



SQUADRON STANDING ORDERS

Table of Contents

INTRODUCTIONS	2
PART 1 - TERMS OF REFERENCE	2
1.1 - COMMANDING OFFICER (CO).....	2
1.2 - TRAINING CELL OFFICER (Trg Cell O).....	
1.3 - ADMINISTRATION OFFICER (Adm O)	
1.4 - SUPPLY OFFICER (Sup O)	
1.5 - CADET SQUADRON COMMANDER	
1.6 - CADET DEPUTY SQUADRON COMMANDER	
1.7 - SQUADRON WARRANT OFFICER	
1.8 - FLIGHT COMMANDER	
1.9 - FLIGHT 2.I.C.	
1.10 - DUTY NCO	
PART 2 - DRESS AND DEPARTMENT	
2.1 - DRESS	
2.2 - DEPARTMENT	
PART 3 - SQUADRON POLICY	
3.1 - SMOKING	
3.2 - ALCOHOL	
3.3 - DRUGS	
3.4 - HARASSMENT	
3.5 - ABUSE	
3.6 - FRATERNIZATION	
3.7 - ATTENDANCE	
PART 4 - SQUADRON ORGANIZATION	
4.1 - SQUADRON ORGANIZATION CHART	
4.2 - WEEKLY TRAINING ROUTINE	

INTRODUCTION

1. Squadron Standing Orders are issued under the authority of the Commanding Officer. These Standing Orders outline the established policies and procedures as carried out by the Squadron and are to be adhered to all cadets, civilian volunteers, civilian instructors and Officers.
2. The Standing Orders are to be reviewed by all members of the Squadron prior to the 31 Sept of each training year.
3. All cadets, civilian volunteers, civilian instructors and officers will sign the Standing Orders annually indicating that they have read and will comply with all articles contained within these subject orders.
4. All cadets, civilian volunteers, civilian instructors and officers who perceive a need to amend Squadron Standing Orders may make application to the Commanding Officer to amend those orders that are in question. At the discretion of the Commanding Officer, Standing Orders will be amended accordingly.
5. Standing orders shall be reviewed on change of command by the incoming Commanding Officer. The incoming Commanding Officer shall issue amendments at his/her discretion.

PART 1 - TERMS OF REFERENCE

1.1 - COMMANDING OFFICER (CO)

The Commanding Officer shall carry out all duties as outlined in CATO 11-36 (Annex S). He/She is responsible to the Region Cadet Officer (RCO), through the Detachment Commander (Det Com), for all cadet matters, training and administration of Cadet Instructors Cadre (CIC) Officers, civilian volunteers, civilian instructors, and cadets serving with the Squadron.

1.1.1 - COMMAND AND CONTROL

With respect to matters of command and control, Squadron Commanding Officer shall:

- A. Comply with the regulations and orders as issued by the Minister of National Defense and the Canadian Forces;
- B. Ensure that Officers, civilian volunteers, civilian instructors and cadets of Squadron are fully acquainted with the regulations and instructions issued by a higher authority;
- C. Be responsible for the professional development of all Squadron CIC Officers and civilian instructors including him/herself and ensure they receive the training required by their appointments and terms of service;
- D. Direct and supervise all duties of personnel under his/her control;
- E. Appoint qualified officers to the following particular duties, ensuring deputies are provided during prolonged periods of absence:
 - 1) Supply Officer
 - 2) Training Cell Officer
 - 3) Administration Officer

Issued under the authority and approval of the Commanding Officer, Captain T. R. Reddy

- F. Appoint and reassign cadets to cadet duties and responsibilities within the Squadron;
- G. Ensure that the proper supply, administration, financial and training orders and procedures are carried out;
- H. Bring to the notice of the RCO and CIC officers and 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 him/her the support which he has 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 Forces;
- I. Ensure an officer is familiar with all Squadron procedures and is prepared to assume command either upon succession or during periods of prolonged absence of the Commanding Officer;
- J. Ensure a thorough turn-over to a successor; and
- K. Undertake other duties assigned by the Regional Cadet Officer, the Area Cadet Officer or other lawful Canadian Forces Authorities.

1.1.2 - ADMINISTRATION

- A. In consultation with the sponsor, recommend enrollment, appointment, promotion, posting, transfer and release of CIC Officers;
- B. Recommend and document the appointment and release of civilian volunteers and civilian instructors of the Squadron;
- C. Ensure 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;
- D. Immediately report the death of a CIC Officer, civilian volunteer, civilian instructor or cadet of the Squadron to the RCO, the ACO, and advise the sponsoring committee chairman;
- E. Immediately document and report to the ACO and the sponsoring committee any injury incurred during Squadron training that requires medical treatment, that may result in permanent disability, and any other injury except a minor injury such as a superficial cut or bruise;
- F. Report any significant incident/occurrence that may cause public interest to the RCO;
- G. Ensure that funds provided by DND or other assisting agencies and any money provided by the sponsoring committee or raised by the squadron is properly used for the benefit of the cadets.

1.1.3 - SUPPLY

- A. Be appointed the Squadron Distribution Account holder;
- B. Immediately upon discovery report the loss or damage of DND equipment to the respective support base/station;
- C. Ensure that material on loan from support base/station is returned promptly and fully.

1.2 - TRAINING LEVEL OFFICER (TRG LVL O)

1.2.1 - RESPONSIBILITY

The Trg Lvl O shall be responsible to the Squadron Commanding Officer (CO) in matters concerning the planning and implementation of a Squadron training program.

1.2.2 -

1. The Trg Level O shall be responsible for the following:

- a. ensuring that safety is incorporated in all aspects of the Squadron and that he/she supports the region general safety program;
- b. ensuring that environmental stewardship is incorporated in all aspects of the Squadron and that he/she supports the region environmental policy;
- c. ensuring that a harassment free Squadron is maintained and that he/she supports the department harassment policy;
- d. ensuring that ethical behaviour is incorporated in all aspects of the Squadron and that he/she supports the department ethics policy;
- e. ensuring that all activities for which he/she is 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 programme;
- g. developing a training programme in accordance with established cadet directives (ie: 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.
- 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 at the approval of the Commanding Officer;
- o. advising the CO on, and coordinate the Squadron's special training projects, exercises and citizenship tours;
- p. ensuring the Squadron is in possession of all required training material and reference manuals;

- q. ensuring the ongoing individual training and development of all instructional staff;
- r. ensuring that an adequate system of examinations or tests are used to monitor the efficiency of training and individual cadet's progress;
- s. compiling and record all training and examination results;
- t. ensuring that the training programme is completed;
- u. recommending cadet promotions as required and summer camp positions;
- v. Carry out all duties assigned as the Squadron Duty Officer, when required;
- w. performing other duties as assigned by the CO.

1.3 - ADMINISTRATION OFFICER (Adm O)

1.3.1 - RESPONSIBILITY

The Squadron Admin O shall be responsible to the Squadron Commanding Officer and shall exercise general supervision over all unit administrative functions.

1.3.2 -

The Admin O shall be responsible for the following:

- a. ensuring that safety is incorporated in all aspects of the Squadron and that he/she supports the region general safety program;
- b. ensuring that environmental stewardship is incorporated in all aspects of the Squadron and that he/she supports the region environmental policy;
- c. ensuring that a harassment free Squadron is maintained and that he/she she supports the department harassment policy;
- d. ensuring that ethical behaviour is incorporated in all aspects of the Squadron and that he/she supports the department ethics policy;
- e. ensuring that all activities for which he/she is 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 programme;
- g. maintaining records showing attendance of each officer, civilian instructor and cadet;
- h. initiating and maintaining personnel files on each cadet including name, date of enrollment and departure, address changes, training courses, cruises, weekend exercises, training progress, awards, recognitions and any other pertinent information;
- i. preparing and expediting all reports and returns, documentation and other correspondence for the CO's signature;

- j. organizing the correct circulation of all incoming and outgoing correspondence, orders or directives;
- k. maintaining a register of all incoming and outgoing correspondence;
- l. maintaining the Squadron filing system;
- m. maintaining an adequate stock of forms required for the administration of the Squadron;
- n. ensuring the accessibility of reference material to instructional staff;
- o. maintaining the custody and control of all relevant publications and entering of amendments on receipt;
- p. ensuring prompt and proper submission of all claims arising from Squadron exercises;
- q. advising the Supply Officer of names of cadets enrolled and released from the Squadron;
- r. ensuring all new cadets meet the necessary joining requirements;
- s. ensuring all new cadets receive enrollment documentation and return the documentation within one week, complete and accurate;
- t. assigning Flights to all new cadets;
- u. interviewing all cadets prior to termination of membership and implementing the Out Routine for the CO, Training Cell O, and Supply O signatures;
- v. actioning and advising those concerned with inter-squadron transfers;
- w. ensuring all officers are in possession of a valid Canadian Forces Reserve Identification Card and all cadets are issued with a Cadet Identification Card; and
- y. Confirming that all paid staff complete the monthly pay sheets monthly;
- z. assume responsibility as the Summer Camp Officer, to include submitting forms, follow-up of forms, follow-up with cadets and parents, ensuring forms are full and complete before submission to the CO for review and signature and follow-up with detachment for any returned forms for missing information; Ensure to correspond with the Band Officer for those cadets applying to band summer training and the appropriate Band form completed by the cadet and Band Officer for submission to the Administration Officer.
- aa. Carry out all other duties assigned by the Commanding Officer;

1.4 - SUPPLY OFFICER (SUP O)

1.4.1 - RESPONSIBILITY

The Sup O shall be responsible to the Squadron Commanding Officer for the security and care of all material issued to or purchased by the Squadron.

1.4.2 -

The Sup O shall be responsible for the following:

- a. ensuring that safety is incorporated in all aspects of the Squadron and that he/she supports the region general safety program;
- b. ensuring that environmental stewardship is incorporated in all aspects of the Squadron and that he/she supports the region environmental policy;
- c. ensuring that a harassment free Squadron is maintained and that he/she supports the department harassment policy;
- d. ensuring that ethical behaviour is incorporated in all aspects of the Squadron and that he/she supports the department ethics policy;
- e. ensuring that all activities for which he/she is 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 programme;
- g. maintaining the following records affecting the accounting of material on issue or temporary loan to the unit:
 - (1) voucher register,
 - (2) voucher files,
 - (3) customer account, and
 - (4) 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:
 - (1) designated intervals,
 - (2) on appointment of a new Sup O, and
 - (3) 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.

1.5 - CADET SQUADRON COMMANDER

1.5.1 - The Cadet Squadron Commander shall be responsible to the Command Officer, directly, for carrying out all assigned duties.

1.5.2 - Shall carry out the following duties:

- a. To assist in the implementation of the Squadron Training Program;
- b. Enforce all rules and policies outlined in the Standing Orders pertaining to all cadets in the Squadron;
- c. Ensure a high standard of dress and deportment is maintained by all cadets in the Squadron;
- d. Bring forth concerns and suggests of fellow cadets to the appropriate staff members;
- e. Keep all cadets of Squadron informed of all events and happenings through their appropriate Flight Commanders;
- f. Maintain a high standard of drill in him/herself at all times and ensure one is kept by the Squadron;
- g. Meeting with the CO each evening after the parade to discuss the days events, future plans and all else.
- h. Carry out all other duties assigned to him/her by the Commanding Officer.

1.6 - CADET DEPUTY SQUADRON COMMANDER

1.6.1 - The Cadet Deputy Squadron Commander shall be responsible to the Command Officer, through the Cadet Squadron Commander, for carrying out all assigned duties.

1.6.2 - Shall carry out the following duties:

- a. To assist the Squadron Commander with carrying out of his/her duties;
- b. To carry out all duties of the Squadron Commander in his/her absence;
- c. Carry out all duties assigned to him/her by the Commanding Officer, through the Cadet Squadron Commander.

1.7 - SQUADRON WARRANT OFFICER

1.7.1 - The Squadron Warrant Officer shall be responsible to the Commanding Officer, through the Cadet Squadron Commander, for carrying out all assigned duties.

1.7.2 - Shall carry out the following duties:

- a. Ensuring that the Duty NCO has taken attendance at weekly training nights and that attendance is taken at all other training activities;
- b. Reading of WROs to all subordinate cadets;
- c. Ensuring that the Duty NCO calls absent cadets;
- d. Assist the Squadron Commander with carrying out his/her duties;
- e. Carry out all other duties assigned to him/her by the Commanding Officer, through the Squadron Commander.

1.8 - FLIGHT COMMANDER

1.8.1 - The Flight Commander shall be responsible to the Commanding Officer, through the Cadet Squadron Commander, for carrying out all assigned duties.

1.8.2 - Shall carry out the following duties:

- a. Ensure cadets are informed of all events and any changes to events already announced;
- b. Ensure cadets in their flight are in proper dress and well turned out for training nights and/or inspections;
- c. Supervise all cadets in their flight; and
- d. Handle minor disciplinary problems within their flight;

1.9 - FLIGHT 2 I.C.

1.9.1 - The Flight 2 I.C. shall be responsible to the Squadron Cadet Commander, through the Flight Commander, for carrying out all assigned duties.

1.9.2 - Shall carry out the following duties:

- a. Assist their respective Flight Commander with carrying out his/her duties;
- b. Carry out all duties of their Flight Commander in his/her absence;
- c. Carry out all other duties assigned to him/her by the Squadron Commander, through the Flight Commander.

1.10 - DUTY NCOs

1.10.1 - DUTY SERGEANT

1.10.1.1 - The Duty Sergeant shall be responsible to the Commanding Officer, through the Duty Officer, for carrying out all assigned duties.

1.10.1.2 - Shall carry out the following duties:

- a. Along with or in replacement of the Duty Corporal, ensure that no cadets are entering via the side doors of the building in the evening for attendance purposes. All cadets should be entering via the front entrance.

- b. Ensure that the Duty Corporal is posted at the entrance to the building and that the Duty Corporal:
 - i. Records the attendance of EACH cadet entering the building
 - ii. Asks ANY PERSON entering the building "Good evening Sir/Ma'am, how can I be of assistance?" Any Parent or cadet seeking assistance from the Squadron Office should FIRST be met by the Duty Corporal.
- c. Enlist volunteers to set-up parade square. Flag poles are raised, both doors to parade square are opened.
- d. With ONE additional volunteer RAISES and LOWERS Flags during OPENING and CLOSING Parades, respectively
- e. Give 5 minute warnings to each instructor prior to the end of period
- f. Ensure that a smooth transition occur between periods.
- g. Assist the Duty Office in the supervision of the break area with the assistance of the Parent running canteen.
 - i. Canteen should be held within the parade square area.
 - ii. Door to parade square should remain open.
 - iii. Cadets should ALL be in parade square, unless in meetings.
 - iv. Cadets should not be wandering about the hallways.
- h. Take down Flag poles and return both Flags and Poles to the Squadron Office
- i. ANY other duties as assigned by the Squadron Warrant Officer, Duty Officer or Administration Officer.

1.10.2 - DUTY CORPORAL

1.10.2.1 - The Duty Corporal shall be responsible to the Commanding Officer, through the Duty Sergeant and Duty Officer, for carrying out all assigned duties.

1.10.2.2 - Shall carry out the following duties:

- a. Place a desk at the main entrance to the building, be stationed there and:
 - i. Record the attendance of EVERY CADET entering the building
 - 1. AFTER opening Parade the Duty Corporal shall confirm with the Duty Sergeant AND the Administration Officer ANY ABSENCES. Any cadet who is CONFIRMED absent should be called.
 - ii. SCREEN all cadets who wish to speak to a Staff member in the Squadron Office
 - 1. ANYONE requiring uniform exchanges should report to the Supply office for further information

2. ANY Parent coming into the building shall be asked "Good evening Sir/Ma'am, how can I be of assistance. Parents should NOT be allowed access to the Squadron Office without an escorting cadet.

- b. Assist the Duty Sergeant with 5 minute warnings to be given to instructors prior to the end of each period.
- c. Assist the Duty Sergeant in ensuring a smooth transition between periods
- d. Assist the Duty Sergeant and Duty Officer with the supervision of breaks
- e. Assist the Duty Sergeant with the take-down of the Flags and Flag poles
- f. ANY other duties as assigned by the Duty Sergeant, Squadron Warrant Officer, Duty Officer or Administration Officer.

PART 2 - DRESS AND DEPARTMENT

2.1 - DRESS

All members of the Squadron will adhere to the following Squadron Dress regulations:

- A. All cadets shall conform to the Air Cadet Dress Regulations, CATO 55-04, while in uniform;
- B. All Officers shall conform to the Canadian Forces Dress Regulations
- C. Under no circumstances shall civilian articles of clothing be worn with any part of the Air Cadet or CF Uniform;
- D. All Civilian Instructors/Volunteers shall wear appropriate attire during Squadron training nights and training activities.

2.1.1 - The following is the order of dress for:

		Cadets	Officers	Civilians
(Winter)				
Regular Training Night	AC/LAC/CPL/FCPL - SGT/FSGT/WO -	C3 Sweater C2	3 C	Kaki/skirt, SQN Golf Shirt
PARADES (Including COs) - All Ranks		C1	1A	Semi-Formal
(Summer)				
Regular Training Night	AC/LAC/CPL/FCPL - SGT/FSGT/WO -	C5A C2B	3B	Kaki/skirt, SQN Golf Shirt
PARADES (Including COs) - All Ranks		C1	1A	Semi-Formal

2.2 - DEPARTMENT

- 2.2.1 - All members of the Squadrons including cadets, civilian volunteers and instructors, and Officers shall conduct themselves in a professional and responsible manner at all times.
- 2.2.2 - Cadets and Officers, while in uniform shall not chew gum, slouch, saunter, place hands in pockets, smoke, walk arm in arm or similar deportment that detracts from a military bearing in the eyes of the public. This will also include walking about without their wedge, while in uniform except when eating. If eating, then they shall be sitting or not walking about.

PART 3 - SQUADRON POLICY

3.1 - SMOKING

- 3.1.1 - Under no circumstances shall cadets smoke or be in possession of tobacco products.
- 3.1.2 - All staff, including civilian volunteers and instructors, Officer or members of the Parent's Committee shall not smoke in front of ANY cadet.

3.2 - ALCOHOL

- 3.2.1 - No cadet shall consume or be in the possession of alcoholic beverages or be intoxicated during Squadron activities.
- 3.2.2 - No Squadron staff member or member of the Parent's Committee, including Civilian Volunteers and Instructors and Officers, shall consume or be in the possession of alcoholic beverages or be intoxicated while performing their duties as a CV/CI or Officer.
- 3.2.3 - Any member found to be with alcohol, or intoxicated will be asked to leave the presence of the Squadron and disciplinary actions shall commence.

3.3 - DRUGS

- 3.3.1 - No member of the Squadron, including cadets, Civilian Instructors or Volunteers, and Officers shall be under the influence or be in the possession of any illegal drug of any sort.
- 3.3.2 - Squadron Commanding Officer shall immediately notify proper local authorities and Regional Detachment of any breach of para 3.3.1 above.

3.4 - HARASSMENT

- 3.4.1 - Under no circumstance shall members of the Squadron, including cadets, civilian volunteers and instructors, and Officers, exhibit conduct that offends, demeans, belittles or humiliates another person.
- 3.4.2 - All infractions of CFAO 19-39 (Canadian Forces Policy of Harassment) will be reported to the Commanding Officer or the immediate supervisor (Officer) of the harassed. All infractions with regards to cadets shall be brought to the immediate attention of the Unit Human Rights Advisor (UHRA).

3.5 - ABUSE

- 3.5.1 - Under no circumstances shall members of the Squadron, including cadets, Civilian Instructors or Volunteers, and Officers, abuse or be abused by another person, whether that be emotionally, physically, verbally or sexually.
- 3.5.2 - All infractions of CATO 13-24 (Emotional, Physical and Sexual Abuse in the CCO) will be reported to the UHRA or the immediate supervisors (Officer) of the abused.

3.6 - FRATERNIZATION

- 3.6.1 - Under no circumstance shall members of the Squadron display or engage in any act of a sexual nature.
- 3.6.2 - Cadets shall not openly display acts of affection while at a Squadron activity.

3.7 - ATTENDANCE

- 3.7.1 - All Squadron cadets must maintain a minimum attendance as stated in training manuals throughout the cadet training year.
- 3.7.2 - Subsequent to para. 3.7.1 any cadet who is absent for three or more training nights in a row shall be SOS and recovery action for uniform and outstanding Squadron equipment (if any) taken.
- 3.7.3 - It is the responsibility of the individual cadet to inform the Admin O of his/her reason(s) for being absent from a Squadron training night or compulsory training activity.

PART 4 - SQUADRON ORGANISATION

4.1 - SQUADRON ORGANIZATIONAL CHART

