



692 BCIT AEROSPACE RCACS
 RICHMOND BC
CADET MONTHLY ROUTINE ORDERS
 ISSUED BY
THE COMMANDING OFFICER



Order # 12-2024

DATE: 1 Dec 2024

ADMINISTRATION

1. DUTY ROSTER

Date	Duty Officer	Duty Flight	Duty Sgt	Duty Cpl
05 Dec 24	Lt(N) Cheung	Canuck	Sgt. Chan, J	Cpl Han, M & Cpl Liu, J
12 Dec 24	OCdt Chiu	Mustang	Sgt. Gao, O	Cpl Aeng, A & Cpl Kang, N
19 Dec 24	All Officers	All Flights	All NCOs	All Cadets
26 Dec 24	STAND DOWN	STAND DOWN	STAND DOWN	STAND DOWN

2. TRAINING

a. Parade Night Schedule:

1800-1805 hrs	Doors Open, Cadets Fall Into Flights
1805-1825 hrs	Attendance + Uniform Marking
1825-1835 hrs	Opening Parade
1835-1845 hrs	Cadets Dismissed, move to First Period
1845-1915 hrs	First Period
1915-1925 hrs	Move to Second Period
1925-1955 hrs	Second Period
1955-2010 hrs	Break
2010-2020 hrs	Move to Third Period
2020-2050 hrs	Third Period
2050-2100 hrs	Move to Parade Square
2100-2120 hrs	Parade
2120 hrs	Dismissal
2130 hrs	Building Clear

b. Commanding Officer's (CO's) Parade Schedule:

1800-1805 hrs	Doors Open, Move to Classroom
1805-1855 hrs	Attendance & Flight Period
1855-1905 hrs	Move to Parade Square
1905-1950 hrs	Parade Practice + Announcements
1950-2010 hrs	Break
2010-2020 hrs	Move to Parade Square
2020-2115 hrs	CO's Parade
2115 hrs	Dismissal
2130 hrs	Building Clear

c. Mandatory Training

Date	Activity	Time	Location	Dress	OPI
05 Dec 24	Parade Night	1800-2130 hrs	BCIT Aerospace Campus	C3	Capt Tan
12 Dec 24	Parade Night	1800-2130 hrs	BCIT Aerospace Campus	C3	Capt Tan
19 Dec 24	Holiday Event	1800-2130 hrs	BCIT Aerospace Campus	Civilian	Capt Tan
26 Dec 24	Stand Down	N/A	N/A	N/A	N/A

d. Optional Training

Activity	Day	Location	Time	OPI
Band	Monday	BCIT Aerospace Campus	1800-2100 hrs	Capt Vo
Effective Speaking	Monday	BCIT Aerospace Campus	1900-2030 hrs	Capt Vo
Drill Team	Tuesday	BCIT Aerospace Campus	1900-2100 hrs	OCdt Ma
Ground School	Tuesday	BCIT Aerospace Campus	1900-2100 hrs	OCdt Chiang
First Aid	Wednesday	BCIT Aerospace Campus	1900-2100 hrs	Capt Mei
Marksmanship	Friday	Richmond Rod & Gun Club	1800-2100 hrs	Lt(N) Wong

e. Upcoming Activities

Date	Activity	Time	Location	Dress	OPI
01 Dec 24	Community Band	0930-1630 hrs	Sherman Armoury	C1	Capt A Malimban
14 Dec 24	Community Band	1545-1745 hrs	Aberdeen Centre	C1	Capt A Malimban

3. Officer Staff

Name	Position
Capt J. Tan	Commanding Officer
Capt S. Law	Deputy Commanding Officer
Lt M Lo	Training Officer / UPAR
CI N. Lee	Assistant Training Officer
OCdt S Ma	Administration Officer
OCdt N. Chiu	Assistant Administration Officer
Lt(N) A. Wong	Supply Officer
OCdt E. Chiang	Flying Officer
Capt H. Mei	Uniform Standards Officer
Lt(N) C Cheung	Training Advisory Officer
Capt D. Vo	Parade Standards Officer
CV C. Ho	Instructional Standards Officer
CV B. Xu	Level Officer

// original signed by //

J. Tan
Captain
Commanding Officer