visible. If you do not know how to ladder lace, ask a senior cadet.
- The welts, along with the other parts of the bottom of the boot which don't touch the ground, should be blackened.

Shining Your Boots

If you have received new boots out of the box ensure that you hand wash the outside of the boots to remove the manufactures wax. This wax is sprayed for the protection of the boot. Though, this wax does not mix well with any shoe polish. Hand wash the boot by using warm water and a gentle cloth.

- First dust of your boots.
- Use a toothbrush to blacken your welts and the other parts of the bottom of the boot which don't touch the ground.
- Wrap a Kiwi cloth around one of your index fingers, and dip in water.
- Dab your finger in some polish and get a dimes worth of polish (or a quarters worth for a base coat)
- Work in sections, pick one, and start polishing in circles.
- Continue polishing until all the clouds in your boots are out (you might occasionally want to dab your finger in some water).
- When you have finished polishing your boots, put a cloth over them to prevent dust settling on them.

- Areas on the boot which do not have a smooth appearance and often look like a dent/divot are called “Craters.” This happens by not applying an even coat onto your boots or through normal wear and tear.
- When craters and/or flaking occur on your boot(s) hand wash your boots with hot water and mild soap.
- It is hard at first learning to shine your boots, and different people have different methods, but you will eventually find your own way, and it will become second-nature to you. And again, if you're not really sure about something, ask a senior cadet for help.

ANNEX F – ORDERS OF DRESS



General




This section outlines the orders of dress for CAF members, Cadets, and Civilians during squadron operations. These orders can only be amended by the Commanding Officer of 692 BCIT Aerospace Squadron, therefore any changes must be approved by the CO first.


Orders of Dress

	Cadets	Officers	Civilians
Sept to Nov Regular Training Night	C2B	3B	Business Casual
(Nov to Mar) Regular Training Night	C2	3C	Business Casual
(Apr to June) Regular Training Night	C2B	3B	Business Casual
CO's Parade	C1	1A	Business casual
Annual Ceremonial Review	C1	1A	Formal Attire

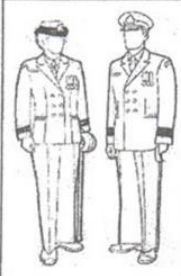
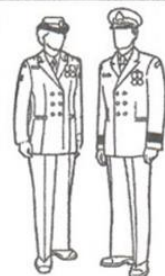
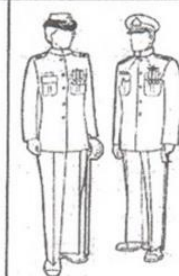
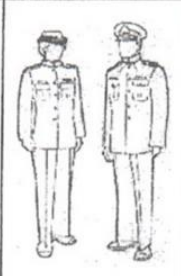
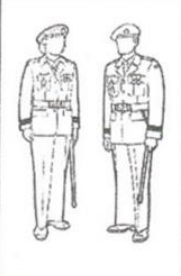




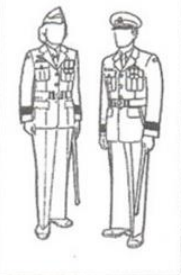
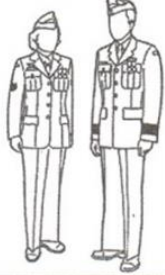


Numbered Orders of Dress – Cadets

Order	Image	COMPOSITION	OCCASIONS
C1 Ceremonial Dress		Wedge, shirt with necktie, jacket, trousers or slacks with belt, boots and gray wool socks. 1. Worn with medals and pins on the jacket 2. Worn with cloth or embroidered pilot wings on the jacket but not the metal pilot wings 3. Name tag may be worn on the jacket at the discretion of the squadron CO	a. formal ceremonies or parades b. guard of Honour c. church services or parades d. funerals e. other occasions as ordered
C2 Routine Training Dress		Same as C1, except that the medal ribbons replace the medals.	a. routine training dress for day to day b. routine parades c. appropriate social occasions d. must be worn while travelling to and from the CSTC e. other occasions as ordered

<p>C2B</p> <p>Routine Training Dress</p>		<p>Same as C-2, without the jacket and tie.</p> <ol style="list-style-type: none"> 1. Rank slip-ons shall be worn on the shirt 2. Medal ribbons and the Cadet Certificate of Commendation pin may be worn on the shirt 3. Metal wings may be worn on the shirt, but not the cloth or embroidered pilot wings 4. Name tag may be worn on the shirt at the discretion of the sqn CO 	<ol style="list-style-type: none"> a. during summer dress period at the sqn: <ol style="list-style-type: none"> (1) routine training dress for day to day, (2) routine parades, and (3) Appropriate social occasions. b. year round for indoor training c. other occasions as ordered
<p>C3</p> <p>Routine Training Dress</p>		<p>Same as C-2, except that the crewneck sweater replaces the shirt and tie.</p>	<ol style="list-style-type: none"> a. routine training dress for day to day, in cold weather b. routine parades c. appropriate social occasions d. other occasions as ordered
<p>C4</p> <p>Routine Training Dress</p>		<p>Same as C-2, except that the dark blue T-shirt replaces the shirt and tie.</p>	<ol style="list-style-type: none"> a. routine training dress for day to day, in warm weather. b. routine parades c. appropriate social occasions d. other occasions as ordered

<p>C8</p> <p>Mess Dress</p>		<p>Same as C-2, except that the white collar dress shirt with black bow tie replaces the shirt and tie.</p> <p>1. Medal ribbons may be worn on the jacket</p> <p>2. Name tag may be worn on the jacket at the discretion of the sqn CO</p>	<p>a. mess or formal dinners</p> <p>b. other occasions as ordered</p>
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Numbered Orders of Dress – COATS Officers

ORDERS OF DRESS: CEREMONIAL CATÉGORIES DE TENUE : CÉRÉMONIALE					
	No. 1 ACCOUTREMENTS ATTRIBUTS (NOTE 1)	No. 1A MEDALS ONLY MÉDAILLES SEULEMENT (NOTE 2)	No. 1B FULL DRESS GRANDE TENUE	No. 1C SEMI-CEREMONIAL POUR CÉRÉMONIES SEMI-OFFICIELLES	No. 1D UNDRESS RIBBONS RUBANS DE PETITE TENUE
NAVY MARINE					
ARMY ARMÉE					
AIR FORCE AVIATION					

NOTES

1. No. 1 is as for No. 3 duty service dress with orders, decorations, medals and accoutrements.
2. No. 1A is as for No. 1, without accoutrements.

NOTA

1. N° 1 comme tenue de service n° 3 avec ordres, décorations, médailles et attributs.
2. N° 1A comme n° 1 sans attributs.

Numbered Orders of Dress – COATS Officers (con't)

**ORDERS OF DRESS: SERVICE
CATÉGORIES DE TENUE : SERVICE**

	No. 3 DUTY SERVICE COURANT	No. 3A LONG-SLEEVED SHIRT CHEMISIER À MANCHES LONGUES	No. 3B SHORT-SLEEVED SHIRT CHEMISE À MANCHES COURTES	No. 3C SWEATER CHANDAIL	No. 3D TROPICAL TROPICALE	No. 3E BASE
NAVY MARINE						
ARMY ARMÉE						
AIR FORCE AVIATION						