

104 “STARFIGHTER” ROYAL CANADIAN AIR CADET SQUADRON **STANDING ORDERS**

Issued on the authority of the Commanding Officer



PREFACE

#104 “Starfighter” Royal Canadian Air Cadet Squadron Standing Orders (hereafter called Sqn Standing Orders) are issued under the authority of the Commanding Officer. These orders supersede any previously published Sqn Standing Orders.

Sqn Standing Orders are regulations pertaining to the personnel, administration, operation, supply, and finances of #104 RCACS. These orders are meant to amplify regulations issued under Queen’s regulations and Orders for the Canadian Forces (QR & O’s), Defence Administrative Orders and Directives (DAOD), Cadet Training and Administrative Orders (CATO’s), Central Region Cadet Orders (CRCO’s), and DCdts 2-2 Admin Instructions (Medical Screening Protocol, CCO Membership, and Personal Information Validation). The Commanding Officer shall be the final authority for interpretation and enforcement of Sqn Standing Orders.

Suggestions for amendments shall be forwarded to the Commanding Officer through the normal chain of command.

Jesse D. Free
Captain
Commanding Officer
#104 “Starfighter”
Royal Canadian Air Cadet Squadron

CANADIAN CADET MOVEMENT	5
1.01 Cadet Program Mandate	5
1.02 Loyalty	5
1.03 Professionalism	5
1.04 Mutual Respect	5
1.05 Integrity	5
1.06 Applicability	5
1.07 Enforcement	5
PERSONNEL	6
2.01 Duties and Responsibilities	6
2.02 Command and Control	6
2.03 Unit Cadet Conflict Management Advisor (UCCMA)	7
2.04 Range Safety Officer	7
2.05 Duty Personnel	8
2.06 Alcohol, Drugs, and Smoking	8
2.07 Dress Regulation	9
2.08 Promotions	9
2.09 Deportment	10
2.10 Compliments	10
2.11 Summer Training, Regional, and National Directed Activity Selection	11
2.12 Competitive Optional Squadron Team Selections	11
2.13 Fraternization	12
2.14 CCO Membership and Recruiting	12
2.15 Chain of Command	13
2.16 Awards	13
2.17 Institutes	14
2.18 Commendation / Disciplinary Reporting Procedure	14
2.18a Severe Disciplinary Procedure	14
2.18b Demotions	15
2.18c Suspension and Dismissal	15
2.19 Conduct Prejudicial to the Good Order	15
2.20 Cadet Instructor Requirements	16
2.21 Harassment, Racism, and Abuse Policy	16
2.22 Cadet Conflict Management System (CCMS) Training	17
2.23 Loss of Uniform / Misplaced Parts	17
2.24 Personnel Development Report	17
2.25 Medical Screening	18
2.25a Medication Policy	18
2.26 Personal Information Validation	19
2.27 Personnel Transfers	19
OPERATIONS	20
3.01 Operation Timings	20
3.01a Mandatory Training Nights	20
3.01b Personal Vehicles and Parking	20
3.01c Weekly Parades / Inspections	20
3.01d Optional Training	21

3.01e	Cancellation or Postponement of Training	21
3.02	Physical Fitness	21
3.03	First Aid Training	22
3.04	Emergencies	22
3.05	Use of Personal Motor Vehicle (PMV)	23
3.06	Ranges	23
3.07	Supervision	23
3.07a	Mandatory Training Activities.....	23
3.07b	First Aid Requirements	23
3.07c	Exercises	23
3.07d	Attendance	23
ADMINISTRATION		25
4.01	Fire Orders	25
4.02	Security	25
4.03	Classroom Maintenance.....	25
4.04	Out of Bounds	26
4.05	Correspondence.....	26
4.06	Theft.....	26
4.07	Attendance	26
4.08	Squadron Telephone	27
4.09	Facsimiles	27
4.10	Email	27
4.11	Squadron Website	28
4.12	Facebook Page	28
4.13	Access to the Armoury.....	28
4.14	Bulletin Boards	28
4.15	Use of DND Computers.....	29
4.16	Further IT Policy	29
4.17	Access to the LAN	30
SUPPLY		31
5.01	Hours of Operation	31
5.02	Care and Use of Cadet Uniform.....	31
5.03	Training Stores.....	31
5.04	Care and Use of Equipment	31
FINANCES		32
6.01	Budgets	32
6.02	Purchases.....	32
6.03	Fundraising Activities.....	32
6.04	Hardship Cases.....	33
6.05	Staff Training Bonuses	33
6.07	Financial Records.....	33

CANADIAN CADET MOVEMENT

1.01 Cadet Program Mandate

a. The Cadet Program Mandate is described in CATO 11-03, Cadet Program Mandate. The mandate covers the following:

- (1) program mission and vision;
- (2) program aim; and
- (3) intended participant outcomes.

1.02 Loyalty

a. The expression of our collective dedication to the ideals of the Canadian Cadet Movement and to all its members;

1.03 Professionalism

a. The accomplishment of all tasks with pride and diligence;

1.04 Mutual Respect

a. The treatment of others with dignity and equality; and

1.05 Integrity

a. The courage and commitment to exemplify trust, sincerity, and honesty.

1.06 Applicability

a. The Code will apply to all Unit members.

1.07 Enforcement

a. All members are expected to act with loyalty, professionalism, integrity, and mutual respect to others and property.

b. It is the responsibility of all members of #104 RCACS to report all infractions against the code through the chain of command to the Commanding Officer.

PERSONNEL

2.01 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 on training parade nights from 1815–2130hrs. If unable to be present on a parade night or other scheduled activity, the Commanding Officer or representative must be informed as far in advance as possible. In the case of an exercise, the OIC of the scheduled activity must be informed as well.
- c. Instructors are expected to be present
- d. Officers and staff are expected to be present at support training activities as required and as individual schedules permit. These activities include mandatory support exercises, adventure training, expedition training, parades, citizenship tours, and competitions. As leaders within the CCO a level of time appreciation and planning is expected so as to attend Sqn mandatory training.
- e. It is also noted that officers who commit to said activities are responsible for that activity. It is the cadet who suffers when staff members do not fulfill their commitments.

2.02 Command and Control

- a. The Commanding Officer of a Cadet Unit is responsible to the Commanding Officer of RCSU (C), 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, the Canadian Cadet Organization and the Canadian 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 and bears the responsibility for the final decision.
- d. The Deputy Commanding Officer shall be senior to all officers except the Commanding Officer, unless the Commanding Officer has designated otherwise.

- e. The Training Officer shall be senior to all officers working in a training function.
- f. The Commanding Officer of #104 RCACS is responsible for the command, control, and administration of the unit. 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.
- g. All officer staff, civilian instructors and volunteers are responsible for reading and understanding their terms of reference (TOR). If clarification is required, it is the individual's responsibility to ensure clarification of the TOR. TORs are located at Annex C – 104 RCACS Terms of Reference.
- h. If required, a subordinate officer will be delegated by the Commanding Officer to be the second in command, 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. By default, the responsibilities of the Commanding Officer will fall to the Deputy Commanding Officer unless circumstances dictate otherwise.

2.03 Unit Cadet Conflict Management Advisor (UCCMA)

- a. The Unit Cadet Conflict Management Advisor(s) will be appointed by the Commanding Officer. Telephone numbers of the UCCMA will be promulgated in the units contact information.
- b. Where possible, there will be a UCCMA of each gender appointed.
- c. All Sqn personnel may seek the advice and guidance directly, without going through the chain of command, for all matters respecting abuse, sexual or otherwise, human rights issues, harassment, and conflict with other individuals in the unit.
- d. UCCMA qualified personnel will conduct annual training of all personnel in accordance with National Regulations.

2.04 Range Safety Officer

- a. Range Safety Officer(s) will be appointed by the Commanding Officer.
- b. Range Safety Officers will be qualified and certified as Central Region qualifications and certification policy dictates.
- c. Certified Range Safety Officers will be promulgated in Sqn Standing Orders.
- d. The Range Safety Officer is responsible to the Commanding Officer for the safe operation of ranges and weapons.

- e. The Range Safety Officer is responsible to the Training Officer for firearms handling training as required.
- f. Individuals who are certified RSO(s) and may be used to conduct range training for biathlon, marksmanship, or other familiarization training. Certification Personnel List is located at Annex B – Certification List: 104 RCACS Personnel.

2.05 Duty Personnel

- a. The Administration Officer will hold the master copies of the duties of the Duty Officer and the Duty Sergeant.
- b. The Administration Officer will ensure that an up-to-date list is published so that all personnel will know the duty staff on a given training period.
- c. The Administration Officer will maintain a duty roster for all duty personnel and promulgate it on the Sqn Information Board.
- d. Changes to the roster must be reported to the Administration Officer as soon as possible.
- e. Only the Commanding Officer or designate can authorize a change in rotation.
- f. All duty personnel shall report to the Duty Officer by 1815hrs on the evening of their duty. Tour of duty will terminate at 2130 hrs the same evening or when all tasks have been completed.
- g. The Duty Officer shall report to the Commanding Officer or designate at the end of each training period and report any incidents. A log of all matters concerning duty shall be promulgated each night and keep on file for the duration of the training year.

2.06 Alcohol, Drugs, and Smoking

- a. The consumption of alcohol is not permitted by staff (eight hour rule) or cadets prior to, or at any Cadet activity, or in the presence of Cadets.
- b. Smoking is not permitted at any cadet activity under the direction of #104 RCACS, or activities that come under the authority of RCSU (C). Central Region believes in a healthy lifestyle and prohibits smoking for cadets entirely to further these means. Governance of smoking policy is CATO 13-22, Smoking Policy.
- c. All Officers, Instructors, Volunteers, and Cadets are to comply with the Cadet Drug and Alcohol Policy as per CATO 13-23, Drug and Alcohol Policy. Ignorance is not a tolerable excuse.

2.07 Dress Regulation

- a. All Cadets are expected to be familiar with the contents of, and comply with CATO 55-04, Air Cadet Dress Regulations.
- b. All staff are expected to familiarize themselves with A-AD-265-000/AG-001 – Canadian Forces Dress Instructions. Seasonal dress changes for officers will be decided by NDHQ and then passed along to the regions. Notice of seasonal dress change for officers will be distributed as command dictates.
- c. The dress and appearance of Officers and Cadets will on all occasion's reflect and be a credit to the Canadian Forces, Canadian Cadet Organization, and #104 RCACS.
- d. Seasonal dress changes and forms of dress for ceremonies and special training will be announced in weekly training orders through verbal and electronic communication.
- e. Items of the cadet uniform issued from supply will not be worn in combination with civilian dress. Some allowances for extreme circumstances will be at the discretion of the Commanding Officer.
- f. The wearing of the Cadet Uniform is authorized for official cadet activities only. Authorization to wear the Cadet Uniform at non-sanctioned cadet activities, ie. School Remembrance Day Ceremonies, must be obtained from the Commanding Officer.
- g. 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.
- h. Haircuts and styles for male and female cadets must comply with CATO 55-04 and present a neat, clean – cut appearance for all cadet activities.

2.08 Promotions

- a. Promotions will be made a minimum of once a Training Year, dates and frequency are at the sole discretion of the Commanding Officer.
- b. Promotions will be made in accordance with CATO 13-02, Cadet Rank Promotions.
- c. The final decision for promotions rests with the Commanding Officer.

2.09 Deportment

- a. All Officers, 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. Officers' dress, haircuts, and overall appearance must meet Canadian Forces Policy at all times.
- c. Cadets and staff must avoid the use of scented products. For the benefit of all personnel at the unit, #104 RCACS promotes a scent-free environment.
- d. Civilian Instructor and Volunteer dress must be neat, clean, and appropriate for the activity. Jeans are acceptable attire if they are well kept and in good repair, however during formal activities jeans are not authorized. Dress for Commanding Officer's Parades and other ceremonial occasions should reflect the formality of the event.
- e. Officers and staff are to address each other by their rank/title and surname, and cadets by rank and surname, when in the presence of cadets.

2.10 Compliments

- a. A high standard of military bearing is to be maintained and all ranks will pay proper compliments to officers. Compliments will be carried out in a smart and efficient manner.
- b. Proper compliments will be observed in the following areas;
 - (1) Entering and leaving the Squadron office;
 - (2) On the parade square;
 - (3) The outside area between the Parade Square and Sqn Office; and
 - (4) Officers entering classroom.
- c. There will be no saluting in the Sqn Office or classroom area.
- d. All, regardless of rank, will recognize the Commanding Officer. Officers of the same rank of the Commanding Officer are not required to salute the Commanding Officer.
- e. 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 training period, and again as the last thing you do before parting company or retiring at the end of the activity.
- f. Compliments will always be paid by all, on all occasions, on the parade square.

2.11 Summer Training, Regional, and National Directed Activity Selection

- a. Cadets are expected to submit all documentation required by posted deadlines. Failure to do so may result in failure of the Cadet to attend the Summer Training Course being applied for. For all activities, cadets will be required to complete an 'Application for Participation' Form. The Application Form is considered part of Situational Screening for medical concerns with regards to these activities. If required by the situational screening, a more detailed medical screening may be required.
- b. Summer training selection will be actioned by the Commanding Officer in consultation with the unit staff. Selection will be based on criteria set out by Central Region Directives and a combination of attendance, attitude and cadets forecasted ability to complete applied tasks at an acceptable level.
- c. Application for Summer Training will be produced electronically through Fortress. The summer camp application process at the unit will be considered a five step process:
 - (1) List and description of all summer camp opportunities will be posted along with a letter and document sent home to the parents for review;
 - (2) Cadets will submit an Application for Participation listing the desired courses;
 - (3) If required, cadets will notify the Administration Officer of any incorrect data to be amended in Fortress; and
 - (4) Cadets will return the completed Application for Participation to the Administration Officer for entry in to Fortress.
- d. Steps will be repeated as required on an individual basis.
- e. If it is determined by the Commanding Officer that a cadet is not suited to attend summer training then a negative recommendation shall be submitted with the application via Fortress and the cadet shall not be placed on any spare list.
- f. If a cadet has been deemed unsuitable for summer training, the cadet and parent will be notified and the option of a cadet/parent meeting with the CO will be given.
- g. Upon selection for a course, an 'Offer of Participation' form will be generated via Fortress which is to be accepted or rejected by the cadet and their parents, and returned promptly to the Administration Officer for registry in Fortress.

2.12 Competitive Optional Squadron Team Selections

- a. As the beginning of each training year, a CIC officer or Civilian Instructor / Volunteer will be appointed to coordinate and coach each competitive optional training teams.

- b. As of 30 Sep of each training year, the coordinator of each team must submit to the CO and DCO for approval a selection criteria and process for team selection.
- c. Selection criteria should be based upon a combination of the following, considered in priority:
 - (1) participation, attendance and dedication to Mandatory Training Activities;
 - (2) participation, attendance and dedication to team selections;
 - (3) level of achievement in the discipline; and
 - (4) potential for progress and growth in the discipline.

2.13 Fraternization

- a. Officers, Civilian Instructors, or adult Volunteers will not fraternize with Cadets on any occasion.
- b. Cadets will not fraternize with other cadets during cadet activities.
- c. Definition: **frat-er-nize** (fràt er n ìz) verb, intransitive
 - (1) To associate with others in a brotherly or congenial way.
 - (2) To associate on friendly terms with a clearly defined group, often in violation of discipline or orders.
- d. Examples of fraternization, but not limited to, are:
 - (1) Holding hands;
 - (2) Embracing;
 - (3) Sexual overtures; and
 - (4) Offering favours in advancement of personal relationship.
- e. All staff is expected to familiarize themselves with CATO 22-05, Personal Relationships for further information and clarification of policy.

2.14 CCO Membership and Recruiting

- a. Recruiting new members of the Sqn is a responsibility of the Sponsoring Committee. Officers, Civilian Instructors, Volunteers, and Cadets are encouraged to assist where possible.
- b. The unit shall develop and update on a yearly basis a progressive recruitment plan that shall encompass Brant County. The Commanding Officer will attempt to dedicate some unit funds to aid in recruitment.

c. Cadets are required to complete and produce the following documents upon joining the cadet unit:

- (1) CF 1158, Application for Membership;
- (2) Proof of age by a Government ID, Passport, or Birth Certificate; and
- (3) Provincial./ Territorial Health Insurance Card.

d. All documentation listed in '**2.14 CCO Membership and Recruiting**', Para c must be present and the Commanding Officer must review and sign the CF 1158 prior to the cadets information being entered into Fortress and being permitted to attending training activities.

2.15 Chain of Command

a. All personnel are to go through the proper chain of command in all matters. The chain of command is dictated by the Commanding Officer.

b. The Cadet Sqn Commander (CSqnComd) is the only Cadet who may liaise directly with the Commanding Officer without going through the normal chain of command.

c. The Cadet Sqn Deputy Commander (CSqnDComd), Cadet Sqn Warrant Officer (CSqnWO), Flight Commanders (Fl Comd), and Flight Sergeants 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 or Commanding Officer. It is preferable that prior appointments be made for these interviews.

2.16 Awards

a. Cadets applying for awards are required to meet deadlines for submissions of medicals, written applications, qualifications, etc. as issued by proper authority.

b. Cadets failing to meet deadlines will forfeit their chance for application.

c. Where more applicants than vacancies exist or prioritizing of applicants is needed, the Commanding Officer shall seek the advice of staff but will be the final authority for the selection of the nominated Cadets.

d. For annual awards such as those presented at the time of the Annual Ceremonial Review, criteria are listed at Annex A – 104 RCACS Awards and Criteria. All Sqn personnel should be aware of the awards and their history and what is required to receive the awards.

- e. An awards committee chaired by the Commanding Officer will convene no later than one month prior the Annual Ceremonial Review date to review all awards nominees and vote on the award winner. In the case of a tie the Commanding Officer will use an extra vote to break the tie.

2.17 Institutes

- a. The Canteen will be open during the scheduled breaks at regular training parades and Commanding Officer's parades.
- b. Canteen operation is the responsibility of the Sqn Sponsoring Committee. The responsibilities will ensure that there is sufficient inventory, NCOs designated to serve Cadets, collect money, and maintain security on regular parade nights.
- c. The canteen may be opened during optional training activities at the discretion of the Commanding Officer, in consultation with the Sqn Sponsoring Committee. The instructor/officer in charge of the optional training activity is responsible for canteen security, operation, and collection of payment.

2.18 Commendation / Disciplinary Reporting Procedure

- a. Chits will be written to commend a cadet for their actions or to report a recurring discipline issue.
- b. Chits may be initiated by any NCO, but must be reported through the chain of command and must be signed by the level officer before being passed on for action. All pertinent information including issue, cadets reasoning, reference to violation of specific standing order and recommendations.
- c. The Training Officer will suggest a course of action and present them to the Commanding Officer
- d. The Administration Officer will ensure the Chit is filed in the cadet's personnel file.
- e. All disciplinary actions shall be in accordance with CATO 15-22, Conduct and Discipline Cadets. CATO 15-22 must be referenced to ensure the appropriate response and investigation procedure(s) is followed before a disciplinary response is given.

2.18a Severe Disciplinary Procedure

- a. In the case where a cadet has committed an infraction consistently, or, if the infraction is of more serious nature (i.e. a situation with regards to the safety and welfare of other personnel) then more serious actions must be taken.

b. Verbal warnings are recorded warnings which go on file. They are of a serious nature and are the next step after the cautionary notice and written chits. A verbal warning is also the next step before a written warning.

c. Written warnings are the last step before counseling with the Commanding Officer and dismissal from the unit.

2.18b Demotions

a. Demotions can be utilized as an alternative measure to dismissal and should only be considered in the case of cadets who honestly realize their mistake but are also an asset to the unit. The well-being of the cadet in question must also be carefully scrutinized.

b. More information of demotion policy of cadets can be found at CATO 15-22.

2.18c Suspension and Dismissal

a. Suspension guidelines are directed by CATO 15-22 and are an option that can be used for a variety of situations.

b. Dismissal or “Termination” of a cadet within the unit may be required for more serious incidents. When this is the case, CATO 15-21, Termination of Cadet Membership, and Queens Regulations and Orders (Cadets) 4.21 will be adhered to. Appropriate paperwork must accompany this decision and the cadet must be afforded the opportunity to grieve this decision to CO RCSU(C). The commanding officer will ensure that all required steps have taken place.

2.19 Conduct Prejudicial to the Good Order

a. The conduct of all Royal Canadian Air Cadets shall reflect the high ideals and aims of the organization. Any conduct prejudicial to the good order of #104 RCACS 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 Air Cadets;
- (3) being found guilty in civil or criminal court action or being an accessory to a crime;
- (4) disobeying a direct order of a superior;
- (5) being improperly dressed or slovenly in dress;
- (6) improper use of equipment/loss of equipment;
- (7) undermining the authority of a superior; and,

- (8) disorderly conduct while in uniform or while at a cadet function.

2.20 Cadet Instructor Requirements

- a. Cadet instruction must be of the highest standard at all times.
- b. A cadet will not conduct an instructional period for cadets unless:
 - (1) A lesson plan has been prepared prior to the instruction period;
 - (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.
- c. Failure to meet the above requirements will result in remedial action which may include:
 - (1) Additional Instructional Technique training;
 - (2) Relinquishment of instructional privileges; or,
 - (3) A negative recommendation for promotion or training.
- d. All instructors will be assessed by the Training Officer or his/her delegate. Officer staff will be assessed as much as deemed is necessary to improve the individual's standard of instruction.
- e. Formal and informal assessments may come at any point during the LHQ training period. No notification of assessment is required.

2.21 Harassment, Racism, and Abuse Policy

- a. To facilitate a positive environment for all personnel, harassment, racism, and abuse of any nature will not be tolerated in 104 RCACS.
- b. All incidents of harassment, racism, or abuse shall be reported to the Unit Conflict Management Advisor, who will investigate them and advise the Commanding Officer as to what action should be taken.
- c. **False accusations** will be taken very seriously, and may result in dismissal. For further clarification, a false accusation will be known as an accusation that with thorough investigation turns up as inaccurate or entirely untrue.
- d. All staff shall complete the harassment and abuse training as required and dictated by national policy.

2.22 Cadet Conflict Management System (CCMS) Training

- a. All Cadets must have completed CCMS training within 90 days of enrolment. Training will be in accordance with CATO 13-25, CCMS.
- b. The Commanding Officer will certify that all personnel have attended required PSRY Training and that it is reflected in Fortress.

2.23 Loss of Uniform / Misplaced Parts

- a. All articles of cadet clothing on loan to a cadet shall be clearly marked with the cadet's name.
- b. The cadet and his/her parent/guardian are responsible for any items on loan during the time the cadet is issued them until they are returned to 104 RCACS.
- c. A loan card will be maintained by the Supply Officer to account for all uniform items and the cadet shall initial for each item that is issued to him/her.
- d. If a cadet has forgotten a uniform item, the Supply Officer shall raise a temporary loan card and issue the cadet a replacement item if there is sufficient items in stock. The cadet will be required to return that item by the next parade date. The cadet shall be issued a verbal warning about having all required items. If the cadet does not return the item on temporary loan, no further issues will be made until item is returned and a written chit will be issued.
- e. If a cadet loses a uniform part and it has been determined that the loss is through the cadet's negligence, the Supply Officer may request financial recovery for that item by means of a letter to the parent/guardian (as per outside correspondence procedures). The cadet will be re-issued that item, and a written chit will be created and put on the cadet's personnel file. Should this occur a second time, the Supply Officer will arrange for the cadet to be brought before the Commanding Officer for disciplinary action.

2.24 Personnel Development Report

- a. All staff are subject to personnel evaluations. In order to train officers in becoming more efficient and to help develop desirable leadership qualities, 104 RCACS will conduct a PDR process. This process will be "in house" and will not affect the officer for employment or other opportunities.
- b. The PDR process will consist of the following steps:
 - (1) **Initial Interview** – This stage will state a terms of reference and also secondary duties as assigned by the CO. An area will also allow the member to state goals.

- (2) **Midterm Assessment** – This will take place after the Christmas break and will afford the assessor a chance to help the member identify strengths and weaknesses. It will also pinpoint if the member is meeting the required standard.
- (3) **Final Assessment** – This will take place at the end of the given training period and will afford the member the opportunity to review their performance over the given year. The final assessment will be signed and dated as read. One copy shall be filed and the other will be given to the member.

c. It should be noted by all members that a mark of competent means that the member is completing the requirements of the position and should not be taken as negative.

2.25 Medical Screening

a. Process for these screenings will be IAW DCdts 2-2 Admin Order – Medical Screening.

b. Medical screening of personnel will be conducted upon application and as follows:

- (1) Initial Screening. Conducted upon joining or rejoining the unit;
- (2) Annual Screening. At the beginning of each Training Year;
- (3) Annual Screening. When transferring from another unit;
- (4) Situational Screening. When applying for participation in RDA, NDA or summer / advanced training; and
- (5) In-Year Screening. When a cadet suffers a serious injury or illness or undergoes a surgical operation at any moment of the year.

2.25a Medication Policy

a. Cadets identified through initial screening as having prescribed medications will be provided the Unit Consent to Manage Medications Form.

b. The purpose of this form is to amplify DCdts 2-2 Admin Order – Medical Screening, ensuring that all cadets take their medications as directed while under the care and supervision of unit staff.

c. Parents will have the option to authorize an officer designated by the activity OPI to control and administer individual medications, or to verbally confirm with a cadet that they have taken their medications as prescribed.

2.26 Personal Information Validation

- a. Personal Information Validation will be conducted IAW DCdts 2-2 Admin Order – Cadet Personal Information Validation.
- b. A validation form will be processed from Fortress and provided to the cadet for updating.
- c. Cadets will be subjected to validation at the following times:
 - (1) **Annual Validation** – in September of the current training year for all returning cadets.
 - (2) **Situation Screening** – when selected for participation in RDA, NDA, Summer or Advanced Training.
 - (3) **In-Year Validation** – whenever a cadet’s information has changed.
- d. It is the cadet’s responsibility to inform administration of any change of information.

2.27 Personnel Transfers

- a. Cadet personnel transferring from another unit are subject to an interview with the Commanding Officer which may include the participation of the subject cadet’s parent(s) or guardian(s). This is to ensure that the cadet is transferring for appropriate reasons that are for the benefit of the cadet and respective cadet Sqn.
- b. The cadet must notify previous unit of transfer so that the cadet will be placed on the “Inactive” list in Fortress. The cadet will complete all paperwork required as if they were applying for membership (see “**2.14 CCO Membership and Recruiting**”). The cadet will be reactivated in Fortress once the Commanding Officer has signed the appropriate sections.
- c. CIC and COATS members who are transferring to another unit or to a specified list will be required to complete a DND 324, Outgoing Clearance Form and ED&T (if required). Originals of 1355s, Attendance Report, will be submitted with the paperwork as required.

OPERATIONS

3.01 Operation Timings

- a. Timings are based on what the unit has as resources. Staff should be aware that timings are often determined by the only available slots and training facilities.

3.01a Mandatory Training Nights

- a. Mandatory training will take place each Wednesday night from 1815-2100hrs during the months of September to June.
- b. Functions that take place on mandatory training nights will be listed on the Sqn information board and on the Sqn website prior to training period.

3.01b Personal Vehicles and Parking

- a. Staff shall park behind the Armoury, along the fence line, facing the river.
- b. Secondary parking shall be the 'Kelly's Employment Services' parking a lot, in front of the Armoury Entrance.
- c. No one shall park in the tenant spaces immediately in front of the Armoury.
- d. Staff will adhere to this policy as to avoid conflict with the other units and sections utilizing these areas.

3.01c Weekly Parades / Inspections

- a. An inspection by the Commanding Officer will take place once a month. These parades will be identified as "Commanding Officers Parade" on routine orders.
- b. Upon completion of weekly parades the Training Officer in conjunction with the CSqnComd and CSqnWO shall recommend to the CO a best dressed cadet and shall also bring to the CO's attention any deficiencies that appeared during the inspection and parade.
- c. The Commanding Officer may invite a civilian dignitary from the community to a Commanding Officer's Parade to act as a reviewing Officer. Where such is the case, the Reviewing Officer will be accorded all military honours appropriate to a senior officer of the Canadian Forces while on parade.

- d. Phone trees will occur NLT the Sunday preceding the subject parade night. Phone trees shall follow the structure identified by the CSqnComd and Trg O.

3.01d Optional Training

- a. All optional training activities shall be approved by the Commanding Officer prior to commencement.
- b. All optional training activities shall be supervised by qualified instructors at locations approved by the Commanding Officer.
- c. All optional training activities shall be stated in the Sqn Monthly Routine Orders. Required information will include dates, times and location of each activity.
- d. 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 by phone calls and placing a message on the unit message service.
- e. Additional activities such as parades, tours, and field training exercises will be promulgated on the Sqn information board and website, as well as in verbal and written announcements as far in advance as possible.

3.01e Cancellation or Postponement of Training

- a. The Commanding Officer or designate will be the final authority on cancellation or postponement of training.
- b. Notification via email, phone, and updating of social media outlets will occur as quickly as possible.
- c. In the event that schools and / or city services have been shut down due to inclement weather, cadet training will be automatically assumed to be cancelled. This is due to many reasons such as safety and welfare of all personnel, adverse changes to family timings, and to allow for as much time as possible for cancellation news to spread.

3.02 Physical Fitness

- a. Cadets are required to maintain a fitness level that meets the aims of the movement to promote physical fitness.
- b. Cadets will participate in physical training provided by the Sqn unless specifically excused by the Training Officer in consultation with the Commanding Officer.

- c. Prior to completing fitness testing, all cadets shall complete the Physical Fitness Training Questionnaire. Any cadet answering “yes” to a question will be evaluated by conducting staff to ensure that no harm will come to the cadet by participating. Staff shall always err on the side of caution.
- d. Physical fitness training will be conducted by appropriately trained or experienced staff.
- e. A member of the conducting staff or participant must have a valid emergency first aid qualification and a first aid kit will be readily available at all physical fitness or sports training.
- f. Where Cadets are moving on a roadway, a marker shall be placed 15 feet (4m) in front of and at the rear of the group and shall ensure that traffic is controlled for safety. Both shall wear visible fluorescent marker vests to attract attention.

3.03 First Aid Training

- a. It is the objective that as many 104 RCACS personnel as possible will undergo first aid training yearly and maintain a minimum of St John Ambulance Emergency First Aid qualifications.

3.04 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 CF personnel 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 Central Region cadets. A photocopy of all documents will be taken prior to submission.
- f. A DND 663 will be completed where there is a reason to suspect that general safety can be improved.

3.05 Use of Personally Owned Motor Vehicle (POMV)

- a. Cadets are not to use personally owned motor vehicles (POMV) on cadet activities unless specifically authorized by the Commanding Officer.
- b. No officer or civilian instructor shall be reimbursed for the use of POMV unless authorized by the Commanding Officer.

3.06 Ranges

- a. Only authorized ranges will be used by members of 104 RCACS. All range activities will be supervised by qualified Range Safety Officers (RSO).
- b. All cadets are required to comply with orders given by the RSOs immediately, without hesitation.

3.07 Supervision

3.07a Mandatory Training Activities

- a. All Sqn exercises shall conform to CATO 13-12, Supervision of Cadets when conducting any training activity.
- b. Where female cadets are present, a female adult supervisor should be present on the exercise.

3.07b First Aid Requirements

- a. An Officer or Civilian Instructor shall be appointed as first aider for all exercises and shall be qualified and equipped to carry out emergency first aid in the field.

3.07c Exercises

- a. There shall be an OIC, Sup O, Senior Cadet, and First Aider identified for each exercise

3.07d Attendance

- a. Attendance on mandatory training exercises is mandatory for all cadets. If a cadet does not attend training exercises and cannot complete the training required to complete their Level Training for the year, they may not be eligible for promotion or selection for Summer Training.

b. Cadets that sign up voluntarily for an exercise and fail to be present or fail to notify the Sqn that they cannot attend will be deemed absent without official leave (AWOL) and subject to appropriate disciplinary action.

ADMINISTRATION

4.01 Fire Orders

- a. 104 RCACS will identify a Fire Prevention Officer each year. All personnel should know the identity of the Unit Fire Prevention Officer.
- b. Upon discovery of a fire, the person making the discovery shall yell “**FIRE FIRE FIRE**” and pull the nearest pull station. They will then evacuate the area immediately.
- b. All personnel should be aware of the locations of fire extinguishers and fire alarms.
- c. In the event of a fire drill, or actual fire, the Armoury Fire Orders (Action on Discovery of a Fire) are to be followed exactly. These fire orders are posted throughout the Armoury. All personnel should be familiar with these instructions.
- d. All hallways and doorways in the building will be kept clear and unobstructed at all times.
- 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: **911**

4.02 Security

- a. Each individual is responsible for ensuring the security of DND and Sqn property.
- b. Doors to training facilities shall be locked at all times unless a facility is actively in use.
- c. The assigned duty officer will be the last person to leave the Armoury and will ensure that the building is secure, that all doors are locked, and all windows are secured. This check will be done even if an area has not been occupied by the last person to leave.

4.03 Classroom Maintenance

- a. Classrooms will be maintained in an orderly manner.
- b. Classroom instructors shall ensure that they leave the classrooms clean, whiteboards clean, chairs and tables arranged in a military manner, and that all garbage has been placed in the proper receptacles.

4.04 Out of Bounds

a. During training parades the following areas are out of bounds to all cadets, unless on duty or appointed to a specific position:

- (1) Canteen;
- (2) Supply;
- (3) Sqn office; and
- (4) Commanding Officer's office.

b. Due to sensitive information, the Administration Area and Commanding Officer's office will be locked at all times to ensure access to the office is limited. Only the Administration Officer or the Commanding Officer will give permission for access other than appointed individuals.

4.05 Correspondence

a. All correspondence, including memos, newsletters, press releases, and information to parents, must be reviewed and approved by the Commanding Officer.

b. All outgoing correspondence not specific to a training team will have the Commanding Officers signature. Disciplinary action will be taken against members who distribute correspondence without the Commanding Officer's knowledge or who use the Commanding Officer's electronic signature without permission.

c. All warning and operations orders must be reviewed and approved by the Commanding Officer.

4.06 Theft

a. Theft will not be tolerated and will result in dismissal from 104 RCACS. It is the duty of every member of the Sqn to minimize the risk of theft of DND and Sqn property.

b. Sqn personnel are to report any suspicious activity or theft immediately to the Commanding Officer.

4.07 Attendance

a. Attendance at weekly training parades is mandatory for all cadets. All cadets are expected to be in the building and ready for training NLT 1830hrs.

b. If a cadet is unable to attend a parade night it is his/her responsibility to contact the Sqn office prior to 1815hrs and inform their Fl Comd of his/her anticipated absence and the reason.

- c. Attendance at weekly training parades is recorded both in written and electronic (Fortress) form.
- d. Three consecutive absences without excuse are grounds for suspension from the Sqn. Exceptional circumstances may be discussed with the Commanding Officer. Leaves of absence will only be granted with approval of the Commanding Officer.
- e. Attendance at mandatory support training is a requirement to progress from one level to the next. It is also a criterion for promotion and selection to summer training courses.
- f. Cadets who sign up for mandatory support and/or optional activities are expected to attend. If unable to attend, cadets are expected to contact the OIC or Senior Cadet as per the instructions for weekly training parades.

4.08 Squadron Telephone

- a. The Sqn cell phone will be maintained on a rotating basis by the outgoing Duty Officer, under direction of the Commanding Officer.
- b. No long distance telephone calls or charges will be made to the Sqn unless authorized by the Commanding Officer.

4.09 Facsimiles

- a. All facsimiles sent shall be approved by the Commanding Officer prior to transmissions. A copy will be forwarded to the Administration Officer for filing purposes.

4.10 Email

- a. All email directed to the 104 RCACS Commanding Officer, shall be forwarded to the concerned staff for appropriate action. Emails are to be viewed as official correspondence.
- b. All external email concerning Sqn activities shall be cc'd to the Commanding Officer.
- c. The Chain of Command is to be strictly adhered to, especially when dealing with outside agencies, when communicating using email
- d. CadetNET should be the means of correspondence when available for reasons such as recording and security.

e. Parents are encouraged to register for information emails, which serve as a secondary means of communication regarding news, announcements and cancellations. Pertinent information will still be passed directly to cadets via call outs.

f. Correspondence distribution lists are as follows:

- (1) List A: CO, DCO, and TrgO;
- (2) List B: All Comd staff (CO, DCO, TrgO, AdmO, and SupO); and
- (3) List C: All Unit Staff.

4.11 Squadron Website

a. The Sqn website shall not be modified, altered, or changed without the specific approval of the Commanding Officer or his designate.

b. Upon approval by the Commanding Officer of the Sqn Monthly Routine Orders and the calendar, these documents will be placed on the website for unit members to view.

4.12 Facebook Page

a. The Sqn Facebook page, “*#104 “Starfighter” RCACS Official*” shall not be modified, altered, or changed without the specific approval of the Commanding Officer or his/her designate.

b. Upon approval by the Commanding Officer, news, announcements, photos and upcoming events may be placed on the Facebook page.

4.13 Access to the Armoury

a. Access to the Sqn office will be by key access, gained through the OIC Brantford Armoury.

b. An access list for all keys shall be maintained at CFS St. John’s Headquarters for all keys issued to 104 RCACS staff members. This list shall be amended by the Commanding Officer through the OIC Brantford Armoury.

c. Cadets will not attend the Armoury unless supervised by an officer or civilian instructor.

4.14 Bulletin Boards

a. No items will be posted on a bulletin board unless authorized by the Commanding Officer or his/her designate.

- b. Bulletin boards will be kept timely by removal of items after the event has occurred or the item has been posted for a reasonable period of time.

4.15 Use of DND Computers

- a. DND computers will not be removed from the 104 RCACS office unless authorized by the Commanding Officer.
- b. Computers will be used for their specifically designated purposes only.
- c. Only licensed software will be used on DND computers.
- d. All personnel shall abide by the following directives while using DND computers:
 - (1) DAOD 6001-1, Acceptable Use of the Internet, Defence Intranet and Other Electronic Networks, and Computers;
 - (2) CATO 11-07, Internet Acceptable Use- Cadet Program;
 - (3) CATO 12-40, CCO Widearea Network (CCO Net); and
 - (4) CATO 12-41, Acceptable Internet Use within the CCO.

4.16 Further IT Policy

- a. Officers, civilian instructors and civilian volunteers will not contact cadets through any means other than official CadetNET email or through verbal means.
- b. Officers, civilian instructors and civilian volunteers will not retain contact with cadets through any instant messaging software or through internet profiling sites (ie Facebook, Google+, Twitter) at any time.
- c. This policy is in place to protect the cadets and staff of the unit and to foster a professional environment.
- d. Disobeying this policy may result in dismissal procedures as a staff member of the Sqn.

4.17 Access to the LAN

a. LAN Connection is to be utilized first and foremost for official Sqn business. Priority of usage is as follows:

- (1) staff email;
- (2) Fortress;
- (3) orders and regulations;
- (4) instructional research;
- (5) access to military publications; and
- (6) personal email.

b. Users should refrain from using the network for personal use unless absolutely necessary or permission is obtained from Commanding Officer or his/her designate.

SUPPLY

5.01 Hours of Operation

- a. Sqn Supply hours are from 1830-2030 hrs on mandatory training nights.
- b. All exchanges must take place as soon as possible and during this time frame.
- c. Supply may be opened at other dates and times at the discretion of the Supply Officer.

5.02 Care and Use of Cadet Uniform

- a. No member shall wear a uniform unless on a Sqn Activity or other activity authorized by the Commanding Officer.
- b. No item shall be glued to the uniform. All items will be placed on the uniform as per CATO 55-04, Air Cadet Dress Regulations.
- c. Parents are responsible for the custody of the uniform and will be responsible to reimburse the Crown for lost items.

5.03 Training Stores

- a. The Trg O shall maintain an inventory and be accountable for all items located in the training office and used for regular training.
- b. No combustible items shall be stored in the Sqn office.

5.04 Care and Use of Equipment

- a. All equipment used by Sqn personnel shall be used in a diligent manner and be used only as the item was meant to be used.
- b. Care shall be taken to ensure that items are returned clean, dry, and properly folded.

FINANCES

6.01 Budgets

- a. By 1 Nov of the given training period, any staff member who will require funding for a mandatory or optional activity in which they are the OPI for shall submit a tentative budget to the Commanding Officer.
- b. If a training budget is provided by the WOA Cadet Detachment for the unit to use for mandatory training, the Commanding Officer shall determine spending guidelines in consultation with training staff.
- c. Budgets may also be subject to Sponsoring Committee approvals.

6.02 Purchases

- a. All purchases on behalf of the Sqn will be approved by the Commanding Officer.
- b. Method of payment should mainly be by cheque or unit bank card. Cash should only be used when absolutely necessary. If approved by the Commanding Officer, staff may use personal funds.
- c. In all cases receipts MUST be turned into the Administration Officer for accounting and/ or reimbursement.
- d. No reimbursement for expenditures or purchases on behalf of the Sqn will be made to or by an officer, civilian instructor, volunteer, or cadet unless the Commanding Officer has approved the expenditure.

6.03 Fundraising Activities

- a. Fundraising activities are regarded as mandatory participation activities. Failure to comply may result in loss of privileges, barring from participation in activities solely funded by the monies raised through fundraising, and will be considered by the Commanding Officer when determining eligibility for promotion, summer training, or scholarships.
- b. No fundraising on behalf of the Sqn will be undertaken by anyone unless authorized by the Commanding Officer.
- c. Members of 104 RCACS will conduct the appropriate number of fundraising activities possible in the aim of concentrating on training. To this means only well planned productive fundraising shall be undertaken by the unit.
- d. Financial statements shall be maintained for all fundraising activities.

6.04 Hardship Cases

- a. From time to time, families of cadets may experience financial hardships that will mean they will not be able to afford fees that may be levied to participate in certain cadet activities.
- b. No cadet will be precluded from participating from any Sqn activity solely on the basis of the inability to pay any fees.
- c. Families experiencing financial hardship should apply to the Commanding Officer to waive any fees/donations, or 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.
- d. Application for a waiver or an individual fee/donation payment structure will be made in strict confidence between the applicant and 104 RCACS.

6.05 Staff Training Bonuses

- a. Pay for officers and civilian instructors is allotted as follows:
 - (1) Based on quota of Sqn; and,
 - (2) Pay is available to those officer's the CO has appointed to the unit paid establishment.
- b. Pay will be recorded based on CATO 21-03 IAW with Central Region Policies and CRCO's.
- c. Pay will be authorized for officers by the CO based on their attendance and performance during mandatory training or as authorized specifically by the CO.

6.07 Financial Records

- a. Financial Records will be kept and developed monthly. A financial report will be available for all staff members to review on request to the Administration Officer.
- b. Financial statements will be delivered to the sponsor monthly or as requested.