

182 (GM STEFNUFASTUR) GIMLI  
ROYAL CANADIAN AIR CADET SQUADRON



STANDING ORDERS

## FORWARD

1. These Standing Orders (SOs) are issued under the authority of the Commanding Officer (CO) 182 GM Stefnufastur Royal Canadian Air Cadet Squadron (182 RCACS). They are intended to supplement and amplify the Canadian Armed Forces (CAF) orders, publications and directives as they relate to the Squadron adult supervisors and cadets.
2. The SOs are effective upon receipt and are applicable to all staff and cadets involved with 182 RCACS. All squadron personnel shall acquaint themselves with, obey and enforce these orders. Visitors to the Squadron are also subject to the SOs 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.
3. Where references are indicated, there are orders or regulations promulgated by a higher CAF authority. If a conflict occurs between these orders and any order or regulation promulgated by a higher CAF authority (NDHQ, CJCR HQ, RCSU, etc.) or a listed reference the higher authority shall prevail.
4. Digital copies of these orders will be made readily accessible to all staff members and cadets of 182 RCACS for review and reference and a hardcopy will be kept by the Administration Officer (Admin O). It is the responsibility of the individual to make themselves aware of the content in the orders and to keep current with amendments.
5. The SOs shall be reviewed annually and updated as required. All requests to amend these orders shall be submitted in writing to the CO.

SA Cameron  
Captain  
Commanding Officer

## TABLE OF CONTENTS

<b>PART 1 – ORGANIZATION .....</b>	<b>4</b>
100 COMMAND AND CONTROL .....	4
101 CHAIN OF COMMAND .....	4
102 SQUADRON OFFICERS.....	4
103 TASKS AND RESPONSIBILITIES .....	5
104 EXPECTATIONS OF STAFF .....	5
105 EXPECTATIONS OF CADETS .....	6
106 DUTY PERSONNEL.....	7
<b>PART 2 – CONDUCT &amp; DISCIPLINE .....</b>	<b>8</b>
200 CODES OF CONDUCT .....	8
201 SMOKING/VAPING .....	8
202 ALCOHOL .....	8
203 DRUGS.....	8
204 WEAPONS .....	8
205 PERSONAL RELATIONSHIPS .....	9
206 HARASSMENT/ABUSE .....	9
207 LOSS, THEFT, OR DAMAGE .....	10
208 USE OF PRIVATE VEHICLES .....	10
209 CELLULAR DEVICES AND ELECTRONICS .....	10
210 DRESS .....	11
211 COMPLIMENTS .....	14
212 DEPARTMENT .....	16
213 REMEDIATION PROCEDURES .....	17
<b>PART 3 – ADMINISTRATION .....</b>	<b>18</b>
300 ATTENDANCE .....	18
301 UPDATING PERSONAL INFORMATION .....	18
302 CADET INTAKE PROCEDURES .....	19
303 CADET SOS PROCEDURES .....	19
304 VOLUNTEER HOURS.....	20
305 HIGH SCHOOL CREDITS.....	20
306 LETTERS OF REFERENCE .....	20
307 PERMISSION FORMS .....	20
308 KIT LISTS .....	20
<b>PART 4 – TRAINING.....</b>	<b>21</b>
400 REQUIRED & NON-REQUIRED TRAINING .....	21
401 LOCAL DIRECTED ACTIVITIES.....	21
402 PARADE NIGHTS .....	21
403 CADET PROMOTIONS.....	21
404 SQUADRON AWARDS .....	23
405 SUMMER TRAINING SELECTION .....	23

<b>PART 5 – SUPPLY</b> .....	<b>27</b>
500 INVENTORY.....	27
501 INFORMATION TECHNOLOGY .....	28
502 CANTEEN .....	29
<b>PART 6 – ENVIRONMENT &amp; SAFETY</b> .....	<b>30</b>
600 COMMANDING OFFICER'S ENVIRONMENTAL POLICY .....	30
601 COMMANDING OFFICER'S SAFETY POLICY .....	30
602 ENVIRONMENTAL ASSESSMENTS.....	31
603 FIRE SAFETY .....	31
604 PARADE SAFETY .....	33
605 SUPERVISION OF CADETS .....	33
606 SICKNESS OR INJURY AT CADETS.....	33
<b>PART 7 – TRAINING AREAS &amp; SECURITY</b> .....	<b>35</b>
700 SQUADRON OFFICES .....	35
701 LIABLE TO SEARCH .....	35
702 AIRPORT RESTRICTIONS.....	35
703 HANGAR SECURITY .....	35
704 AUTHORIZED KEY HOLDERS & KEY ACCESS .....	36
705 DESIGNATED AREAS .....	36
706 PHYSICAL SECURITY.....	37
707 DOCUMENT SECURITY.....	37
708 CADET PERSONNEL RECORDS .....	38
709 CLEANLINESS.....	38
<b>PART 8 - COMMUNICATIONS</b> .....	<b>39</b>
800 EXTERNAL POINT OF CONTACTS.....	39
801 CORRESPONDENCE.....	39
802 TELEPHONE ANSWERING SYSTEM.....	39
803 PRINTING & PHOTOCOPYING.....	39
804 ELECTRONIC COMMUNICATION .....	39
805 SOCIAL MEDIA USAGE .....	40
<b>PART 9 - FINANCIAL</b> .....	<b>41</b>
900 FINANCIAL CONTROL .....	41
901 FINANCIAL EXPENSES .....	41
902 PURCHASES .....	41
903 FUNDRAISING ACTIVITIES .....	41
<b>ANNEX A - ORGANIZATIONAL CHART</b> .....	<b>A-1</b>
CADET PARADE ASSIGNMENTS .....	A-2
<b>ANNEX B – EXPECTATIONS OF CADETS</b> .....	<b>B-1</b>
<b>ANNEX C – STAGES AND STEPS TO REMEDIATION</b> .....	<b>C-1</b>
<b>ANNEX D - REGULAR PARADE NIGHT TIMETABLE</b> .....	<b>D-1</b>
<b>ANNEX E – NATIONAL PROMOTIONAL STANDARDS</b> .....	<b>E-1</b>
<b>ANNEX F – SQUADRON AWARDS</b> .....	<b>F-1</b>

## **PART 1 – ORGANIZATION**

### **100 COMMAND AND CONTROL**

Ref: Queen's Regulations and Orders for Canadian Cadet Organizations (QR Cadets)

1. The Commander of the National Cadet and Junior Cadet Rangers Support Group has the ultimate responsibility for the Cadet Program and is located at National Defence Headquarters (NDHQ), in Ottawa.
2. The Commanding Officer (CO) is responsible to the Commanding Officer Regional Cadet Support Unit Northwest (CO RCSU) via the Officer Commanding Northeastern Area (OC NE Area).

### **101 CHAIN OF COMMAND**

1. An Organizational Chart identifying the positions and chain of command within the Squadron is attached at Annex A.
2. Appointments within the Squadron are at the sole discretion of the Commanding Officer (CO). However, for the purpose of training or replacement due to illness, supervisors may temporarily assign and schedule individuals to subordinate positions.
3. All individuals are personally responsible for the proper execution of all duties assigned to them by higher authority. Individuals holding supervisory roles are in turn responsible for supervising the duties of their subordinates and effectively communicating information with their subordinates. Any failure on the part of an individual to fulfill their duties properly must result in immediate and appropriate corrective measures taken by their immediate supervisor.
4. Where a subordinate position is not assigned, the responsibilities and tasks of that position default to the position's supervisor.
5. All subordinates are responsible to report all issues, concerns and/or absences to their immediate supervisor. As well, subordinates who are also supervisors, are to report all outstanding issues, concerns and/or absences of their subordinates upward to their supervisors.
6. Cadets will generally follow the chain of command based on their activities at the time, during classes via the instructor, during parades via the parade appointments, and if in doubt via the rank structure. As many issues and concerns are outside the capabilities or authority of senior cadets, all cadets are authorized to approach any adult supervisor, at anytime.
7. All Squadron personnel are permitted to have personal interviews with the CO; however it is expected that appointments be made for these interviews.

### **102 SQUADRON OFFICERS**

1. Regardless of the rank or status of individual appointed, individuals holding the following key positions within the Squadron are designated as Squadron Officers, including:
  - Commanding Officer (CO)
  - Operations Officer (Ops O)
  - Administration Officer (Admin O)
  - Training Officer (Trg O)
  - Supply Officer (Sup O)

2. Subjects to the CO's approval, additional positions may be designated depending on the Squadron's quota allotments and training requirements.

### 103 TASKS AND RESPONSIBILITIES

1. Positions and their subsequent tasks and responsibilities within the Squadron are separated by Category:

- Primary Duties. Identifying main tasks and responsibilities of members within the Squadron
- Secondary Duties. Identifying tasks and responsibilities within the Squadron assigned based on specific training, background or Squadron requirements and to be performed as necessary or in addition to Primary Duties
- Special Duties. Identifying tasks and responsibilities within the Squadron, assigned for a specific period, and to be performed as necessary but to have priority over Primary and Secondary Duties
- Cadet Parade Appointments. While on parade or not performing other Primary Duties, Cadet Parade Appointments are to be considered the cadets' Primary Duty

2. Where there is insufficient adult supervisors and/or qualified cadets, positions identified as Primary Duties may be assigned to an individual as a Secondary Duty.

3. Level Officers shall be assigned to each Training Level as either a Primary Duty or Secondary Duty based on the availability of adult supervisors. Priority for assigning Level Officers as a Primary Duty alone, shall be in order of Levels 1 to 3. Unless sufficient adult supervisors are available to permit otherwise, the Training Officer (Trg O) shall be deemed as the Level Officer for Levels 4 and above.

4. Terms of Reference for all positions and cadet parade appointments within the Squadron are published in the **182 RCACS Terms of Reference**.

### 104 EXPECTATIONS OF STAFF

#### General

1. In general, all adult supervisors are expected to:

- annually read, sign and follow the Cadet Code of Conduct
- promote tolerance and respect for others
- ensure a safe and healthy training environment
- be professional and lead by example
- provide quality instruction
- protect the best interests of cadets
- treat cadets equally in selection for courses, ranks and awards
- enforce rules and regulations
- promote learning
- maintain an appropriate level of dress and deportment that is acceptable for appearance in public and the type of training being completed
- follow their chain of command for questions or concerns
- obey the orders and instructions given
- perform all other assigned duties as required

### **Attendance**

2. All adult supervisors are expected to be on duty at their assigned training activities. If unable to be present on a parade night or other scheduled function, the individual's supervising Squadron Officer or the Commanding Officer (CO) must be informed as far in advance as possible.
3. Supervision requirements for activities outside of Parade Nights will be scheduled in advance as far as practical with the aim of equal distribution of responsibility among the Squadron Officers.
4. All volunteer adult supervisors (Civilian Volunteers and other CAF members) are encouraged to participate in all Locally Directed Activities (LDA) and Non-Required Training activities.

### **Most Senior Staff Member Present**

5. On arrival at any Cadet function, until relieved by the Officer-in-Charge (OIC) of the function or a more senior Squadron adult supervisor, the most senior adult supervisor present (including Civilian Instructors and Civilian Volunteers), by virtue of rank and subsequent seniority, shall:
  - Supervise all Squadron cadets, ensuring proper dress, deportment and well-being
  - Ensure the Squadron's Most Senior Cadet Present is identified and supervise their actions
  - Ensure all Squadron cadets are formed-up prior to the start of the function
  - Ensure attendance is taken and submitted to the OIC
  - Report to the OIC on their arrival

NOTE: For the purpose of this order, Civilian Instructors (CIs) are deemed to be ranked higher than Civilian Volunteers (CVs).

## **105 EXPECTATIONS OF CADETS**

### **All Cadets**

1. Expectations of all cadets in the Squadron is listed at Annex B.

### **Expectations by Rank**

2. In addition to the basic expectations of all cadets, cadets have additional expectations based on their rank as also listed at Annex B. With respect to promotion, cadets will be evaluated based on their performance and abilities to meet these additional expectations.

### **Most Senior Cadet Present**

3. On arrival at all Cadet functions, until relieved by a more senior cadet or adult supervisor from the Squadron, the most senior cadet present shall:
  - Take command of all Squadron cadets, ensuring proper dress, deportment and well-being
  - Form-up all unit Squadron cadets prior to the start of the activity
  - Take attendance or ensure attendance is taken by a subordinate
  - Report to the Officer-in-Charge (OIC) of the function or the Most Senior Staff Member present

**106 DUTY PERSONNEL**

1. At Squadron functions where the Commanding Officer (CO) is designated as the Officer-in-Charge (OIC) or where the activity is scheduled to be more than 12 hours in duration, other adult supervisors will be scheduled, designated and act as the Duty Officer (Duty O) for periods not to extending more than 24 hours.
2. On a rotational basis, in support of Parade Nights:
  - with the exception of the CO, all Squadron Officers and designed adult supervisors, will perform the duties of Duty O
  - all Sergeants (Sgts) and then Flight Corporals (FCpls) will perform the duties of the Duty Cadet (Duty Cdt)
  - All flights will perform the duties of Duty Flight (Duty Flt)
3. The Administration Officer (Admin O) with the assistance of the Squadron Commander (Sqn Comd) will maintain a roster for Parade Night Duty Personnel rotation and promulgate it in Monthly Routine Orders (MROs). Changes to the roster must be reported to the Admin O as soon as possible. If any individual Duty Personnel cannot appear for their duty assignment, the next person on the rotation as promulgated in the MROs will assume the duties.



**PART 2 – CONDUCT & DISCIPLINE****200 CODES OF CONDUCT**

Ref: CJCR Gp O 5019-6 Codes of Conduct

On enrolment and at the beginning of each training year, all cadets and their parents/guardians; and all adult supervisors are to be presented copies of the Code of Conduct to read, sign and follow. These are the minimum acceptable levels of behaviour tolerated within the Cadet Program. Any breach of this Code may result in administrative and/or disciplinary action taken against the individual up to and including the individual's termination of membership from the Cadet Program.

**201 SMOKING/VAPING**

Ref: CATO 13-22 – Smoking Policy

1. IAW the reference, under no circumstances shall cadets smoke, vape or be in the possession of tobacco products during Cadet functions.
2. No adult supervisor shall smoke or vape in front of cadets.
3. The use of vaping products is prohibited inside training areas IAW the Manitoba Non-Smokers Health Protection and Vapour Products Act.

**202 ALCOHOL**

Ref: CATO 13-23 – Drug and Alcohol Policy

1. IAW the reference, no cadet shall consume or be in the possession of alcoholic beverages or be intoxicated during Cadet functions, regardless of provincial regulations.
2. No adult supervisor shall consume or be in possession of alcoholic beverages or be intoxicated while performing their duties. As a guide it is recommended that Staff members are abstain from any alcohol for at least eight hours before attending Cadet functions, whether on duty or as a visitor.

**203 DRUGS**

Ref: CATO 13-23 – Drug and Alcohol Policy

1. IAW the reference, no member of the Squadron, including cadets and adult supervisors shall be under the influence of or be in possession of any illegal drugs of any sort.
2. Cadets may not share and adult supervisors are not authorized to administer prescription or over-the-counter drugs to cadets, during cadet functions without the direct authorization of a parent/guardian or doctor.
3. The Commanding Officer is to immediately notify proper local authorities of any breach of this policy.

**204 WEAPONS**

Ref: CATO 12-50 Annex B - Prohibited, Restricted and Unauthorized Items

1. Weapons include any firearm or any device that is designed or intended to exactly resemble or to resemble with near precision, a firearm or other prohibited weapon. No member of the Squadron shall be in possession of any unauthorized weapon(s) during Cadet functions.
2. The Commanding Officer will immediately notify the proper local authorities if anyone is found to be in violation of the section above.
3. When authorized for a Cadet function, such as an Aircrew Survival Weekend, cadets may carry a pocketknife with a blade no longer than 3 inches/7.62 centimetres.

## **205 PERSONAL RELATIONSHIPS**

Ref: CATO 25-05 – Personal Relationships

1. No member of the Squadron, including cadets and adult supervisors, shall openly display acts of affection while at a Cadet function.
2. Unless related, adult supervisors shall not have personal relationships or contact with cadets beyond that required for normal work interaction.

## **206 HARASSMENT/ABUSE**

References:

- A. DAOD 5012-0 - Harassment Prevention and Resolution
- B. CATO 13-24 - Harassment Prevention and Resolution)
- C. CATO 13-29 - Administrative Procedures - Social Issues

1. IAW the references, under no circumstances shall any member of the Squadron, including cadets or adult supervisor, abuse or be abused by any person, whether that be emotionally, physically, verbally or sexually.
2. Under no circumstances shall members of the Squadron, including cadets and adult supervisors, commit any objectionable act, comment or display that demeans, belittles or causes personal humiliation or embarrassment, or any act of intimidation or threat, toward any cadet or staff member.
3. All forms of hazing, including any coerced participation, expressed or implied, in improper initiation rites, ceremonies or other events, are expressly prohibited.
4. Harassment of any form constitutes unacceptable conduct and will not be tolerated.
5. All infractions of including any behaviour mentioned above will be reported to any of the following:
  - the UCCMA or Commanding Officer (CO)
  - any adult supervisor of the Squadron
  - Child and Family Services at (204) 944-4050
  - the DND/CF Harassment help line at 1-800-290-1019 (Eng), or 1-800-290-0893 (Fre)
  - the CF Members Assistance Program at 1-800-268-7708
  - Teen Touch at 1-800-563-8336 or 783-1116 (Winnipeg)
  - Kids Help Phone at 1-800-668-6868

**207 LOSS, THEFT, OR DAMAGE**

1. Theft will not be tolerated and it is the duty of every member of the Squadron to minimize the risk of theft of DND, Squadron and personal property.
2. Squadron personnel shall report any suspicious activity, loss, theft or damage of personal or public property immediately to the Duty Officer (Duty O) or Officer-In-Charge (OIC)
3. The Duty O or OIC 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.
4. If any loss or theft involves weapons or weapon parts, members are to contact nearest military police establishment immediately.

**208 USE OF PRIVATE VEHICLES**

Ref: CANCDTGEN 013/22 - Use of Private Motor Vehicles in support of Cadet Activities

1. Cadets are not to use private motor vehicles (PMV) on Cadet functions unless specifically authorized by the Commanding Officer (CO) and then only as necessary to perform a specific duty, related to the purpose of having the vehicle present. Where a cadet brings a vehicle to a Cadet activity, the vehicle is to be parked; locked; and not accessed for the duration of the activity. Loss and/or damage to private motor vehicles are at the risk of the cadet and their parents/guardians.
2. Except in case of an emergency as defined by the Officer-in-Charge (OIC) of the activity, no staff member, cadet or parent shall use their PMV during a Cadet function.

**209 CELLULAR DEVICES AND ELECTRONICS**

1. Bringing cellular devices and/or electronics to Cadet functions is highly discouraged. Loss and/or damage of any cellular or electronic device is at the risk of the individual or cadet and their parent(s)/guardian(s).
2. The use of cellular devices is prohibited in: washrooms facilities; in quarters while on exercises or overnight activities; and during classes unless used in the instruction.
3. All cellular conversations shall be conducted at volumes that regard those present and where possible, be conducted in private.

**210 DRESS**

## References

- A. A-CR-CCO-100/AG-001 - Cadets and Junior Canadian Rangers Dress Instructions
- B. A-DH-265-000/AG-001 Canadian Forces Dress Instructions

**General**

1. All staff and cadets of the Squadron will adhere to the following:
  - All Cadets shall conform to reference A while in uniform
  - All CAF members shall conform to reference B while in uniform
  - Civilian articles of clothing are not to be worn with any part of an Air Cadet or CAF uniform; with the exceptions being that:
    - Cadets are permitted to wear civilian pattern Winter outerwear if not issued the appropriate Cadet Parka
    - Required safety gear is to be worn while operating a bicycle, motorcycle or ATV
  - Visible items of uniform shall not be worn with civilian attire, except for accessories (e.g., gloves, scarf and footwear) which do not include any insignia.
  - All Civilian Volunteers (CVs) and Instructors (CIs) shall wear appropriate civilian attire during Squadron training and activities
  - As a rule of thumb, all CAF staff shall dress at a level equal to or above the cadets during all training sessions and activities
  - Individuals shall wear their uniform properly. Failure to meet the applicable dress standards may result in remediation including the individual being sent home

**Cadet Uniforms**

2. Uniforms are provided by the Canadian Armed Forces at no cost. All uniforms remain the property of the Squadron and are to be returned when the cadet leaves the Air Cadets.
3. Cadets are expected to ensure:
  - they are in possession of all issued items of uniform
  - they maintain the uniform and all uniform parts in proper order and cleanliness at all times
  - each uniform part fits correctly and is in good condition
4. Cadets are only authorized to wear their uniforms at Cadet functions. Arrangements for a cadet to wear their uniform at an activity or special event outside of a Cadet function may only be authorized by the Commanding Officer (CO).
5. As uniform parts become worn or as the cadet grows out of them, they may be exchanged for replacements at the Squadron Supply Office on parade nights. It is the responsibility of the cadet to take the initiative to go to the Supply office to have parts exchanged or replaced when necessary. Returned clothing shall be clean and in usable condition.
6. Any cadet found willfully defacing, mutilating, damaging, giving away or neglecting any part of their issued uniform or equipment will be disciplined and held responsible for the article(s) of equipment.
7. Further information on uniform standards is published in the **182 RCACS Dress & Deportment Guide**

### **Unacceptable Civilian Attire**

8. From time to time, cadets and staff are permitted to wear civilian clothing to Squadron activities. The following is a list of what is considered unacceptable:

- Tight or form-fitting pants that restrict motion
- Dresses or Skirts (with the exception of specific Social events)
- Sandals
- Jogging Pants (with exception of Sports or Fitness activities)
- Pajama Pants
- Fishnet stockings
- Shorts (with the exception of Sports or Fitness activities or as directed)
- Cut off shirts or shorts (no bare midriffs or risk of exposure with normal body movement)
- Tank tops/muscle shirts, or other tops with straps (shoulders must be covered)
- Hats (except for religious requirements or for outdoor protection)
- Clothing that is ripped, torn, dirty, or in need of repair.
- Clothing bearing inappropriate logos and sayings
- Sunglasses while indoors

### **Out Of Uniform**

9. If a cadet cannot for any reason wear their uniform when required, they are expected to wear their best available civilian clothing most closely approximating Business Casual Dress when expected to wear their Dress Uniform and Casual Dress when expected to wear their Field Training Uniform (FTU).

10. Cadets, when out of uniform, will generally not be permitted to hold parade positions or be in positions of authority.

### **Wearing Of Headdress**

11. As a guideline, the norms of formal etiquette should be followed:

- Consecrated buildings. All cadets shall observe the custom of the religious denomination concerned, in regards to the wearing of headdress in a consecrated building, except that headdress shall be worn when on duty as a member of the vigil during the lying in state of a deceased dignitary or when depositing or receiving Colours. The advice of the officiating clergy will be sought and followed in each case
- Messes and Canteens. Cadets shall remove headdress upon entering messes and canteens. The same custom shall be applied upon entering public restaurants
- Public Buildings. Headdress shall not normally be removed in any public place, including elevators. However, cadets may observe the custom practised by civilians in regard to the wearing of headdress in public buildings such as theatres and civil courts

**Designated Dress**

12. The following are the minimum Orders of Dress to be worn for:

	<b>Cadets</b>	<b>CAF Members</b>	<b>Civilians</b>
Normal Training	C-5	3C*	Business Casual
Except for:			
• Sports Activities	C-5C	Sports Casual	Sports Casual
• CO's Inspections/ACR/parades	C-1A*	1A*	Semi-formal*
• Community Services Activities	C-3*	3C*	Business*
* Or as authorized for warmer weather	C3A	3B	Business Casual

13. Changes to Orders of Dress for specific activities may be applied with the approval of the Commanding Officer (CO). Seasonal dress changes and changes to forms of dress for ceremonies and special training will be circulated in Monthly Routine Orders (MRO) or instructions from the CO.

**211 COMPLIMENTS**

Ref: A-DH-201-000/PT-000, Canadian Armed Forces Manual of Drill and Ceremonial

**Paying of Compliments**

1. The military salute is a traditional demonstration of trust and respect. Although the paying of compliments varies with circumstances, the paying of compliments by saluting is a fundamental requirement that is indispensable to Air Cadet discipline. Instructions with respect to paying compliments are detailed in the reference and will be taught to all cadets.

2. The essential regulations regarding the paying of compliments (saluting) are that when in uniform and when not marching in or formed up in a formation, Cadets shall salute:

- all commissioned officers (OCdts are not commissioned officers)
- when passing a staff car flying a pennant or bearing distinguishing general Officer car plates, indicating the occupant is a General Officer or a dignitary
- when recognizing a commissioned officer in civilian clothes
- when being past by the bier (a displayed coffin), in state, military or civilian funerals
- when the national flag is being raised or lowered, in the following manner:
  - when in uniform, face the flag staff, stand at attention and salute
  - when in civilian clothes, remove headdress, face the flag staff, stand at attention
- cenotaphs
- when being passed by a Flag or Colour Party with uncased Colours
- during the playing of national anthems (including God Save the Queen), the Last Post, and Reveille
- Foreign officers in the same manner as Canadian Armed Forces officers and commissioned officers of the Royal Canadian Mounted Police, unless the circumstances dictate otherwise
- When an officer approaches a group of individual cadets, the senior cadet of the group or where all are of equal rank, the person who recognizes the officer first shall take command and call the group to attention and the senior cadet shall then alone salute. Junior cadets shall draw their senior's attention to approaching officers if the circumstances require and allow

3. Most areas or situations are to be considered appropriate for saluting except the following:

- When either party is driving a vehicle, motorcycle or bicycle
- When eating and/or on a break and the headdress is removed
- Indoors except on parades, ceremonial occasions, or in areas so designated as saluting areas.

**Lecture Rooms**

4. When a visiting officer or dignitary senior to the instructor enters a lecture room, theatre, etc., the instructor or senior member present shall call the group to attention by calling ROOM. All members of the class shall sit at attention, arms straight at the side, head and eyes to the front and heels together. Where it may be impracticable or hazardous to call the group to attention, the order, STAND FAST, will be given. Members of the group shall suspend all possible action, without causing

physical danger to themselves or others, or damage to equipment, until the order CARRY ON is given.

### **Reporting**

5. When reporting to an officer or civilian dignitary, the following procedure shall be observed:
  - March forward, halt two paces in front of the officer or dignitary
  - Salute, remain at attention, await acknowledgement
  - Deliver the message, receive instructions, etc
  - If receiving an award, take one additional pace forward to receive the award and one pace back following the presentation
  - Salute, await acknowledgement
  - Turn right and march off
6. When a cadet reports to someone senior in rank, other than an officer, the procedure outlined above shall be followed without the salutes.
7. When reporting to the office of an officer, cadets are required to come to attention and salute and wait until acknowledged. Cadets who have assigned workspaces in an office need only to salute when entering for the first time and when departing for the last time.



## 212 DEPARTMENT

References:

- A. A-CR-CCO-100/AG-001, Cadets and Junior Canadian Rangers Dress Instructions
- B. A-DH-265-000/AG-001 Canadian Forces Dress Instructions

### General

8. All staff members and cadets of the Squadron shall conduct themselves in a professional and responsible manner at all times during Cadet functions, including:

- All Cadets shall conform to reference A
- All CAF members shall conform to reference B
- Individuals shall not:
  - chew gum or tobacco
  - slouch, saunter or loiter
  - use of electronic devices while walking
  - lean against buildings, walls or other items
  - place hands in pockets
  - spit
  - use profanity
  - kiss, walk arm-in-arm, hold hands or any displays of affection
  - perform in any manner that would dishonour the Squadron or the Cadet Program or detracts from a military bearing in the eyes of the public
- Buttons, fasteners and zippers shall be kept closed
- Jackets when worn will be done up
- Pockets shall not be bulged
- items such as personal mobile devices, portable electronics, glasses, glass cases, sunglasses, pens, pencils, key rings, or paper shall not be visibly extended, protrude from pockets, or be suspended from waist belts
- Headphones and ear buds may only be worn when travelling as a passenger in a vehicle
- Uniforms shall be lint and wrinkle free at all times
- Items, if carried, shall be in the left hand or draped over the left arm

### Forms of Address

9. Cadets below the rank of Warrant Officer will be normally addressed by their rank (i.e. “Sergeant”) or by their rank and surname (“Sergeant Jones”) when referring to an individual who is not present or where the possibility of confusion exists as to who is being addressed

10. All Officers and Warrant Officers will be addressed by both their rank and surname (i.e. “Warrant Officer Jones”) or by Sir/Ma’am

11. All Civilian adult supervisors, civilian dignitaries and parents, will be addressed by their appropriate prefix (i.e. Mr, Mrs or Ms) and their surname or by Sir/Ma’am

12. Cadets, when replying to yes/no questions will conclude responses to:
  - Officers and Warrant Officers by using Sir/Ma'am (i.e. "Yes Sir")
  - More senior cadets by using their rank (i.e. Yes Sergeant)
13. Cadets should not:
  - Talk while a staff member or more senior cadet is talking to them
  - Talk back to a staff member or more senior cadet
  - Say anything that may be considered derogatory to any individual or group

### **213 REMEDIATION PROCEDURES**

Ref: CATO 15-22 – Conduct and Discipline – Cadets

1. Remediation is a process for correcting or modifying behaviour or actions that are inappropriate during Cadet functions. Its goal is to encourage the cadets and develop their skills and abilities, with disciplinary measures used as necessary to correct the undesired behaviour.
2. The reference will be the guiding document in all disciplinary procedures.
3. Stages and Steps to Remediation can be found at Annex C.

#### **Re-dress of Grievance**

4. Should a cadet have a grievance, they must report to their Flight Commander (Flt Comd). If they do not receive satisfaction, they must then report to the Squadron Commander (Sqn Comd) who will then try and resolve the problem. If there is still no satisfaction, the Cadet may request the Sqn Comd address the issue with the Commanding Officer (CO).
5. Cadets may have disciplinary action re-dressed, if they feel they have been wrongly penalized. This will consist of the Cadet putting their request in writing for review by the CO. All requests must be substantiated and thoroughly detailed. Once reviewed by the CO, an interview will be conducted to determine if the appropriate action was taken. The decision of the CO is final.
6. If a Cadet has a problem that they feel cannot or should not be handled by a senior cadet, then they may bring it directly to an adult supervisor.

## PART 3 – ADMINISTRATION

### 300 ATTENDANCE

Ref: CATO 13-30 Cadets Excused Absence from LHQ Training

1. Any cadet who is absent for four(4) consecutive Parade Nights or more shall be SOS (Stuck off Strength) and recovery action for the uniform undertaken.
2. In order to participate in Non-Parade Night activities, cadets must maintain an attendance rate of 50% or higher within the past four(4) Parade Nights.
3. It is the responsibility of the individual Cadet to inform the Squadron of they reason(s) for being absent from Parade Nights and other Required Training activities. Reasons must be provided prior to, or within up to one week after the function. Cadets can pass on their reason(s) either by:
  - Calling the Squadron Office at (204) 642-5024 and/or leaving a message
  - Emailing [182air@cadets.gc.ca](mailto:182air@cadets.gc.ca)
  - Messaging the Squadron's Facebook page at [www.facebook.com/182aircadets](http://www.facebook.com/182aircadets)
  - Notifying a staff member or senior cadet (Sergeant or above)
4. Attendance percentages will be used to decide participation on Summer Training Selection certain tours, and trips, as well as eligibility for Squadron awards and Promotion.
5. In order for a cadet to participate in Non-Required Training, they must have attended or been "Excused" from the most recent Parade Nights.
6. The reference outlines the eligibility for and requirements of an excused extended absence from the Squadron.

### Late Arrivals/Early Departures

7. Cadets who arrive late to a training session or an activity are, on arrival, to report to the Administration Office, Duty Officer (Duty O) or to the Officer-In-Charge (OIC).
8. During a session or activity, cadets will not be permitted to depart until completion, unless other arrangements have been made between the cadet's parent/guardian and the Duty Officer (Duty O) or OIC, preferably prior to the start of the night or function.
9. Cadets are to report any sickness or injury while at a cadet activity. Cadets are not to call parents/guardians to pick them up without reporting their condition to an adult supervisor first.

### 301 UPDATING PERSONAL INFORMATION

Ref: QR&O 19.56 Report of Arrest by Civil Authority

1. Cadets and their parents/guardians are responsible for reporting to the Administration Officer (Admin O) any changes that may affect the cadet's personal file such as medical concerns, food allergies, emergency contacts, legal custody, and/or contact information.
2. All adult supervisors are responsible for reporting to the Commanding Officer (CO) any changes in personal details that may affect their work with the Squadron, including changes in contact information to arrests by a civil authority, as required of CAF members IAW the reference.

**302 CADET INTAKE PROCEDURES**

The following procedure should be followed when a youth applies to join the Squadron;

- Prospective cadets and their parents/guardians will be directed to the Administration Office
- The Administration Officer (Admin O) or designated staff member will:
  - give the cadet and/or their parents/guardians a copy of the Cadet enrolment documents
  - brief them how to complete the documents and where to return the completed documents
  - ensure they have a pen and location to complete the documents
- On completion of the documents, the Admin O or designated staff member will:
  - briefly review the documents for completion
  - make copies of the Cadet's birth certificate and health care cards
  - pass the cadet onto the Level 1 Supervisor (Level 1 Supr)
- The Admin O will review the documents and is responsible for obtaining any missing documentation from the cadet or their parent/guardian
- The Admin O will set up a personnel file for the cadet and enters the data into the FORTRESS database;
- Once the Admin O enters the cadet data into FORTRESS, creates a Cadet Personnel Record
- The Admin O will provide a list of new Cadets will be given to the Supply Officer (Sup O) and Training Officer (Trg O)
- The Level 1 Supr will make arrangements with the Sup O for all new cadets to be measured for their uniform(s)
- The Sup O will call in the new cadets for a fitting and issue of uniform. The Squadron will provide the cadet with their first nametag
- The complete uniform will be issued if parts were required to be ordered at the fitting.

**303 CADET SOS PROCEDURES**

The following procedure should be followed when a cadet leaves the Squadron for reasons other than retirement

- If the Cadet has been inactive, the Administration Officer (Admin O) will contact the cadet and/or a parent/guardian about their continued participation or scheduling return of the uniform parts
- When a cadet arrives with their uniform in order to leave the squadron:
  - An exit interview will be conducted by the Commanding Officer (CO) or Admin O
  - The cadet with issued uniforms will be asked to verify by signature that their complete uniform has been returned
- The officer who conducts the exit interview will inform Admin O of the SOS (struck off strength) date and the Admin O will then start the process for the SOS paperwork
- Each section head will sign and date the SOS paperwork once they have cleared the Cadet
- The CO will then sign off the file and Admin O will remove the Cadet from FORTRESS
- The cadet's file is retained until the Cadet reaches 25 years of age, and then destroyed

### **304 VOLUNTEER HOURS**

1. Where a cadet wishes a letter to use hours spent during Cadets as volunteer hours towards another organization or event, it is the cadet's responsibility to record their own hours and provide a draft of the letter indicating: the other organization or event; the purpose of submitting the volunteer hours; the name and mailing address for the letter; and how many hours they are to receive.
2. Once the information is cross-checked with Squadron records, the letter will be signed and then forwarded by the Administration Officer (Admin O).

### **305 HIGH SCHOOL CREDITS**

1. In Manitoba, Cadets can earn up to two additional credits beyond those required for a Manitoba High School Diploma for successful completion of the Cadet Program, one credit for the first two years in Cadets and another for two additional years in the program.
2. Letters stating that a cadet has successfully completed either of these periods is available from the Administration Officer (Admin O) on request and once the information is cross-checked with Squadron records.

### **306 LETTERS OF REFERENCE**

1. If any a cadet wishes to have a letter of reference written on behalf of the Squadron, for school or employment purposes are to forward their request to the Administration Officer (Admin O).
2. The cadet must provide a draft of the letter indicating:
  - the name and mailing address for the letter
  - their length of time with the Squadron
  - any summer training completed
  - any other accomplishment(s) received within the Cadet program they wish to highlight
3. Once the information is cross-checked with Squadron records, the letter will be signed and then forwarded by the Administration Officer (Admin O).

### **307 PERMISSION FORMS**

1. Permission Forms will be required for overnight activities and activities where cadets may be required to miss school.
2. Permission Forms must be fully completed and returned to the Administration Officer (Admin O) prior to the Cadet's participation in these activities. Failure to have the necessary form completed in a timely fashion will result in the cadet not participating in the function.

### **308 KIT LISTS**

1. All cadets will be issued kit lists for any overnight activities.
2. Cadets are to ensure that they are in possession of all items listed. Failure to have required items may result in the cadet being unable to attend the activity.

## PART 4 – TRAINING

### 400 REQUIRED & NON-REQUIRED TRAINING

1. All training undertaken by the Squadron shall be categorized as either:
  - Required. Sessions or activities required in order for the cadets to pass/complete their Training Level, including but not limited to Parade Nights and Supported activities.
  - Non-Required. Sessions or activities not required in order for cadets to pass/complete their Training Level, including but not limited to Area and Region Directed Activities (ADA & RDA) and Local Directed Activities (LDA) in preparation for them. (ie Range, Biathlon or Drill Team practices)
2. A listing and synopsis of Squadron training sessions and activities are published in the **182 RCACS - Activities Guide**.

### 401 LOCAL DIRECTED ACTIVITIES

Ref: CJCR Gp O 5001-0 Supervision of Cadets

1. IAW the reference, Local Directed Activities (LDAs) are those sessions and activities, for either Required or Non-Required training, coordinated by the Squadron other than Parade Nights.
2. An Officer-In-Charge (OIC) shall be assigned for all LDAs undertaken. Where there are a series of sessions or activities for the same purpose, the same OIC will generally be as assigned.
3. The OIC shall be responsible for the conduct of the session, activity or series; and IAW the reference, shall be the Designated Supervisor.

### 402 PARADE NIGHTS

1. Parade Nights are deemed those Squadron training sessions occurring on Tuesday, school-nights between 1830 and 2100h.
2. The timetable for regular training on Parade Nights is listed at Annex D. Deviations from this timetable, are solely at the discretion of the Commanding Officer (CO)
3. The CO shall be the Officer-in-Charge and Designated Supervisor for all Parade Nights while a Duty Officer (Duty O) shall be assigned those functions with respect to cadet supervision, incidents and security of the training area or facility.

### 403 CADET PROMOTIONS

References

- A. CJCR Gp O 5511-3 - Cadet Promotions – Corps/Squadron
- B. CJCR Gp O 5002-6 - Cadet Selection Process
- C. CJCR Gp Instr 50-55 - Corps/Squadron Leadership Appointments.

1. In addition to progressing in training levels, cadets earn recognition and status through promotion through the cadet ranks.
2. All promotions shall be conducted IAW the references. The final authority for all promotions rests with the Commanding Officer (CO). Only the CO has the authority to promote cadets, and cadets must be present at the time of promotion.

3. In order to be promoted: a cadet must first meet specific National Standards for the rank (training levels completed, and time in rank); and then secondly, be selected from those eligible, based on Local Standards based on Merit and Requirement.

NOTE: It is important to understand that meeting the national prerequisites assures CONSIDERATION for promotion but is not a guarantee of promotion.

4. Selection Boards for promotions, will be specifically held: In Early Fall in conjunction with appointments for the Cadet training year and in the Spring; in preparation for the Annual Ceremonial Review.

**National Promotional Standards**

3. National Promotional Standards, which are considered the minimum requirements, are as listed at Annex E.

**Local Promotional Standards**

4. When considering promotions, the following additional Local Promotional Standards shall be applied to a cadet when considered by a selection board:

- The cadet must have a minimum of 60% attendance at all Required Training for promotion up to and including Sergeant and a minimum of 80% attendance for promotion to the rank of Flight Sergeant or above.
- The cadet should meet or exceed the expectations as listed at Annex B
- The cadet’s age relative to other eligible cadets, with older cadets having priority
- The cadet’s seniority in rank relative to other eligible cadets, with seniority having priority
- The maximum number of cadets that may hold the ranks of Flight Sergeant (FSgt) and above shall be based on the Effective Squadron Strength and be limited to:

Effective Squadron Strength	Expected # of Cadet Parade Appointments				Maximum # per Rank		
	# of Flights /Flag Party	SWO	Dep Sqn Comd	Sqn Comd	FSgt	WO2	W01
<25	1	1		1	2	1	
25	1/1	1		1	3	1	
30	1/1	1	1	1	4	1	
40	2/1	1	1	1	3	2	1
60	3/1	1	1	1	4	2	1
75	4/1	1	1	1	5	2	1

**Promotion Selection Boards**

5. Selection Boards shall be conducted in accordance with Reference B.

6. Aspects the Selection Boards will consider when recommending whether or not a cadet for promotion shall include:

- National Promotional Standards as listed at Annex E or IAW Reference A
- Local Promotional Standards (as listed above)

### **Cadets Not Yet Meriting Rank Promotion**

7. When it is decided a cadet does not yet merit rank promotion;
- A Training Counselling Session (TCS) shall be completed as per the appropriate Qualification Standard and Plan for the Cadet's current proficiency level. The TCS form shall clearly indicate which areas the cadet needs to improve to be promoted in the future
  - Prior to promotion of the cadet's peers, at the earliest opportunity, the Trg O and/or Level Officer shall meet with the cadet to provide specific feedback and guidance on how they must improve in order to be promoted in the future
  - The Trg O and/or Level Officer will work with the cadet to develop an action plan detailing the steps the cadet will take and the support the staff will provide to help the cadet improve themselves.
  - A copy of the TCS form shall be placed in the cadet's personal record.

### **404 SQUADRON AWARDS**

In order to recognize the achievements of Squadron Cadets, a number of awards are presented to deserving Cadets each year. A list of available awards and their criteria is at Annex F.

### **405 SUMMER TRAINING SELECTION**

#### **Regional Summer Training Programs**

The application process for regional summer training courses, including Cadet Activities Programs (CAP) and Staff Cadet employment selection is as follows:

- a briefing will be held in **November** on a Training Night, outlining all opportunities available to the cadets. Summer Training Selection Forms will be distributed that same night with a deadline for returns.
- Cadets and their parents will complete the Selection Form and submit it either in person or electronically to the Administration Officer by the deadline given
- The Commanding Officer (CO) will then submit the applications for summer training in the cadet administration database (FORTRESS) based on a priority list of the eligible applicants based on each cadets':
  - Percentage of attendance
  - Current rank
  - Participation in area, regional and national activities
  - Previous Cadet Summer Training qualifications
  - Number of years in cadets
  - Age
  - Cadet Fitness Assessment level
  - Previous staff cadet experience and rank
- Submissions are then validated in FORTRESS by the regional headquarters for course and medical requirements.



## National Summer Training Courses

Ref: CJCR Gp O 8060-7 Air Cadet National Training Selection Process

The application process for National Summer Training Courses including Overseas Exchange (IACE), Glider Pilot Training Course (GPTC) and the Power Pilot Training Course (PPTC) is as follows:

- A briefing will be held in **September** outlining the opportunities available to eligible cadets
- For flying training, there are:
  - height and weight limitations
  - an online ground school course and exam, that candidates that must be registered for by mid-October and complete by Mid-January
- Cadets and their parents will complete the Summer Training Selection Form and submit it either in person or electronically to the Administration Officer by the deadline given
- Before the **end of February**, cadets and their parents must provide the including:
  - A final report card/school transcript from the previous June

**OR**

  - a homeschool package submission including
    - Option #1: Digital Portfolio** – a digital portfolio that includes the following:
      - (a) overview of their current school program detailing how the program operates on a daily basis, what, if any, established program/course they are using, what subjects are being studied, and who marks and assigns them a final grade;
      - (b) a list of textbooks and/or online learning platforms that are being used;
      - (c) a list of field trips or special activities that have been/are part of their homeschool program; and
      - (d) 2-3 samples of work, that has been assessed, which could include tests, essays, pictures of models and/or projects.
    - Option #2: Average Grade** – a package that includes the following:
      - (a) a letter from school board/Ministry of Education acknowledging that the cadet is currently enrolled in an authorized home school program; and
      - (b) an overview of their current school program detailing how the program operates daily, what, if any, established program/course they are using, what subjects are being studied, and who marks and assigns them a final grade.
- Once applications are received, a priority list of all eligible applicants will be developed for each course based on the following:
  - The cadet's online ground school exam mark
  - Percentage of attendance
  - Current rank
  - Participation in area, regional and national activities
  - Previous Cadet Summer Training qualifications

- Number of years in cadets
- Age
- Cadet Fitness Assessment level
- Previous staff cadet experience and rank
- Education Average Grade
- Based on the quota outlined for the squadron, the Commanding Officer (CO) will put forward a set number of cadets for each course and forward the applicable supporting documentation to the regional headquarters. All applicants will be notified if their application has been submitted not based on quotas.
- The regional headquarters will then validated in FORTRESS for course and medical requirements and will assign an education percentage based on:
  - The final report card/school transcript or home school average grade
  - OR**
  - Based on the submitted home school digital portfolios as follows:
    - 59% – a partial portfolio was submitted
    - 69% – the portfolio was submitted, however it lacked organization and did not include all required portions
    - 79% – the portfolio was submitted, it was somewhat organized and included all required portions
    - 89% – the portfolio was submitted, it was well organized and included all required portions and the student’s work samples demonstrated quality workmanship
    - 100% – the portfolio was submitted, extremely well organized, included all required portions and the students work sample demonstrated exceptional workmanship
- All applicants will then be assessed Provincially, depending on the course, based on the following assessments:

Course	Assessment	Minimum Score Required	% of Final Score
IACE	File Review		75%
	Merit Interview	50%	25%
GPTC/PPTC	Exam Mark	50%	40%
	File Review		35%
	Merit Interview	50%	25%

- The Merit Interview will be conducted by a Provincially selected panel of three interviewers normally in **early March** and will be graded based on the panel's assessment of the cadet's:
  - Level of civic engagement
  - Breadth of knowledge of the Cadet Program
  - Ability to express themselves and their ideas in a confident manner
  - Level of interest in aviation (GPTC & PPTC)
  - Awareness of current domestic and international events (IACE)
  - Deportment
- The File Review mark will be graded based on:
  - Percentage of attendance
  - Current rank
  - Participation in area, regional and national activities
  - Previous Cadet Summer Training qualifications
  - Number of years in cadets
  - Age
  - Cadet Fitness Assessment level
  - Previous staff cadet experience and rank
  - Squadron priority ranking
  - Air Operations priority ranking based on geographic and force development
  - Education percentage
- By **1 June**, successful cadets and their parents must also submit the following additional supporting documentation to the regional headquarters:
  - CAT 3 Medical Certificate (GPTC/PPTC)
  - 2 Passport Photos (GPTC/PPTC)
  - A digital copy of a photo (IACE)
  - Passport - Copy of Page 3 (IACE)
  - Any additional forms provided and/or requested

### **Successful Course Selections**

1. Course selections are traditionally released in **May** and announced to the cadets and parents/guardians as soon as possible. Offers of Participation will be created, and training opportunities will be offered to the individual cadets. It is the cadets' responsibility to accept or decline the offer, of which the parent is obligated to read over and sign.

2. In **early June**, parents/Guardians and cadets are expected to attend a briefing by the Squadron staff on:

- Course Joining Instructions including kit lists, forms to be completed and other details
- Movement Orders and travel arrangements
- Local point of contacts during the summer

## **PART 5 – SUPPLY**

### **500 INVENTORY**

Ref: National Defence Security Orders and Directives (NOTAL)

#### **Uniform Parts**

1. Uniform parts shall be ordered for cadets requiring them only if the Supply Officer (Sup O) does not have the item in stock and if the unit has sufficient points for ordering the items based on forecasted usage.
2. Uniform parts for cadets shall be shipped to the Squadron mailing address.
3. Uniform Parts shall be secured IAW the reference and shall be stored in good order and be readily accessible.

#### **SCA Equipment**

4. The Supply Officer (Sup O) shall verify the contents of the Squadron's Supply Control Activity (SCA) list annually and as specifically required (ie Thefts, Change of Command)
5. SCA Equipment shall be secured IAW the reference.

#### **Non-SCA Equipment**

6. The Supply Officer (Sup O) shall maintain a separate inventory of all Squadron equipment not on the unit Stock Control Activity (SCA) list.
7. The Sup O shall verify the list of Non-SCA equipment annually and as specifically required, immediately reporting any discrepancies to the Commanding Officer (CO).
8. Non-SCA Equipment shall be secured as if it were military issued and on the SCA list.

#### **PP&S**

9. Each office will maintain a sufficient stock of pens, paper and supplies (PP&S) to last no more than one (1) year. All additional stocks will be secured by the Supply Officer (Sup O).
10. Each office will annually submit a list of forecasted PP&S requirements to the Sup O. Un-forecasted requirements shall be submitted to the Sup O, no later than one month before required.

## 501 INFORMATION TECHNOLOGY

### Authorized Use of Squadron-owned IT Assets

1. Authorized Users of Squadron-owned IT Assets, include senior cadets assigned to instructional roles and all adult supervisors. Authorized Users may utilize the laptops and projectors owned or on loan to the Squadron. Authorized uses of this equipment include:
  - Research for Cadet related assignments
  - Lesson preparation and lesson plan creation
  - Preparation of training aids
  - Delivery of training aids (PowerPoint/Video)
  - Other uses to enhance the Cadet training experience
2. The computers may also be used for personal purposes provided they do not interfere with another user's ability to access these resources or with other assigned duties.
3. Squadron-owned assets may also be used by other cadets but for official purposes only and this use must be under the immediate supervision of an authorized user.
4. Squadron-owned assets may only be removed from the building by an adult supervisor and only as authorized by the Supply Officer (Sup O) or Commanding Officer (CO).
5. Only licensed software will be used on computers.

### Authorized Use of Personally-Owned IT Assets:

6. It is recognized that both senior cadets and adult supervisors may at times use personal devices in the course of their duties. Personal devices may be used at any time that they would enhance the instructional or learning experience so long as they do not interfere with other assigned duties.
7. If required, personal devices may be connected to the Squadron wi-fi for internet access.

### Unauthorized Uses of IT Equipment:

8. In general Cadets and Adult supervisors should exercise a common-sense approach to the use of IT assets in support of Cadet functions. All technological use must adhere to the guidelines and policies set forth at the National and Regional Levels and reflect the professional image expected within the Cadet Program. The following actions are prohibited:
  - Use of assets which interfere with a Cadets ability to learn or conduct assigned duties
  - Access to or display of materials which could cause damage to the reputation of a cadet, staff member, the Squadron, the Cadet Program or partner organization
  - Access to illegal content
  - Cyber-bullying
  - Any other use that does not adhere to the standards set forth by the Cadet Program
9. Any unauthorized or inappropriate use of equipment may result in privileges being revoked or other disciplinary action taken up to and including termination from the Cadet Program.

**502 CANTEEN**

1. The Canteen may be operated on Parade Nights during the break, normally scheduled between 2000-2015h. The Canteen may be operated during other training at the discretion of the applicable Officer-in-Charge (OIC) and either the Supply Officer (Sup O) or the Commanding Officer (CO).
2. The Canteen shall only be operated by personnel authorized either by the Sup O or if necessary, by the CO.
3. The Sup O shall complete a reconciliation of sales records versus inventory on a regular basis and/or prior to further purchases. Unexplained discrepancies are to be reported to the CO immediately.

## **PART 6 – ENVIRONMENT & SAFETY**

### **600 COMMANDING OFFICER’S ENVIRONMENTAL POLICY**

Ref: CATO 11-08 Environmental Protection and Stewardship

IAW the reference, all adult staff shall ensure that:

- Environmental considerations are taken into account during squadron activities
- Local municipal environmental bylaws and policies and RCSU/Base/Wing environmental orders (where applicable) are followed
- Environmental Assessments are completed when required including contacting the RCSU Environmental Officer for assistance in completing the assessment
- All proper procedures are used for hazardous materials
- Waste and energy consumption is reduced where practicable
- All environmental incidents and concerns are reported

### **601 COMMANDING OFFICER’S SAFETY POLICY**

References:

- A. CANCDTGEN 012/22 - Updates to the Cadet Program Interim Activity Safety Direction
- B. CANCDTGEN 005/19, Cadet Program Interim Activity Safety Direction
- C. A-CR-CCP-930/AG-001, Cadet Program Interim Activity Safety Direction

1. Safety is the responsibility of every level of leadership at the 182 GM Stefnufastur Royal Canadian Air Cadet Squadron (182 RCACS). Individuals at all levels have a direct responsibility for their own safety and the safety of those around them. This includes total compliance with all safety standards and adherence to established safety guidelines and directives. Safety requires a positive and pro-active attitude towards accident prevention and must be instilled as a fundamental belief and philosophy, particularly among younger cadets.
2. There are inherent risks in cadet training, particularly in more active forms of training. Therefore, the effective management of risk must remain paramount throughout all training. Leaders must under no circumstances condone unsafe acts under the guise of training demands or tradition. Examples may be taking shortcuts, pushing limits or horseplay.
3. Every member of 182 RCACS plays a role in fulfilling our mission of meeting training objectives during the training year. Accidents and injuries will degrade this capability. I expect all members of 182 RCACS staff and cadets, to be safety vigilant at all times and to contribute to a safe training environment.

## **602 ENVIRONMENTAL ASSESSMENTS**

Ref: Annex B to CATO 11-08 Environmental Protection and Stewardship

IAW the reference, in order to determine if an Environmental Assessment must be completed, the Officer-in-Charge (OIC) of Locally Directed Activities (LDAs) shall complete the assessments at Appendix 1 of the reference, if there is:

- a change of location for the activity
- a change of season for the activity
- a change in type or scope of the activity
- any other change that would impact on or alter the risk of harm to the environment

## **603 FIRE SAFETY**

### **Designated Form-Up Point**

1. Prior to any Cadet function, the Officer-in-Charge (OIC) shall ensure a Designated Form-Up Point has been selected and that all Squadron members are made aware of its location.
2. The Designated Form-Up Point for Hangar 1 is the grass area or Hangar Line directly to the West of Hangar 2.

### **When Fire or Smoke is Detected**

3. All individuals, on discovery of fire or smoke shall:
  - FIRE, FIRE, FIRE will be yelled
  - Smoke/Fire alarm to be pulled (if available)
  - Take appropriate action to control the spread of the fire
  - Report to the Officer-in-Charge (OIC) or Duty Officer (Duty O)
  - Meet the responding fire crew and direct it to the scene of the fire
  - Stay on hand after the arrival of the firefighters to provide additional information as required

### **On Hearing a Fire Alarm**

4. All personnel, on hearing a fire alarm shall:
  - Close all doors and windows but not lock them
  - Squadron Officers will ensure all protected information and files are secure
  - The Administration Officer (Admin O) or OIC will ensure the attendance is secured
  - Exit the building/area using the nearest exit. If on additional floors, stairwells to be used
  - Once outside or clear of the area, all personnel will meet in the Designated Form-Up Point
  - A roll call of cadets will be taken
  - The Most Senior Officer Present will ensure all adult supervisors are accounted for
  - The Officer-in-Charge (OIC) or Duty Officer (Duty O) shall advise the Commanding Officer (CO) as soon as possible
5. No one shall re-enter the building/area unless approved to do so by the Fire department or by the Most Senior Officer Present.



### **Fire Prevention Regulations**

6. Open Flames. No open flames, including candles, burn shining etc shall be used indoor or near any buildings or structures including tentage or other temporary facilities.
7. Cleaning Materials. Cleaning materials shall be stored as directed on the product.
8. POL Storage. All petroleum, oils and lubricants shall be stored outdoors in a separate area or container(s) to keep them dry, cool, and away from excess heat, sparks and other chemicals.
9. Fuse panel, circuit breakers etc. Fuse panels, circuit breakers etc shall not be tampered with by any unauthorized personnel.
10. Extension cords and electrical devices. Only CSA approved extension cords and electrical devices shall be used. Extension cords are not to be plugged into extension cords.
11. Waste and Rubbish. All waste and rubbish shall be put into waste cans and emptied and placed in dumpsters as necessary.

### **Fire Prevention Inspections**

12. Maintenance of all Fire Fighting Equipment in Hangar 1 is the responsibility of the Regional Cadet Support Unit (Northwest) - RCSU(NW), while monthly inspections of the firefighting equipment, to ensure proper placement, serviceability and tagging to certify the operational condition, is the responsibility and conducted by full-time staff of the Aircraft Maintenance Facility.
13. Prior to the start and end of all Cadet functions, the Officer-in-Charge (OIC) or Duty Officer (Duty O) shall ensure:
  - All exits are unobstructed and function properly (with special attention during Winter to ensure they are clear of ice and snow)
  - All exits light are in working order
  - All firefighting equipment:
    - Is unobstructed and accessible
    - Is visibly clean and in serviceable condition
    - Has not been tampered with
    - Has not been subject to physical damage
  - All unnecessary lights and electrical appliances are turned off and/or unplugged
  - Any potential fire and safety hazards are identified and/or eliminated
  - Report to the Commanding Officer (CO), as soon as possible, any problems or issues identified

**604 PARADE SAFETY**

The parade square can be the scene of accidents and injuries to cadets. Cadets who become overexerted or who are left standing motionless for extended periods of time can lose consciousness, resulting falls can produce serious injury. Injuries can also occur as a result of exaggerated drill movements. To protect Cadets from injury on parade, the following rules will be followed:

- Cadets on parade will not be kept motionless for periods longer than fifteen minutes
- Cadets will be instructed on maintaining blood circulation by wiggling toes/shifting weight
- Cadet flights not being inspected should be stood “At-Ease”
- Cadets are to be taught that those who experience symptoms of fainting must go down on one knee
- Cadets wishing to fall out shall not be prevented from doing so
- Forceful stamping of the feet in drill is not permitted
- Prior to and during long parades Cadets should be briefed on Parade Safety and monitored for severe nervousness and pallid facial colour

**605 SUPERVISION OF CADETS**

Ref: CJCR Gp O 5001-0 Supervision of Cadets

IAW the reference, the Duty Officer (Duty O) or Officer-in-Charge (OIC) shall ensure:

- An adult supervisor will be present no later than 15 minutes prior to the start of the Parade Night or activity and if at Hangar 1 or another facility, the facility will be open and available to cadets and adult supervisors.
- An adult supervisor will be present until all cadets have been picked up at the end of the activity, to assist as necessary
- Until they are picked up at the end of the activity, cadets have access to a phone and shelter from the elements

**606 SICKNESS OR INJURY AT CADETS**

Ref: CATO 12-24 – Reporting Procedures - Injuries

1. Individuals shall immediately report any sickness or injury while at a Cadet function. Cadets are not to call parents/guardians to pick them up without reporting their condition to an adult supervisor first.
2. The Duty Officer (Duty O) or Officer-in-Charge (OIC) shall be notified and shall:
  - ensure First Aid is applied as necessary
  - determine if immediate transport to a medical facility is required. If so, the Duty O or OIC will make the necessary arrangements including an escort for the cadet and providing the cadet’s medical information
  - notify the cadets’ parent/guardian as soon as possible.
3. If the cadet’s condition is not immediately serious but dictates they cannot continue at the function, the Duty O or OIC will contact a parent/guardian of the cadet and make arrangements for the cadet to depart.

4. If the cadet's condition is not immediately serious and they can continue at the function, they may continue to participate but are to be monitored for changes in their condition. When the cadet departs at the end of the function, the Duty O or OIC will notify a parent/guardian of the sickness or incident.
5. The Commanding Officer (CO) will be notified of all accidents and medical emergencies as soon as practical.
6. IAW the reference, all incidents of injury are to be reported by the injured individual's immediate supervisor, the Duty O or OIC, using the following report(s):
  - DND2299 - To be used when a cadet or civilian is injured while at a Cadet function
  - CF98 - To be used when a member of the Canadian Forces is injured on duty or at a Cadet function
  - DND663 – To be used when any member of the Squadron is injured during a Cadet function
7. The Administration Officer (Admin O) and/or OIC shall ensure copies of required forms (DND2299, CF98 and DND663) are readily available during all Cadet functions.

## **PART 7 – TRAINING AREAS & SECURITY**

### **700 SQUADRON OFFICES**

1. The Squadron offices and main training area are located in the East Side of Hangar 1, 183 Anson Street at the Gimli Airport. Hangar 1 includes building itself, the grassed areas surrounding Hangar 1 and the grassed area on the North side of Hangar 2.
2. Hangar 1 is leased by the Canadian Forces and is shared by numerous cadet units including the usage of the classrooms, common offices, washrooms and the hangar floor. Access to areas or equipment belonging to other units are strictly off-limits to cadets and off-limits to visitors, including parents and guardians unless escorted by a Squadron Officer.
3. Access to Hangar 1 and the Squadron offices is through the man-gate of Gate 1 of the airport and man-door at the South-East door of the building. All other exits are only to be used in case of an emergency.
4. The large Hangar doors of Hangar 1 shall only be opened/used by, or under the direction and supervision of, an adult supervisor.

### **701 LIABLE TO SEARCH**

Ref: National Defence Act

IAW the reference, as Hangar 1 is a defence establishment, all persons and property, including vehicles are liable to search while entering or exiting, without a warrant.

### **702 AIRPORT RESTRICTIONS**

1. Access to inside the fenced area of the airport, commonly known as the flight line, is under Transport Canada regulations and controlled by the owner of the Airport, the Rural Municipality of Gimli. Access to the flight line, is restricted to authorized personnel only. As such, the members of the Squadron and visitors to the Squadron are only authorized access to the flight line, in preparation for, during and at the conclusion of Squadron activities.
2. In addition, Gate 1 is to be locked when not in use or under direct supervision. As such, vehicle access inside the fenced area is restricted to adult supervisors and keys to the Gate will only be issued to authorized key holders.
3. At the discretion of Officer-in-Charge (OIC) of a Cadet function, for the purpose of safety and security, cadet-driven personal vehicles maybe temporarily stored inside the fenced area for the duration of the function.

### **703 HANGAR SECURITY**

#### **Alarm System**

1. The Hangar 1 is protected by an alarm system when not occupied. The first authorized key holder to arrive for a Squadron function will ensure the alarm is disarmed.
2. At the end of each Squadron function in Hangar 1, the last authorize key holder departing the building shall ensure the building is empty, all exterior access to the building is secure and the alarm is armed prior to departure. If another unit is present, the last authorize key holder is to ensure the other unit personnel have the capability to set the alarm and lock the doors; and inform them you are departing.

3. All cadets and adult supervisors are to report to the Commanding Officer (CO) (via their chain of command) any sign of damage or improper access to the building or areas within the building.

### **Interior Doors**

4. At the end of their assigned function, the Duty Officer (Duty O) or Officer-in-Charge (OIC) shall be responsible to ensure that all interior doors are properly secured.

5. In order to maintain proper heating/cooling through out the building, all interior doors are to be propped open, with the exception of doors to the following areas:

- Squadron Supply office (both doors locked)
- Fitness Room (closed)
- Canteen sales area (closed)

### **Heating & Air Conditioning**

6. At the end of their assigned activities, the Duty Officer (Duty O) or Officer-in-Charge (OIC) shall be responsible to ensure that:

- All air conditioning units are turned off
- All heaters on interior walls are turned off
- All heating units on exterior walls and the ceiling are:
  - between October 15<sup>th</sup> to April 14<sup>th</sup> inclusive, turn down to 62°F or 17C
  - between April 15<sup>th</sup> to October 14<sup>th</sup> inclusive, are turned off or their lowest setting

## **704 AUTHORIZED KEY HOLDERS & KEY ACCESS**

1. A key press is located above the alarm access panel and contains keys to all offices and cabinets used by the Squadron. Only authorized key holders will be provided keys and/or the alarm code to arm/disarm the system.

2. Authorized key holders shall be restricted to:

- Squadron Officers
- The RCSU(NW) Aircraft Maintenance Supply NCM (to be held in their key press)

3. Authorized key holders shall be issued:

- 1 key to the Airport Gate 1
- 1 key to the Hangar 1 East Man-door
- 1 key to the Squadron Key Press
- An alarm code to arm/disarm the alarm system

4. Lost keys will be reported as soon as possible to the Commanding Officer (CO) for appropriate action.

## **705 DESIGNATED AREAS**

1. While participating in at cadet functions, cadets will not be permitted to leave the building or function without specific direction from an adult supervisor to do so and prior arrangements have been made with their parent(s)/guardian(s).

2. With respect to Hangar 1, without specific direction from or under the direct supervision of a Squadron Officer, cadets, parents/guardians, and visitors, shall not enter:

- The grassed areas surrounding the building used to store equipment
- The areas of the building and hangar floor used for aircraft, boat or general storage
- The washrooms of the opposite gender
- The Squadron offices
- Offices and areas designated for other groups (i.e. fitness room, IT room)

3. The following areas are restricted to authorized adult supervisors, or under the direct supervision of authorized adult supervisors:

- The Supply Office
- The Rifle Cabinet

### **706 PHYSICAL SECURITY**

Ref: National Defence Security Orders and Directives (NOTAL)

1. At the end of each Parade Night, all adult supervisors are responsible for ensuring the cabinets used by their department secure before leaving. During other Cadet functions, the Officer-in-Charge (OIC) shall ensure that the above security measure is followed.

2. Accessing the Supply office is restricted to the Supply Officer (Sup O), Commanding Officer (CO) and individuals specifically directed to do so by the CO on a singular basis. Material and equipment shall only be issued by the Sup O, the CO or an adult supervisor designated by the CO in the absence of the Sup O.

3. Access to the rifle cabinet is restricted to Range Safety Officers (RSOs) for the purpose of instruction; the Sup O, for the purpose of inventory control; the CO and individuals specifically directed to do so by the CO.

### **707 DOCUMENT SECURITY**

Ref: National Defence Security Orders and Directives (NOTAL)

1. The originator of a designated document is responsible for affixing the proper designation (PROTECTED A or B).

2. Unit personnel are responsible for the protection of designated matter, which is entrusted to them.

3. Designated matter is to be stored in approved containers provided by the Canadian Forces IAW the reference. At the end of each working session, all unit personnel are individually responsible for securing all designated matter.

4. All expired designated matter will be destroyed by shredding or burning as required.

## 708 CADET PERSONNEL RECORDS

Ref: CATO 12-18 – Corps/Squadron Personnel Records – Cadets

1. IAW the reference, only Squadron Officers or those under the direct supervision of Squadron Officers shall have access to Cadet Personnel Records and only to meet specific requirements.
2. A cadet's parent(s)/guardian(s) shall have access to the cadet's file by asking the Commanding Officer (CO) or the Administration Officer (Admin O)

## 709 CLEANLINESS

1. All areas or facilities used by the Squadron will be maintained in an orderly manner, with the goal of leaving no trace the Squadron was there or leaving it in a better condition than it was found.
2. Within facilities, instructors and supervisors shall ensure that they leave classrooms and training areas clean, ensuring:
  - tables are properly placed and aligned
  - chairs are pushed under tables
  - all garbage has been placed in the proper receptacles
  - all garbage cans are placed in their proper locations
  - all electrical equipment is turned off
  - all boards are wiped clean or clear
  - all exits are clear and easily accessible
  - all signage is still relevant
  - all lighting is turned off in those areas that will not be immediately used again
3. At the end of each Parade Night, the assigned Duty Flight shall perform a sweep of all common areas of Hangar 1 to ensure cleanliness as per above.
4. At the conclusion of all outdoor functions, all used areas shall be swept by available cadets, to ensure:
  - All garbage is picked up and placed in the proper receptacles
  - Where necessary, all garbage is sealed and ready for transport to proper locations
  - Any items that are out of place to the environment are removed and returned to their proper location (such as logs or branches in a field and not on a wood pile or in the forest)
5. Instructors shall ensure the return of all instructional aides to appropriate locations at the end of the training session or activity.

## **PART 8 - COMMUNICATIONS**

### **800 EXTERNAL POINT OF CONTACTS**

Only the Commanding Officer (CO) or specifically designated individuals are authorized to directly contact the Regional Cadet Support Unit (RCSU), the Air Cadet League (ACL) or Squadron Sponsoring Committee (SSC) or Parents' Committee Leadership.

### **801 CORRESPONDENCE**

1. All outgoing correspondence, including letters, e-mails, newsletters, press releases and information to parents, which is to be sent on behalf of the squadron, must be reviewed and approved by the Commanding Officer (CO) or their designate prior to transmission. A copy will be forwarded to the Administration Officer (Admin O) or the squadron email account for filing purposes.
2. All warning and operations orders must be reviewed and approved by the CO or their designate prior to transmission, internally or externally.
3. All incoming mail and/or e-mail directed to the Squadron shall be responded to by the CO or specifically designated individuals only.

### **802 TELEPHONE ANSWERING SYSTEM**

1. The Administration Officer (Admin O), in accordance with directives set out by the Commanding Officer (CO) will maintain the telephone answering system.
2. Incoming phone calls shall only be answered by the Admin O, personnel designated by the Admin O, the CO or if required, other Squadron Officers.
3. All incoming phone calls shall be answered "182 Air Cadet Squadron" + your rank + your surname + "Speaking"
4. Protected B designated information shall not be discussed on the telephone.

### **803 PRINTING & PHOTOCOPYING**

1. Photocopies and printing shall be limited to official use only unless authorized by the Commanding Officer (CO) or their designate.
2. Only adult supervisors, senior cadets (FSgt and above), instructors, and Parents' Committee executive members may make photocopies unless authorized by a Squadron Officer. Where available, the Training or Administration Assistant (Trg Asst or Admin Asst) should operate the equipment.

### **804 ELECTRONIC COMMUNICATION**

The following guidelines dictate the best practices for electronic communication:

- All adult supervisors will adhere to a 24 hour response service standard during business days and 48 hours on weekends and/or holidays
- All formal communication taking place through email will be conducted professionally and include the adult supervisor's signature block in accordance with the Treasury Board Secretariat standard when being sent from a Government of Canada email address



## 805 SOCIAL MEDIA USAGE

### References:

- A. CJCR Gp O 2008-6 - Internet Publishing and Social Media
- B. CATO 25-05 – Personal Relationships

1. The primary means of communication between adult supervisors and cadets electronically will be using MS Teams via Cadet365. When using other social media:
  - Adult supervisors are prohibited from corresponding with cadets on social media
  - Adult supervisors are not to have cadets in their social media “friends” lists; family relationships notwithstanding
  - All communication taking place through social media will be conducted professionally and will exclude personal opinions and bias
2. No websites, webpages, or social media representing or eluding to representing the Squadron shall be placed in public domain without the consent of the Commanding Officer (CO).
3. The use of the Squadron Facebook page will be restricted to items specifically relating to the Canadian Cadet Organization and the activities within the Squadron.
4. The squadron Facebook page and website will be reviewed at least monthly during the training year for updates and changes.

## **PART 9 - FINANCIAL**

### **900 FINANCIAL CONTROL**

1. Not including pay and allowances for staff, all Squadron's finances are the responsibility of the Squadron's Sponsor, Branch 182 of the Royal Canadian Legion, with control vested in the Squadron's Sponsoring Committee (SSC). Only in the following exceptions, where reporting is still conducted via the SSC, is management of funds vested elsewhere:

- Parents' Committee Financial Account – managed by the Parents' Committee Executive
- Squadron's Petty Cash Fund – issued to and managed by the Commanding Officer (CO)
- Cadet Canteen Fund – managed by the Supply Officer (Sup O) and CO

### **901 FINANCIAL EXPENSES**

1. Every effort will be made to not charge cadets to join or participate in the Cadet Program other than activities of an optional, recreational nature. If ever necessary, alternates will be explored including offering cadets and their parents/guardians a program of minimum fundraising before having to charge the cadet and their parents/guardians directly.

2. In addition, no youth will be denied entry into the Squadron nor any cadet from denied participation in any Squadron activities for financial reasons. Every accommodation possible will be made to ensure every cadet has equal opportunity to participate in the program.

### **902 PURCHASES**

1. All purchases on behalf of the Squadron must be pre-approved by the Commanding Officer, and where necessary by the Squadron Sponsoring Committee (SSC).

2. Purchases will generally be paid through reimbursement by cheque, unless otherwise approved by the CO.

3. No expense will be reimbursed without proof of payment.

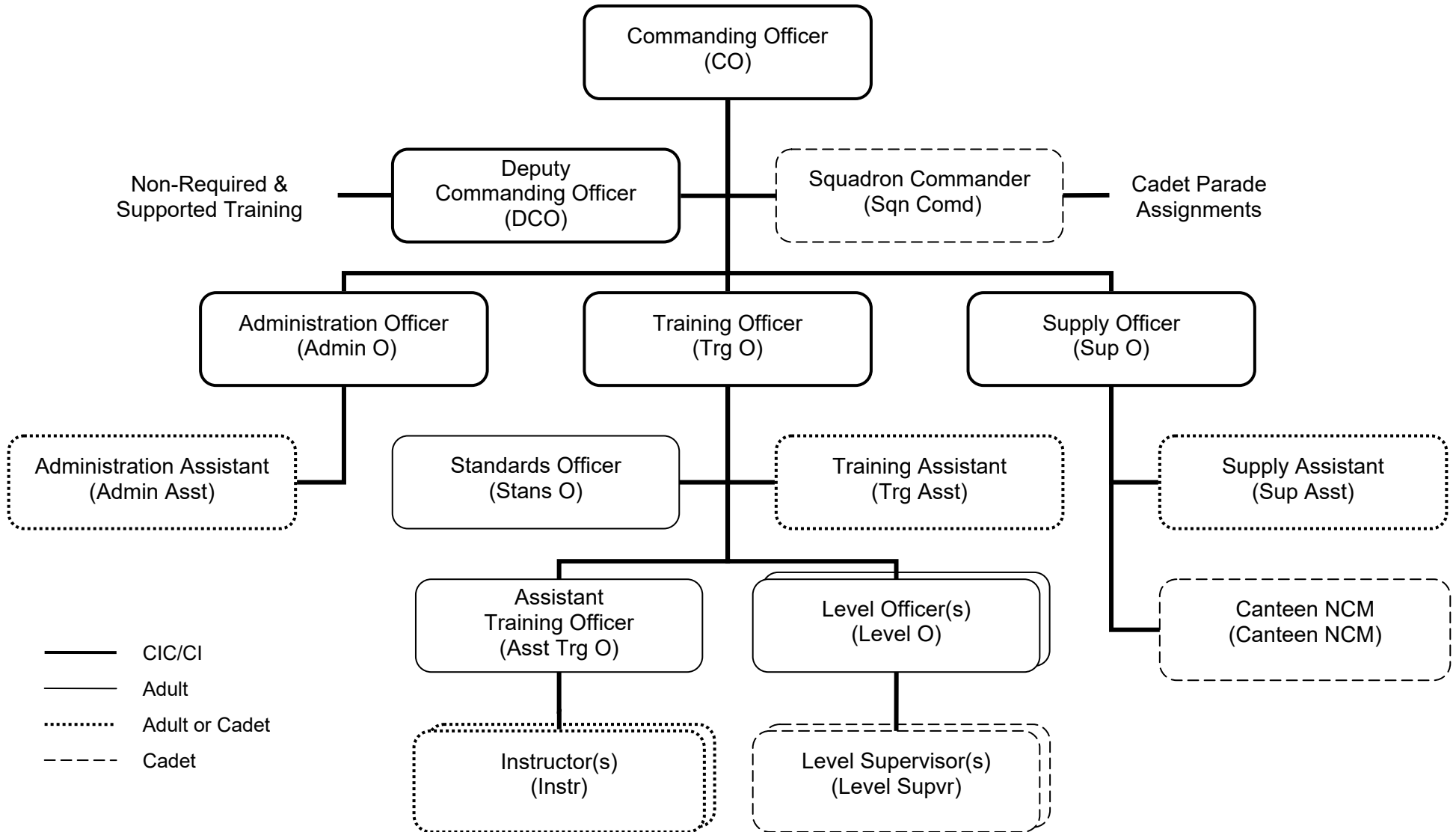
### **903 FUNDRAISING ACTIVITIES**

1. No fundraising on behalf of the Squadron will be undertaken unless authorized by the Commanding Officer (CO) and the Squadron's Sponsoring Committee or Parents' Committee.

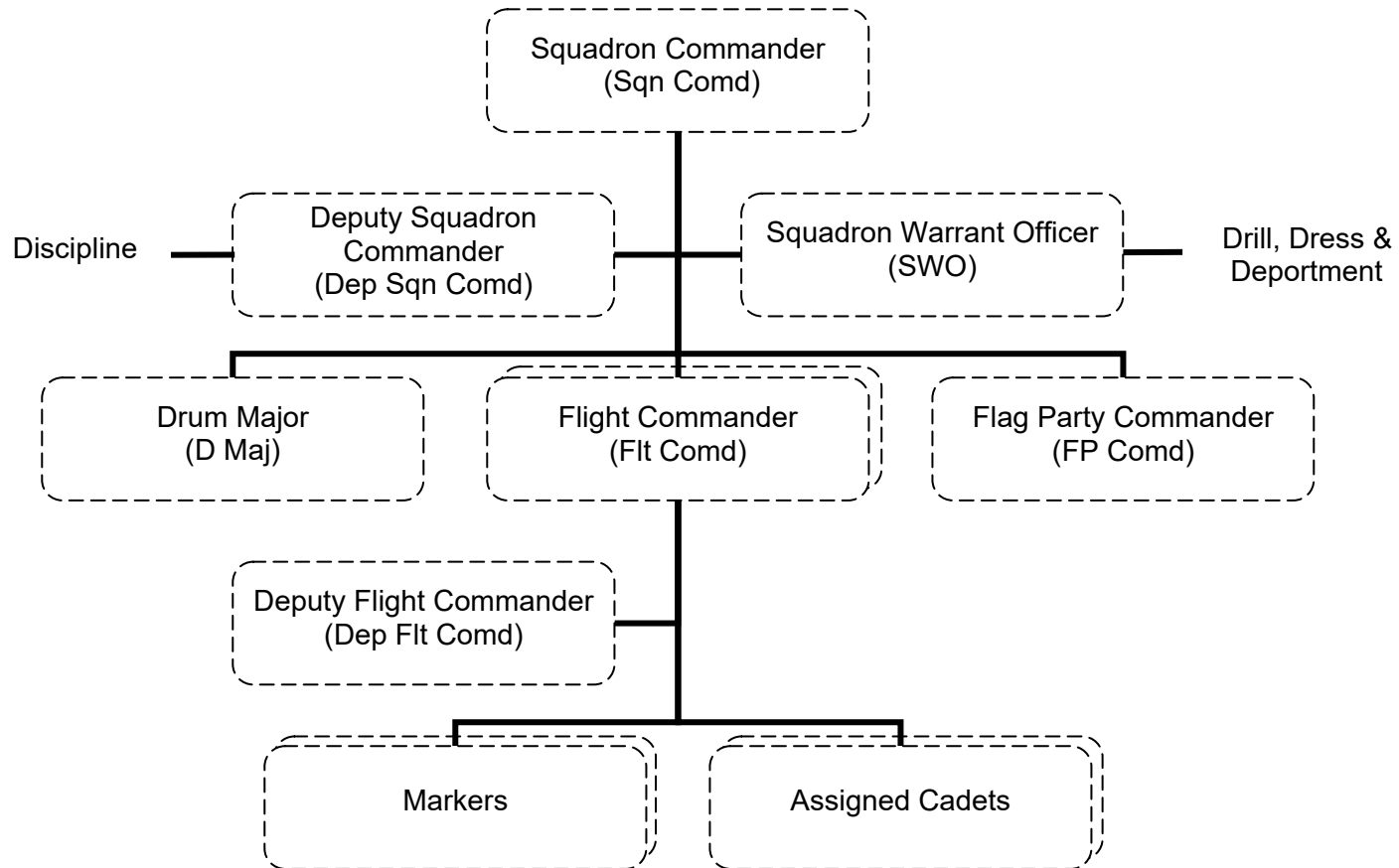
2. Fundraising activities are regarded as Required activities as participation is necessary for cadets to meet their Community Service requirement for their Training Level.

3. No adult supervisors will be expected to handle, accept, or take responsibility for any cash received as part of a fundraising activity. All funds in the form of cash should be accepted by the Sponsoring Committee or Parents' Committees Executive or designated representative. At times, it may be necessary to accept cheques, in those instances, the cheques are to be immediately turned over to the applicable committee.

**ANNEX A - ORGANIZATIONAL CHART**



**ANNEX A - ORGANIZATIONAL CHART – CON'T**  
**CADET PARADE ASSIGNMENTS**



## **ANNEX B – EXPECTATIONS OF CADETS**

### **All Cadets**

All cadets are expected to:

- Annually read, sign and follow the Cadet Code of Conduct
- Be on time and be ready for all Cadet functions including paper and pencil for classes
- Listen for and actively seek information on upcoming training sessions and activities and pass on this information to their parents/guardians
- Actively participate in training sessions and activities, both Required and Non-Required
- Inform the Squadron when absent from Required Training parade nights and activities
- Maintain an appropriate level of dress, drill and deportment that is:
  - acceptable for appearance in public and the type of training being completed
  - commensurate with their rank, with the goal of being better than their subordinates
- Follow their chain of command for questions or concerns
- Obey the orders and instructions given
- Perform all other assigned duties as required

### **Expectations by Rank**

In addition to the basic expectations above, cadets have additional expectations based on their rank:

- Leading Air Cadets (LAC) are expected to and be able to:
  - Lead by example by following the chain of command
  - Ensure the well-being of all subordinate cadets and assist them as required
  - Perform all other assigned duties as required
- Corporals (Cpl) are expected to and be able to:
  - Carry out supervisory duties of 1 or 2 cadets to complete tasks as assigned
  - Follow and enforce the chain of command and all orders and instructions given
  - Ensure the well-being of all subordinate cadets and assist them as required
  - Carry out first level remediation
  - Perform all other assigned duties as required
- Flight Corporals (FCpl) are expected to and be able to:
  - Carry out small party taskings in a fixed environment as assigned
  - Follow and enforce the chain of command and all orders and instructions given
  - Enforce and emphasize timings (e.g. form-up)
  - Ensure the well-being of all subordinate cadets, and assist them as required
  - Carry out first level remediation
  - Perform Cadet Parade Appointments as Marker or Deputy Flight Commander as assigned
  - Perform all other assigned duties as required

- Sergeants (Sgt) are expected to and be able to:
  - Effectively carry out fixed supervisory duties of up to 30 cadets as assigned
  - Effectively carry out small party supervisory duties in a non-fixed environment
  - Follow and enforce the chain of command and all orders and instructions given
  - Enforce and emphasize timings (e.g. nightly routine)
  - Perform impromptu announcements as required
  - Ensure the well-being of all subordinate Cadets, and assist them as required
  - Develop qualities of leadership in followers
  - Perform Cadet Parade Appointments of Marker, Deputy Flight Commander or Flight Commander as assigned
  - Notify the Administration Office of absent cadets and the reasons why
  - Be the direct liaison for subordinate cadets to Flight Sergeants
  - Instruct a topic as assigned
  - Instruct basic drill movements as required
  - Carry out first level remediation
  - Perform all other assigned duties as required
- Flight Sergeant (FSgt) are expected to and be able to:
  - Effectively carry out supervisory duties of 30 cadets in fixed and non-fixed environments
  - Follow and enforce the chain of command and all orders and instructions given
  - Enforce and emphasize timings (e.g. form-up)
  - Perform impromptu announcements and prepared speeches as required
  - Ensure the well-being of all subordinate cadets and assist them as required
  - Develop qualities of leadership in followers
  - Motivate cadets as required
  - Notify the Administration Office of absent cadets and the reason why
  - Perform Cadet Parade Appointments of Flight Commander or Squadron Warrant Officer as assigned
  - Be the direct liaison for Sergeants to Warrant Officers Second Class
  - Train replacement(s) and assist them as required
  - Make recommendations to Warrant Officers Second Class for Promotions and Squadron Awards
  - Instruct classes as required
  - Assist in the planning and conducting of Squadron functions
  - Carry out first and second level remediation
  - Perform all other assigned duties as required

- Warrant Officer Second Class (WO2) are expected to and be able to:
  - Effectively carry out Squadron level supervisory duties as assigned or required
  - Enforce the chain of command and all orders and instructions given
  - Enforce and emphasize timings (e.g. form-up);
  - Perform impromptu announcements and speeches as required
  - Ensure the well-being of all subordinate cadets and assist them as required
  - Develop qualities of leadership in followers
  - Notify the Administration Office of absent cadets and the reason why
  - Complete NCM inspections on Tuesday nights prior to flight inspections
  - Train replacement(s) and assist them as required
  - Instruct courses as required
  - Perform Cadet Parade Appointments of Squadron Warrant Officer, Deputy Squadron Commander or Squadron Commander as assigned
  - Be the direct liaison for the Flight Sergeants to the Squadron Commander
  - Make recommendations to the Squadron Commander for Promotions and Squadron Awards
  - Routinely assists in the planning and conduct of Squadron functions and exercises
  - Carry out first and second level remediation
  - Perform all other assigned duties as required
- Warrant Officer First Class (WO1) is expected to and be able to:
  - Routinely carry out Squadron level supervisory duties as required
  - Ensure the well-being of all subordinate cadets, and assist them as required
  - Perform impromptu announcements and speeches as required
  - Enforce the chain of command and all orders and instructions given
  - Notify the Administration Office of absent cadets and the reason why
  - Train replacement(s) and assist them as required
  - Act as the Squadron Commander for all formal squadron parades
  - Instruct as required
  - Make recommendations for Promotions and Squadron Awards
  - Take a leading role in the planning and conduct of Squadron activities
  - Coordinate the operation of the Squadron with the Squadron staff and subordinates
  - Carry out first, second and third level remediation
  - Perform all other assigned duties as required

### ANNEX C – STAGES AND STEPS TO REMEDIATION

- **First Stage Remediation** – Can be administered by all adult supervisors and Corporals and above
  - Identify that a cadet is not performing an action or activity correctly
  - Stop the cadet from proceeding in the action or activity
  - Ask the cadet if they are aware that they were doing something incorrectly
  - Instruct the cadet in the proper way of performing the activity or to change their actions accordingly
  - Follow up with the individual and provide further feedback
- **Second Stage Remediation** – Can be administered by all Flight Sergeants (FSgt), Warrant Officers (WO) and adult supervisors
  - A cadet who has already been through first level remediation
  - A cadet who has no regard for the safety of others
  - Identify that a cadet is still not doing an action or activity correctly
  - Stop the cadet from proceeding with the action or activity
  - Ask the cadet if they are aware that they were doing something incorrectly
  - Speak to the cadet to determine if the problem relates to some other problem within the Squadron
  - Again, instruct the cadet in the proper way to perform the activity or change their actions accordingly, and explain why it will benefit them
  - Write a report on the incident and explain the action taken. Submit the report to the Deputy Squadron Commander (Dep Sqn Comd) or Squadron Commander (Sqn Comd) who will hand it on to the Commanding Officer (CO)
  - Follow up with the individual and provide further feedback
- **Third Stage Remediation** – Can be administered by the Squadron Commander (Sqn Comd) and Squadron Officers. This level is usually a Cadet's final warning before being taken to the Commanding Officer (CO)
  - A cadet who has already been through first and second stage remediation
  - A cadet who blatantly disregards the safety of others
  - Identify that a cadet is still not doing an action or activity correctly
  - Stop the cadet from proceeding with the action or activity
  - Ask the cadet to determine if the problem relates to some other problem within the Squadron
  - The cadet should be informed of where they stand in the Squadron and that appropriate disciplinary action will be taken
  - Again, instruct the cadet in the proper way to perform the activity or change their actions accordingly, and explain why it will benefit them
  - Write a report on the incident and explain the action taken. Submit the report to the Squadron Commander (Sqn Comd) who will submit it on to the Commanding Officer (CO)
  - Follow up with the individual and provide feedback



**ANNEX D - REGULAR PARADE NIGHT TIMETABLE**

The following scheduled will be adhered to unless otherwise directed:

<b>TIMINGS</b>	<b>ACTIONS</b>
<b>1835</b>	Sqn Comd canvasses all Squadron Officers on the events and any changes occurring during the evening and ensures a Duty Cadet is assigned
<b>1840</b>	Sqn Comd briefs and inspects immediate subordinates
	Dep Flt Comds <ul style="list-style-type: none"> <li>• Form-up their flights</li> <li>• Take Attendance</li> </ul>
<b>1845-1900</b>	Opening Parade including: <ul style="list-style-type: none"> <li>• Falling-In of flights (space permitting)</li> <li>• Open Order March</li> <li>• Right Dress</li> <li>• Reporting of Flights</li> <li>• Fall-In of Officers</li> <li>• Inspection</li> <li>• Announcements</li> <li>• Falling-Out of Officers</li> <li>• Close Order March</li> <li>• Dismiss</li> </ul>
<b>1900-1930</b>	First Period of Instruction
<b>1930-2000</b>	Second Period of Instruction
<b>2000-2015</b>	Break
<b>2015-2045</b>	Third Period of Instruction
<b>2045</b>	Closing Parade including: <ul style="list-style-type: none"> <li>• Form-Up</li> <li>• Falling-In of flights (space permitting)</li> <li>• Open Order March</li> <li>• Right Dress</li> <li>• Reporting of Flights</li> <li>• Fall-In of Officers</li> <li>• Arrival of the RO (as required or CO's Parade)</li> <li>• March-Past (space permitting &amp; as required)</li> <li>• Presentations &amp; Announcements</li> <li>• Advance (as required &amp; space permitting)</li> <li>• Departure of the RO (as required)</li> <li>• Falling-Out of Officers</li> <li>• Close Order March</li> <li>• Dismiss</li> </ul>

**ANNEX E – NATIONAL PROMOTIONAL STANDARDS**

Ref: CJCR Gp O 5511-3 - Cadet Promotions – Corps/Squadron

**NOTE:** These are the minimum requirements to be CONSIDERED for promotion and not a guarantee of promotion itself

- **Leading Air Cadet (LAC)**
  - Participate in the first year of proficiency level training for a minimum of five months
  - Be recommended by the appropriate Level Officer or the Training Officer (Trg O)
- **Corporal (Cpl)**
  - Hold the rank of LAC
  - Successfully complete Proficiency Level One including the Air Rifle Handling Test
  - Be recommended by the appropriate Level Officer or the Training Officer (Trg O)
- **Flight Corporal (FCpl)**
  - Completed at least six months of service at the rank of Cpl
  - Have successfully completed Proficiency Level Two
  - Be recommended by the appropriate Level Officer or the Training Officer (Trg O)
- **Sergeant (Sgt)**
  - Completed at least six months of service at the rank of FCpl
  - Have successfully completed Proficiency Level Three including achieving a minimum of “completed without difficulty” in PO 303 (Leadership), PO 308 (Drill) and PO 309 (Instructional Techniques)
  - Be recommended by the appropriate Level Officer or the Training Officer (Trg O)
- **Flight Sergeant (FSgt)**
  - Completed at least six months of service at the rank of FSgt
  - Have successfully completed Proficiency Level Four including achieving a minimum of “completed without difficulty” in PO 408 (Drill) and PO 309 (Instructional Techniques)
  - Be recommended by the Training Officer (Trg O)
  - Be identified as a successful candidate through the merit review board process.
- **Warrant Officer Second Class**
  - Completed at least six months of service at the rank of FSgt
  - Have successfully completed the Advanced Leadership Program or Level 5
  - Be recommended by the Training Officer (Trg O)
  - Be identified as a successful candidate through the merit review board process.
- **Warrant Officer First Class**
  - Completed at least six months of service at the rank of WO2
  - Be recommended by the Training Officer (Trg O)
  - Be identified as a successful candidate through the merit review board process.

## ANNEX F – SQUADRON AWARDS

**Level Badges/Certificates** – Awarded to those cadets who have completed their Training Level

**Attendance Certificates** – Awarded to those cadets who were absent no more than 10% of our Required parade nights this year. This margin allows for school and family obligations, which must take priority over cadet activities.

**Colonel J.F. Dunlop Award** - Perfect Attendance - This trophy was donated by Colonel James Dunlop the last commanding officer of Canadian Forces Base Gimli before it closed. It is presented to the cadets who have achieved a perfect 100% attendance for a full Training year.

**Top Level 1 Cadet Award** – Presented to the Level 1 cadet(s) with the highest academic performance, level of participation and overall performance.

**Top Level 2 Cadet Award** - Presented to the Level 2 cadet(s) with the highest academic performance, level of participation and overall performance.

**Top Level 3 Cadet Award** - Presented to the Level 3 cadet(s) with the highest academic performance, level of participation and overall performance.

**Top Level 4 Cadet Award** - Presented to the Level 4 cadet(s) with the highest academic performance, level of participation and overall performance.

**Winnipeg Beach Legion Branch #61 Award – Top Senior Cadet** - This trophy is presented to a cadet above Level 4 who has demonstrated outstanding leadership qualities. The recipient has set a high standard for the squadron to follow. This cadet has a very high standard in dress and deportment, works well with their peers and officers, and all facets of the Air Cadet program

**Training Officer's Award - Top Instructor** – This trophy is presented annually to a senior cadet (levels 4-5) who demonstrated a high level of instruction in the classroom. This cadet has set a high standard as a instructor in all facets of the cadet training program.

**Gimli Legion Branch #182 Award - Outstanding Leadership** - This trophy is presented to a cadet who has demonstrated outstanding leadership qualities. The recipient has set a high standard for the squadron to follow. This cadet has a very high standard in dress and deportment, works well with their peers and officers, and all facets of the air cadet program.

**Supply Officer's Award – Best Dressed Cadet** - This trophy is presented annually to a Junior Cadet who is the "Best Dressed". That is to say; the cadet who maintains a high standard of dress and deportment and by doing so continually demonstrates their great pride in wearing the cadet uniform.

**Administration Officer's Award – Most Improved Cadet** - This trophy is presented to a cadet in levels' 1 or 2 who has demonstrated continued improvement in all facets of the Air Cadet training, dress, deportment, drill proficiency, and participation in cadet activities.

**182 Squadron Parents' Committee Award - Outstanding Citizenship** - This trophy is presented annually to 3 outstanding cadets who volunteer their time to attend and participate in all parent committee fundraisers they undertake. Cadets are selected by the number of points they collect over the training year.

**Honor Roll** - This trophy is presented to cadets that have completed the Level 5 program and are in their 6th year or more of Cadet training.

**Kim Larlham Memorial Award – Top Marksmanship/Shot** - This trophy was donated by Jim Larlham in memory of his Daughter Kim. It is to be presented annually to a cadet that demonstrates the highest marksmanship proficiency in a training year.