

**892 SNOWY OWL**  
**ROYAL CANADIAN AIR CADET SQUADRON**



---

**892 SQUADRON STANDING ORDERS**

**ISSUE DATE:** 22 Oct 24  
**REVISED:** 01 Sept 25 (V2.0)  
**ISSUING AUTHORITY:** Capt Tanya Couch – Commanding Officer, 892 Snowy Owl RCAC Squadron

---

## SQUADRON STANDING ORDERS

### 892 Snowy Owl Royal Canadian Air Cadets

## AMENDMENT RECORD

[illegible]

## **FORWARD**

22 Oct 24

1. These Squadron Standing Orders (SSOs) are issued under the authority of the Commanding Officer (CO) 892 Snowy Owl Squadron. They are intended to supplement and amplify the Canadian Armed Forces (CAF) orders, publications and directives as they relate to the officers, staff and cadets of the Canadian Cadet Organization (CCO) affiliated with 892 Snowy Owl Squadron (Sqn).
2. The SSOs are effective upon receipt and are applicable to all Officers, Non-Commissioned Members (NCM) of the CAF, Civilian Instructors (CI)/Volunteers (CV) and cadets involved with 892 Snowy Owl Squadron.
3. Copies of the orders will be made readily accessible to all staff members of 892 Snowy Owl Squadron for review and reference, and will also be made available on the squadron website. It is the responsibility of the individual to make themselves aware of the content in the orders and to keep current with amendments.
4. Visitors to the Squadron are also subject to the SSOs 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.
5. The SSOs shall be reviewed annually and updated as required. All requests to amend the SSOs shall be submitted in writing to the CO.

**Tanya Couch**

Captain

Commanding Officer

892 Snowy Owl Squadron Royal Canadian Air Cadet Squadron (RCACS)

<b>AMENDMENT RECORD .....</b>	<b>2</b>
<b>FORWARD .....</b>	<b>3</b>
<b>INTRODUCTION .....</b>	<b>8</b>
Issuing Authority .....	8
Aim .....	8
Jurisdiction .....	8
Distribution and Amendment .....	8
<b>100 – PERSONNEL .....</b>	<b>10</b>
101 – Duties and Responsibilities .....	10
102 – Command and Control .....	10
103 – Chain of Command.....	11
104 – Promotions and Squadron Leadership Appointments.....	11
105 – Promotion Criteria.....	12
106 – Squadron Appointments .....	13
107 – ACR 892 Squadron Trophies and Awards.....	13
108 – Vulnerable Sector Screen Check (VSS/VSC) .....	13
109 – 199 Not Allocated.....	13
<b>200 – TERMS OF REFERENCE: OFFICERS.....</b>	<b>14</b>
201 – Commanding Officer (CO) .....	14
202 – Deputy Commanding Officer (DCO) .....	16
203 – Duty Officer (Duty O) .....	17
204 – Training Officer (TrgO) .....	17
205 – Assistant Training Officer (A TrgO).....	18
206 – Instructor / Coach .....	19
207 – Administration Officer (AdminO) .....	19
208 – Assistant Administration Officer (A AdminO) .....	20
209 – Supply Officer (Sup O).....	20
210 – Assistant Supply Officer (A SupO) .....	21
211 – Standards Officer (Stdso).....	21
212 – Level Officer (Lvl O) .....	22

SQUADRON STANDING ORDERS  
892 Snowy Owl Royal Canadian Air Cadets

213 – Range Safety Officer (RSO).....	22
214 – 299 – Not Allocated.....	23
<b>300 – TERMS OF REFERENCE: CADET RANKS.....</b>	<b>24</b>
302 – Warrant Officer 1 <sup>st</sup> Class (WO1).....	24
303 – Warrant Officer 2 <sup>nd</sup> Class (WO2).....	24
304 – Flight Sergeant (FSgt) .....	25
305 – Sergeant (Sgt) .....	25
306 – Flight Corporal (FCpl) .....	25
307 – Corporal (Cpl) .....	26
308 – Leading Air Cadet (LAC).....	26
309 – Air Cadet (AC) .....	26
310 – TERMS OF REFERENCE: CADET APPOINTMENTS.....	27
311 – Squadron Chief Warrant Officer (Sqn CWO).....	27
312 – Deputy Squadron Warrant Officer (DSWO) .....	27
313 – Training Warrant Officer (TrgWO) .....	27
314 – Flight Commander (Flt Cdr).....	27
315 – Section Commander (Flt 2IC) .....	28
316 – Drum Major (DM).....	28
317 – Duty NCM .....	28
318-325 – Not Allocated .....	29
<b>400 – SQUADRON OPERATIONS.....</b>	<b>30</b>
401 – Squadron Routine .....	30
402 – Dress Regulations.....	30
404 – Deportment.....	32
405 – Paying of Compliments .....	33
406– Saluting Zones .....	34
407 – Conduct and Performance Interventions Procedures – Cadets (CJCR Gp O 5019-3) .....	34
408 – Use of Alcohol (CJCR Gp O 5020-3) .....	37
409 – Smoking and Vaping (CJCR Gp O 5020-1).....	38
410 – Squadron Fire Orders .....	38
411 – Emergency Response Plan (ERP) .....	39

SQUADRON STANDING ORDERS  
892 Snowy Owl Royal Canadian Air Cadets

412 – Critical Incident Aide Memoire .....	39
413 – Cadets 365, Electronic Communication and & Media Usage .....	39
414 – Transportation of Cadets by Staff .....	40
415 - 499 – Not Allocated .....	40
<b>500 – TRAINING .....</b>	<b>41</b>
501 – Training Standard Operating Procedures.....	41
502 – Local Training .....	41
<b>503 – Cadet Training Centres (CTC) .....</b>	<b>42</b>
504 – Marksmanship.....	42
505 – Biathlon (if applicable) .....	43
506 – Drill Team .....	43
507 – Military Band .....	43
508 – Effective Speaking and Debate Team (if applicable).....	44
509-599 – Not Allocated .....	44
<b>600 – ADMINISTRATION .....</b>	<b>45</b>
601 – Recruit Administration Procedures.....	45
602 – Attendance and Leave.....	45
603-699 – Not Allocated .....	46
<b>700 – SUPPLY .....</b>	<b>47</b>
701 – Hours of Operation .....	47
702 – Proper Care and Use of Uniform.....	47
703 – Damage or Loss of Cadet Uniform or Pieces Thereof .....	47
704 - 799 – Not Allocated .....	47
Annex A – Regular Training Timetable.....	48
Annex B – Emergency Response Plan (ERP): St Marguerite d’Youville Secondary School .....	49
<b>Emergency Response Plan (ERP) Emergency Services Contacts .....</b>	<b>49</b>
<b>CRITICAL INCIDENT IMMEDIATE ACTIONS .....</b>	<b>49</b>
<b>2. Medical .....</b>	<b>49</b>
<b>3. Legal.....</b>	<b>49</b>
<b>4. Initial Report to Area Office (within 30 mins) .....</b>	<b>49</b>
<b>5. Implement Initial Action Plan .....</b>	<b>49</b>

SQUADRON STANDING ORDERS  
892 Snowy Owl Royal Canadian Air Cadets

Annex C – Emergency Response Plan (ERP): Cadet Building (LHQ) .....	51
<b>Emergency Response Plan (ERP) Emergency Services Contacts .....</b>	<b>51</b>
<b>CRITICAL INCIDENT IMMEDIATE ACTIONS .....</b>	<b>51</b>
<b>2. Medical .....</b>	<b>51</b>
<b>3. Legal.....</b>	<b>51</b>
<b>4. Initial Report to Area Office (within 30 mins) .....</b>	<b>51</b>
<b>5. Implement Initial Action Plan .....</b>	<b>51</b>
<b>Nearest Medical Facility .....</b>	<b>52</b>
Annex D - Cadet Corps/Squadron Critical Incident Aide-Memoire.....	53

## INTRODUCTION

### Issuing Authority

1. These orders are issued under the authority of the Commanding Officer (CO) 892 Snowy Owl Royal Canadian Air Cadet Sqn (RCACS). They supplement the orders issued by CJCR Gp, and its various branches of authority (RCSU Central, COA, etc.). These orders supersede all previous versions and amendments.
2. References:
  - (a) CCO Orders [Cadets and Junior Canadian Rangers Policies - Canada.ca](#)
  - (b) CJCR Orders [Cadets and Junior Canadian Rangers Group Orders - Canada.ca](#)
  - (c) CANCDTGENS [CANCDTGENS - Canada.ca](#)
  - (d) CATO [Cadet Administrative and Training Orders \(CATOs\) - Canada.ca](#)
  - (e) Queens Regulations and Orders (QR Cadets) [Queen's Regulations and Orders for Canadian Cadet Organizations - Canada.ca](#)
  - (f) CJCR Dress Instructions [Cadets and Junior Canadian Rangers \(CJCR\) Dress Instructions - Canada.ca](#) (A-CR-CCO-100/AG-001)
  - (g) Central Region RO's/CRCI/CRCO (SharePoint) [Central Region Orders and Instructions \(sharepoint.com\)](#)
  - (h) Cadet Code of Conduct (CJCR Gp Order 5019-6, Annex A)
  - (i) CAF Member Code of Conduct (CJCR Gp Order 5019-6, Annex B)
  - (j) Civilian Instructor Code of Conduct (CJCR Gp Order 5019-6, Annex C)

### Aim

3. These orders define the unit's organization, regulations and terms of reference that do not change frequently. Their foremost purpose is to promote efficient squadron operation. All personnel shall familiarize themselves with, obey and enforce all regulations, orders, rules and instructions necessary for the performance of their duties.

### Jurisdiction

4. The Squadron Standing Orders (SSOs) are applicable to all Officers, civilian personnel, and cadets affiliated with 892 Snowy Owl Squadron while participating in a squadron authorized event. Visitors to the squadron are also subject to the squadron's policies and procedures. Squadron members who are hosting visitors shall advise them of the orders which apply in each case.

### Distribution and Amendment

5. A hardcopy of the SSOs will be available in the staff office and in electronic format on the squadron's website. It is the responsibility of every member of the squadron to become familiar with these orders.



## SQUADRON STANDING ORDERS

### 892 Snowy Owl Royal Canadian Air Cadets

6. These orders will be reviewed annually and amended as required by the CO. All recommendations for amendment to the SSOs must be submitted in writing to the CO. A submission to the CO does not equate approval. Amendments will be reviewed and if necessary, discussed with all officer staff prior to being added to the SSOs.

## **100 – PERSONNEL**

### **101 – Duties and Responsibilities**

1. All Officers, civilian personnel and cadets are personally responsible for the proper execution of all duties assigned to them by higher authority. Officers holding supervisory positions are in turn responsible for assigning and supervising the duties of their subordinates. Any failure on the part of an individual to fulfill their duties properly may result in immediate and appropriate corrective measures taken by their immediate supervisor.
2. The Commanding Officer expects all slated staff be present at parade nights and at all events deemed mandatory by the TrgO. In addition to parade nights, it is expected that slated staff each lead one optional training program. Examples include:
  - a. Effective Speaking and Debate;
  - b. Drill Team;
  - c. Ground School;
  - d. Military Band;
  - e. Biathlon; and
  - f. Marksmanship.
3. All members of the squadron staff are expected to be present at support and optional training exercises as required, and as individual schedules permit. These activities include, but are not limited to: survival exercises, citizenship tours, parades, community activities and competitions.
4. All members of the squadron are to conduct themselves at all times in a manner that brings credit to the Canadian Armed Forces (CAF) and the Canadian Cadet Organizations (CCO).

### **102 – Command and Control**

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 directly responsible to the Commander of Central Region through the Area Officer in Charge (Area OIC) and their subordinates the J3 - Zone Training Officer and the J35 - Zone Training Support Coordinator(s).
3. The CO (or designate) is the only person authorized to directly contact the Regional Cadet Support Unit (RCSU) at CFB Borden. Any member who does not have permission or foreknowledge of their CC/Sqn CO will be considered as jumping the chain of command. That member will be referred back to the CC/Sqn CO. The only exception will be for conduct, safety, and critical matters.

4. Contact with the Air Cadet League (ACL) or Squadron Sponsoring Committee (SSC) will be made through the CO.
5. The CO has a right to expect the support of all personnel under their command. The CO may seek suggestions from other staff members when making decisions, however the CO is the ultimate authority who makes the final decision, and all personnel shall support it once made. The CO bears full responsibility for all decisions made within the unit.

### **103 – Chain of Command**

1. All department heads and the Squadron Chief Warrant Officer (Sqn CWO) answer directly to the CO.
2. The Cadet Deputy Squadron Commander (DSC), the Squadron Warrant Officer (SWO) and the Flight Commanders (Flt Cdr) answer directly to the Sqn CWO.
3. All Officers and civilian personnel answer directly to their respective department heads. All cadets not holding a position already mentioned answer directly to their respective Flt Cdr.

### **104 – Promotions and Squadron Leadership Appointments**

1. Promotions will be held monthly at the Commanding Officer's Parade. Promotions may also occur on other occasions to meet operational requirements.
2. Promotion to the next rank is not automatic. [CJCR Gp O 5511-3 Cadet Promotions – Corps/Squadron](#) outlines the [Rank Promotion Criteria](#). These checklists ensure the same minimum standard is followed for all cadets who are promoted.
3. If no candidate is found suitable for promotion, the Commanding Officer has the authority not to promote any of the candidates. Although a cadet meets the minimum requirements, the final decision to promote a cadet or not rests with the Commanding Officer.
4. Any Cadet who thinks they should be/have been promoted may request to see the Commanding Officer through the chain of command.
5. No staff members or cadet, regardless of rank or position, except for the Commanding Officer, may demote a cadet.

## 105 – Promotion Criteria

1. A member of 892 Snowy Owl Squadron becomes eligible for promotion to the next rank when they have met the minimum National Standards outlined below.
2. In addition to these minimum requirements, the cadet must meet or exceed a number of performance indicators as assessed by their Level Officer.
3. The promotion criteria are based on national as addressed in [CJCR Gp O 5002-6 Cadet Selection Process](#) and [50-56 Corps/Squadron Leadership Appointments](#).
4. The criteria below shall be met before a cadet is eligible for promotion:

6.1. To promote a cadet to the next rank, they must meet the following criteria:

Promotion to the Rank of...	Time in Previous Rank	Qualification	Leadership Appointment	Authority
AC/LCpl/LAC	5 months	Participated in Phase One/Green Star/Proficiency Level One for at least five months	Not applicable	Corps/Squadron CO
LC/Cpl/Cpl	5 months	Phase One/Green Star/Proficiency Level One	Not applicable	Corps/Squadron CO
MC/MCpl/FCpl	6 months	Phase Two/Red Star/Proficiency Level Two	Not applicable	Corps/Squadron CO
PO2/Sgt/Sgt	6 months	Phase Three/Silver Star/Proficiency Level Three	Not applicable	Corps/Squadron CO
PO1/WO/FSgt	6 months	Phase Four/Gold Star/Proficiency Level Four	Selected for an available PO1/WO/FSgt leadership appointment.	Corps/Squadron CO
CPO2/MWO/WO2	6 months		Selected for an available CPO2/MWO/WO2 leadership appointment.	Corps/Squadron CO
CPO1/CWO/WO1	6 months		Selected for an available CPO1/CWO/WO1 leadership appointment.	Corps/Squadron CO

6.2. The calculation of previous time in rank is based on calendar year and will include the summer months.

5. For cadets to be promoted to FSgt and above, they must hold an approved leadership appointment as outlined in [Annex A – CJCR Gp Instr 50-56, Corps/Squadron Leadership Appointment Process](#).

## **106 – Squadron Appointments**

### **1. Officer Staff Positions**

- a. An Air Cadet Squadron, being made up of a large and diverse membership requires a formal structure in order to operate smoothly. At the Squadron Staff Level, there are four key positions:
  - i. Commanding Officer, normally a Captain (Capt);
  - ii. Training Officer (Trg O), normally a Capt, Lieutenant (Lt) or 2<sup>nd</sup> Lieutenant (2Lt);
  - iii. Administration Officer (Admin O), normally a Capt, Lt or 2Lt and;
  - iv. Supply Officer (Sup O), normally a Capt, Lt or 2Lt.
- b. Subject to the CO's approval, additional positions may be added depending on the squadron quota and training requirements, e.g. Standards Officer, Assistant Training Officer, etc.

### **2. Cadet Positions**

- a. The following positions are filled by cadets, starting from the most senior:
  - i. Squadron Chief Warrant Officer (Sqn CWO) – normally WO1 or WO2
  - ii. Cadet Deputy Squadron Commander (CDSC) – normally WO2 or FSgt
  - iii. Squadron Warrant Officer (SWO) – normally WO2 or FSgt
  - iv. Flight Commander (including Drum Major) – normally FSgt or Sgt
  - v. Flight Sergeant (including Band 2IC and Flag Party Commander) – normally FSgt or Sgt
  - vi. Section Commander – normally Sgt or FCpl

## **107 – ACR 892 Squadron Trophies and Awards**

1. At Annual Cadet Review (ACR) 892 Squadron trophies and awards shall be made to recognize the outstanding efforts and achievements of 892 Squadron cadets and staff.
2. List, description and criteria of ACR 892 Squadron trophies and awards referenced here [ACR Squadron Trophies and Awards Selection](#)

## **108 – Vulnerable Sector Screen Check (VSS/VSC)**

1. All 892 Adult Members are required to complete their PRC/VSS every 5 years by local police stations.
2. PRC/VSS shall be submitted to the CO and
3. CIC Officers shall submit PRC/VSS to RCSU online via VOR
4. 892 Staff cannot supervise cadets (unless CIC Officer present) until the PRC/VSS record has been completed and submitted to the CO and RCSU.

## **109 – 199 Not Allocated**

## **200 – TERMS OF REFERENCE: OFFICERS**

### **201 – Commanding Officer (CO)**

1. The Commanding Officer (CO) of a cadet squadron is responsible to the Commanding Officer Regional Cadet Support Unit (Central) (CO RCSU (Cen)) for all cadet matters pertaining to that squadron and for the training and administration of officers of the Cadet Instructors Cadre (CIC), civilian instructors and cadets serving with their squadron.
2. The Commanding Officer of a cadet squadron is the Commanding Officer of the cadets and the immediate supervising officer of the cadet squadron staff. The CO RCSU (Cen) is the designated Commanding Officer of all personnel assigned to cadet duties in Central Region. The Commanding Officer of a cadet squadron is not a designated commanding officer in accordance with the provisions of QR&O 1.02 and cannot exercise the disciplinary powers of a commanding officer over subordinate members of the Canadian Forces as per QR&O chapter 101.
3. The Commanding Officer of a cadet squadron shall be responsible for the following:
  - a. ensuring that safety is incorporated in all aspects of the squadron and that they support the region general safety program;
  - b. ensuring that environmental stewardship is incorporated in all aspects of the squadron and that they support the region environmental policy;
  - c. ensuring that a harassment free squadron is maintained and that they support the department harassment policy;
  - d. ensuring that ethical behaviour is incorporated in all aspects of the squadron and that they support the department ethics policy;
  - e. ensuring that all activities for which they are responsible are conducted efficiently, effectively, economically, and ethically;
  - f. leading assigned officers, civilian instructors, volunteers, and cadets; and managing allocated resources in the most efficient, effective, economical, and ethical manner that will optimize the direct or indirect benefit that cadets receive from the cadet program;
  - g. complying with the regulations and orders as issued by the Minister of National Defence and the Canadian Armed Forces;
  - h. keeping officers, civilian instructors and cadets fully acquainted with the regulations and instructions issued by higher authority;
  - i. being responsible for the professional development of all squadron CIC officers including themselves, and ensuring they receive the training required for their appointment and terms of service;
  - j. directing and supervising all duties of personnel under their control;
  - k. appointing qualified officers to the following duties, ensuring deputies are provided during prolonged absence:
    - (1) Admin O,
    - (2) Trg O, and
    - (3) Sup O
  - l. appointing cadets to cadet duties and responsibilities within the squadron;
  - m. ensuring that proper supply, administration, financial and training orders and procedures are carried out;

SQUADRON STANDING ORDERS  
892 Snowy Owl Royal Canadian Air Cadets

- n. bringing to the notice of the CO RCSU (Cen) of any CIC officers or civilian instructors who:
  - (1) are distinguished for proficiency in their duties,
  - (2) from incapacity or apathy, are deficient in the knowledge or execution of their duties,
  - (3) do not afford the CO the support which they have a right to expect, and
  - (4) conduct themselves in a manner detrimental to the squadron's efficiency or in a manner that would bring discredit to the squadron and/or the Canadian Armed Forces;
- o. ensuring another officer on the squadron's staff is familiar with all squadron procedures and is prepared to assume command either upon succession of or during prolonged absence of the Commanding Officer;
- p. ensuring a thorough turn-over to a successor;
- q. in concert with the sponsoring committee, fostering and maintaining good public relations for the squadron and the CCO by:
  - (1) encouraging involvement of the squadron in local community activities to enhance its image in the eyes of the public,
  - (2) having good relations with parents or guardians with respect to training, progress of cadets and activities of the squadron and CCO, and
  - (3) ensuring that the dress, deportment and behaviour of both officers and cadets are always a credit to the CCO;
- r. working cooperatively with the sponsoring committee to achieve the maximum advantage to the cadets by encouraging the efforts of the sponsoring committee;
- s. recommending enrolment, appointment, promotion, posting, transfer, and release of officers of the cadet squadron;
- t. recommending and documenting the appointment and relinquishment of civilian instructors in accordance with current policies;
- u. maintaining the following documents in accordance with current directives:
  - (1) personnel records showing the strength of the cadet squadron,
  - (2) personnel records for officers and civilian instructors on strength with the squadron,
  - (3) personnel records showing the name, age, date of enrolment and departure of each cadet,
  - (4) records of attendance of the instruction and the training progress of current cadets, and
  - (5) such other personnel information as is required to enable periodic returns to be completed;
- v. ensuring that cadets are medically and physically fit to undertake the activities and training which they are expected to perform during local HQ or summer training;
- w. immediately reporting the death of an officer, civilian instructor or cadet of their squadron to the CO RCSU (Cen) and advising the sponsoring committee and/or affiliated unit;
- x. immediately documenting and reporting to the appropriate elemental office and the sponsoring committee and/or affiliated unit any injury incurred during squadron training that required medical treatment, that resulted in absence from duty for 48 hours or more, that may result in permanent disability and any other injury except a minor injury such as a superficial cut or bruise;

## SQUADRON STANDING ORDERS

### 892 Snowy Owl Royal Canadian Air Cadets

- y. reporting any significant incident/occurrence that may cause public interest or inquiries to the Regional Cadet Support Unit (Central);
- z. ensuring that material provided by the Department of National Defence (DND), the affiliated unit or other assisting agency and any monies provided by the sponsoring committee or affiliated unit or raised by the squadron is properly used for the benefit of the cadets and the squadron, accounted for, cared for and returned, as applicable, in accordance with terms established by the providing organization;
- aa. ensuring that reports and returns are made regularly and promptly;
- bb. being appointed the squadron's Distribution Account (DA) holder;
- cc. ensuring that:
  - (1) clothing and equipment are not demanded in excess of needs or applicable entitlement scales,
  - (2) clothing equipment and documents are properly safeguarded,
  - (3) officers, civilian instructors, and cadets return all issued DND clothing and equipment once their active participation in a cadet organization has ceased at the squadron,
  - (4) records of equipment issued and returned are kept in accordance with instructions, and
  - (5) ensure that supply returns are promptly made;
- dd. immediately on discovery, reporting the loss or damage of DND equipment to the respective support base/station; and
- ee. undertaking other duties as assigned by the CO RCSU (Cen).

### **202 – Deputy Commanding Officer (DCO)**

1. The Deputy Commanding Officer (DCO) of a cadet squadron shall be responsible to the Commanding Officer (CO) for the operation of the squadron routine activities.
2. The DCO shall be responsible for the following:
  - a. ensuring that safety is incorporated in all aspects of the squadron and that they support the region general safety program;
  - b. ensuring that environmental stewardship is incorporated in all aspects of the squadron and that they support the region environmental policy;
  - c. ensuring that a harassment free squadron is maintained and that they support the department harassment policy;
  - d. ensuring that ethical behaviour is incorporated in all aspects of the squadron and that they support the department ethics policy;
  - e. ensuring that all activities for which they are responsible are conducted efficiently, effectively, economically, and ethically;
  - f. leading assigned officers, civilian instructors, volunteers, and cadets and managing allocated resources in the most efficient, effective, economical, and ethical manner that will optimize the direct or indirect benefit that cadets receive from the cadet program;
  - g. acting as Second-in-Command of the squadron;
  - h. keeping the CO informed of all events and occurrences;
  - i. acting as in intermediary between the CO and officers in all matters that do not require the direct attention of the CO;
  - j. ensuring a high standard of discipline, dress and efficiency is maintained at all times;



- k. ensuring the cleanliness of the establishment and grounds by conducting rounds of the squadron during training parades;
- l. initiating and supervising unit Duty Officers (Duty O);
- m. advising the Training Officer regarding the training program and class allocations; and
- n. performing other duties as assigned by the CO.

### **203 – Duty Officer (Duty O)**

1. The Duty Officer (Duty O) is responsible to the DCO for carrying out the following duties:
  - a. Secure the school for the start of training;
  - b. Take parade during the opening parade;
  - c. Responsible to the CO for supervision of all personnel on-site during routine training;
  - d. Preparation of DND2299 or CF98 if required;
  - e. Assigning tasks to the Duty NCM as required;
  - f. Ensuring the Duty NCM is prepared each evening to conduct sign-ins and classroom reminders;
  - g. Confirming the Duty NCM has completed all tasks as assigned;
  - h. Reporting the facility clear for the evening to the CO;
  - i. Remaining on site until all cadets have been picked up; and
  - j. Performing other duties as assigned by the DCO.

### **204 – Training Officer (TrgO)**

1. The Training Officer (TrgO) shall be responsible to the squadron Commanding Officer (CO) in matters concerning the planning and implementation of a squadron training program.
2. The TrgO shall be responsible for the following:
  - a. ensuring that safety is incorporated in all aspects of the squadron and that they support the region general safety program;
  - b. ensuring that environmental stewardship is incorporated in all aspects of the squadron and that they support the region environmental policy;
  - c. ensuring that a harassment free squadron is maintained and that they support the department harassment policy;
  - d. ensuring that ethical behaviour is incorporated in all aspects of the squadron and that they support the department ethics policy;
  - e. ensuring that all activities for which they are responsible are conducted efficiently, effectively, economically, and ethically;
  - f. leading assigned officers, civilian instructors, volunteers, and cadets and managing allocated resources in the most efficient, effective, economical, and ethical manner that will optimize the direct or indirect benefit that cadets receive from the cadet program;
  - g. developing a training program in accordance with established cadet directives (i.e. : A-CR-CCP-003/PT-001);
  - h. preparing and maintaining visual training charts showing each cadet's progress;
  - i. maintaining accurate training records on each cadet and recording same on individual training cards;

SQUADRON STANDING ORDERS  
892 Snowy Owl Royal Canadian Air Cadets

- j. planning the monthly training schedule and assigning qualified instructors to individual courses;
- k. assisting and supervising instructors and senior cadets in the preparation and presentation of their courses;
- l. ensuring Lesson Plans are completed by instructors for each course and class;
- m. maintaining and filing lesson plans and handouts for each course and class;
- n. arranging for guest speakers and other voluntary instructors to supplement squadron staff;
- o. advising the CO on, and coordinate the squadron's special training projects, exercises, and citizenship tours;
- p. selecting and submit demands for training films and other visual aids;
- q. ensuring the squadron is in possession of all required training material and reference manuals;
- r. ensuring the ongoing individual training and development of all instructional staff;
- s. ensuring that an adequate system of assessments are used to monitor the efficiency of training and individual cadet's progress;
- t. compiling and record all training and assessment results;
- u. organizing cadet squadron drill, ceremonial parades, and inspections;
- v. ensuring that the training program is completed;
- w. recommending cadet promotions as required and informing the Administration Officer of all promotions; and
- x. performing other duties as assigned by the CO.

**205 – Assistant Training Officer (A TrgO)**

1. The Assistant Training Officer (A TrgO) is responsible to the Training Officer for carrying out the following duties:
  - a. Assist the Training Officer as required in all their duties
  - b. Monitor, maintain and enforce the Squadron's performance standards in the performance of drill, parade procedures and instructional techniques.
  - c. Supervise and train the Training Warrant Officer
  - d. Provide direction to the Training Warrant Officer and Training Level Officers in the evaluation of cadet instructors;
  - e. Evaluate Instructors as required;
  - f. Review results from Instructor evaluations with the cadet instructor and forward to Training Officer;
  - g. Acquire and provide training support materials;
  - h. Provide and guidance assistance to the Training Warrant Officer and the Level Officers as necessary;
  - i. Monitor the progress of classes;
  - j. Review uniform inspections, take necessary action; and
  - k. Perform all other duties as assigned by the Training Officer.

## **206 – Instructor / Coach**

1. Instructors and Coaches are responsible to the Training Officer for training related matters and directly to the Commanding Officer for all team related matters for carrying out the following duties:
  - a. prepare and deliver periods of instruction as outlined in the appropriate QSP and IG as assigned by the Training Officer;
  - b. report any behavioral concerns up the chain of command;
  - c. brief the chain of command on intended plans or requirements for upcoming lessons, activities, events, workshops, or competitions;
  - d. ensure accurate attendance is taken during practices, or other squadron events, and forward to the Admin O, and;
  - e. all other duties as assigned by a superior officer.

## **207 – Administration Officer (AdminO)**

1. The Administration Officer (Admin O) shall be responsible to the squadron Commanding Officer (CO) and shall exercise general supervision over all unit administrative functions and make available Central Region Cadet Instructions to officers and civilian instructors requiring information or assistance.
2. The Admin O shall be responsible for the following:
  - a. ensuring that safety is incorporated in all aspects of the squadron and that they support the region general safety program;
  - b. ensuring that environmental stewardship is incorporated in all aspects of the squadron and that they support the region environmental policy;
  - c. ensuring that a harassment free squadron is maintained and that they support the department harassment policy;
  - d. ensuring that ethical behaviour is incorporated in all aspects of the squadron and that they support the department ethics policy;
  - e. ensuring that all activities for which they are responsible are conducted efficiently, effectively, economically, and ethically;
  - f. maintaining records showing attendance of each officer, civilian instructor, and cadet;
  - g. initiating and maintaining personnel files on each cadet including name, date of enrolment and departure, address changes, training courses, weekend exercises, training progress, awards, recognitions, and any other pertinent information;
  - h. preparing and expediting all reports and returns, documentation, and other correspondence for the CO's signature;
  - i. organizing the correct circulation of all incoming and outgoing correspondence, orders, or directives;
  - j. maintaining a register of all incoming and outgoing correspondence;
  - k. maintaining the squadron filing system;
  - l. maintaining an adequate stock of forms required for the administration of the squadron;
  - m. ensuring the accessibility of reference material to instructional staff;

SQUADRON STANDING ORDERS  
892 Snowy Owl Royal Canadian Air Cadets

- n. maintaining the custody and control of all relevant publications and entering of amendments on receipt;
- o. ensuring prompt and proper submission of all claims arising from squadron exercises;
- p. advising the Supply Officer of names of cadets enrolled and released from the squadron;
- q. ensuring all new cadets meet the necessary joining requirements;
- r. ensuring all new cadets receive enrolment documentation and return the documentation within one week, complete and accurate;
- s. assigning new cadets to a flight;
- t. arranging exit interviews with the CO or DCO for all cadets prior to termination of membership and implementing the Out Routine for the CO/DCO, Training Officer and Supply Officer signatures;
- u. actioning and advising those concerned with inter-squadron transfers;
- v. ensuring all officers are in possession of a valid Canadian Forces Reserve Identification Card; and
- w. performing other duties as assigned by the CO.

**208 – Assistant Administration Officer (A AdminO)**

1. The Squadron Assistant Administration Officer (A Admin O) shall be responsible to the for carrying out the following duties:
  - a. assist in maintaining attendance records for regular, mandatory support and all other training periods;
  - b. assist in initiating the Taken-on Strength (TOS) / Struck off Strength (SOS) procedure for all incoming/outgoing cadets;
  - c. assist in initiating the training card documentation;
  - d. assist in preparing all health insurance card and emergency administration documentation for any and all activities;
  - e. assist in ensuring nominal rolls are established and distributed as required;
  - f. assist in ensuring flight lists are established and maintained at all times; and
  - g. undertake such other tasks as directed by higher authority.

**209 – Supply Officer (Sup O)**

1. The Supply Officer (Sup O) shall be responsible to the squadron Commanding Officer (CO) for the security and care of all material issued to or purchased by the squadron.
2. The Sup O shall be responsible for the following:
  - a. ensuring that safety is incorporated in all aspects of the squadron and that they support the region general safety program;
  - b. ensuring that environmental stewardship is incorporated in all aspects of the squadron and that they support the region environmental policy;
  - c. ensuring that a harassment free squadron is maintained and that they support the department harassment policy;
  - d. ensuring that ethical behaviour is incorporated in all aspects of the squadron and that they support the department ethics policy;

SQUADRON STANDING ORDERS  
892 Snowy Owl Royal Canadian Air Cadets

- e. ensuring that all activities for which they are responsible are conducted efficiently, effectively, economically, and ethically;
- f. leading assigned officers, civilian instructors, volunteers, and cadets and managing allocated resources in the most efficient, effective, economical, and ethical manner that will optimize the direct or indirect benefit that cadets receive from the cadet program;  
maintaining the following records affecting the accounting of material on issue or;
- g. temporary loan to the unit:
  - i. voucher register,
  - ii. voucher files,
  - iii. customer account, and
  - iv. individual loan cards;
- h. demanding, receiving and returning all equipment in accordance with established DND procedures and authorized scales of issue;
- i. conducting cadet kit inspections as required, but at least once annually;
- j. ensuring the security and care of all material, in particular weapons and ammunition;
- k. ordering, receiving, issuing, and exchanging material;
- l. undertaking measures for recovering uniforms from cadets no longer parading with the squadron;
- m. ensuring no uniforms are returned to supply without first obtaining an Out Routine from the Administration Officer;
- n. carrying out squadron Customer Account Verification at:
  - i. designated intervals,
  - ii. on appointment of a new Sup O, and
  - iii. on change of CO;
- o. submitting a written report to the CO on discovery of loss or damage of material;
- p. arranging for cleaning of returned uniform articles before re-issuing; and
- q. performing other duties as assigned by the CO.

**210 – Assistant Supply Officer (A SupO)**

- 1. The Assistant Supply Officer (A SupO) is responsible to the Supply Officer for the following:
  - a. Providing additional support during regularly scheduled supply days, sizing of new cadets, and transporting supply items between training locations;
  - b. Assisting in the development of best practices and supply Standard Operating Procedures, and;
  - c. All other tasks as assigned by the Sup O.

**211 – Standards Officer (StdsO)**

- 1. The Standards Officer (StdsO) is responsible to the Commanding Officer for the following:
  - a. ensure Cadet Level Report Cards and Level Binders are completed and maintained by LvLO's or the Stds FSgts;
  - b. ensure Cadet Level Proficiency Objectives (POs) are complete (via Cadet Level Report Cards and Training Standards) and entered in/recorded by Fortress;

SQUADRON STANDING ORDERS  
892 Snowy Owl Royal Canadian Air Cadets

- c. acting as OPI for Cadet Promotion Boards and make recommendations for cadet leadership appointments and promotions to the CO;
- d. ensure the 892 Squadron Standing Orders (SSO) are maintained/updated and reviewed and signed by the CO;
- e. Performing other duties as assigned by the CO.

**212 – Level Officer (Lvl O)**

1. The Level Officers (Lvl O) are primary appointments and are responsible to the Training Officer for carrying out the following duties:
  - a. monitoring individual cadet behaviour, performance and progress within their training level;
  - b. reporting any concerns to the TrgO for review;
  - c. attend activities deemed mandatory for their cadets' success such as field training exercises, museum and citizenship visits and community activities; and
  - d. provide promotion and award recommendations to CO as requested;
  - e. ensure the completion and maintenance of Cadet Level Report Cards and Level Binders (duty of Level WO);
  - f. ensure cadet level attendance is completed;
  - g. ensure classrooms are in proper order before cadets leave class rooms at end of the cadet training night.
  - h. Performing other duties as assigned by the TrgO

**213 – Range Safety Officer (RSO)**

1. To ensure maximum safety of personnel and protection of property, a qualified Range Safety Officer (RSO) shall attend and shall supervise range practices when weapon-firing ranges are in use.
2. The appointment of a qualified RSO is the responsibility of the Squadron Commanding Officer.
3. Personnel appointed as RSO must have successfully completed the Range Safety Officer (AR) Course, and be listed on the [Central Region Certifications List](#). They must also be mature and reliable, have a comprehensive knowledge of range procedures, the applicable orders and practices, and be thoroughly familiar with the weapons to be used. They must have demonstrated the ability to supervise and control the applicable range practice.
4. In conjunction with instructions and regulations specified for particular range operations, as promulgated by the support Base or Station or the CO, the RSO is responsible for:
  - a. the safety of all personnel;

## SQUADRON STANDING ORDERS

### 892 Snowy Owl Royal Canadian Air Cadets

- b. implement policy and ensure the observance of the safety regulations contained in the appropriate orders;
- c. co-ordinate all operations that take place on the ranges;
- d. report all unsafe equipment or practices to the CO and recommend changes to existing orders in the interest of safety;
- e. cancel any range exercise when conditions exist that, in their opinion, would constitute a hazard or render the exercise unproductive;
- f. take immediate action whenever an ammunition accident occurs on a range, in order that medical assistance is rendered to the injured person;
- g. in case of a range accident notifying the Sqn CO, the injured persons next of kin and the local police when the indoor range is located on civilian property or the CO of the Unit responsible for the facility when the range is located on DND property, as well as the nearest military police or Royal Canadian Mounted Police (RCMP) detachment; and
- h. remain at the scene of an accident, cordon-off the area and taking all measures deemed necessary in the circumstances.

**214 – 299 – Not Allocated**

### **300 – TERMS OF REFERENCE: CADET RANKS**

#### **302 – Warrant Officer 1<sup>st</sup> Class (WO1)**

1. The duties and responsibilities of a WO1 include:
  - a. Fulfill the duties of the Squadron Chief Warrant Officer (Sqn CWO) as part of the command team with the CO and DCO.
  - b. Be responsible for reading and understanding Squadron Standing Orders;
  - c. Obtain information on upcoming activities and training nights;
  - d. Notify your staff if you are unable to attend a training night or an activity for which you signed up;
  - e. Maintain a level of dress, drill and deportment while in public and on all cadet activities that is in accordance with the Standing Orders;
  - f. Actively participate in weekly training nights and activities;
  - g. Report for training with all required material (i.e. uniforms, paper, pens, etc.);
  - h. Develop subordinate cadets;
  - i. Convey squadron status to the Training Officer;
  - j. Act as a direct liaison between your subordinates and your immediate superior (CO);
  - k. Supervise subordinated ranks as assigned;
  - l. Train replacement;
  - m. Make recommendations for promotions with substantiation;
  - n. Assist in the planning and preparation of activities and exercises;
  - o. Inspect Deputy Squadron Commander and Squadron Warrant Officer as assigned;
  - p. Maintain high level motivation and discipline within the squadron at all times; and
  - q. Perform all other duties as assigned.

#### **303 – Warrant Officer 2<sup>nd</sup> Class (WO2)**

1. The duties and responsibilities of a WO2 include:
  - a. Be responsible for reading and understanding Squadron Standing Orders;
  - b. Obtain information on upcoming activities and training nights;
  - c. Notify your staff if you are unable to attend a training night or an activity in which that you signed up;
  - d. Maintain a level of dress, drill and deportment while in public and on all cadet activities that is in accordance with the Standing Orders.
  - e. Actively participate in weekly training nights and activities;
  - f. Report for training with all required material (i.e. uniforms, paper, pens, etc);
  - g. Develop subordinate cadets;
  - h. Act as a direct liaison between your subordinates and your immediate superior;
  - i. Supervise subordinated ranks as assigned;
  - j. Train replacement;
  - k. Notify superiors of absent cadets with reason why;
  - l. Make recommendations for promotions with substantiation;
  - m. Assist in the planning and preparation of activities and exercises;
  - n. Inspect all Flight Sergeants as assigned;
  - o. Maintain high level motivation and discipline within their squadron at all times;
  - p. Perform all other duties as assigned.



### **304 – Flight Sergeant (FSgt)**

1. The duties and responsibilities of a FSgt include:
  - a. Be responsible for reading and understanding Squadron Standing Orders;
  - b. Obtain information on upcoming activities and training nights;
  - c. Notify your staff if you are unable to attend a training night or an activity in which that you signed up;
  - d. Maintain a level of dress, drill and deportment while in public and on all cadet activities that is in accordance with the Standing Orders.
  - e. Actively participate in weekly training nights and activities;
  - f. Report for training with all required material (i.e. uniforms, paper, pens, etc);
  - g. Develop subordinate cadets;
  - h. Act as a direct liaison between your subordinates and your immediate superior;
  - i. Supervise subordinated ranks as assigned;
  - j. Train replacement;
  - k. Notify superiors of absent cadets with reason why;
  - l. Maintain Flight Log Book;
  - m. Submit bi-annual report from Flight Log Book (i.e. ideas, problems, flight activities, etc);
  - n. Make recommendations for promotions with substantiation;
  - o. Assist in the planning and preparation of activities and exercises;
  - p. Maintain high level motivation and discipline within their flight at all times;
  - q. Perform all other duties as assigned.

### **305 – Sergeant (Sgt)**

1. The duties and responsibilities of a Sgt include:
  - a. Be responsible for reading and understanding Squadron Standing Orders;
  - b. Obtain information on upcoming activities and training nights;
  - c. Notify your staff if you are unable to attend a training night or an activity in which that you signed up;
  - d. Maintain a level of dress, drill and deportment while in public and on all cadet activities that is in accordance with the Standing Orders.
  - e. Actively participate in weekly training nights and activities;
  - f. Report for training with all required material (i.e. uniforms, paper, pens, etc)
  - g. Assist all cadets junior in rank;
  - h. Act as a direct liaison between your subordinates and your immediate superior;
  - i. Carryout supervisory duties as assigned;
  - j. Perform all other duties as assigned.

### **306 – Flight Corporal (FCpl)**

1. The duties and responsibilities of a FCpl include:
  - a. Be responsible for reading and understanding Squadron Standing Orders;
  - b. Obtain information on upcoming activities and training nights;
  - c. Notify your staff if you are unable to attend a training night or an activity in which that you signed up;

SQUADRON STANDING ORDERS  
892 Snowy Owl Royal Canadian Air Cadets

- d. Maintain a level of dress, drill and deportment while in public and on all cadet activities that is in accordance with the Standing Orders.
- e. Actively participate in weekly training nights and activities;
- f. Report for training with all required material (i.e. uniforms, paper, pens, etc)
- g. Assist all cadets junior in rank;
- h. Act as a direct liaison between your subordinates and your immediate superior;
- i. Perform all other duties as assigned.

**307 – Corporal (Cpl)**

1. The duties and responsibilities of a Cpl include:

- a. Be responsible for reading and understanding Squadron Standing Orders;
- b. Obtain information on upcoming activities and training nights;
- c. Maintain a level of dress, drill and deportment while in public and on all cadet activities that is in accordance with the Standing Orders.
- d. Actively participate in weekly training nights and activities;
- e. Report for training with all required material (i.e. uniforms, paper, pens, etc)
- f. Assist all cadets junior in rank;
- g. Perform all other duties as assigned.

**308 – Leading Air Cadet (LAC)**

1. The duties and responsibilities of an LAC include:

- a. Be responsible for reading and understanding Squadron Standing Orders;
- b. Obtain information on upcoming activities and training nights;
- c. Maintain a level of dress, drill and deportment while in public and on all cadet activities that is in accordance with the Standing Orders.
- d. Actively participate in weekly training nights and activities;
- e. Carry out basic supervisory duties as assigned;
- f. Report for training with all required material (i.e. uniforms, paper, pens, etc)
- g. Assist all cadets junior in rank;
- h. Perform all other duties as assigned.

**309 – Air Cadet (AC)**

1. The duties and responsibilities of an AC include:

- a. Be responsible for reading and understanding Squadron Standing Orders;
- b. Obtain information on upcoming activities and training nights;
- c. Maintain a level of dress, drill and deportment while in public and on all cadet activities that is in accordance with the Standing Orders.
- d. Actively participate in weekly training nights and activities;
- e. Report for training with all required material (i.e. uniforms, paper, pens, etc.)
- f. Perform all other duties as assigned.

### **310 – TERMS OF REFERENCE: CADET APPOINTMENTS**

#### **311 – Squadron Chief Warrant Officer (Sqn CWO)**

1. The Sqn CWO is responsible to the CO for the conduct and discipline of the Squadron, ensuring that all orders and regulations are adhered to by all Cadets. They will ensure that warrant officers and NCMs maintain a high standard of good conduct, military bearing and appearance.
  - a. communicate to Flight Commanders, Flag Party Commander and Band Commander all upcoming activities, and ensuring the prompt passage of required information by the Squadron Cadet Commander or the Commanding Officer to all Cadets of the Squadron;
  - b. squadron dress, drill, deportment and discipline as delegated by the Squadron Cadet Commander;
  - c. forming Opening and Closing Parades; and
  - d. all other duties as assigned by higher authority.
2. For the duties of the SCWO, see Terms of Reference [Squadron Warrant Officer \(SWO\)](#).

#### **312 – Deputy Squadron Warrant Officer (DSWO)**

1. The DSWO is responsible for the following duties:
  - a. ensure that Squadron Policies are communicated to the Flight Commanders, Flag Party Commander and Duty Band Drum Major for their dissemination to all their subordinates;
  - b. ensure that NCMs of the Squadron carry out the duties of their rank and appointment;
  - c. communicate all Squadron concerns up to the Squadron Staff through the Cadet Commander;
  - d. assists the Cadet Squadron Commander in their functions and replaces them in their absence; and
  - e. all other duties as assigned by higher authority.

#### **313 – Training Warrant Officer (TrgWO)**

1. The TrgWO is responsible for the following duties:
  - a. Prepare teaching rosters as required;
  - b. responsible to the Sqn TrgO for all other training-related requirements.

#### **314 – Flight Commander (Flt Cdr)**

1. Flt Cdr (Including Flag Party Commander) duties are as follows:
  - a. record the attendance of their flight members;
  - b. inspect the members of their flight;
  - c. ensure Squadron policies are communicated to their subordinates and Regulations are followed at all times;
  - d. ensure that problems and concerns are passed up the Chain of Command;
  - e. handle low-level disciplinary issues within the flight;
  - f. act in a higher position when required.

### **315 – Section Commander (Flt 2IC)**

1. Flt 2IC duties are as follows:
  - a. assist with recording the attendance of their flight members;
  - b. assist with inspecting the members of their flight;
  - c. ensure that problems and concerns are passed up the Chain of Command;
  - d. correct dress, drill and deportment issues while cadets are formed as a flight.
  - e. handle low-level disciplinary issues within the flight;
  - f. act in a higher position when required.

### **316 – Drum Major (DM)**

1. Drum Major duties are as follows:

The Drum Major is responsible for leading parades and may be assigned specific responsibilities for drill, dress and marching.

### **317 – Duty NCM**

1. Before Opening Parade
  - a. Ensure proper set up of parade square before opening (moving any furniture or obstacles from the parade;
  - b. Ensure cadets fall-in to their assigned flights; and
  - c. Confirm with the Duty Officer that there are no other outstanding tasks that need to be performed.
2. Attendance
  - a. The attendance is the responsibility of the Duty NCM. It is vitally important they have an accurate count of how many cadets and staff are in the building;
  - b. Retrieve the Cadet Level attendance rolls from the Administration Officer (AdminO) before the Squadron falls-in for opening parade;
  - c. Distribute attendance to the Flight Sergeants (Flt Sgt) or Section Commanders (Flt 2IC) for each flight;
  - d. After Opening Parade, retrieve attendance clip boards from the Flt Sgts and Flt 2ICs;
  - e. Review the attendance forms to ensure they have completed the attendance properly;
  - f. Ensure all cadets are in their assigned classes, after opening parade is dismissed;
  - g. Ensure that a cadet arriving late for the regular training session has been registered in the flight attendance rolls;
  - h. After full completion of the attendance, return attendance clip boards to the AdminO); and
  - i. If a cadet must leave early, the duty cadet shall notify the AdminO of the cadet's absence.
3. Closing parade (as applicable)
  - a. Any squadron training materials and supplies are returned to the TrgO or SupO as appropriate;
  - b. All bathrooms are clean;
  - c. All garbage is and recycle disposed of in a designated bin;

## SQUADRON STANDING ORDERS

### 892 Snowy Owl Royal Canadian Air Cadets

- d. Inspect each classroom has been returned to the proper state, and white boards cleaned of any cadet training material;
- e. Ensure the classroom lights are turned off;
- f. All windows and doors are properly closed and latched; and
- g. Perform all other duties assigned by Squadron Warrant Officer or Duty Officer.
- h. Ensure instructors have cleaned their classrooms/instructional areas;
- i. Final walkthrough of school MUST be done with the assigned Duty Officer; and
- j. Ensure classrooms doors and cage are locked.

### **318-325 – Not Allocated**

## **400 – SQUADRON OPERATIONS**

### **401 – Squadron Routine**

1. The squadron operates on a yearly training schedule from approximately mid-September until the beginning of June the following year.
2. During the training year, 892 Squadron regularly parades and trains on Monday evenings from 1815hrs to 2100hrs at St. Marguerite d'Youville Secondary School, 10815 Dixie Rd, Brampton, Ontario.
3. Regular Monday night training schedules are issued weekly in the Routine Orders.
4. Other training activities may occur throughout the year at various times and places as approved by the Commanding Officer and the Regional Cadet Support Unit (Central).
5. Cadet Training Centres (CTC) occur during the summer months at several locations across Canada. They offer various courses, of varying duration, from between early July to mid-August each year.

### **402 – Dress Regulations**

1. The order of dress for all cadets shall be in accordance with the orders and instructions provided in [Chapter 2 Dress and Appearance Section 1 Dress - Canada.ca](#). Below are some of the highlights of these orders:
2. Personal Appearance – Cadets
  - a. Hair on the head shall be:
    - i. Neatly groomed;
    - ii. Taper-trimmed at the back, the sides, and above the ears to blend with the hair style (a straight cut at the nape of the neck is permissible when this tapered appearance is maintained).
    - iii. Not more than six (6) inches in length and short enough so that when the hair is groomed and headdress is removed no hair touches the ears, collar or falls below the top of the eyebrows. (The distance of hair from the collar should be not less than one (1) inch).
    - iv. Not greater than one and a half (1 1/2) inches in bulk at the top of the head with the bulk decreasing gradually from the top and blending with the taper-trimmed sides and back. Bulk is defined as the distance that the mass of hair protrudes from the scalp when groomed (as opposed to hair length).
    - v. Styled in such a manner that it does not interfere with the proper wearing of issue headdress.

- b. Sideburns shall not extend below the middle of the ear, be squared horizontally and trimmed to conform to the overall hairstyle and of even width.
- c. Moustaches may be worn if kept neatly trimmed. They may not extend below the corners of the mouth, nor shall the unshaven portion of the face extend beyond the corners of the mouth.
- d. Beards are prohibited except for medical or religious reasons. In all cases, the Commanding Officers approval is required.
- e. Hair style - hair shall be kept neat and well-groomed and shall not extend below the lower edge of the jacket collar. Hair ornaments shall not be worn. Bobby pins, hairpins and similar items used to secure the hair shall not be visible while wearing uniform headdress.
- f. Make-up - when wearing uniform, make-up shall be applied conservatively. This precludes the use of false eyelashes, heavy eyeliner, bright blue/green eye shadow, coloured nail polish and excessive facial make-up.
- g. Jewelry - shall not be worn by personnel in uniform, except wrist watches, I.D. or Medic Alert bracelets, sleepers or small silver/gold studs in pierced ears.

3. Headdress (Wedge)

- a. The wedge shall be worn on the right side of the head, lower point of the front crease in the centre of the forehead and with the front edge of the cap 2.5-cm above the right eyebrow;
- b. the headdress will not be carried under the shoulder epaulette at any time;
- c. buttons will show the eagle flying right side up and wings level;
- d. the wedge shall be free of lint or dirt; and
- e. headdress will be removed only when:
  - i. entering a place of worship,
  - ii. attending a funeral,
  - iii. entering a private dwelling,
  - iv. entering any place of entertainment or while on any circus ride where the headdress might become lost,
  - v. on guided tours in any enclosed area,
  - vi. entering any restaurant or dining area, or
  - vii. when instructed to do so by any tour guide, or staff member.

4. Other Uniform Pieces

- a. Tunic and trousers - the uniform jacket and trousers must be kept in good repair and neatly pressed at all times.
- b. Shirts - will be properly laundered and pressed at all times. T-Shirts may be worn when appropriate or when ordered to do so.
- c. Ties - will be kept presentable at all times. They should be unknotted and kept flat when not in use. When worn, ties will be tied into a full Windsor knot.

SQUADRON STANDING ORDERS  
892 Snowy Owl Royal Canadian Air Cadets

- d. Socks - must be kept free from holes by mending.
  - e. Boots - will be kept clean, polished and highly shone. Black polish will be the only agent used to polish issue boots. Plastic of any kind will not be sprayed or painted on the issue boots. Cadets disobeying this order may be held financially responsible for the replacement of the footwear.
  - f. Gloves - may be worn whenever weather dictates. White gloves will only be worn by the Flag Party members, the Drum Major (if not issued white gloves with cuffs), the Squadron Commander or when authorized by the Commanding Officer.
  - g. White waist belts - will only be worn by the squadron's Warrant Officers Command Team (SWO, DSWO, ADJ (when assigned)) and members of the Flag Party.
  - h. Lanyards - the only authorized lanyards for Air Cadets are white in color and will only be worn by Flight Commanders including the Flag Party Commander and Warrant Officers holding parade positions. These will only be worn when authorized by the Commanding Officer.
  - i. Baldric – Both the Duty Band Flight Commander and the Flag Party Commander are to be issued baldric's to be worn only during opening parade or in other instances when they are in command of their team.
  - j. Sunglasses – non-mirrored sunglasses may be worn on parade.
  - k. Name Tag – one name tag will be issued by the Squadron to a cadet soon after enrollment. If the name tag is lost/damaged, the cadet is responsible for the cost of replacing it.
5. Any cadet who must be out of uniform, regardless of reason, as well as new recruits, suggested wear the following:
- a. black dress pants or skirt
  - b. white dress shirt or blouse
  - c. cadet issued black tie
  - d. clean black dress shoes or running shoes with non-marking soles
6. Civilian Instructors and volunteers are to ensure they adhere to the same uniform standards for general appearance as all other staff members and cadets. While taking part in official activities, civilian instructors may wear the following:
- a. blue squadron shirt and business casual pants; or
  - b. appropriate business casual civilian attire if no squadron shirts have been provided.
  - c. civilian Staff are expected to raise their level of dress on Commanding Officer Parades to more business-like attire including trousers, dress shirts/blouses and ties.

**404 – Deportment**

1. The success of the Squadron operation rests upon the ability of individuals to react promptly and effectively. One of the key components in making this possible is discipline. Through an understanding of discipline, we achieve orderliness, obedience and the prompt response necessary to achieve the Squadron goals.



2. The conduct, dress and deportment of all members of 892 Snowy Owl Air Cadet Squadron must reflect credit on the Air Cadet League of Canada and the Canadian Armed Forces.
3. All cadets will sign the Central Region Cadet Code of Conduct at the start of each training year and will submit themselves to the articles therein.
4. Cadets will uphold the four core values of the Canadian Cadet Movement (CCM). They are:
  - a. Loyalty - The expression of our dedication to the ideals of the CCM and all its members;
  - b. Professionalism - The accomplishment of our tasks with pride and diligence;
  - c. Mutual Respect - The treatment of others with dignity and equality; and
  - d. Integrity - The courage and commitment to exemplify trust, sincerity and honesty.
5. Chewing gum, slouching, sauntering, hands in pockets, smoking, walking hand-in-hand or arm-in-arm or any similar deportment which detracts from military appearance in the eyes of the public is unacceptable for personnel in uniform, both officers and cadets.

#### **405 – 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 Canadian Forces Manual of Drill and Ceremonial and will be taught to all cadets.
2. The essential regulations regarding the paying of compliments (saluting) are as follows:
  - a. All officers shall salute any superior officer. Cadets shall salute all commissioned officers.
  - b. A Cadet in uniform when not marching in a formation, shall also salute;
    - i. 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 (Governor General, Prime Minister etc.);
    - ii. when recognizing an Officer in civilian clothes;
    - iii. when passing the bier (a displayed coffin), in state, military or civilian funerals;
    - iv. when the national flag is raised or lowered, in the following manner:
      1. when in uniform, face the flag staff, stand at attention and salute;
      2. when in civilian clothes, remove headdress, face the flag staff, stand at attention.
    - v. cenotaphs; and
    - vi. during the playing of national anthems (including God Save the King), the Last Post, and Reveille.

#### 406– Saluting Zones

1. Saluting is to be done in the school gym/parade square when approaching to speak to a commissioned officer.
2. Cadets who have assigned workspaces/staff offices in an office need only to salute when entering for the first time and when departing for the last time. Do NOT salute in doorways, stop short or step through a doorway then salute.
3. The hallways where cadets are expected to provide compliments by “checking” their arms.
4. Stairways are NOT saluting areas due to the danger of tripping or falling.
5. During break, if cadets are eating, their wedges are to be removed; therefore, no saluting or paying of compliments shall be required.
6. No saluting in classrooms, but a senior cadet in the classroom must call “room” when a commissioned officer is standing at the door.
7. Saluting commissioned officers in the field is not recommend when on FTXs.

#### 407 – Conduct and Performance Interventions Procedures – Cadets (CJCR Gp O 5019-3)

1. **General:**
  - a. All discipline for cadets is governed by
    - i. CJCR Gp O 5019-3 [Conduct and Performance Interventions Procedures - Cadets](#); and
    - ii. The Central Region Cadet Code of Discipline;
  - b. Officers are to follow The Code of Service Discipline.
2. **Every Staff Member and Cadet shall:**
  - a. Sign the [Cadet Code of Conduct](#) if they are a cadet
  - b. Sign the [CAF](#) or [CI Code of Conduct](#) if they are a member of the adult staff
  - c. Read and understand the terms of their positional Terms of Reference (TOR)
  - d. Become acquainted with and obey all regulations, orders, and instructions necessary for the performance of their duties;
  - e. Conform to the established customs of the Cadet Organisation with which they are associated
  - f. A Civilian Instructor or a cadet is not normally subject to the Code of Service Discipline but shall not be permitted to participate in cadet training activities unless they conform to regulations, orders and instructions issued by the competent authorities.
  - g. No staff member or cadet may use any form of physical contact or threat of violence when correcting a cadet.
  - h. Any cadet committing an offence punishable by civil authority will be reported to the appropriate authorities and may be charged and tried under the Youth Criminal Justice Act, or as decided by the civil authority, where applicable.
3. **Determining an Appropriate Conduct and Performance Intervention**
  - a. A Conduct and Performance Intervention (CPI) may be initiated if there is reliable evidence that establishes on the balance of probabilities that a cadet has demonstrated:
    - i. A **conduct deficiency** contrary to the [Cadet Code of Conduct](#) or an applicable regulation, policy, directive, order or instruction, or
    - ii. A **performance deficiency** whereby, over a reasonable period of time, the cadet has not

met an applicable standard of performance.

- iii. A deficiency must be categorized as a conduct deficiency or a performance deficiency, not both.

#### 4. Gathering Additional Information

- a. The Initiating Authority (IA) may ask for additional information regarding a cadet's conduct or performance deficiency in order to better review the case and determine the appropriate CPI. If the conduct or performance deficiency is related to illegal activity, the IA is to immediately report this deficiency to the military or civilian police, and notify the RCSU CO.
- b. When additional information is required, the IA must appoint an assigned officer to gather information. The assigned officer must:

Steps	What happens?
1. Interview	<ul style="list-style-type: none"> <li>Interview the cadet and all other parties involved, and witnesses to the alleged conduct or performance deficiency.</li> </ul>
2. Meet with the cadet	<ul style="list-style-type: none"> <li>Inform the cadet of the specific details of the conduct or performance deficiency which is contrary to the <u><a href="#">Cadet Code of Conduct</a></u>, applicable regulation, policy, directive, order, instruction, or organizational expectations;</li> <li>Disclose relevant information to the cadet in order for the cadet to provide a response to the alleged deficiency;</li> <li>Ensure the cadet understands the conduct or performance deficiency;</li> <li>Allow the cadet the opportunity to provide their point of view and any relevant information;</li> <li>Assure the cadet that their response will be considered before selecting a course of action; and</li> <li>If necessary, provide the cadet a reasonable opportunity to consult with their parents/guardians in order to respond.</li> </ul>
3. Recommendation	<ul style="list-style-type: none"> <li>Provide the IA with a summary of the information received, potential courses of action, and the recommended course of action to be taken.</li> </ul>

#### 5. Administering a Conduct and Performance Intervention

- a. If an IA is satisfied that there is reliable evidence that establishes on the balance of probabilities that a cadet has demonstrated a conduct or performance deficiency, and that a CPI listed in the CJCR Gp O 5019-3, [Conduct and Performance Interventions – Cadets](#) is appropriate, the IA must ensure that the CPI and associated corrective action is administered in a confidential manner. The procedure to administer a CPI is as follows:

Step	Action	Notes
1. Complete CPI form	<p>The IA must complete the appropriate CPI form, clearly setting out:</p> <ul style="list-style-type: none"> <li>the specific conduct or performance deficiency;</li> <li>a description of the deficiency;</li> <li>the selected CPI;</li> <li>the action required to correct the conduct or improve the performance; and</li> <li>the timeline provided to the cadet to overcome the deficiency.</li> </ul>	<p>Content must be accurate and concise in both description of the conduct or performance deficiency and in action required to correct the deficiency.</p> <p>Each CPI will address a single conduct or performance deficiency, which allows the cadet to overcome individual deficiencies through targeted corrective actions if multiple deficiencies need to be addressed.</p>

SQUADRON STANDING ORDERS  
892 Snowy Owl Royal Canadian Air Cadets

2. Deliver CPI	<p>The IA must deliver, or cause to be delivered, the completed CPI form to the cadet and ensure the cadet is briefed on the:</p> <ul style="list-style-type: none"> <li>• CPI initiated and its purpose;</li> <li>• action required to overcome the deficiency;</li> <li>• schedule for progress-briefing sessions; and</li> <li>• consequences of failure to overcome the deficiency.</li> </ul> <p>Note – When a CPI results in a suspension, the sample notification of suspension letter found at <a href="#">Annex A</a> may be used.</p>	<p>When a CPI is delivered, the following persons must be present:</p> <ul style="list-style-type: none"> <li>• the cadet;</li> <li>• the cadet's parents/guardians (if required);</li> <li>• the individual delivering the counselling session; and</li> <li>• an appropriate witness.</li> </ul> <p>When practical, the IA should personally deliver the appropriate forms and brief the cadet accordingly. In other cases, the IA may direct an appropriate individual to deliver the relevant forms and conduct the briefing with the cadet on the IA's behalf. The individual who delivers the forms must notify the cadet that it is being done on behalf of the IA.</p> <p>Note - Parents/guardians are not required to be present when issuing an IC, or when an RW is issued at a CTC or a nationally or regionally directed activity.</p>
3. File CPI	<p>The IA will ensure the CPI form is placed in the cadet's personnel file.</p> <p>If a corps/squadron is unable to store completed forms locally, they may forward them to their RCSU for storage. In this case, the corps/squadron will include a brief statement in the cadet's personnel file indicating that a DND 4415, <i>Sea, Army, and Air Cadet Conduct and Performance Interventions</i> has been submitted to the RCSU for storage; a DND 4836, <i>Cadet Interview Sheet</i> may be used for this purpose.</p>	<p>If the CPI is delivered at a CTC, or a nationally or regionally directed activity, the CO or OIC will ensure a copy is sent to the cadet's corps/squadron for inclusion in their personnel file.</p>
4. Complete Progress Briefing Session Reports	<p>The IA must place a written account of each progress-briefing session in the cadet's personnel file.</p>	<p>When the conduct or performance deficiency is serious, it may be appropriate to hold progress-briefing sessions with the cadet. Such sessions are to be summarized on the DND 4836, <i>Cadet Interview Sheet</i>. Completed forms are to be placed in the cadet's personnel file.</p>
5. Complete CPI close-out action	<p>Upon completion of a CPI, the IA will ensure appropriate close-out action is taken.</p>	<p>If the CPI was successful, a letter stating the successful completion of the CPI will be placed on the cadet's personnel file.</p> <p>If the RM was unsuccessful, further CPI action should be taken by the IA. If unsure of next steps, the corps/squadron CO may contact their Area OC.</p>

## 6. Involvement of Parents/Guardians

- When a parent/guardian is included in a CPI meeting, the IA must ensure that the parents/guardians are advised of any previous **Initial Counselling (IC)** or **Recorded Warning (RW)** that may have been taken regarding the same or similar deficiency, or cumulative

conduct and performance deficiencies. When the cadet is being issued a **Counselling and Follow-up (C&F)**, the parent/guardian will be informed prior to the issuing of the C&F.

#### **7. Review Process**

- a. A cadet may request, in writing, a review of the initiation of a CPI by the Area OC or the IA's supervisor.
- b. The request for review should include a brief description of the alleged deficiency, copies of relevant documents in their possession which support their submission, as well as the desired outcome of the review process.
- c. The request for review must be submitted to the Area OC or the IA's supervisor. The Area OC, or IA's supervisor, will evaluate the request for review from the cadet, gather additional information from the IA in order to review the circumstances leading to the CPI, and render a decision in writing to the cadet and their parent/guardian, if applicable.

#### **8. Documentation**

- a. If a cadet refuses to sign the DND 4415, *Sea, Army, and Air Cadet Conduct and Performance Interventions* form, the IA must annotate it accordingly. The cadet must be provided a copy of the annotated DND 4415, *Sea, Army, and Air Cadet Conduct and Performance Interventions* form.
- b. When a DND 4415, *Sea, Army, and Air Cadet Conduct and Performance Interventions* form is issued while the cadet is at a CTC, or a nationally directed or regionally directed activity, it must be recorded in the cadet's participation evaluation report as follows: "Cadet Smith was issued a CPI. A copy of the form will be forwarded to their corps/squadron under separate cover."

*DND 4415, Sea, Army and Air Cadet Conduct and Performance Interventions*  
*DND 4836, Cadet Interview Sheet*

### **408 – Use of Alcohol ([CJCR Gp O 5020-3](#))**

#### **Policy**

1. Cadets will not possess, serve, sell, consume or be under the influence of alcohol at any authorized cadet activity or when wearing their cadet uniform outside of an authorized cadet activity. This includes when travelling to and from an authorized cadet activity in uniform or when attending a private function such as a wedding or funeral in uniform.
2. Cadets are not permitted to attend activities where alcohol is being served or where they may be in the presence of persons who are impaired due to the consumption of alcohol. Corps/Squadrons that parade at a location where alcohol may be served, such as an armoury or Royal Canadian Legion, may continue to parade at these locations as long as the cadets are kept separate from the bar areas when alcohol is being served.
3. Adults who are employed, support or serve with the CJCR Gp, including CAF members, CIs, and CJCR Gp volunteers will not possess, consume or be under the influence of alcohol when supervising or when in contact with cadets. This includes authorized cadet activities sponsored or conducted by third-party organizations such as the Cadet League, affiliated unit, or local sponsor organization.



### **Consequences**

4. In response to suspicion or allegations that a cadet or an adult who is employed or serves with the CJCR Gp has contravened this order, the chain of command will take appropriate administrative action in accordance with CJCR Gp O 5019-3, [Conduct and Performance Interventions – Cadets](#), DAOD 5019-7, [Alcohol Misconduct](#), or CJCR Gp O 5530-1, [Civilian Instructor Management](#) as appropriate, and my contact military or local police organizations.

## **409 – Smoking and Vaping ([CJCR Gp O 5020-1](#))**

### **Context**

1. One of the aims of the Cadet Program is to promote a healthy lifestyle and physical fitness. As such, developing healthy habits in our youth is a priority for the Cadet Program and providing an environment free of smoking and vaping is of primary importance.

### **Policy**

2. Cadets will not possess, serve, sell, consume or be under the influence of any tobacco or vaping products at any authorized cadet activity or when wearing their cadet uniform outside of an authorized cadet activity. This includes when traveling to and from an authorized cadet activity in uniform or when attending a private function such as a wedding or funeral in uniform.

3. Cadets and adults who are employed or engaged in the CJCR Gp may have in their possession medicines such as tobacco, sweet grass and sage for the purpose of cultural ceremony.

4. Adults who are employed or engaged in the CJCR Gp will not provide, encourage the use of, or sell any tobacco or vaping products to any cadet, regardless of age, or other staff members who are under the legal age permitted by the applicable provincial or territorial legislation.

5. Adults who are employed or engaged in the CJCR Gp will only consume tobacco or vaping products in authorized areas in accordance with DAOD 5020-1, [Smoking in the Workplace](#). Tobacco and vaping products may be consumed by adults out of sight of cadets and in designated areas that meet the appropriate provincial or territorial legislation.

### **Consequences**

6. In response to suspicion or allegations that a cadet possessed, served, sold or consumed tobacco or vaping products contrary to this order, the chain of command will take action in accordance with CJCR Gp O 5019-3, [Conduct and Performance Interventions – Cadets](#).

7. In response to suspicion or allegations that an adult who is employed or engaged in the CJCR Gp contravened this order, the chain of command will take administrative action and may contact military or local police organizations.

## **410 – Squadron Fire Orders**

1. Upon discovering a fire, the person shall yell, **‘FIRE, FIRE, FIRE’** and activate the nearest fire alarm. The CO or nearest staff member is to be informed immediately.

SQUADRON STANDING ORDERS  
892 Snowy Owl Royal Canadian Air Cadets

2. All personnel shall make their way in an orderly manner to the nearest fire exit and evacuate the building, closing all doors as they leave.
3. As soon as possible, the CO or their designate will call 911, advising the operator of the location of the fire, the school or LHQ's address and an estimate of the number of personnel that were in the building. Request that ambulances also be sent.
4. All personnel shall meet and fall-in at the pre-determined gathering point, which is designated to be the area on the far side of the parking lot in front school entrance or outside of LHQ. Attendance shall be taken as soon as possible, and all personnel shall be accounted for. If anyone is missing, the fire department/rescue personnel are to be notified immediately and provided as much information as available on the last known whereabouts of the missing person(s).
5. Cadets are not to assist staff of firefighters in the fighting of fires.

**411 – Emergency Response Plan (ERP)**

1. [Brampton Flying Club \(892 HQ\) ERP](#)
2. [School \(892 Trg Nights\) ERP](#)

**412 – Critical Incident Aide Memoire**

1. [Critical Incident Aide Memoire](#)

**413 – Cadets 365, Electronic Communication and & Media Usage**

1. The primary means of communication between adult staff members and cadets will be via Cadets365 email and Teams. The following guidelines dictate the best practices for electronic communication;
  - a. All adult staff members will respond within 1 week.
  - b. All formal communication taking place through Cadet 365 email and Teams will be conducted professionally.
  - c. Adult staff member's [signature block](#) must be included and in proper format.
2. Adult staff members are prohibited from corresponding with cadets on social media.

SQUADRON STANDING ORDERS  
892 Snowy Owl Royal Canadian Air Cadets

- a. Adult staff members are not to have cadets in their social media “friends” lists; family relationships notwithstanding.
- b. All communication taking place through social media will be conducted professionally and will exclude personal opinions and bias.
- c. The use of the squadron Instagram and Facebook page will be restricted to items specifically relating to the Canadian Cadet Movement and the cadets within our squadron.

**414 – Transportation of Cadets by Staff**

Staff are generally not permitted to transport cadets in private motor vehicles (PMV). The use of PMV in support of cadet activities, including transportation of cadets and supplies must only be used when no other means of transportation is available.

In the absence of any alternatives, the RCSU CO may authorize the use of a CAF or CI’s PMV in support of authorized activities. This authority will be given on a case-by-case basis, confirming that all other options are unavailable, and must adhere to the supervision policy.

In emergency cases, the CO will check with the Zone Trg O for authorization. Staff are to check with the CO first.

[CANCDTGEN 013/22 - Canada.ca](#)

**415 - 499 – Not Allocated**



## **500 – TRAINING**

### **501 – Training Standard Operating Procedures**

1. The Training Officer is to issue Terms of Reference (TORs) specific to the Training Department under the authority of the Commanding Officer. The Training Officer is responsible to keep them current and relevant.
2. It is the Training staff's responsibility to review the contents of these documents.
3. The Training Officer is responsible for issuing weekly Routine Orders (RO's) to all staff and senior cadets in a timely manner.

### **502 – Local Training**

1. The Training Officer is responsible for all activities that occur on a regular training night. Only the Training Officer (or their designate), or the Commanding Officer may approve changes that affect the cadets' training.
2. In instances where particular training is occurring away from the Local Headquarters (LHQ), Officers of Primary Interest (OPI) are assigned by the Commanding Officer and shall be responsible for all aspects of the activity's planning and execution.
3. Training Facilities are located at:
  - a. Regular Training: St. Marguerite d'Youville Secondary School on Monday nights
  - b. Optional Training: 892 LHQ, Brampton Flying Club for Drill on Tues, Range on Wednesdays
4. Standard Classroom Orders shall be followed:
  - a. No food in classrooms
  - b. Water bottles are permitted
  - c. When an officer is standing at the door, ROOM will be called
  - d. No saluting in the halls or classrooms
  - e. Cell phone shall be shut off or silenced and safely placed away in pocket/backpack.
    - a. Cadets will get verbal warning(s) if cadets are on cell phones.
    - b. After verbal warning to specific cadets who are not focused on lessons and are distracted by the cell phone, will get the cell phone temporary taken away until the end of the lesson
  - f. Classrooms will be monitored during training and left clean at the end of the night.
5. Supervision of cadets is outlined in [CJCR Gp O 5001-0](#):
  - a. In order to meet the CAF statutory authority and the responsibilities of control and supervision of cadets, all authorized cadet activities will be supervised at all times by at least one paid duty supervisor.
  - b. Minimum supervision requirements. Senior cadets must be over 16.
    - a. Day activities (150-179 cadets): 1 supervisor, 3 volunteers, 3 senior cadets = 7
    - b. Overnight activities (150-164 cadets): 1 supervisor, 5 volunteers, 5 senior cadets = 11
    - c. Above this number, for every 30 cadets, additional 1 volunteer + 1 senior cadet.

**503 – Cadet Training Centres (CTC)**

1. Application process is as follows:
  - a. Cadets will complete an Application for Participation Courses, Positions and Activities form and submit it to the designated Squadron CTC Officer.
  - b. Once all applications are received, a priority list of eligible cadets will be developed. The priority list will be based solely on quantitative information: uniform marks, attendance, participation in optional training, participation in community events and academic results.
  - c. The Commanding Officer will determine the recommended priority order for all approved applications.
  - d. Once all applications have been submitted in fortress, Offers of Participation will be returned to the Squadron for selected cadets.
  - e. Selected cadets must accept or decline the offer, which the parent is obligated to read over and sign.
  - f. Cadets will be provided with a travel itinerary by the Squadron CTC Officer prior to the start of their course.

**504 – Marksmanship**

1. The Cadet Marksmanship Program is an integral part of the Cadet Program in that it teaches the cadets self-discipline, builds their confidence and allows them to compete equally in a recreational sport.
2. The emphasis on marksmanship for cadets is on sport for recreational purposes only. In fact, most of the baseline Cadet Marksmanship Program, including the National Cadet Marksmanship Championship, is conducted using nonlethal air rifles that are not classified as firearms under federal Gun Legislation. The Cadet Marksmanship Program has been specifically designed for youth. For example, cadets do not participate in a military style marksmanship program; they fire only on Olympic-style competition paper targets.
3. Cadet marksmanship training is patterned on Olympic-style competitive shooting with an emphasis on the safe handling and care of firearms.
4. Safety is paramount to the Cadet Marksmanship Program. Safety procedures are taught first and foremost to cadets before they are ever permitted to handle any air rifle. Safe practices are continuously reinforced throughout their training. Furthermore, the training is regularly reviewed and modified in order to ensure the safety guidelines and training standards set by the Department of Justice through the Canadian Firearms Centre are strictly adhered to and enforced.
5. The cadet organization provides youth a realistic outlook on firearms by teaching them the proper use and safe handling of firearms for recreational purposes only. Cadets who participate in competitive shooting understand the consequences of the careless handling of firearms and have chosen to pursue their interest in marksmanship in terms of achieving personal satisfaction in an Olympic sport.

6. The Cadet Marksmanship Badges are awarded to cadets who meet the standard for the following:

<b>Air Cadet Marksmanship Badge Qualification Standard</b>			
Qualifications are based on shooting total of ten pellets onto two targets.			
<b>Marksman</b> Two groupings of five pellets within 3 cm	<b>First Class Marksman</b> Two groupings of five pellets within 2.5 cm	<b>Expert Marksman</b> Two groupings of five pellets within 2 cm	<b>Distinguished Marksman</b> Two groupings of five pellets within 1.5 cm
			

7. The Cadet Marksmanship Series Pins are awarded to the Marksmanship Team when members of the team compete in the various levels of competition.

#### **505 – Biathlon (if applicable)**

1. In the Cadet Biathlon competition, the biathlete will ski a distance of no less than 4.5 kilometres, stopping twice at a range to shoot. The shooting distance is always 10 metres, and five pellets are fired in each bout at five targets. Cadets shoot with Air Rifles in the Prone position at the Zone Competition.
2. At the Regional Competition cadets will use .22 Rifles, and will shoot in both Prone & Standing position.
3. The Cadet Biathlon Championship Series Pins are awarded when a member competes in the various levels of competition.

#### **506 – Drill Team**

1. The drill exercises aim to introduce the concepts of discipline and precision to our young cadets while allowing them to live unforgettable experiences with their team. It is a physical and mental discipline. Concentration and teamwork are necessary to get a quality result and to build esprit de corps.
2. The Drill Team will develop and perform a drill sequence during the Annual Ceremonial Review (ACR).

#### **507 – Military Band**

1. A Band Officer is appointed by the Commanding Officer while the Band Committee (if applicable) is to be led by a member of the Squadron Sponsoring Committee.
2. Individual musicians are expected to attend practices regularly and parades as they are scheduled, maintain their kit (instruments, uniform and kit), and take measures to improve their standards of musical performance and to learn new tunes.
3. The joint-military band will perform at the Annual Ceremonial Review (ACR).

**508 – Effective Speaking and Debate Team (if applicable)**

1. The Squadron may hold training in effective speaking and debating. The goal of the training is to increase poise and confidence to conduct impromptu speeches and prepared speeches. A Squadron Competition may be held annually to select candidates for the Regional Competitions, and if successful, Provincial and National Competitions. The team will be led by a Squadron Officer, CI, and if possible, up to 3 CVs from a local Toastmaster's Club.
2. The Toastmaster's Youth Leadership program <https://www.toastmasters.org/education/youth-leadership-program> is an ideal methodology used to develop that poise and confidence needed by Cadets, not only at the Squadron, but at their schools and employment. The Youth Leadership Program is a workshop of eight one- to two-hour sessions that enable young people under 18 to develop their communication and leadership skills through practical experience. The program is presented during or after school, or on weekends. In the workshop, young people learn valuable skills including:
  - a. Evaluating their own speaking ability
  - b. Preparing and giving speeches
  - c. Giving impromptu talks
  - d. Controlling their voice, vocabulary, and gestures
  - e. Giving constructive feedback and more
3. The workshops are structured for small group learning and are limited to 25 cadets. They are presented by a coordinator who attends each meeting. Meetings generally follow a format similar to that of a Toastmasters club meeting, with an announced agenda that includes practice in parliamentary procedure, prepared and impromptu speeches and the selection of presiding officers.
4. All CVs must be vetted with the Air Cadet League and possess a valid Vulnerability Sector Screening (VSS) certificate.

**509-599 – Not Allocated**

## **600 – ADMINISTRATION**

### **601 – Recruit Administration Procedures**

1. All prospective recruits will complete an application to [Join the cadet program](#) online. The Administration Officer will print a copy of the completed form which will be accompanied by other forms posted on [892 Snowy Owl Squadron - Join Us](#) website. Other forms required are:
  - a. Cadet Code of Conduct - signed
  - b. Copy of valid government identification to confirm name and age of cadet
  - c. Health Insurance (OHIP) must be viewed for accuracy
  - d. Squadron Sponsoring Committee welcome letter
2. A recruit may not participate in any Training until they have returned all documentation handed them completed and approved. This is necessary as a Cadet is not covered by the Air cadet League insurance plan until all forms have been returned and signed by the Commanding Officer.
3. The recruit is to be told about the Squadron Standing Orders and of their responsibility to become familiar with them as it contains information about how the Squadron is run, what the Cadet may expect and what the Squadron expects from the Cadet.
4. If a [Detailed Health Questionnaire](#) (DHQ) is required, it must be completed and submitted online. The DHQ must be validated by the RCSU MLO before a cadet is authorized to participate in any cadet activities.
5. If other medical forms are required (Anaphylaxis Emergency Plan, Food Sensitivity form), they must be completed as soon as possible and will be mailed to RCSU MLO by the Administration Officer. They must be validated in fortress by the RCSU MLO before a cadet is authorized to participate in any cadet activities.
  - a. The Anaphylaxis Emergency Plan will be kept on hand for all cadet activities so the squadron staff can refer to it in case of an emergency.
  - b. No other health or medical forms are retained at the unit.
  - c. A copy of the medical summary, where applicable, will be kept on hand during cadet activities for reference.

### **602 – Attendance and Leave**

1. Attendance
  - a. Attendance is a very important part of a cadet's career, and it is considered an indication of their interest in, and dedication to, the benefits and rewards of the Air Cadet program. Attendance is one of the criteria used when selecting cadets for promotions, CTC, special activities, and awards.

SQUADRON STANDING ORDERS  
892 Snowy Owl Royal Canadian Air Cadets

- b. Every cadet is expected to attend all mandatory training including:
    - i. Monday training nights;
    - ii. Field Training Exercises;
    - iii. The Remembrance Day Parade;
    - iv. Poppy Campaign;
    - v. Fundraising events including but not limited to tagging.
  - c. Cadets are to maintain a **minimum of 60% attendance** at mandatory training nights in order to pass their training year. Cadets with lower than 60% attendance will not have their names put forward for CTC programs or other optional activities.
  - d. Cadets who are **absent more than 30 days** will be contacted by the AdminO to determine if they plan to return.
  - e. Cadets who are **absent more than 60 days**, without extended leave approval, will be struck off strength from the squadron membership list. They are required to return their uniform as soon as possible.
  - f. Cadets are encouraged to participate in optional training and teams to fulfill their training level requirements and get the most out of the cadet program.
2. Leave
- a. If a cadet cannot attend a function, they shall request leave by emailing the Squadron at [892Air@cadets.gc.ca](mailto:892Air@cadets.gc.ca). If a cadet is absent without notifying the Squadron, their absence will be considered "unexcused."
  - b. Cadets requesting an **extended leave of absence (3 weeks or more)** must send a written request stating the reason and the length of leave requested to [892Air@cadets.gc.ca](mailto:892Air@cadets.gc.ca).

**603-699 – Not Allocated**

## **700 – SUPPLY**

### **701 – Hours of Operation**

1. The Supply Office is open by appointment, depending on the availability of the Supply Officer and staff. During this time, the Supply Officer will be on-sight at the LHQ to answer any questions and fill any requests.
2. New recruits will be sent to the Supply Officer early in their recruit training program to begin their initial kitting. The sizing will generally take place on a scheduled appointment dates with fittings once the initial kit has arrived.

### **702 – Proper Care and Use of Uniform**

1. The standard of personal dress appearance and grooming shall be such as to reflect credit on the individual, the Squadron, the Air Cadet League of Canada, and the Canadian Forces. The dress regulations are not intended to be overly restrictive. Their intent is to ensure the maintenance of a high standard of grooming while also recognizing the standards of society. The regulations set out in this order are reasonable, ensuring a favorable military image and at the same time permitting some individuality. Dress regulations are found in detail in [CJCR Dress Instructions](#) (Air Cadet Dress Instructions).
2. Cadets are only authorized to wear their uniforms at cadet events. Arrangements for a cadet to wear their uniform at an activity or special event outside of a cadet activity may only be authorized by the Commanding Officer.

### **703 – Damage or Loss of Cadet Uniform or Pieces Thereof**

1. Every Cadet will be issued a uniform. The uniform is issued on loan to the cadet at no cost. It is especially important that the cadet takes great care in keeping track of their uniform pieces so as not to lose any.
2. Any cadet 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.

### **704 - 799 – Not Allocated**

SQUADRON STANDING ORDERS  
892 Snowy Owl Royal Canadian Air Cadets

**Annex A – Regular Training Timetable**

**Training Night Routine:**

(All times 24hr clock)

	<b>Start</b>	<b>Finish</b>
<b>Arrival</b>	1815	
<b>Fall-In / Inspection / Opening</b>	1840	1900
<b>Period One</b>	1900	1930
<b>Period Two</b>	1930	2000
<b>Break</b>	2000	2020
<b>Period Three</b>	2020	2050
<b>Fall-In / Closing</b>	2050	2100
<b>Dismissal Time</b>	2100	



**Annex B – Emergency Response Plan (ERP): St Marguerite d’Youville Secondary School**

**Emergency Response Plan (ERP)**

**Emergency Services Contacts**

**Emergency Services Number:** 911 **Within 30min to med facility?** ☒ Yes ☐ No

**Cellular Coverage Across Site** Yes **Sat Phone Required?** ☐ Yes ☒ No

**911 Address for Site:** St. Marguerite d’Youville Secondary School, 10815 Dixie Rd, Brampton, ON L6R 2W5

Service	Phone Number / VHF Channel		Address	Response Time
	Emergency	Non-Emerg		
Police:	911	905-453-3311	10 Peel Centre Dr C, Brampton, ON L6T 4B9	12 mins
Fire:	911	905-874-2700	120 Fernforest Dr, Brampton, ON L6R 1L3	7 mins
Ambulance:	911	905-791-7800	1600 Bovaird Dr E, Brampton, ON L6R 3S8	7 mins
Poison Control:	911	1-800-268-9017		
Zone Trg O	Capt Jason Higgins		705-794-2418	
Area OIC	Maj Luther Yap		705-491-5404	

**CRITICAL INCIDENT IMMEDIATE ACTIONS**

**1. Ensure Safety of personnel**

- Evacuate area
- Separate Cadets
- Supervise/Support
- Call parent/guardian
- Initiate search for missing cadet

**2. Medical**

- Provide First Aid
- Call 911 (if required)
- Evac to Hospital (if required)

**3. Legal**

- Call the Police/MPs
- Preserve scene/evidence if found
- Separate witnesses
- DO NOT interview

**4. Initial Report to Area Office (within 30 mins)**

- Call ZTO
- Provide the 5Ws
- Develop action plan with Area Office

**5. Implement Initial Action Plan**

**6. Follow-up**

- Provide updates to Area Office
- Provide updates to Guardian

**7. Muster Point(s)**

- Parking lot across from Exit
- Parking lot across from Entrance

### Nearest Medical Facility

Name: Brampton Civic Centre

Distance: 3.8 Km

Address: 2100 Bovaird Dr E, Brampton ON L6R 3J7

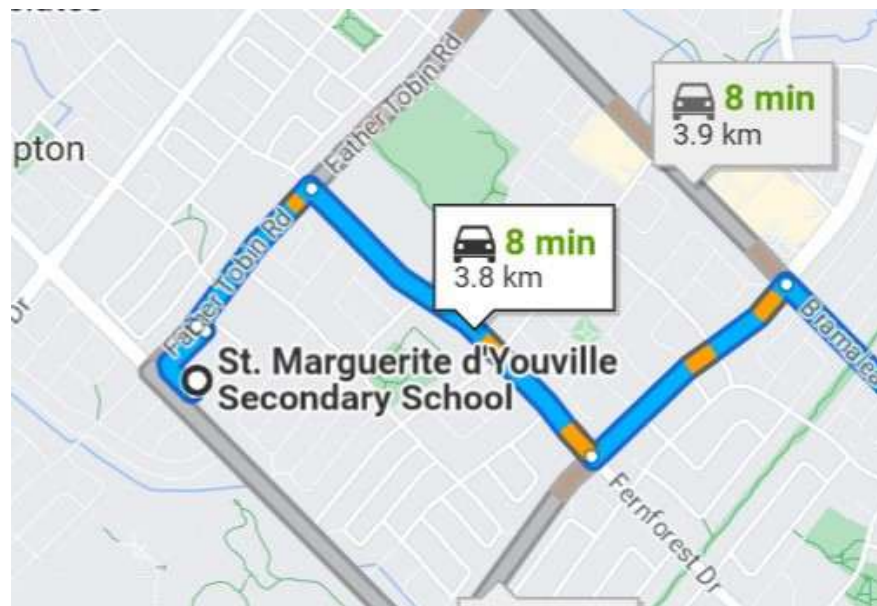
Phone: 905-494-2120

ER Hours: 24/7

#### Map to Medical facility:

#### Directions from Site:

- ↑ 1. Head northwest 230 m
- ↩ 2. Turn left toward Father Tobin Rd 24 m
- ↪ 3. Turn right onto Father Tobin Rd 450 m
- ↪ 4. Turn right onto Fernforest Dr 1.0 km
- ↩ 5. Turn left onto Sandalwood Pkwy E 700 m
- ↪ 6. Turn right at the 2nd cross street onto Bramalea Rd 1.2 km
- ↩ 7. Turn left onto Peter Robertson Blvd 190 m



**Annex C – Emergency Response Plan (ERP): Cadet Building (LHQ)**

**Emergency Response Plan (ERP)**

**Emergency Services Contacts**

**Emergency Services Number:** 911 **Within 30min to med facility?** ☒ Yes ☐ No

**Cellular Coverage Across Site** Yes **Sat Phone Required?** ☐ Yes ☒ No

**911 Address for Site:** **Cadet Building, Brampton Flying Club, 13691 McLaughlin Road, Caledon ON L7C 3L7**

Service	Phone Number / VHF Channel		Address	Response Time
	Emergency	Non-Emerg		
Police:	911	905-584-2241	15924 Innis Lake Rd, Caledon East, ON L7C 3B3	19 mins
Fire:	911	905-584-2272, ext.4303	14190 Creditview Rd, Cheltenham, ON L7C 1Y4	5 mins
Ambulance:	911	905-791-7800, ext.3951	2 Snelcrest Dr, Caledon, ON L7C 1B5	8 mins
Poison Control:	911	1-800-268-9017		
Zone Trg O	Capt Jason Higgins		705-794-2418	
Area OIC	Maj Luther Yap		705-491-5404	

**CRITICAL INCIDENT IMMEDIATE ACTIONS**

**1. Ensure Safety of personnel**

- Evacuate area
- Separate Cadets
- Supervise/Support
- Call parent/guardian
- Initiate search for missing cadet

**2. Medical**

- Provide First Aid
- Call 911 (if required)
- Evac to Hospital (if required)

**3. Legal**

- Call the Police/MPs
- Preserve scene/evidence if found
- Separate witnesses
- DO NOT interview

**4. Initial Report to Area Office (within 30 mins)**

- Call ZTO
- Provide the 5Ws
- Develop action plan with Area Office

**5. Implement Initial Action Plan**

**6. Follow-up**

- Provide updates to Area Office
- Provide updates to Guardian

**7. Muster Point(s)**

- Parade square
- Side field (beside LHQ)
- BFC parking lot, to the right of the building

## Nearest Medical Facility

Name: Brampton Civic Centre

Distance: 16.3 km

Address: 2100 Bovaird Dr E, Brampton, ON L6R 3J7

Phone: 905-494-2120

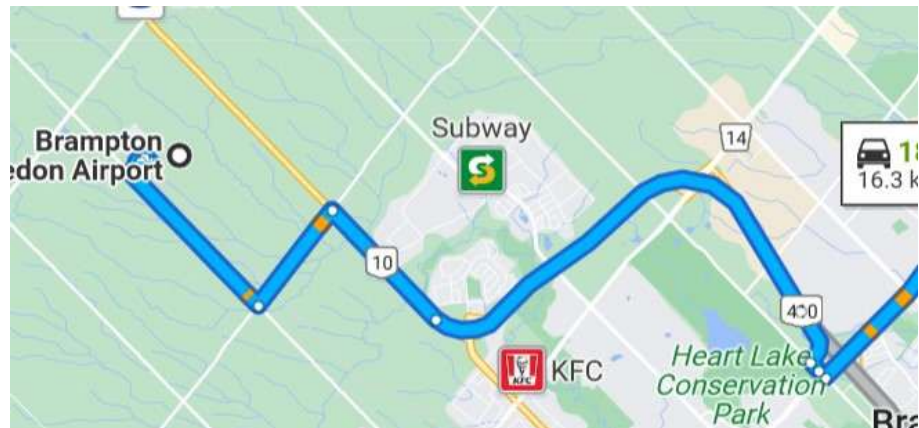
ER Hours: 24/7

### Map to Medical facility:

#### Directions from Site:

Continue on McLaughlin Rd. Take ON-10, ON-410 S and Sandalwood Pkwy E to Peter Robertson Blvd in Brampton

- 17 min (15.9 km)
7. Turn left onto McLaughlin Rd 2.1 km
  8. Turn left onto Old School Rd 1.4 km
  9. Turn right onto ON-10 1.7 km
  10. Keep left to continue on ON-410 S 5.6 km
  11. Take the Heart Lk Rd exit toward Sandalwood Pkwy 700 m
  12. Turn left onto Heart Lake Rd N 140 m
  13. Keep left to continue toward Sandalwood Pkwy E 110 m
  14. Turn left onto Sandalwood Pkwy E 2.7 km
  15. Turn right onto Bramalea Rd 1.2 km
  16. Turn left onto Peter Robertson Blvd 190 m



# SQUADRON STANDING ORDERS

## 892 Snowy Owl Royal Canadian Air Cadets

### Annex D - Cadet Corps/Squadron Critical Incident Aide-Memoire

#### HARASSMENT INCIDENT

Ref: CATO 13-24 / CATO 13-25

##### Reporting Officer

- ☐ Gather information about alleged incident from the complainant and/or witnesses
- ☐ Consider the safety of individuals, if separation is required, take necessary action
- ☐ Determine if you have the authority to address the matter. Is this harassment or a disciplinary issue?
- ☐ If disciplinary, proceed IAW CATO 15-22
- ☐ If harassment, report to chain of command
- ☐ If unsure, report to chain of command

##### Harassment Advisor

- ☐ Suspected criminal matter? DO NOT INVESTIGATE - refer to Police/MPs (Advise ZTO).
- ☐ If not criminal, consider who this needs to be reported to:
  - ☐ OC Area (report to RCSU CO as required)
  - ☐ Military police / civilian police
  - ☐ Supervisor of respondent
  - ☐ Supervisor of complainant
  - ☐ Next of kin of respondent
  - ☐ Next of kin of complainant(s)
- ☐ Seek to resolve issue (ADR preferred IAW CATO 13-24)
- ☐ Ensure all parties involved have opportunity to provide information about incident
- ☐ Consider if corrective action is required (CATO 15-22)
- ☐ Complete Incident Report Form (CATO 13-24 Annex C)
- ☐ Communicate outcome to those who need to know
- ☐ Monitor situation to ensure no further incidents or retaliation

#### SPIILLS / TOXINS / HAZMAT

Ref: CATO 11-08

- ☐ Evacuate personnel from area
- ☐ Provide first-aid to individual
- ☐ Contact emergency services
- ☐ Contain spill if possible / avoid spreading of contaminant
- ☐ Advise GSO / U Env O
- ☐ Report to ZTO who will:
  - ☐ Advise Area OC as required
  - ☐ Advise Support Base if required
  - ☐ Ensure necessary containment and clean up
  - ☐ Consider media interest and engage UPAR / PAO
  - ☐ Ensure next of kin are contacted if any cadets were injured or exposed
- ☐ Issue Significant Incident Report / CCIR (if required)
- ☐ Ensure any further required paperwork is completed

#### CADET DISCIPLINE

Ref: CATO 15-22

#### DRUG OR ALCOHOL INCIDENT

Refs: DAOD 5019-3 / 5019-7 / CATO 13-23

- ☐ Suspected criminal matter? DO NOT INVESTIGATE - refer to Police/MPs (Advise ZTO).
- ☐ Report incident or suspected incident to ZTO who will report to OC Area
- ☐ OC Area to:
  - ☐ Advise RCSU CO
  - ☐ If cadets involved, advise next of kin
  - ☐ Determine next steps to include corrective or administrative action IAW ref and CCC policy
  - ☐ Issue Significant Incident Report
  - ☐ Ensure any further required paperwork is completed

#### CRITICAL INCIDENT RESPONSE (GENERAL)

- ☐ Ensure the Safety of Personnel
  - ☐ Evacuate area
  - ☐ Separate cadets
  - ☐ Supervise/Support
  - ☐ Call parent/guardian
  - ☐ Initiate immediate actions
- ☐ Medical
  - ☐ Provide First Aid
  - ☐ Call 911 (if req)
  - ☐ Evac to Hospital (if req)
- ☐ Legal (alcohol, assault, drugs, HISB)
  - ☐ DO NOT INVESTIGATE (If suspected criminal)
  - ☐ Call police/MPs
  - ☐ Preserve scene/evidence
  - ☐ Separate witnesses
  - ☐ Initial "Heads-up" Call
  - ☐ Call ZTO
  - ☐ Provide SWs
  - ☐ Develop an action plan
- ☐ Implement Action Plan
- ☐ Follow-up

#### CONTACT INFORMATION

Name	Office	Cell
COA Duty Phone	Monday to Friday	705-903-8006
Regional Operations (ROCC)	Friday to Sunday Only	249-535-2973
OC Area	705-424-1200 x 7010	705-716-2531
Zone Trg O (NE)	705-424-1200 x 7030	705-715-7428
Zone Trg O (SE)	705-424-1200 x 7031	705-715-1567
Zone Trg O (SW)	705-424-1200 x 7035	705-
Zone Trg O (NW)	705-424-1200 x 7004	705-794-2418
Trg Sp Coord/Coord	705-424-1200 x 7030	705-716-2540
Trg Sp Coord (NE/SE)	705-424-1200 x 7026	705-716-2540
Trg Sp Coord (NW/SW)	705-424-1200 x 2604	705-716-2540
RCSU PAO	705-424-1200 x 7040	705-733-7836
CFMAP (24hr/365d)	1-800-668-7708	
SMSRC (24hr/365d)	1-844-750-1648	
RCSU Padre		905-449-2365

#### CENTRAL ONTARIO AREA (COA)



#### CADET CORPS / SQUADRON CRITICAL INCIDENT AIDE-MEMOIRE

General Refs: CATO 14-32 / 12-26

Revision: Sep 24



**SUSPECTED CRIMINAL – FULL STOP**  
Assault / Theft / Abuse / Suicide  
• Call 9-1-1 (Emergency Services)  
• Notify the ROCC ASAP  
• **DO NOT INVESTIGATE**

##### Quick References:

- ☐ CJCR Orders/Policies ([Canada.ca](http://Canada.ca) – [CJCR Orders](#))
- ☐ DAOD: ([CAF Policies](#))
- ☐ CATO 15-22 – Conduct and Discipline (Cadet) [CATO 15-22](#)
- ☐ ROCC SharePoint Page ([Regional Operations Coordination Centre \(ROCC\)](#))
- ☐ Sexual Misconduct Support and Resource Centre (SMSRC)
- ☐ Emergency Response Plan - [Emergency Response Plan \(link\)](#)
- ☐ Risk Hazard Assessment Template - [Template - Risk Hazard Assessment Template \(RHAT\)](#)

# SQUADRON STANDING ORDERS

## 892 Snowy Owl Royal Canadian Air Cadets

### MISSING PERSON

#### Stage 1: Cadet Missing

- ☐ Contact CC/Sqn CO
- ☐ Conduct a search of the area and provide update to CC/Sqn CO after 5 mins. If cadet found, log details. If cadet not found, continue search with available staff.
- ☐ Upon being contacted, the CC/Sqn CO shall:
  - ☐ Log the incident date, time and particulars
  - ☐ Contact other locations where the cadet could be
  - ☐ After 5 minute search is complete, request status update.
  - ☐ If cadet found, log incident details. If cadet not found, take measures to ensure additional staff are dispatched to area.
  - ☐ Contact ZTO 15 mins after initial report; move to Stage 2.

#### Stage 2: Extensive Search (Cadet missing 15 mins)

- ☐ CC/Sqn CO shall contact ZTO to take control of search or take control in the ZTOs absence.
- ☐ Additional staff shall be utilized to extend the search.
- ☐ If cadet found, log details. ZTO and involved CC/Sqn CO conduct review to determine causes of missing cadet and provide written report to OC Area within 24h.
- ☐ If cadet not found, contact OC Area 30 mins after initial report; move to Stage 3.

#### Stage 3: Exhaustive Search (Cadet missing 30 mins)

- ☐ Search shall continue under ZTO direction using all available staff.
- ☐ ZTO shall report to OC Area
- ☐ OC Area shall contact RCSU CO.
- ☐ If cadet found, log details ZTO and involved CC/Sqn CO must conduct review to determine causes of missing cadet and provide written report to OC Area within 24h.
- ☐ If cadet not found after 1 hour of initial report; move to stage 4

#### Stage 4: Search Continued, Outside Agencies Informed

- ☐ Search shall continue under ZTOs direction using all available staff.
- ☐ ZTO shall contact any required outside agencies (e.g. MPs, RCMP, Base Ops, etc.).
- ☐ Search will continue under direction of outside agency
- ☐ OC Area or representative shall contact next of kin as required
- ☐ OC Area shall complete any paperwork including Summary Investigation / Significant Incident Report / CCIR, as required



**SUSPECTED CRIMINAL – FULL STOP**  
Assault / Theft / Abuse / Suicide  
• Call 9-1-1 (Emergency Services)  
• Notify the ROCC (ASAP)  
• DO NOT INVESTIGATE

### SERIOUS INJURY OR DEATH

Ref: DAOD 5018-0 / 5018-2 / CATO 12-24

- ☐ Contact 9-1-1 (emergency services)
- ☐ Provide first-aid to individual
- ☐ Ensure onsite welfare and safety of non-injured personnel
- ☐ Evacuate personnel if necessary
- ☐ Secure scene for investigation
- ☐ Keep witnesses separated to preserve evidence
- ☐ Advise OC Area (through ZTO)
- ☐ Ensure emergency services are responding
- ☐ Ensure scene is secured to preserve evidence
- ☐ Advise RCSU CO (thru ZTO and OC Area)
- ☐ Under direction from RCSU CO, advise next of kin as required (in consultation with outside agency as required)
- ☐ Ensure CF 98 (CAF Mbr) or DND 2299 (Cadet or CI) is completed
- ☐ Consider media interest and engage PAO
- ☐ Ensure any further paperwork is completed as required

### SUICIDE

Ref: DAOD 5017-0 / CATO 13-29 Annex B

#### Thoughts of Suicide

- ☐ Ensure safety of individual; do not leave unattended.
- ☐ If cadet: contact padre / medical support
- ☐ If CAF Member or CI contact ZTO and Padre
- ☐ Offer CFMAP

#### Suicide Attempt / Suicide

- ☐ Contact 9-1-1 (emergency services)
- ☐ Provide first-aid for individual
- ☐ Ensure safety of individual, do not leave unattended.
- ☐ DO NOT INVESTIGATE
- ☐ Offer CFMAP (to all affected)
- ☐ Advise OC Area (through ZTO) who will:
  - ☐ Advise RCSU CO
  - ☐ If attempt, contact next of kin for cadet (as required for CAF Mbr / CI)
  - ☐ If death, Police will advise next of kin
  - ☐ Complete CF-98 (CAF mbr) or DND 2299 (Cadet or CI)

#### OC Area Follow-up

- ☐ Assemble staff and reassure as required
- ☐ Coordinate a meeting with a specialist / counsellor, seek guidance from RCSU CO
- ☐ Ensure a risk assessment is conducted by medical staff prior to the individual returning to duty (if applicable)
- ☐ Issue Significant Incident Report/CCIR
- ☐ Ensure any further paperwork is completed as required

### VEHICLE ACCIDENT

- ☐ Contact 9-1-1 (emergency services - if required)
- ☐ Provide first-aid for individuals (if required)
- ☐ If DND vehicle involved or on DND property call MPs; contact civilian police if not on DND property/vehicle
- ☐ Contact DND Transportation section, if applicable
- ☐ If required, refer to "Serious Injury or Death" checklist
- ☐ Look after welfare of witnesses or others impacted
- ☐ Complete CF 98 (CAF Mbr) or DND 2299 (Cadet or CI) if required
- ☐ Advise OC Area (through ZTO) who will:
  - ☐ If suspicion of a criminal or service offence/infraction, contact civilian or military police (as required)
  - ☐ Ensure any required paperwork including Summary Investigation/CCIR is completed
  - ☐ Determine next steps to include corrective or administrative action

### CHILD ABUSE

Ref: CATO 13-29 Annex A

- ☐ Consider immediate safety needs for complainant
- ☐ Contact 9-1-1 (emergency services)
- ☐ DO NOT INVESTIGATE
- ☐ Offer CFMAP (to all affected)
- ☐ Advise OC Area (through ZTO) who will:
  - ☐ Contact Child Protection Agency
  - ☐ Contact MP
  - ☐ Complete Incident Report Annex H, CATO 13-24
  - ☐ Issue Significant Incident Report
  - ☐ Inform RCSU CO

### ASSAULT (INCLUDING SEXUAL ASSAULT)

- ☐ Contact 9-1-1 (emergency services)
- ☐ Provide first-aid to affected individual
- ☐ Ensure onsite welfare and safety of non-injured personnel
- ☐ DO NOT INVESTIGATE. Gather basic information about the incident (location, date, time, individuals involved).
- ☐ Consider the safety of individuals, if separation is required, take necessary action
- ☐ Offer CFMAP (to all affected)
- ☐ Offer SMSRC, if applicable
- ☐ Advise OC Area (through ZTO) who will:
  - ☐ Ensure incident has been reported to Police/MPs
  - ☐ Ensure the safety of all individuals involved
  - ☐ Issue Significant Incident Report/CCIR
  - ☐ Advise RCSU CO
  - ☐ Advise next of kin as required (with MPs)
  - ☐ Ensure CF 98 (CAF Mbr) or DND 2299 (Cadet or CI) is completed
  - ☐ Consider media interest and engage UPAR
- ☐ Determine next steps to include corrective or administrative action