



ROUTINE ORDERS
ISSUED BY
CAPTAIN D. RUEL
COMMANDING OFFICER
RCACS 205 COLLISHAW
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Order No. #08 2023/24	1 APR 2024
Last Order No. #07 2023/24	Nanaimo, BC

PART I - ADMINISTRATION

1. DUTY ROSTER- PARADE NIGHTS

DATE	DRESS	DUTY OFFICER	DUTY NCO	DUTY NCM'S
4 APR 24	C1A	Capt Ruel	FCpl Roddick	Cpl Jolaawo Cdt Liu LAC Croft
11 APR 24	C5	Capt Edwards	FCpl Clisham	Cpl Blake Cdt Collins Cdt Marshall
18 APR 24	C5	Capt Bough	Cdt Matthews	Cpl Lander Cdt Neil LAC Tran, H.
25 APR 24	C3	Capt Edwards	Cdt Smith	Cpl Hofman Cdt Carr Cdt Le
2 MAY 24	C1A	Capt Ruel	FCpl Prethesh	Cdt Ogamba Cdt Nguyen Khuong Cdt Woelke

2. NIGHTLY TRAINING SCHEDULE

<u>PARADE NIGHTS</u>	
1745-1800	Armoury opens / Sr. Cadets arrive
1800	All Cadets arrive
1800-1810	Flight Time
1810-1835	Fall-in, Attendance & Inspections
1835-1850	Opening Parade / Announcements
1850-1920	1 st Period
1920-1925	Movements
1925-1945	Stand Easy
1945-1950	Movements
1950-2020	2 nd Period
2020-2025	Movements
2025-2055	3 rd Period
2055-2100	Movements
2100-2115	Closing Parade
2115-2130	Dismissal / Duty Flight Cleans up
2130	Armoury Closed

<u>CO'S PARADES</u>	
1745-1800	Armouries opens / Sr. Cadets arrive
1800	All Cadets Arrive
1800-1815	Parade Square Setup
1815-1850	Fall-in, Attendance & Inspection
1850-1920	Parade Practice – 1 st Period
1920-1925	Movements
1925-1945	Stand Easy
1945-1950	Movements
1950-2020	CO's Parade – 2 nd Period
2020-2025	Movements
2025-2055	3 rd Period
2055-2100	Movements
2100-2115	Closing Parade
2115-2130	Dismissal / Duty Flight Cleans up
2130	Armoury Closed

COVID PUBLIC HEALTH MEASURES

- a. The use of Non-Medical Masks (NNM) are optional and at the discretion of the individual exercise their choice to wear one or not.
- b. Cadets and staff are expected to complete a self-assessment prior to attending in person events. You can use the self-assessment tool online by going to <https://bc.thrive.health/covid19/en> and if it suggests you self-isolate, do not attend any cadet events.

(CO)

3. CADET ABSENCES

- a. If you are going to be absent for illness or another reason, please complete the online excusal form at <https://205air.com/cadet-absence/>. Upon completing the form, your absence will be recorded as an excusal, versus absence without leave.

(AdmO)

4. PERSONAL INFORMATION UPDATES

- a. Any changes in personal information must be reported to the Admin Officer. This includes phone numbers (Home/Cell/Parents/Guardians), email addresses (Cadets/Parents/Guardians), and residential/ mailing addresses. This allows Corps Staff and senior cadets to contact cadets effectively.

(AdmO)

5. ANNUAL VERIFICATIONS AND DETAILED HEALTH QUESTIONNAIRES

- a. Every training year, cadets are required to complete their Annual Verifications, and some must complete a Detailed Health Questionnaire (DHQ).
- b. AVs and DHQs were due back **NO LATER THAN 30 NOV 2023**.
- c. **Cadets who's forms have not been received are no longer permitted to participate in any events until the forms have been received.**
- d. **Cadets who require a DHQ and have submitted them, but are awaiting RCSU sign-off are not permitted to participate in any events away from LHQ until their DHQ has been received and processed by the Medical Liaison Officer in Victoria (which may take some time). Please submit these forms ASAP to avoid delays.**

(AdmO)

6. ANNUAL CADET CODE OF CONDUCT FORMS

- a. All cadets must complete their annual code of conduct with their parents/guardians and return them **NO LATER THAN 30 NOV 2023**.
- b. Cadets will review the COC with a staff member who will confirm receipt of the forms.
- c. **Cadets who have not returned their COC forms are not permitted to participate in any cadet events until the forms have been received and signed off by a staff member.**

(AdmO)

PART II – TRAINING7. MARKSMANSHIP – SUNDAYS (1300-1600)

- a. Open to all cadets.
- b. Cadets will practice air rifle marksmanship at the Navy League Cadet Hall, located at 750 Fifth Street.
- c. OPI Capt Ruel

(TrgO)

8. BAND PRACTICES – TUESDAYS (1800-2100*)

- a. Practices take place at the Navy League Hall located at 750 Fifth Street, Nanaimo.
- b. *Junior Band (New to band Cadets, and Cadets who are developing) will take place from 1800-1900.
- c. *Senior Band (Cadets who have been informed by the BandO they have advanced to senior band) will take place from 1900-2100
- d. If you are interested in joining the band, please speak with the Band Officer.
- e. OPI Capt Ruel

(BandO)

9. BIATHLON PRACTICES – WEDNESDAYS (1800-2000)

- a. Cancelled for remainder of the training year.

(TrgO)

10. EFFECTIVE SPEAKING – EVERY SECOND FRIDAY (1830-2000)

- a. Effective speaking invites any cadets wanting to build their public speaking skills and train for the Effective Speaking competition.
- b. Open to all cadets.
- c. Practices take place at LHQ.
- d. OPI CV DeBarros

(TrgO)

11. VIMY RIDGE MEMORIAL – 7 APR 2024

- a. All cadets will participate in a memorial parade to remember the Battle of Vimy Ridge.

(TrgO)

12. 808 WING CLEAN-UP – 7 APR 2024

- a. All cadets will attend the 808 Wing to help clean-up the building. The Wing provides the cadets with free accommodations and this is one of the many ways we show appreciation.

(TrgO)

13. FTX – OP SUNRISE (LEVEL 1 & 2 CADETS) AREA DIRECTED ACTIVITY – 19-21 APR 2024

- a. Selected cadets will participate in a jointly run outdoor survival FTX at CF METRE.
- b. This activity is restricted to selected cadets who are in their level 1 or 2 training year.
- c. Deadline to register is 29 MAR 2024. Speak to the Training Staff if you are interested.
- d. Details will be distributed to selected cadets via MS Teams.

(TrgO)

14. FAM FLYING – 20 APR 2024

- a. Selected cadets will participate in flying opportunities.
- b. This activity is restricted to selected cadets.
- c. Details will be distributed during regular training nights leading up to the event.

(TrgO)

15. SENIOR CADET MESS DINNER – 27 APR 2024

- a. NCO cadets will participate in a formal mess dinner.
- b. Dress is C2.

(TrgO)

16. YEAR 5 WORKSHOP (PO513) – 5 MAY 2024

- a. Selected cadets will participate in a senior leadership training workshop on MS Teams.
- b. This activity is restricted to selected level 5 cadets and is a requirement for completing their level 5 training.
- c. Details will be distributed to selected cadets via MS Teams.

(TrgO)

17. ANNUAL CEREMONIAL REVIEW – 2 JUN 2024

- a. ALL cadets will participate in the Annual Ceremonial Review to showcase their accomplishments this training year.
- b. Event is open to the public, so mark the date in your calendar for your family and friends.
- c. Details will be distributed to the selected cadets.

(TrgO)

PART III – PERSONNEL18. STAFF

Capt Ruel, D. – Commanding Officer, Marksmanship Coach, Band Officer
Capt Bough, G. – Deputy Commanding Officer, Training Officer, Level 4 Officer, and Positive Space Ambassador
Capt Edwards, T., CD – Supply Officer
Capt Hills, K., CD – Instructor and Flying Officer
CI Ruscoff, G. – Administration Officer
CI Finch, C. – Biathlon Coach
CV Tomashiro, M. – Instructor and Level 1 Officer
CV Bereck, L. – Instructor and Level 2 Officer
CV Barabash, G. – Chaplin, Instructor and Level 3 Officer
CV Bereck, M. – Assistant Training Officer and Level 5 Officer
CV DeBarros, M. – Effective Speaking Coach

19. CADETS

SQUADRON STRENGTH: 109 Cadets

PART IV – SUPPORT COMMITTEE20. MEMBERSHIP

Chair – Mr. Loeffen, G.
Vice Chair – Mr. Bereck, L.
Treasurer – Ms. Haapala, A.
Secretary – Mrs. Perpeluk, A.
Director at Large – Mrs. Joo, O.
Director at Large – Mrs. Park, K.

21. RECRUITMENT

The cadet program is jointly run with members of the Canadian Armed Forces (Instructors and core program) and volunteers on the local Support Committee (Fundraising, Accommodations and Recruitment). Local Support Committees operate under the Air Cadet League of Canada and augment the cadet program, making the difference between a basic program and cadets having an amazing program. A strong Support Committee can have a huge impact on what your cadet gets out of our program. Members of the Support Committee can be anyone from the public, with exception of the Air Cadet Squadron staff due to the conflict of interest.

If you are interested in making your cadet's program even better, please reach out to the Support Committee at info@205air.com.



D. Ruel

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Nanaimo, BC

Captain
Commanding Officer

Annexes:

Annex A Calendar

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Nanaimo, BC

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 EASTER MONDAY	2 Band Practice Timings: 1800-2100* Dress: Civilian Location: Navy League Cadet Hall	3	4 CO's Parade Timings: 1815-2115 Dress: C1A Location: Armouries	5 Effective Speaking Timings: 1830-2000 Dress: Civilian Location: LHQ	6 NVI CCC Meeting Timings: 1400-1600 Dress: C2 Location: Virtual
7	8	9 Band Practice Timings: 1800-2100* Dress: Civilian Location: Navy League Cadet Hall	10	11 Regular Training Timings: 1815-2115 Dress: C5 Location: Armouries	12	13
Vimy Ridge Memorial Timings: 0900-1200 Dress: C1A Location: RCL 256 808 Wing Clean-Up Timings: 1200-1600 Dress: Civilian Location: LHQ						
14	15	16 Band Practice Timings: 1800-2100* Dress: Civilian Location: Navy League Cadet Hall	17	18 Regular Training Timings: 1815-2115 Dress: C5 Location: Armouries	19 Effective Speaking Timings: 1830-2000 Dress: Civilian Location: LHQ Op SUNRISE Timings: TBA Dress: TBA Location: CF METR	20 Fam Flying Timings: 0800-1600 Dress: C5 Location: 893 LHQ Op SUNRISE Timings: TBA Dress: TBA Location: CF METR
21 Op SUNRISE Timings: TBA Dress: TBA Location: CF METR Marksmanship Practice Timings: 1300-1600 Dress: Civilian Location: Navy League Cadet Hall	22	23 Band Practice Timings: 1800-2100* Dress: Civilian Location: Navy League Cadet Hall	24	25 Regular Training Timings: 1815-2115 Dress: C3 Location: Armouries	26	27 Sr. Mess Dinner Timings: 1800-2030(ish) Dress: C2 Location: RCL 256
28	29	30 Band Practice Timings: 1800-2100* Dress: Civilian Location: Navy League Cadet Hall	1 MAY	2 MAY	3 MAY	4 MAY Battle of Atlantic Memorial Timings: 1000-1400 Dress: C1A Location: RCL 256 PO 513 Workshop Timings: TBA Dress: TBA Location: Virtual
Legion 256 GM Timings: TBA Dress: C1A Location: RCL 256				CO's Parade Timings: 1815-2115 Dress: C1A Location: Armouries	Effective Speaking Timings: 1830-2000 Dress: Civilian Location: LHQ	

"TO LEARN – TO SERVE – TO ADVANCE"