

758 ARGUS ROYAL CANADIAN AIR CADET SQUADRON



SQUADRON STANDING ORDERS SEPTEMBER 2017

FORWARD

1. The 758 Argus RC (AIR) CS Squadron Standing Orders (SSOs) are issued under the authority of the Commanding Officer. This issue supersedes all previous directives and staff instructions.
2. The purpose of the SSOs is to provide direction to the staff and cadets regarding operations and functions of the squadron and they do not supercede the National Defence Act (NDA), Queens Regulations and Orders (QR&Os), Queens Regulations and Orders for the Canadian Cadet Organizations (QR(Cadets)), National Cadet and Junior Canadian Rangers Support Orders (Natl CJCR Sp Gp O), Cadet Administrative and Training Orders (CATOs), Canadian Cadet General Orders (CANCDTGEN), and additional directives from RCSU Central.
3. Suggestions for amendments are to be forwarded to the Deputy Commanding Officer of 758 Argus Squadron.
4. All Staff and Cadets will read these directives. Necessary amendments will be published in Routine Orders and amended to this document as required.

//Original Signed by//

H. Post, CD
MAJOR
COMMANDING OFFICER
758 RC(AIR)CS

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CHAPTER 1 SQUADRON HISTORY AND TRADITIONS

101 AIR CADETS

1. Air Cadets is a partnership between the Department of National Defence (DND) and the Air Cadet League of Canada (ACL), a civilian body. Squadron Cadet Instructors Cadre (CIC) Officers and Non Commissioned Members (NCMs) who are members of the Canadian Forces and staff represent DND at the local level and correspondingly the 758 Argus Squadron Sponsoring Committee (SSC), a group of parent volunteers represents the ACL.

102 SQUADRON HISTORY

1. 758 Argus Royal Canadian Air Cadet Squadron was formed at the Brampton Armouries on the 10th of November 1965 and had an initial strength of approximately 30 cadets and 6 staff members. 758 selected the 'Argus' as its namesake from the Canadair CP107 Argus marine reconnaissance aircraft that was in service with the Royal Canadian Air Force (RCAF) from 1957 to 1982.

2. By 1968 the Squadron had grown to 60 cadets. The Squadron moved from the armouries in the 1970's to a quonset hut at Queen Street and Finchgate Boulevard and grew again until it found a permanent home at its current location at Victoria Park in 1979. By the early 1990's the squadron had grown to over 130 cadets and 10 staff. The squadron currently has 200+ cadets and 12 staff.

3. 758 Argus has the honour of being the first Air Cadet Squadron formed in Brampton, and has spawned sister squadrons 132 Spitfire (Brampton, ON) and 892 Snowy Owl (Caledon, ON). As well, 758 Argus was the sponsor squadron for the initial cadre of cadets forming 242 Ross Ferguson Squadron (Erin, ON).

103 SQUADRON COMMANDING OFFICERS

Flight Lieutenant B. Beatty	1965 - 1967
Lieutenant Colonel (Captain) V. Bridgette, CD	1967 - 1976
Major R. Foster, CD	1976 - 1980
Major D. Lee-Thompson, CD	1980 - 1985
Major T. Squires, CD	1985 - 1989
Major R.T. Holliday, CD	1989 - 1993
A/Major F. Mobbs	1993 - 1994
A/Major K.M. Aird, CD	1994 - 1998
Captain A. Bengé, CD	1998 - 2000
Major D.P. Linford, CD	2000 - 2003
Major K.J. A'Hern, CD	2003 - 2005
Major D.P. Linford, CD	2005 - 2007
Major C. Scott, CD	2007 - 2010
Major J.E. Reid, CD	2010 - 2014
Major C.T. Clark, CD	2014 - 2017
Captain H. Post, CD	2017 -

104 SQUADRON WARRANT OFFICERS

To be promulgated	1965 - 1981
WO1 P. Ross	1982 – 1983
WO1 J. Bernard	1983 – 1984
WO1. S. McKnight	1984 – 1985
WO1 J. Berney	1985 – 1986
WO1 M. Cantwell	1986 – 1987
WO1 J. Golden	1987 - 1988
WO1 B. Conlin	1988 – 1990
WO1 D. Burke	1990 – 1991
WO1 D. Linford	1991 – 1992
WO1 D. Woods	1992
WO1 M. Paravani	1992 - 1993
WO1 M. Thurston	1993
WO2 K. Wright	1993 - 1994
WO1 S. Connolly	1994 - 1995
WO1 S. McNiece	1995 - 1996
WO1 R. Sumere	1996 - 1997
WO1 K. McGregor	1997
WO1 A. Tsui	1997 - 1998
WO1 A. Reid	1998 - 1999
WO1 D. Baranski	1999
WO1 D. Paul	2001
WO1 C. Rossall	2002 - 2003
WO1 C. Pereira	2003
WO1 S. Pereira	2003 - 2004
WO1 E. Ching	2004 - 2005
WO1 M. Hall	2005 - 2006
WO1 J. Hull	2006 - 2007
WO1 S. Miranda	2007 – 2008
WO1 A. Dyszlewski	2008 – 2010
WO1 R. Samson	2010 – 2012
WO1 S. Amoah	2012 – 2013
WO1 B Southall	2013
WO1 P. Upadhyaya	2014
WO1 R. Maronowski	2015
WO1 E. Amoah	2015 - 2016
WO1 S. Simmonds	2016 - 2017

105 SQUADRON FUNDRAISING

1. The operation of the Squadron is offset by fundraising activities to supplement income. 758 traditionally participates in two fundraising Tagging events per year, one in spring and one in the fall, where cadets solicit the public for donation of funds. As well, the squadron

participates in the Air Cadet Lottery, by conducting ticket sales. These activities help to pay for rent, operations costs, field exercises, training, and sports activities. Additional fundraising tasks may be actioned if required for squadron trips, etc.

106 FORMS OF ADDRESS

1. The official Title of the Squadron is 758 Argus Royal Canadian Air Cadet Squadron. The abbreviated form is 758 RC(AIR)CS. Informally the Squadron is known as 758.

107 SQUADRON BAND

1. The Squadron has its own brass and reed band, which provides music for squadron occasions and parades. The Squadron Band also functions as a flight when not parading as musicians. The Squadron Band is led by the Band Officer and the Drum Major.

108 SQUADRON TRADITIONS

1. The Squadron celebrates the Squadron's birthday on a parade night on or about the 10th of November every year.
2. To be promulgated.

CHAPTER 2

SQUADRON HONOURS AND AWARDS

201 GENERAL

1. Squadron awards are presented upon the completion of the training year at the Annual Ceremonial Review to deserving cadets and staff.

202 CURRENT AWARDS

1. Best First Level Cadet Award - Awarded to the cadet who has high academic participation, highest deportment, dress and best overall attendance among cadets who have completed Proficiency Level One training as determined by the Training Department.
2. Best Second Level Cadet Award - Awarded to the cadet who has high academic participation, highest deportment, dress and best overall attendance among cadets who have completed Proficiency Level Two training as determined by the Training Department.
3. Best Third Level Cadet Award - Awarded to the cadet who has a high academic score, highest deportment, dress and best overall attendance among cadets who have completed Proficiency Level Three training as determined by the Training Department.
4. Best Fourth Level Cadet Award - Awarded to the cadet who has a high academic score, highest deportment, dress and best overall attendance among cadets who have completed Proficiency Level Four training as determined by the Training Department.
5. Top Instructor, Top Band, Top Drill and Top Range Team Members Award - Awarded to a cadet from each program who has contributed above and beyond and have demonstrated dedication, leadership, and efficiency to these squadron programs as determined by the team coaches and the Training Department.
6. Best Flight Award - Awarded to the flight with the highest number of points earned throughout the year. Points are accumulated for having the highest average attendance for regular parades and extra activities throughout the year, as well as top drill, dress and deportment overall. As determined via the squadron points system.
7. Major R. Holliday Award - Awarded to a volunteer or staff member who has provided outstanding service and dedication to the squadron as determined by nominations from all staff, SSC and SWO.
8. Royal Canadian Legion Medal of Excellence - This award is presented to a cadet to provide recognition for their individual endeavors of a citizenship nature, which met or enhanced the aims and objectives of The Royal Canadian Air Cadets as determined by nominations from all staff, SSC and SWO.
9. Lord Strathcona Medal - Awarded to a cadet who exhibits exemplary performance in physical and military training as determined by prerequisite standards and nominations from all staff, SSC and SWO.
10. Cadet of the Year Award - Awarded to the overall top squadron cadet who met and enhanced the aims and objectives of the Royal Canadian Air Cadets within the Squadron as determined by nominations from all staff, SSC and SWO.

11. Retirement (Graduation) Certificates - For cadets who must retire when they reach the age of nineteen years or have graduated the program and are moving onto post-secondary education. Cadets who have not graduated the program (completed level 5) will be recognized on the Monday prior to ACR. Cadets who have officially graduated program will be recognized at ACR.

203 RETIRED AWARDS

1. Awards have been retired over the years due to changes in the training program. The following is a list of retired awards and a brief description:

- a. Most Enthusiastic Cadet Award – Was awarded to the cadet who is observed to be most enthusiastic and has a high degree of interest and participation as determined by all staff, SSC and SWO.
- b. Award of Outstanding Service in Memory of CI William (Bill) Wingrove - Awarded to a cadet who has provided outstanding service and dedication to the squadron as determined by nominations from all staff, SSC and SWO.
- c. Additional retired awards to be promulgated.

CHAPTER 3

SQUADRON ORGANIZATION, APPOINTMENTS AND DUTIES & RESPONSABILITIES

301 GENERAL

1. This chapter details the Squadron Organization, Appointments and Duties & Responsibilities. Throughout, the following terms are used:
 - a. Cadet (Cdt): refers to all the non-commissioned ranks from Cadet to Warrant Officer 1st Class;
 - b. Non Commissioned Officer (NCO): refers to all Cadets holding the rank of Corporal or Flight Corporal;
 - c. Senior Non Commissioned Officer (Sr NCO): encompasses the ranks of Sergeant, Flight Sergeant, Warrant Officer 2nd Class, and Warrant Officer 1st Class;
 - d. Officer: encompasses all ranks from Officer Cadet to General;
 - e. Civilian Instructor (CI): specialist paid civilian staff;
 - f. Civilian Volunteer (CV): specialist civilian staff;
 - g. Staff: consists of all Canadian Forces Cadet Instructor Cadre (CIC) Officers, Civilian Instructors, Civilian Volunteers, and attached Canadian Forces Officers and NCMs; and
 - h. Squadron Sponsoring Committee (SSC): refers to the civilian Air Cadet League of Canada representatives at the local (Squadron) level.
2. In accordance with the Canadian Forces abbreviation conventions, a pluralized abbreviation will be followed by an “s”, with no apostrophe.
3. In all cases, it is understood that any position within the Squadron may be assigned additional or temporary duties at any time to fit the requirements of the Squadron.

302 SQUADRON COMPOSITION

1. The Squadron is led by the Commanding Officer (CO) and is composed of a Squadron Headquarters, five numbered Flights (No. 1-5), Squadron Band (Flight 6) and the Squadron Flag Party.
2. The Squadron Headquarters is overseen by the Deputy Commanding Officer (DCO) on behalf of the CO and is responsible for the administration, training and logistical support of the Squadron.
3. A Flight (Flt) consists of approx. 30 cadets, led by a Flight Sergeant (FSgt), and assisted by a Flight Second in Command (Flt 2IC). Each flight is subdivided into 3 sections of equal size led by a Section Commander (Sect Comd) and assisted by a section Second in Command (Sect 2IC). Each Flight has an Officer, CI or CV assigned as a Flight Commander to act as an advisor to the FSgt.

4. The Squadron band is organized similarly to a Flight and is led by the Drum Major (D Maj) while on parade, performing or practicing music, and a FSgt at all other times. The D Maj is typically the FSgt, but they may be different cadets at the discretion of the CO.

5. The Squadron Flag Party is led by a Warrant Officer and consists of five members, the Senior Flag, the Junior Flag and three Escorts.

303 ORGANIZATION CHARTS

1. The organization charts on the following pages outline the structure of the Squadron and all major appointments within the Squadron.

304 COMMAND AND CONTROL

1. The Squadron CO is the senior officer within the squadron and is the Officer in Charge (OIC). The CO is responsible for all activities of the Squadron. If the CO is unable to carry out their duties, the succession is as follows: Deputy Commanding Officer, followed by the next senior officer, generally the Administration Officer or Training Officer. From time to time the CO may appoint another officer as a temporary OIC for an activity. Direction to cadets will come from officers, through Warrant Officers and NCOs. Civilian staff and CAF NCMs may be appointed as OIC in accordance with CATOs, and have seniority over all cadets at all times. Attached civilian and CAF Staff will provide direction to the cadets only at the COs discretion.

2. Correspondingly, the Squadron Warrant Officer is the senior cadet in charge. In the Squadron Warrant Officer's absence for an activity, the Deputy Squadron Warrant Officer followed by Departmental Warrant Officers, and NCOs in succession by rank and seniority will be appointed the senior cadet in charge.

3. The Squadron Sponsoring Committee (SSC) led by the SSC chair, liaises with the CO and designated squadron staff. Direction to cadets will come from Officers and designated staff, and on very limited occasions, members of the SSC while performing duties related to fundraising. SSC members are identified by SSC identification cards carried in lanyards on the member.

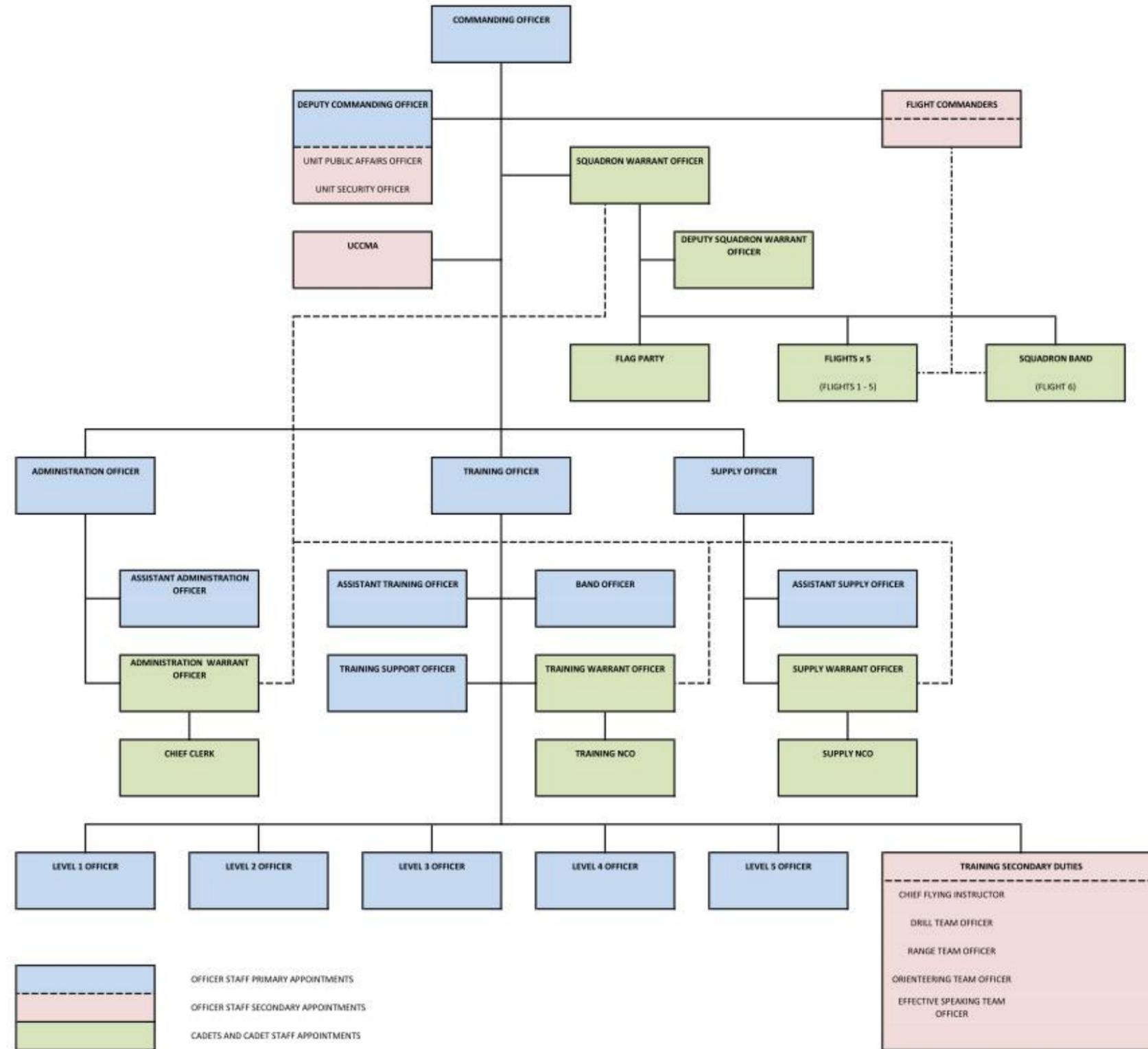
305 CHAIN OF COMMAND

1. All personnel shall use the chain of command at all times. At no time will any personnel address anyone more than one line up the chain of command except for Duty NCOs, as directed by an Officer, or in the event of an emergency, such as an immediate health and safety issue.

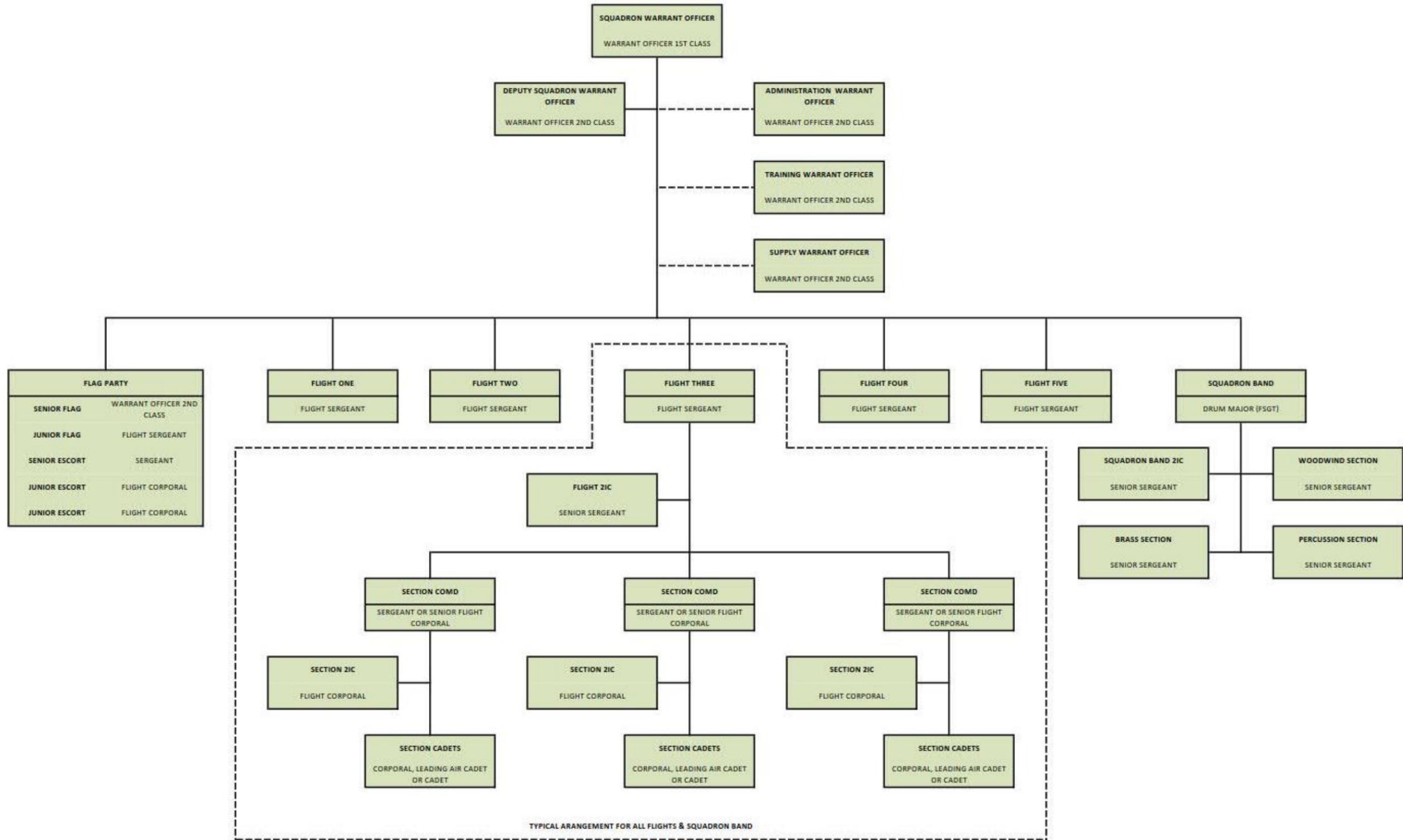
2. Chain of Command is as follows:

- a. Commanding Officer
- b. Deputy Commanding Officer
- c. Squadron Warrant Officer
- d. Flight Sergeant
- e. Section Commander
- f. Cadet

306 ORGANIZATION CHART – SQUADRON HEADQUARTERS WITH CADETS



307 ORGANIZATION CHART – CADETS WITH TYPICAL RANKS



TYPICAL ARRANGEMENT FOR ALL FLIGHTS & SQUADRON BAND

308 RANKS, APPOINTMENTS, PRIMARY AND SECONDARY DUTIES

1. All cadets are assigned a rank regardless of appointment. Rank is assigned based on promotion guidelines outlined within this document and the national standard. As rank increases, responsibility and corresponding appointments increase.
2. Appointments are a specific job assigned to designated personnel by the CO. An Appointment can be permanent, temporary, acting (temporary), altered or rescinded based on performance at the COs discretion at any time. Appointments to a position is based on, but not limited to performance, attendance, appropriate rank for the appointment and seniority.
3. Each appointment carries with it specific duties (tasks) and responsibilities that the appointee must perform. Appointments and duties may be assigned as Primary - your main job - or as Secondary – in addition to your Primary appointment.

309 OFFICERS AND STAFF APPOINTMENTS - GENERAL

1. Officers are members of the Canadian Forces, Cadet Instructors Cadre (CIC) and must, at all times, conduct themselves in a manner that is above reproach. An officer's behavior must be characterized by the traits described – and implied - on the Commissioning Scroll: honesty; courage; energetic discharge of duty; self-discipline; fairness in dealings with subordinates and loyalty. Each officer in the Squadron will epitomize the Principles of Leadership. A CIC officer's primary responsibility is the safety and welfare of the personnel under them while ensuring that any assigned task is carried out correctly and on time. No officer should accept counsel - or tolerate behavior - which would detract from the accomplishment of the task.
2. It is the duty of every officer to acquaint themselves with the history, personal characteristics and abilities of the WOs and NCOs under their command, as the honour and continuity of the Squadron lie in the hands of her officers.
3. Officers shall not exchange any duty for which they are detailed without the permission of the DCO.
4. Officers and staff joining the Squadron or returning from leave or detached duty will report on arrival to the CO, and acquaint themselves with all orders issued while absent.
5. Officers and staff are responsible for any duties issued to them through Unit Routine Orders or Unit Instructions.
6. Officers and Staff members shall make recommendations to the CO for individual cadets for promotion, awards, and summer camp positions.
7. Secondary Appointments or additional duties may be assigned to officers and staff at the discretion of the CO or designate.
8. Officers will ensure they are familiar with the names, ranks, and appointments of VIPs, Cdt Detachment Staff, and any other visiting personnel (Legion members, advisors, etc.), and be prepared to greet and escort as necessary.
9. Detailed Duties and Responsibilities for Officer and Staff Appointments are outlined on the following pages.

310 COMMANDING OFFICER

Full Title Of Position:	Commanding Officer
Abbreviated Title:	CO
Typical Rank	Major or Captain
Responsible To:	CO RCSU Central thru OIC RCSU Central Borden Area
Responsible For:	Squadron
General Statement of Duties:	The Commanding Officer (CO) is responsible to the Commanding Officer Regional Cadet Support Unit (CO RCSU Central), through the Area Officer in Charge (OIC), for all matters; training and administration of Cadet Instructors Cadre (CIC) Officers, Civilian Instructors (CI), Civilian Volunteers (CV), and Cadets (Cdt) serving within the Squadron.

1. With respect to matter of Command and Control, the CO shall:
 - a. Comply with the regulations and orders as issued by the Minister of National Defence and the Canadian Armed Forces;
 - b. Keep CIC Officers, CIs, CVs, and Cdts of the Squadron fully acquainted with the regulations and instructions issued by a higher authority;
 - c. Be responsible for the professional development of all Squadron CIC Officers, CIs, and CVs 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) Deputy Commanding Officer (DCO)
 - (2) Supply Officer (Sup O)
 - (3) Training Officer (Trg O)
 - (4) Administration Officer (Admin O)
 - f. Appoint and reassign cadets to cadet duties and responsibilities within the Squadron;
 - g. Ensure that proper supply, administration, financial and training orders, and procedures are carried out;
 - h. Bring to the notice of the CO RCSU Central any CIC Officer, CI or CV 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) Does not afford him/her the support which he has the right to expect, and

- (4) Conducts 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 (i.e. DCO) 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 CO RCSU (Central), the Det Comd or other lawful Canadian Forces authorities.
- 2. With respect to Administration the CO shall:
 - 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 CIs and CVs;
 - 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, CI, CV, or Cdt of the Squadron to the CO RCSU (Central) and the Area Cadet Officer (ACO) and advise the sponsoring committee chairperson;
 - e. Immediately document and report to the ACO and the sponsor 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 CO RCSU (Central); and
 - 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.
- 3. With respect to Supply the CO shall:
 - a. Be appointed Squadron Distribution Account holder;
 - b. Immediately upon discovery, report the loss or damage of DND equipment to the respective support base/station; and
 - c. Ensure that material on loan from support base/station is returned promptly.

311 DEPUTY COMMANDING OFFICER

Full Title Of Position:	Deputy Commanding Officer
Abbreviated Title:	DCO
Typical Rank	Captain or Lieutenant
Responsible To:	Commanding Officer
Responsible For:	Squadron Headquarters
General Statement of Duties:	The Deputy Commanding Officer (DCO) is responsible to the CO for the administration and logistical support for the Squadron. The DCO shall assume command in the absence of the CO, and shall be prepared to assume command on short notice

1. The DCO will act as the chief of staff and will be responsible to the CO for the administration and logistical support of the Squadron, and in particular:
 - a. the well-being and efficiency of the Squadron at the LHQ and all other Squadron facilities;
 - b. the efficient operation of the Squadron including periodic stocktaking and auditing as required by current regulations;
 - c. control and serviceability of all public and non-public stores and equipment on charge and/or belonging to the Squadron;
 - d. the appropriate scaling of all supplies, equipment and spares, both on a regular basis and specifically for each major unit activity;
 - e. the preparation of the unit for periodic staff maintenance and security inspections;
 - f. all administrative movement of the unit (defined as any movement at unit level to and from a training area, or temporary LHQ);
 - g. all unit security matters as the Unit Security Officer;
 - h. all unit public affairs as the Unit Public Affairs Representative (UPAR);
 - i. general safety and fire prevention as the Unit General Safety Officer;
 - j. oversee the preparation of pay sheets for Squadron Officers and staff;
 - k. the amendment of the Squadron Standing Orders and the preparation of Routine Orders; and
 - l. the professional development of Sr NCOs and its execution as well as chairing all merit review boards.
2. The DCO is responsible for the organization of all Squadron parades, celebrations and other activities geared to foster Squadron spirit.
3. The DCO will exercise supervision over the manner in which all staff, warrant officers (WOs) and senior non-commissioned officers (Sr NCOs) perform their duties.
4. Carry out all other duties assigned to him/her by the Commanding Officer.

312 ADMINISTRATION OFFICER

Full Title Of Position:	Administration Officer
Abbreviated Title:	Adm O
Typical Rank	Captain or Lieutenant
Responsible To:	Commanding Officer
Responsible For:	Squadron Administration staff
General Statement of Duties:	The Squadron Administration Officer (Adm O) is responsible for the office work of the Squadron and is responsible to the CO.

1. The Squadron Administration Officer (Adm O) is responsible for the office work of the Squadron and is responsible to the CO. The Admin Officer is responsible for any assigned Admin staff.
2. The Admin is responsible for:
 - a. Enrolling all new personnel and create personnel files;
 - b. Remove all non-effective strength personnel and close out personnel files in a timely manner;
 - c. create new Cadet Fortress records and keep them current and up to date;
 - d. updating all Cadet, CIs, CVs, and CIC Officers personnel files;
 - e. maintaining all attendance for Squadron parade nights and activities;
 - f. for the office work of the Squadron;
 - g. registering and filing all incoming and outgoing mail;
 - h. ensuring all required staff read and sign off on all incoming mail, orders, etc.;
 - i. assist the DCO with pay sheets and staff attendance; and
 - j. To complete all applications, memos and letters assigned by the CO.
3. Prepare and manage a departmental budget as required by the CO.

313 TRAINING OFFICER

Full Title Of Position:	Training Officer
Abbreviated Title:	Trg O
Typical Rank	Captain or Lieutenant
Responsible To:	Commanding Officer
Responsible For:	Squadron Training staff
General Statement of Duties:	The Training Officer is responsible for the generation and implementation of the mandatory and optional training plan, organizing and conducting supporting activities, and maintaining training records for all Cadets.

1. The Squadron Training Officer shall develop a training program in accordance with the established cadet Training Directives as found in the CATOs, and in particular:
 - a. preparing and maintaining the Cadet Training records in Fortress as well as maintaining a current and up-to-date training file in hard copy;
 - b. plan the yearly training schedule and assigning qualified instructors to individual classes;
 - c. assisting and supervising instructors and senior cadets in the preparation and presentation of their classes;
 - d. arrange to obtain guest speakers and other voluntary instructors to supplement Squadron Staff;
 - e. advise the CO on, and co-ordination of the Squadron's special training projects, exercises, citizenship tours, and the unit recreational sports program;
 - f. select and submit demands for training aids, office supplies and materials to carry out objectives of the training program;
 - g. ensuring the Squadron is in possession of all required training material and reference manuals;
 - h. assist the DCO with organizing Squadron drill, ceremonial parades and inspections; and
 - i. ensure that the training program is complete.
2. The Trg O will prepare and manage a departmental budget for the CO for the current and upcoming training year.
3. The Trg O will co-ordinate with the SSC for required training facilities on behalf of the CO.

314 SUPPLY OFFICER

Full Title Of Position:	Supply Officer
Abbreviated Title:	Sup O
Typical Rank	Lieutenant, 2 nd Lieutenant or Officer Cadet (Civilian Instructor or Civilian Volunteer)
Responsible To:	Commanding Officer
Responsible For:	Squadron Supply staff
General Statement of Duties:	The Supply Officer is responsible for the issue and control of Squadron uniforms, equipment, spare parts, rations, and other logistical related issues and will be the DA Account Representative on behalf of the DA Account Holder.

1. The Squadron Supply Officer shall be responsible to the Commanding Officer for carrying out all assigned duties, and in particular:
 - a. ensure all cadets who have completed their enrollment and have demonstrated an interest in remaining with the Squadron are issued uniforms;
 - b. prepare and maintain the Cadet Supply records;
 - c. prepare all necessary documents to acquire equipment and uniforms for CO signature;
 - d. maintain an updated record of all public property on the Squadron Distribution Account and all uniform parts belonging to the Squadron (issued and non-issued);
 - e. shall inform the Commanding Officer immediately of any lost or stolen public property or uniforms;
 - f. secure, control and issue rations and equipment for all activities;
 - g. store and manage all squadron field equipment; and
 - h. control the ammunition, air rifles, and DP rifles.
2. Prepare and manage a departmental budget as required by the CO.
3. Coordinate orders for nametags.
4. Maintain the Squadron kit shop and CIC kit shop.

315 FLIGHT COMMANDER

Full Title Of Position:	Flight Commander
Abbreviated Title:	Flt Comd
Typical Rank	Lieutenant, 2 nd Lieutenant or Officer Cadet (Civilian Instructor or Civilian Volunteer)
Responsible To:	Commanding Officer or Delegate
Responsible For:	Assigned Flight
General Statement of Duties:	The Flt Comd is responsible for the overall supervision, administration, welfare, mentoring, evaluation and drill, dress and deportment within their Flt, and to act as a mentor and advisor to the Flt Sr NCOs in accordance with the direction of CO and the COs Delegates.

1. Is responsible for the supervision of all personnel under his/her command ensuring that Cdts in the Flt act within the boundaries of the SSOs and will assist the FSgt with all matters of discipline as required.
2. Is responsible for approving personnel appointments below the appointment of Flight 2IC within the Flt.
3. Must be aware on issues pertaining to the morale and the general interest of the Cdts in the Flt.
4. Must set and ensure through example and instruction the highest standard of drill, dress and deportment.
5. Must know the names and appointments of all Sqn and Cdts within the Flt.
6. Shall oversee and coordinate flight meetings and arrange for suitable facilities.
7. Ensure that all personnel perform their duties correctly and that any problems are corrected immediately. Serious issues will be reported immediately to the DCO.
8. Be thoroughly familiar with all aspects of Sqn parades, inspections, traditions, and operations.
9. Carry out any assignments or duties immediately and will delegate tasks to the FSgt as necessary.
10. Ensure all Flt personnel are trained and can assume the next senior appointment.
11. Evaluate and provide verbal and written assessments on the FSgt, Flt 2IC, Sect Comds, Sect 2ICs and any other Cdts within the Flt. as required by the CO.
12. Ensure the most effective use of flight time and other free time when allotted.
13. Act as Sqn Duty Officer as required.

316 LEVEL OFFICER

Full Title Of Position:	Level Officer
Abbreviated Title:	Lev O
Typical Rank	Lieutenant, 2 nd Lieutenant or Officer Cadet (Civilian Instructor or Civilian Volunteer)
Responsible To:	Training Officer or Delegate
Responsible For:	Assigned Level
General Statement of Duties:	The Lev O is responsible for the overall supervision, administration, welfare, mentoring, and evaluation of their assigned level. The Lev O is to be the eyes and ears for the Training Officer and will act as a mentor and advisor to the level instructors.

1. Conduct Proficiency Level Training for your assigned level in accordance with level QSPs and IGs.
2. Create personnel training files, manage and file document within files for assigned level.
3. Manage, co-ordinate, supervise and attend all activities involving assigned level.
4. Maintain attendance for assigned level as prescribed by the Trg O.
5. Plan and prepare backup training / alternate training or instructors in the event of a training interruption.
6. Assist Trg o with level instructor selection.
7. Conduct 3 instructor evaluations (Sep / Oct, Dec / Jan and Mar / Apr) for each assigned level instructor throughout the year. Submit paper copies of evaluations to Trg O
8. Arrange for any guest speakers or specialty instructors and co-ordinate with Trg O
9. Be familiar with CATOs related to proficiency level training.
10. Input all documentation into Fortress or other programs as required in a timely manner.
11. Co-ordinate learning plans for late joiners as per the Late Joiner Policy with Trg O or designate.
12. Train the Assistant Level Officer (where assigned) to assume your duties in your absence.
13. Brief Trg O on disciplinary measures, exceptional cadets, special training needs etc. within you assigned training level.
14. Prepare to assume the duties of the Assistant Training Officer in his / her absence.
15. Attend all mandatory squadron activities.
16. Any other duties as assigned by the Trg O or designate.

317 BAND OFFICER

1. To be promulgated.

318 TRAINING SUPPORT OFFICER

1. To be promulgated.

319 NON-COMMISSIONED OFFICER APPOINTMENTS - GENERAL

1. NCOs are the link connecting the cadets with their officers, the most exemplary conduct at all times and in every situation is demanded of them. An NCO must be active, diligent and attentive to their dress and appearance, careful of the honour of the Squadron, and perfectly acquainted with their duty. The maintenance of discipline is essential to the efficiency of the Squadron, and the foundation of every system must be the NCOs. They will, therefore, be selected from the ranks not only on account of their leadership abilities, drill, dress and deportment, but also in the expectation that they will be capable of maintaining discipline by their ability, character and vigilance.

2. NCOs shall not, in their association with cadets, act in a manner which will tend to diminish their authority or bring into disrepute the rank that they hold. NCOs are at all times to show a proper sense of their rank and appointment at the Squadron. They must remember that their authority will be increased or lessened in proportion to the respect that they create in their subordinates by the conscientious manner in which they perform all duties, their respectful bearing towards their superiors, and the consideration they show to those over whom they exercise authority. Overlooking of irregularities is one of the greatest offences NCOs can commit. They must avoid undue familiarity with their subordinates and as far as possible associate with those of their own rank. NCOs will not use improper language towards their subordinates; they should always be firm and prompt, while considerate in manner. At all times they will insist that they are addressed in the proper manner by cadets junior to them.

3. NCOs are responsible for the welfare and safety of the cadets they have under their command.

4. When giving an order, NCOs will do so briefly and distinctly in the most positive terms, and not in the form of a request. NCOs must insist upon prompt and strict compliance with their orders, but at the same time use their authority with discretion and never allow themselves to be influenced by prejudice towards any individual.

5. All NCOs are, or should be, potential instructors. They must endeavor constantly to increase their cadet knowledge, and will make themselves familiar with all routine orders and Squadron Standing Orders (SSOs).

6. NCOs wishing to exchange Squadron or Flight duties shall apply for permission to the SWO or FSgt as applicable.

7. All WO's are to be conversant with the duties of the SWO and DSWO.

8. Secondary appointments or additional duties may be assigned to NCOs at the discretion of the CO or designate.

9. Detailed Duties and Responsibilities for NCO Appointments are outlined on the following pages.

320 SQUADRON WARRANT OFFICER

Full Title Of Position: Squadron Warrant Officer

Abbreviated Title: SWO

Typical Rank: Warrant Officer 1st Class (Warrant Officer 2nd Class)

Responsible To: Commanding Officer, Squadron Officers

Responsible For: Squadron Cadets

General Statement Of Duties: The SWO is responsible for setting and maintaining the drill, dress and deportment standard within the Sqn, and liaising with the CO and other Officers with regards to the morale and welfare of the Sqn Cds. The SWO is the Senior NCO, and is responsible for NCO training, development and discipline within the Sqn.

1. The SWO is the primary cadet advisor to the CO, and staff on issues pertaining to the moral and the general interest of the Cds on a regular basis.
2. Set and enforce the standard for drill, dress and deportment of all cadets.
3. Conduct inspections to ensure adherence to regulations and be present at all inspection made by the CO.
4. Assist with the supervision of Sqn Staff Cds and the monitoring of the Sqn Staff Cadet Instructors.
5. Must know the names and appointments of all Officers, Staff, NCOs and Cds in the Sqn.
6. Must be familiar with the names, ranks, and appointments of VIPs, Cadet Detachment Staff, and any other visiting personnel (Legion members, advisors, etc.).
7. Contact the WOs and FSgts and relay messages on a weekly basis, in accordance with the SSOs.
8. Co-ordinate activities between Officers and Cds and to ensure lines of communication are kept open between Officers and Cds maintaining the Chain of Command.
9. Resolve or forward to the DCO any discipline problems out of the jurisdiction of the FSgts.
10. Ensure that all personnel are performing their duties correctly and that any problem is corrected or reported immediately to the DCO.
11. Be thoroughly familiar with all aspects of Sqn parades, inspections, traditions, and operations. Assist the Trg O in the development and the co-ordination of all parades and inspections.
12. Must make sure the NCOs act as a unit within the squadron, coordinating and controlling all Squadron duties for NCOs. Any extra assignments or duties as seen fit and reasonable should be delegated immediately.

13. Provide the CO written recommendations, and suggestions pertaining to the promotion of personnel within the Squadron.
14. Conduct parade night opening and closing parades and activity parades in accordance with the training schedule, and at a minimum:
 - a. coordinate with staff if they will be formally or informally addressing or coming on parade;
 - b. coordinate reviewing parties;
 - c. greet dignitaries and ensure they are versed in procedure for parades; and
 - d. make announcements as necessary.
15. Verify the unit parade state, with particular attention paid to the attendance of NCOs, and investigate any unusual or irregular attendance.
16. Report for duty by 1800hrs on parade nights, and 15 minutes prior to all Sqn Activities.
17. Attend all staff meetings.
18. Will train the DSWO to assume command in the absence or retirement of the SWO.

321 DEPUTY SQUARON WARRANT OFFICER

Full Title Of Position: Deputy Squadron Warrant Officer
Abbreviated Title: DSWO
Typical Rank: Warrant Officer 2nd Class (Flight Sergeant)
Responsible To: Squadron Warrant Officer
Responsible For: Squadron Cadets
General Statement Of Duties: The DSWO is responsible assisting the SWO, and will prepare and carry out the duties of the SWO in case of his/her absence or retirement. This position may be a primary appointment or it may be a secondary appointment depending on Squadron strength.

1. The DSWO, by virtue of appointment is senior to all WOs, less the SWO. The DSWO will carry out the duties and responsibilities assigned by the SWO and assume the duties of the SWO in their absence.
2. The DSWO will be familiar with the duties and responsibilities of the SWO.
3. Be required to carry out the duties of the SWO when required.
4. Will provide advice to the DCO and SWO on issues pertaining to the moral and the general interest of the Cdts on a regular basis.
5. Act as the primary cadet advisor to the DCO.
6. Monitor instruction within the squadron.
7. Attend all staff meetings.
8. Report for duty by 1800hrs on parade nights, and 15 minutes prior to all Sqn Activities.

322 ADMINISTRATION WARRANT OFFICER

Full Title Of Position: Administration Warrant Officer
Abbreviated Title: Adm WO
Typical Rank: Warrant Officer 2nd Class (Flight Sergeant)
Responsible To: Administration Officer
Responsible For: Chief Clerk (where assigned) and Administration Cadet Staff
General Statement Of Duties: The Adm WO is responsible for assisting the Adm O in carrying out the administrative functions of the Squadron.

1. The Adm WO will assist the Adm O with carrying out the duties and responsibilities assigned by the Adm O. At a minimum, the Adm WO will:
 - a. advise the Adm O on all aspects of departmental activities;
 - b. be responsible for the recording all squadron attendance;
 - c. control and maintain the Squadron Points System in accordance with the SSOs;
 - d. assist with social media;
 - e. generate and provide departmental announcements to the SWO;
 - f. verify that weekly announcements have been made and that cadets are receiving the information; and
 - g. assist in the updating of squadron documents and correspondence that are not of a secure nature.
2. Assist with the production and post unit ROs on the Squadron notice board.
3. Supervise departmental level 5 OJT personnel and coordinate evaluations with level 5 officer.
4. Report for duty by 1800hrs on parade nights, and 15 minutes prior to all Sqn Activities.
5. The Adm WO will be familiar with the duties and responsibilities of the SWO and DSWO and will carry out their duties in their absence.

323 TRAINING WARRANT OFFICER

Full Title Of Position: Training Warrant Officer
Abbreviated Title: Trg WO
Typical Rank: Warrant Officer 2nd Class (Flight Sergeant)
Responsible To: Training Officer
Responsible For: Training NCOs and Training Cadet Staff
General Statement Of Duties: The Trg WO is responsible for assisting the Trg O in carrying out the administrative functions of the Squadron.

1. The Trg WO will assist the Trg O with carrying out the duties and responsibilities assigned by the Trg O. At a minimum, the Trg WO will:
 - a. advise the Trg O on all aspects of Squadron Training and departmental activities;
 - b. manage and assign temporary instructors to fill vacancies;
 - c. make recommendations to the Trg O for permanent instructor replacements where vacancies exist;
 - d. coordinate availability and ensure training aids are suitable and in good repair for instructors to use;
 - e. conduct instructors meetings when require by the Trg O;
 - f. generate and provide departmental announcements to the SWO;
 - g. update training documents and files; and
 - h. coordinate with the Adm WO for Squadron Points System from assigned training activities.
2. Supervise departmental level 5 OJT personnel and coordinate evaluations with level 5 officer.
3. Report for duty by 1800hrs on parade nights, and 15 minutes prior to all Sqn Activities.
4. Ensure all training manuals are up to date
5. The Trg WO will be familiar with the duties and responsibilities of the SWO and DSWO and will carry out their duties in their absence.

324 SUPPLY WARRANT OFFICER

Full Title Of Position: Deputy Squadron Warrant Officer
Abbreviated Title: Sup WO
Typical Rank: Warrant Officer 2nd Class (Flight Sergeant)
Responsible To: Supply Officer
Responsible For: Supply NCOs and Supply Cadet Staff
General Statement Of Duties: The Sup WO is responsible for assisting the Sup O in carrying out the supply functions of the Squadron.

1. The Sup WO will assist the Sup O with carrying out the duties and responsibilities assigned by the Sup O. At a minimum, the Sup WO will:
 - a. advise the Sup O on all aspects of departmental activities;
 - b. arrange and co-ordinate supply appointments;
 - c. generate and provide departmental announcements to the SWO;
 - d. coordinate with the Adm WO for Squadron Points System where required;
 - e. ensure out of uniform cadets have made supply appointments or that uniform parts are on order; and
 - f. assist the Sup o with the orderly storage and issue of stores, uniforms and rations.
2. Supervise departmental level 5 OJT personnel and coordinate evaluations with level 5 officer.
3. Report for duty by 1800hrs on parade nights, and 15 minutes prior to all Sqn Activities.
4. The Sup WO will be familiar with the duties and responsibilities of the SWO and DSWO and will carry out their duties in their absence.

325 FLIGHT SERGEANT

Full Title Of Position: Flight Sergeant

Abbreviated Title: FSgt

Typical Rank: Flight Sergeant (Sergeant)

Responsible To: Flight Commander (where applicable), Squadron Warrant Officer

Responsible For: Flight Cadets

General Statement Of Duties: The FSgt is responsible for the administration, welfare, drill, dress and deportment within their Flt, in accordance with the direction of SSOs, their Flt Comd, and SWO.

1. Is responsible for maintaining attendance, drill, dress, deportment and the good order and discipline of all personnel under their command ensuring that the NCOs and Cdt's in the Flight act within the boundaries of the SSOs, DND regulations and the chain of command.
2. Conduct inspections to ensure adherence to regulations.
3. Must set and ensure through example and instruction the highest standard of drill, dress and deportment in the Flight.
4. Responsible for recommending to the Flt Comd and the SWO on personnel appointments within the Flight. Eg: Flt 2IC, Sect Comds, and Sect 2ICs, and should be able to provide the Flt Comd or SWO written recommendations, and suggestions pertaining to the promotion of all personnel within their Flight.
5. Will advise the Flt Comd or SWO on issues pertaining to the morale and the general interest of the Cadets in the Flight on a regular basis.
6. Will know the names and appointments of all Officers, Staff, Sr NCOs within the Squadron and all Cadets within their Flight.
7. Must be familiar with the names, ranks, and appointments of VIPs, Cadet Detachment Staff, and any other visiting personnel (Legion members, advisors, etc.).
8. Issue weekly announcements to the flight in accordance with the SSOs through the Sect Comds and verify that weekly announcements have been made and that all Flight personnel are receiving complete and correct information.
9. Resolve or forward to the SWO discipline problems out of the jurisdiction of the Sect Comd.
10. Supervise all flight personnel to ensure that cadets are performing their duties correctly and that any problem is corrected or reported immediately to the Flt Comd, or SWO as necessary.
11. Be thoroughly familiar with all aspects of Sqn parades, inspections, traditions, and operations.

12. Ensure the Flt acts as a team, and any assignments or duties as seen fit and reasonable should be tasked immediately.
13. Will report for duty by 1830hrs on parade nights, and 15 minutes prior to all Sqn Activities.
14. Will train the Flt 2IC to assume command in the absence, promotion, or retirement of the FSgt.
15. Will prepare to assume an appointment within the Squadron as a WO.

326 FLIGHT SECOND-IN-COMMAND

Full Title Of Position: Flight Second-In-Command
Abbreviated Title: Flt 2IC
Typical Rank: Sergeant
Responsible To: Flight Sergeant
Responsible For: Flight Cadets
General Statement Of Duties: The Flt 2IC is responsible assisting the FSgt, and will carry out the duties of the FSgt in case of his/her absence or retirement.

1. The Flt 2IC, as a Sgt by virtue of appointment is senior to all Sgts within their flight. The Flt 2IC will carry out the duties and responsibilities assigned by the FSgt and assume the duties of the FSgt in their absence.
2. The Flt 2IC will be familiar with the duties and responsibilities of the FSgt.
3. Will prepare to assume an appointment within the Squadron as a FSgt.
4. Will provide advice to the FSgt on issues pertaining to the moral and the general interest of the Cadets within the flight on a regular basis.
5. Will provide the Flt Comd or FSgt written recommendations, and suggestions pertaining to the promotion of all personnel within their Flight.
6. Report for duty by 1830hrs on parade nights, and 15 minutes prior to all Sqn Activities.

327 SECTION COMMANDER

Full Title Of Position:	Section Commander
Abbreviated Title:	Sect Comd
Typical Rank:	Sergeant (or senior Flight Corporal)
Responsible To:	Flight Sergeant
Responsible For:	Section Cadets
General Statement Of Duties:	The Sect. Comd. is responsible for the administration, welfare, drill, dress, deportment and the good order and discipline within their Sect. in accordance with the direction of SSOs, and their FSgt.

1. Is responsible for maintaining attendance, drill, dress, deportment and the good order and discipline of all personnel under their command ensuring that the NCOs and Cdt's in the Section act within the boundaries of the SSOs, DND regulations and the chain of command.
2. Conduct inspections to ensure adherence to regulations.
3. Must set and ensure through example and instruction the highest standard of drill, dress and deportment in the Flight.
4. Responsible for recommending to the Flt Comd and the FSgt on personnel appointments within the Flight. Eg: Sect 2ICs, and should be able to provide the Flt Comd or FSgt written recommendations, and suggestions pertaining to the promotion of all personnel within their Flight.
5. Will advise the Flt Comd or SWO on issues pertaining to the morale and the general interest of the Cadets in the Flight on a regular basis.
6. Will know the names and appointments of all Officers, Staff, Sr NCOs within the Squadron and all Cadets within their Flight.
7. Be able to recognize visiting personnel and dignitaries (VIPs, Cadet Detachment Staff, Legion members, advisors, etc.) and able to assist and direct them as require to a WO or Staff member.
8. Issue weekly announcements to the Section in accordance with the SSOs and verify to the FSgt that weekly announcements have been made, and unreachable cadets are identified.
9. Resolve discipline problems or forward to the FSgt any discipline problems out of the jurisdiction of the Sect Comd.
10. Supervise all section personnel to ensure that cadets are performing their duties correctly and that any problem is corrected or reported immediately to the FSgt or Flt 2IC as necessary.
11. Be familiar with Sqn parades, inspections, traditions, and operations.
12. Report for duty by 1830hrs on parade nights, and 10 minutes prior to all Sqn Activities.

328 SECTION SECOND-IN-COMMAND

Full Title Of Position: Section Second-In-Command
Abbreviated Title: Sec 2IC
Typical Rank: Flight Corporal (or senior Corporal)
Responsible To: Section Commander
Responsible For: Section Cadets
General Statement Of Duties: The Sect 2IC is responsible assisting the Sect Comd, and will carry out the duties of the Sect Comd in case of his/her absence or retirement.

1. The Sect 2IC, as a FCpl by virtue of appointment is senior to all FCpl within their Section. The Sect 2IC will carry out the duties and responsibilities assigned by the Sect Comd and assume the duties of the Sect Comd in their absence.
2. The Sect 2IC will be familiar with the duties and responsibilities of the Sect Comd.
3. Will prepare to assume an appointment within the Squadron as a Sect Comd.
4. Assist the Sect Comd with weekly announcements in accordance with the SSOs.
5. Will provide advice to the Sect Comd on issues pertaining to the moral and the general interest of the Cadets within the flight on a regular basis.
6. Will provide the Sect Comd verbal recommendations, and suggestions pertaining to the promotion of all personnel within their Flight.
7. Report for duty by 1830hrs on parade nights, and 10 minutes prior to all Sqn Activities.

329 DRUM MAJOR

1. The Drum Major is the cadet leader for the Squadron band. The Drum Major is responsible for all aspects of the Squadron band and will co-ordinate duties with the Band Officer.

330 CHIEF CLERK

1. The Chief Clerk position may be filled from time to time as required or demanded by a greater workload in the Squadron Orderly Room (Administration). The Chief Clerk would be responsible to the Administration Warrant Officer and tasks would be assigned as required.

331 CADETS - GENERAL

1. Every member of the Squadron, less Staff, will consider themselves, first and foremost, a cadet. The cadet must remember that, to some extent, the honour, reputation and continuity of the Squadron depends on them. Cadets are reminded that on or off base they are to conduct themselves in a manner to reflect favorably on the Canadian Cadet Organization. Any misdemeanor by a Cadet reflects on all Cadets; appropriate disciplinary actions will be taken. All Squadron personnel shall demonstrate good manners at all times to superiors, subordinates and acquaintances alike, and conduct themselves as model Canadian citizens at all times.

2. Every cadet is a potential leader, and should never consider themselves merely a follower. They must endeavor to keep themselves aware of what is going on around them as at any moment, they may be required to take control of a situation. NCOs, specifically Flight Corporals and Corporals without an appointment at a minimum, must train and be able to take on the role of a Section 2IC at any time.

3. Cadets shall maintain a level a physical fitness; they will continuously seek self-improvement; they will account for their personal uniforms and equipment and keep it in good order.

4. When at a cadet function, they will be shaven (males), clean and turned out in a respectable manner reflecting the desired image of the Squadron within the community. Chewing gum, spitting, slouching, sauntering, hands in pockets, smoking, walking arm in arm and similar deportment which detracts from the military appearance is unacceptable for personnel while on Cadet time.

5. A cheerful, implicit obedience to orders is required from all members. An order, once given, must be obeyed without hesitation or argument, even though the reason or necessity of the order at the time may not be apparent. If a cadet receives an order which they consider unjust, they will remember that it is their duty to obey first, and if they desire to do so, may grieve the order through the chain of command.

6. No cadet, on duty or parade, will be insubordinate and reply to an officer or NCOs order of reprimand or disciplinary action, or argue on the propriety of justice of such reprimand or order. They may, however, should they feel aggrieved, make a complaint to their FSgt, and if necessary through to the CO.

7. Cadets are accountable to their Sect Comd and FSgt for their deportment; Cadets shall know the name, phone number, and email address, as applicable, for their Section Commander,

Section 2IC and their Flight Sergeant and shall communicate with them through the chain of command should any problem or question arise.

8. Foul language, abuse, fighting, insolence and rudeness shall not be tolerated;
9. Cadets shall not touch the property of others without expressed permission;
10. Cadets shall address each other by rank and surname;
11. Cadets shall ensure they have all their belongings with them prior to leaving the facilities;
12. Cadets are expected to read and follow the squadron Routine Orders (RO).

332 NEW RECRUITS

1. To be promulgated.

CHAPTER 4 DRESS

401 GENERAL

1. The highest standard of dress will be maintained. Dress of the day will be published in the Routine Orders or the Operations Order for the activity or Field Training Exercise (FTX). Personnel will wear clean clothing for every parade night; shirts and pants will be pressed and footwear will be highly polished.
 - a. Officers will adhere to the Canadian Forces Dress Regulations;
 - b. Civilian staff will be dressed and groomed appropriately to reflect the activity; and,
 - c. Cadets will adhere to the instructions listed in CATO 55-04 and within this document.
2. Personnel with cadet uniforms are reminded to use a pressing cloth when ironing to prevent shininess / scorching of uniform parts.

402 SERVICE CAP, WEDGE

1. To be worn on the right side of the head centered front to back;
2. The lower bottom of the cap is to be in the centre of the forehead;
3. The front of cap is to be 2.5 cm (1 Inch) above the right eyebrow;
4. Wedges are to be removed during the following times only:
 - a. upon entering a mess, canteen or consecrated building;
 - b. in non-service buildings, including civil courts;
 - c. by pallbearers only for the period during which the casket is actually being carried;
 - d. while relaxing in a non-public lounge, eating or drinking
 - e. when instructed to do so by a senior rank; and
 - f. while on a flight line;
5. Wedges shall not be removed when:
 - a. in public, including public transit and elevators;
 - b. on Parade nights, except during break (we consider the parade square at that point a canteen), or while in a classroom unless instructed to do so by the instructor; and
 - c. by duty personnel.
6. Cap Brass and Buttons:
 - a. Cap Brass is to be worn on the left side of the wedge where it has not been replaced by the newer woven hat badge, sewn on by the manufacturing company;
 - b. To be located so that a line running vertically down the centre of the brass will meet the bottom of the wedge at the same point as the lower flap;

c. Cap Buttons are to be worn on the front of the wedge, centered and the Royal Crown pointing to the top of the wedge;

403 HAIR

1. Male Personnel:

a. Neatly groomed;

b. Hair must be taper-trimmed at the back, the sides above the ears to blend with the hair style; be no more than 15 cm (6 inches) in length and short enough that when hair is groomed and headdress is removed no hair touches the ears or collar or falls below the top of the eyebrows, be no more than 4cm (1-1/2 in.) in bulk at the top of the head, gradually decreasing to blend with the taper trimmed sides and back, and kept free from the neck to a distance of 2.5 cm (1 in.) above the shirt collar. Trimmed square back styles and shaving of all the hair on the head are permitted;

c. Sideburns shall not extend below a line horizontally bisecting the ear and be squared off horizontally;

d. Cadets shall be clean shaven;

e. Beards may only be worn by members of the Sikh religion or cadets experiencing recognized medical problems preventing them from shaving. In the latter case a note from a medical practitioner is required.

f. Mustaches may be grown, with the permission of the Commanding Officer. They must be well trimmed and do not extend below the corners of the mouth; and

g. Hair must be of a natural colour.

2. Female Personnel:

a. Hair shall be kept neat and well-groomed and shall not extend below the lower edge of the jacket collar. Any style within these limits is allowed but, styles shall not be exaggerated or bizarre (including those with extreme fullness, height or more than a single colour) nor, shall any interfere with the wearing of military headdress. Hair ornaments shall not be worn and bobby pins and other similar objects used to secure hair will not be visible; and

b. Hair must be of a natural colour.

404 JACKET / TUNIC CADET

1. Shall be worn at all times unless authorized by an Officer or detailed in the dress of the day;

2. Shall be fully buttoned with exception to the top button as it shall remain undone;

3. The belt must always be fastened with buckle centered, and excess length of belt secured with keeper and belt loops along the body;

4. Shall be clean and free of lint and wrinkles;

5. Shall be pressed flat, arms roll pressed NO CREASES;

6. The pockets shall be pressed flat and shall not bulge; and
7. No "Duck Tails" are to be pressed into the uniform

405 SHORT SLEEVED COLLARD SHIRT

1. Shall be worn by Cadets for all CO Parades, Tagging, Annual Ceremonial Inspections, while at public ceremonies, when on tour and when instructed by the Commanding Officer;
2. Shall be clean and free of wrinkles;
3. Sleeves shall each have a crease running down the side, centered with the epaulette; and
4. Collar and epaulettes shall be flat pressed (starch may be used appropriately).

406 NECKTIE

1. Shall be tied neatly in a Windsor knot and the knot shall be kept tight;
2. Shall be centered when worn;
3. The top button of the shirt shall remain fastened while wearing the tie;
4. Tie shall be of a suitable length so that the tip of the tie matches the beltline;
5. Shall be clean and free of lint and wrinkles; and
6. When the jacket is removed the tie shall not be tucked in.

407 T-SHIRT, BLUE PT

1. Shall be worn by all Cadets during the summer months; and
2. Shall be clean and free of lint and wrinkles.

408 CREWNECK SWEATER

1. Is no longer issued by the squadron and shall not be worn by any cadets of 758 due to warm facilities.

409 TROUSERS

1. The bottom of the legs shall come down to between the second and third boot lace from the toe of the boot;
2. The trousers shall be clean and free of wrinkles;
3. An issued belt shall always be worn;
4. The trousers shall be well pressed with two creases on each leg such that:
 - a. one from the outer side of the first belt loop with a crease running straight down the length of the leg, down the center of the pant leg; and
 - b. one from the inner edge of the back pocket with the crease running the length of the leg straight down with center of back pant leg.

410 BELT, TROUSER

1. A regulation uniform issued black belt (nylon) with silver buckle shall be worn with the trousers;
2. The buckle shall be highly polished and free of marks;
3. The belt shall be fed through the belt loops in an anti-clockwise direction;
4. Nylon belts are to be kept clean; and
5. Nylon belts are not to be cut.

411 SOCKS, GREY WOOL

1. Uniform issued regulation grey wool socks shall be worn at all time by all cadets;
2. Cadets may be issued 2 pairs per year; and
3. Socks are not to be cut and worn as “CHEATS”.
4. Pers with an allergy or sensitivity to wool may wear a grey coloured sock as an alternative.

412 BOOTS, ANKLE SERVICE

1. Boots shall be clean and black, polished to a high gloss shine on all surfaces;
2. The welts and soles shall be kept black and free from dirt;
3. Boots shall be laced horizontally; and
4. Eyelets shall be painted black, if required.

413 ALL SEASON JACKET (CADET PARKA)

1. To be worn over the uniform when weather conditions dictate;
2. May be worn with exterior and liner together or may be each worn separately.
3. Appropriate rank epaulettes are to be worn on the jacket;
4. The coat shall be zippered and fully buttoned, except the top button may be left undone; and
5. When carried, the coat shall be draped over the left arm with the button snaps facing outwards.

414 BRASSARDS

1. Brassards will be worn on the upper left arm as required. Any brassards issued to personnel on a temporary basis will be returned at the end of the appointment. Ie: end of parade night for duty personnel.

415 CEREMONIAL WHITES

1. Ceremonial Whites worn on ceremonial parades such as Remembrance Day, Annual Ceremonial Review (ACR), Decoration Day, or other parades at the discretion of the CO.

Ceremonial whites consist of the following and shall be worn by personnel in positions listed and then only following dress regulations pertaining to their wear:

2. Lanyards: Members of the Flag Party, Squadron Band and personnel with Officers Parade Positions, as instructed by the Commanding Officer, shall wear lanyards.
3. White Plastic Belt: Members of the Flag Party, Band and personnel with Officer Parade Positions, as instructed by the Commanding Officer shall wear the White Plastic Belt and Brass buckle. Jacket belt buckles are to be removed. The brass will be highly polished with the keepers as close as possible to the buckle. The belt shall be snug at all times and extra lengths of the belt along the inside shall be tucked through the jacket belt loops;
4. White Gloves: Members of the Flag Party and the Band and Cadets with Officer positions on parade may wear gloves made of cotton and buttoned at the wrists as instructed by the Commanding Officer. Gloves should fit tightly, and shall remain clean and buttoned at all times;
5. White Leather Gauntlets: The Drum Major, and the drummers may wear gauntlets made of leather only; and
6. Other whites such as cross straps, holsters, bayonet sheathes etc...shall not be worn except after being authorized and given instruction on wearing by the Commanding Officer.

416 RELIGIOUS ACCOUTREMENTS

1. Sikh cadets shall follow the dress instructions located in CATO 55-04, Annex C;
2. for female adherents of the Muslim religion, a civilian-pattern Air Force Blue hijab may be worn under the headdress. When worn, it shall cover the hair and be tucked into the shirt collar; and
3. for all other religious requirements, CATO 55-04 will be the guide. If the matter does not fall within the CATO, the chain of command shall be followed and the matter will addressed appropriately.

417 MAKE-UP AND NAIL POLISH

1. Female cadets are authorized to wear a minimal amount of make-up. When in uniform, make-up shall be applied conservatively. This precludes the use of false eyelashes, heavy eyeliner, brightly coloured eye shadow or lipstick, coloured nail polish, and excessive facial make-up.
2. Nail polish may be worn by female cadets provided it is clear in colour.

418 PERFUME / COLOGNE

1. Perfume or cologne will not be worn.

419 EYE GLASSES / SUN GLASSES

1. Eye glasses and prescription sun glasses of a conservative style may be worn whenever conditions dictate only by Cadets requiring the use of them; and

2. Personnel may wear personal sunglasses of an approved conservative design as conditions dictate at the COs discretion.

420 JEWELRY

1. Jewelry shall not be worn while in uniform except Canadian Forces Identity Disks, Medic Alert, wrist watches, cadet, school, signet, engagement and wedding rings to a maximum of 2 rings in total;

2. Female personnel may wear small plain gold, silver or pearl studded earrings, but only one set and must be centered on the earlobes, spherical in shape, and not to exceed 0.6cm diameter;

3. Male cadets are not authorized to wear an earring or earrings; and

4. Religious necklaces may be worn under the uniform and out of sight.

421 TATOOS AND BODY PIERCINGS

1. See CATO 55-04

422 CIVILLIAN CLOTHING

1. Civilian clothing shall not be worn on parade nights, on tour or when instructed to wear a uniform except by Cadets who have not yet been issued a uniform;

2. Civilian clothing shall not be worn with the uniform, unless directed to do so by the Commanding Officer;

3. All Cadets not in uniform shall wear a white, button up dress shirt and black tie, with black dress pants and black dress shoes;

4. Running shoes may be worn as directed to do so by the Commanding Officer;

5. On nights other than parade, or public activities, or other night requiring a uniform, Cadets may wear any civilian dress providing, it's in good repair, clean, wrinkle free and free from obscenities; and

6. Personnel wearing civilian dress shall present a neat and clean appearance.

423 FLYING CLOTHING

1. Flight suits may be worn by pilots, aircrew and passengers when flying and during the period they are on the ground between flights;

2. Scarves shall not be worn with flying clothing;

3. Only issued blue crewneck sweater, navy blue PT shirt, and Squadron Navy Blue Shirt may be worn under flying clothing;

4. The only approved headdress is the issued cap wedge;

5. Combat, flight boots, or service boots shall be worn with flight suits;

6. Rank slip ons will be worn with flying clothing; and

7. Flight suits shall be clean and in a state of good repair.

424 FIELD TRAINING UNIFORM

1. Field Training Uniform (FTUs) are the former Canadian Forces olive drab green combat clothing and may be privately purchased and worn by cadets when on field operations or field operational training and while traveling to, from and on the base for purposes of such training where authorized by the Commanding Officer;
2. No headdress or brass shall be worn unless full FTU Combats are worn;
3. FTUs consist of Beret (blue Air force)/Wedge with Air Cadet Cap Brass, Navy Blue PT Shirt or Squadron T-shirt, FTU Shirt, FTU Pants, Belt Trouser, or Para Belt, Issued Grey Socks, CF Combat Boots;
4. FTU All Seasons Coat and trousers may be worn when weather dictates.
5. Other forms of FTU headdress may be worn while in training, but only the Beret/Wedge shall be worn in public or on the working side (topside) of a base;
6. Boots shall be clean, blackened and cross-laced, extra laces when laced will be tucked in;
7. Trousers will be bloused at top of boot;
8. Laces on FTU Shirt will be tucked in;
9. Rank Slip ons will be worn with FTUs on the outermost jacket;
10. Knives may be worn as authorized by the Training Officer through the Commanding Officer, but shall never exceed legal limits and shall be worn only in the designated training area; and
11. Cadets are not permitted to wear issued Canadian Forces CADPAT clothing.

425 BADGES AND INSIGNIA

1. All badges shall be sewn to the uniform using polyester or cotton thread of a colour that will not show up against the uniform or the badges;
2. Stitching should not be visible and shall be tight enough that badges cannot be picked off;
3. Threads shall not hang off any part of the uniform;
4. No badge shall be worn on the uniform unless it has been duly earned by and presented to the Cadet. In the case of qualifying for a qualification badge listed in the optional training manual and earned outside cadets, the badge shall not be worn on the uniform until the permission of the Commanding Officer is obtained;
5. The only badges / slip-ons authorized to be worn on the FTU will be combat nametags and current cadet rank.

CHAPTER 5 SQUADRON ADMINISTRATION

501 FACILITIES - GENERAL

1. Squadron Headquarters (Local Headquarters – LHQ) is located in the Basement of Peek-A-Boo Daycare Center.
 - a. Address: 55 Avondale Boulevard, Unit B, Brampton, ON L6T 1H1 Tel: 905-793-7992 Fax: 905-793-2074
 - b. Postal Address: COMMANDING OFFICER, 758 RC (AIR) CS, PO Box 339, Station A, Brampton, ON L6S 2R6
 - c. Parade Night: Monday Evenings, Lions Banquet Hall

502 FACILITIES – RESTRICTED ACCESS AREAS

1. The aim of this section is to designate the areas and places that are OUT OF BOUNDS, (except to authorized personnel) in the Squadron. This instruction is necessary as personnel in any out of bounds areas may be committing a breach of security.
2. The following areas are out of bounds, except to authorized personnel:
 - a. Commanding Officer's Office
 - b. Training Office
 - c. Administration Office
 - d. Supply Office
 - e. Furnace Room
 - f. Kitchen Area

503 ATTENDANCE

1. Parade nights are on Mondays and all personnel on strength are to be in attendance. All cadets are encouraged to maintain a 90% + attendance and participation record, allowing for occasional absence with good cause. Three consecutive absences shall result in the Cadet being put on a non-effective strength list. This will also result in a phone call to the cadet's home.
2. With respect to absences, cadets, not parents, must phone the squadron @ 905.793.7992 no later than 1800hrs (6 PM) on that Monday and leave a message with your name, rank, flight number and the reason for your absence. Alternatively, cadets may use the Contact Us section of the squadron website (www.758argus.ca) and leave the same information as they would if they phoned. Cadets are expected to arrive 10 minutes prior to the time instructed and shall be ready to commence the parade or training activity at the scheduled time.
3. Events such as Tagging, Poppy Campaign, Outdoor Activities, Special Parades and other events that the Cadet signs up for are mandatory. In the event that a Cadet can no longer attend an event that they signed up for, the Cadet is required to call or email the Squadron no later than 3 days before the event when at all possible, but always as early as possible before the event. Phone calls or emails received after an event has occurred will be considered an unexplained absence.

504 PROCEDURE FOR LATE ARRIVAL

1. If a Cadet is late on a parade night and has missed the roll call, then that Cadet must report to the Administration Department to have his/her name added to the attendance register and then proceed to their designated training.

505 ROUTINE ORDERS

1. The Routine Orders (ROs) will be published as required on the authority of the Commanding Officer and will list the dress, duty personnel, training events, and administrative details for the Squadron.

2. It is the duty and responsibility of the Staff and Cadets to read the ROs.

506 INTERVIEWING AND COUNSELLING

1. When interviewing or counseling staff and NCOs you are not to leave yourselves open to the possibility of a physical or verbal abuse charge. If at all possible, when interviewing or counseling a Cadet have a witness present of the same gender during the interview or counseling session. If this is not possible, due to the requirements for privacy, conduct the session in sight of others but not hearing range (i.e. on the Parade Square). Above all, use common sense and avoid the possibility of being unjustly accused.

507 DISCIPLINE

1. Breaches of Discipline by a Cadet shall be reported to their respective Flight Sergeants, and dealt with in accordance with CATO 15-22 (Conduct and Discipline).

2. Flight Sergeants shall ensure that all issues are thoroughly documented before escalating the issue up the Chain of Command.

3. Flight Sergeants shall forward any disciplinary issues out of their jurisdiction to the SWO.

4. The Disciplinary Officer will be the Deputy Commanding Officer and shall only deal with issues that have been forwarded through the Chain of Command via the DSWO. The Commanding Officer is to be informed of "ALL" occurrences and/or issues thru the DCO.

508 GRIEVANCE

1. Should a Cadet have a complaint or grievance, he/she may address it through the chain of command. If the complaint involves someone within their chain of command they may address it with a Sect Comd or FSgt of another Flight. No cadet shall directly address an Officer without addressing their inquiry to an NCO in their chain of command first.

509 ELECTRONIC FILE STORAGE

1. To Be Promulgated

510 COMMUNICATIONS

1. Cadets will receive a mid-week message in the form of an email or phone call from their supervisor detailing important announcements as required.

2. Cadets are responsible for confirming to their supervisor that the weekly message has been received and understood. Supervisors are to communicate up the chain of command and report back the issuing staff member that messages have been received and understood.
3. All communications will be issued and reported back as distributed, received and understood in a timely fashion.

511 SOCIAL MEDIA

1. To Be Promulgated

512 PARADE NIGHT ROUTINE

1. Parade nights will follow the format and timings listed below:

SCHEDULE	START	FINISH	LENGTH
FALL-IN and FLT UNIFORM INSPECTIONS	18:15	18:45	0:30
INSTRUCTORS' MEETING	18:30	18:40	0:10
OPENING PARADE (CO MARCH ON)	18:50	19:00	0:10
PERIOD ONE	19:05	19:40	0:35
In-Class BREAK (BIO-BREAK)	19:40	19:45	0:05
PERIOD TWO	19:45	20:20	0:35
BREAK (CANTEEN and BIO-BREAK)	20:20	20:35	0:15
PERIOD THREE	20:40	21:15	0:35
CLOSING PARADE	21:20	21:35	0:15
DISMISSAL OF CADETS	21:35		
CLEAN-UP and FACILITIES INSPECTION	21:35	21:45	0:10
EVENING STANDOWN	21:45		

2. Drill and standard form up procedures are amended on parade nights as required to reduce parade time and work with available parade square space.
3. Opening Parade routine as follows:
 - a. Flights will be formed up by the Flight 2IC's under the control of the ADM WO and attendance / inspections will be conducted;
 - b. DSWO will march on, and fall in the FSgts;
 - c. SWO will march on and take command;
 - d. On COs Parade the CO will march on, assume command, inspect, provide comment, and introduce dignitaries as required;
 - e. CO falls out and SWO takes over the parade;
 - f. SWO makes announces the Duty Personnel / Flight, makes any pertinent announcements for the evening; and
 - g. SWO dismisses the parade to their training stations.
4. Cadets will participate in training or other activities per the training plan.
5. Closing Parade routine as follows:

- a. Closing parade will be same as opening parade routine except a greater amount of time for announcements will be allowed.

513 COMMANDING OFFICERS PARADES

1. The CO will conduct commanding officers parades and inspections at his / her discretion, typically on the first parade night of each month.

514 SQUADRON POINTS SYSTEM

1. To be promulgated.

CHAPTER 6 SQUADRON POLICIES

601 SMOKING

1. Under no circumstances shall Cadets smoke or be in possession of tobacco products in accordance with CATO 13-22.
2. All Staff, including CF Personnel, CIs, and CVs, shall not smoke in front of Cadets.

602 ALCOHOL AND DRUGSS

1. No Staff member or Cadet shall consume or be in possession of an alcoholic beverage or be intoxicated during any and all Squadron Activities, in accordance with CATO 13-23.
2. No Staff member or Cadet shall be under the influence of or be in possession of any illegal drugs, in accordance with CATO 13-23.
3. The Commanding Officer will immediately notify the proper local authorities if anyone is found to be in violation of the above section.

603 HARASMENT AND ABUSE

1. Under no circumstance will any member of 758 Argus Squadron exhibit conduct that offends, demeans, belittles or humiliates another member of the unit.
2. Under no circumstance shall members of the Squadron abuse another person; whether it is emotionally, physically, verbally or sexually.
3. All infractions of CATO 13-24 (Emotional, Physical and Sexual Abuse in the Canadian Cadet Organization) will be reported to the Unit Cadet Conflict Management Advisor (UCCMA), or if not available, another staff member.
4. The UCCMA must be notified of all cases involving harassment. The name of the UCCMA is posted in the Routine Orders. If the case involves the UCCMA the CO will appoint another officer to act as such.

604 FRATERNIZATION

1. Under no circumstances shall members of the Squadron display or engage in any act of a sexual nature.
2. Cadets shall not openly display acts of affection while at a Squadron activity.

605 PERSONAL HYGIENE

1. Personnel will protect their own health and goodwill by daily showering and frequently washing their soiled clothing. Cadets may be asked to leave an activity if these conditions are not met. Hygiene while in the field will be maintained.

606 IDENTIFICATION

1. All civilian staff and SSC members will carry identification cards in lanyards on their person. The identification card is to be visible at all times. CF personnel will carry their DND issued ID card at all times.

CHAPTER 7 SAFETY AND SECURITY

701 SAFETY – GENERAL

1. Safety is paramount to all activities conducted at the Squadron. All orders and tasks will be assessed and completed in the safest manner possible. If cadets feel that an activity is unsafe or makes them uncomfortable they may stop and report it to their superior.

702 FIRE ORDERS - GENERAL

1. All buildings are equipped with smoke detectors and heat-activated devices. Tampering with these devices is strictly prohibited. Do not jeopardize life by tampering with fire detectors or equipment.

2. There will be no smoking anywhere inside Squadron buildings. No open flame of any kind will be permitted in any of the Squadron Buildings.

3. Maintain housekeeping to a high standard. All refuse material is to be placed in waste receptacles and emptied at least daily, or when full, to outside disposal containers.

703 FIRE

1. In case of fire, immediately shout: “FIRE! FIRE! FIRE!”

2. Pull the nearest fire alarm station or tell an Officer

3. Call 911 from a safe location

4. The senior rank in the Headquarters will ensure that all personnel proceed directly to the MARSHALLING POINT.

5. The senior rank in the Lions Hall will ensure that all personnel proceed directly to the MARSHALLING POINT.

6. Cadets will remain at the MARSHALLING POINT until ordered to return to the training areas. In the event of a fire, do not panic, remain calm and ensure everyone has been evacuated.

7. The designated MARSHALLING POINT for all cadets is Soccer Pitch 2 (between Lions Hall and Victoria Park Arena).

8. The alternate MARSHALLING POINT is the north side of the main parking lot at LHQ and Lions Hall, between both entrances.

9. The level officers will be responsible for reporting their numbers as soon as is reasonably possible to the CO or designate to ensure all personnel is accounted for. They may select a runner to report on their behalf. The CO will be located at the alternate marshaling point to meet emergency services.

704 FIRE DRILL

1. In case of a fire drill - the same process will be followed with a couple of exceptions. The designated person will shout:

2. “DRILL, DRILL, DRILL – FIRE FIRE FIRE”

3. As the word “drill” is used, the fire alarm station will NOT be pulled, nor will 911 be called. Cadets will follow the remainder of the routine.

705 WEATHER

1. The squadron conducts many activities outdoors in a variety of weather, providing that the activity can be conducted in a safe manner. Personnel are to wear the appropriate dress for the conditions they will be training in. Personnel should expect that an activity may be conducted outdoors, or may require them to move between facilities while exposed to the weather and shall be dressed appropriately.

2. Weather conditions and emergencies will be monitored by the CO or designate during all training activities and appropriate action or shelter will be taken where required.

706 REPORTING LOSS, THEFT OR DAMAGE

1. Theft of personal or public articles is considered a serious offense and will be dealt with accordingly.

2. Any loss, theft or damage of personal or public property shall be immediately reported to the Duty Officer. The Duty Officer will then make out a written report and submit it to the Deputy Commanding Officer, who will then inform the Commanding Officer, if necessary, and complete any administrative action.

707 SECURITY – GENERAL

1. The DCO will act as the Unit Security Officer who is responsible to the Commanding Officer for the security of all Squadron equipment and facilities.

708 STORAGE AND SECURITY AMMUNITION, DRILL PURPOSE RIFLES AND AIR RIFLES

1. All rifles and ammunition will be stored in accordance with current National Defence policies.

2. Drill Purpose (DP) rifles although modified to be non-serviceable will be treated in the same manner as a working rifle and will be secured as same.

3. When Air Rifles or DP Rifles are moved from their secure storage location for a parade, competition or other any activity, the rifles will be under a guard at all times and will not be left unattended.

CHAPTER 8 PROMOTION OF CADETS

801 GENERAL

1. Promotions will be reviewed from the beginning of each training year until the end of the training year (Sept to Jun).

802 NATIONAL STANDARDS

1. Cadet ranks must be earned on the basis of qualification and merit. National Standards of qualification are established by the Director of Cadets to:

- a. determine the level of qualification of a cadet;
- b. ensure that every cadet is given the same basic opportunity of being promoted within the squadron;
- c. ensure that all air cadets promoted possess the same basic qualifications and a similar degree of experience; and
- d. ensure that successful completion of the mandatory aspect of air cadet training serves as the common standard on which cadets are evaluated.

2. Refer to CATO 13-02 for the National Standards for Cadet Promotions.

3. The cadet ranks are:

- a. Cadet
- b. Leading Air Cadet
- c. Corporal
- d. Flight Corporal
- e. Sergeant
- f. Flight Sergeant
- g. Warrant Officer 2nd Class
- h. Warrant Officer 1st Class

4. The ranks of Corporal to Warrant Officer 1st Class are cadet leadership positions.

CHAPTER 9 MOVEMENTS AND PAYING OF COMPLIMENTS

901 MOVEMENTS

1. **INDIVIDUALS** – All personnel who find it necessary to move from one area of the building to another shall do so by marching properly in a single file down the far right side of all halls and remembering to pay all respects as necessary.
2. **FORMATIONS** – When moving from one area to another, formations will be marched by their officer or NCO in proper formation as stated in the Drill Manual (A-PD-201-000/PT-000). While on base, formations shall not exceed two Cadets abreast (not including supernumeraries) and shall have a point fifteen paces both to the front and rear of the formation. The point personnel will wear fluorescent safety vests.
3. **MARCHING AND WALKING ON ROADWAYS**
 - a. **INDIVIDUALS** - Cadets walking individually or in small groups are to walk on the sidewalk, where applicable, or on the left side of the road facing oncoming traffic, not more than two abreast; and
 - b. **FORMATIONS** - Will march on the right side of the road. The officer or NCO in charge of formations shall post one-point person approximately fifteen paces in front of and one point person to the rear of the formation. The point person will wear fluorescent safety vests. Flight NCOs in charge of formations will march two paces to the rear of the left file of the formation. If necessary and circumstances dictate, formation will be marched in single or double file.

902 PAYING OF COMPLIMENTS AS A UNIT

1. Compliments will be paid in accordance with current regulations. Saluting at Squadron activities will be in accordance with the following:
 - a. Headdress is mandatory while in uniform and saluting is required in the “Attention Area” which is the parade square, moving between buildings, upon entering a classroom which a Commissioned Officer is already present and upon entering an office in which a Commissioned Officer is present.
 - b. During raising and lowering of the flag ceremonies when in uniform, all Staff and Cadets will face the flag and salute. Cadets will form up into their respective flights;
 - c. NCMs/Cadets when wearing headdress and addressed by an Officer; and
 - d. Subordinate and Junior Officers wearing headdress and addressed by a senior Officer.
2. All military courtesies apply outside the Squadron, except for the non-saluting area of the Squadron (the hallway of the Squadron Headquarters). This is a relaxed area where the Cadets will not be required to salute or come to attention unless specifically addressed by an Officer.

903 PAYING OF COMPLIMENTS AS AN INDIVIDUAL

1. When an individual passes an Officer or a group of Officers a proper salute shall be given accompanied by an eyes right or left.

2. When addressing or being addressed by an Officer, Cadets shall halt 3 paces in front of the Officer, give the proper salute and stand at attention. Officers shall be addressed as Sir or Ma'am. Upon being told to "Carry On" Cadets shall give a proper salute, execute a right turn and march off.
3. When addressing or being addressed by a senior ranking NCM, Cadets shall halt 3 paces in front of the NCM, and then stand at attention. NCMs shall be addressed by rank and surname or in the case of Warrant Officers, Sir or Ma'am. Upon being told to "Carry On" Cadets shall execute a right turn and march off.
4. When an Officer passes an individual Cadet or a group of Cadets not formed up, all Cadets shall come to attention and the senior Cadet shall give a proper salute.
5. When a senior ranking person enters or exits a room, the senior ranking individual already in the room shall call "Room" bringing all personnel in the room to attention (whether sitting or standing), all personnel shall remain in this position until told to "Carry On".
6. Individuals wishing to enter a room in which an Officer is already present shall halt at the door, knock, give a proper salute, hold the salute until acknowledged and ask permission to enter. Individuals leaving a room in which an Officer is present shall face into the room, come to attention, give a proper salute and march off. Individuals wishing to enter a room in which an NCM is present will do so as above except that they will not salute.
7. When not formed up, individuals marching on or off the Parade Square shall not halt or salute at the entrance to the Parade Square but will continue on in order to alleviate a bottle neck effect while exiting the parade square.
8. When the national flag is being carried on parade, it shall be saluted. Flags in the stand are not being carried, and thus, shall not be saluted (re: A-PD-201-000/PT-000, CF Manual of Drill and Ceremonial and A-AD-200-000/AG-000, The Honours, Flags, and Heritage Structure of the CF).
9. When not formed up for the parade or ceremony, personnel on the Parade Square shall stand at attention for all general salutes and march-pasts. During domestic and foreign national anthems, royal salutes, vice-regal salutes, the marching on and off of the flags, and while the flags pass on a march past, such personnel come to attention and salute.
10. Other compliments shall be paid as listed in the Drill Manual (A-PD-201-000/PT-000).

CHAPTER 10 SQUADRON DUTIES

1001 DUTIES - GENERAL

1. Assigned personnel will be called upon as required to perform extra duties to maintain, secure and run the squadron.

1002 DUTY OFFICER

1. The Duty Officer (DO) is responsible to the CO through the DCO. The DO will act as the COs representative in regards to supervision of duty personnel and facilities, and will ensure that facilities remain clean, accessible, safe and secure. The DO will serve as such during all Squadron level activities including field exercises and parade nights. The OPI / supervising officer will assume the roles of the DO for smaller activities such as gliding, flight meetings and team events.

2. On a parade night the DO will report to DCO at 1800 hrs for a duty briefing. The DO will engage the Duty Sgt and Duty FCpl at 18:20 hrs and will provide any briefing or instructions for the evening's activities. The DO will conduct a safety inspection of the parade square, classrooms and LHQ to ensure that all facilities are accessible, clean and emergency exits are clear and useable and will report any discrepancies immediately to the DCO.

3. At the conclusion of a parade night, the DO will supervise cleanup duties and ensure the Duty Sergeant reports after closing with a completed duty checklist for sign off. The DO will let SCC know when all cadets are clear of the facilities so they can be secured. The DO will directly supervise all departing cadets and will ensure LHQ doors are locked / secured as well as any offices or rooms not occupied by staff at the end of the night. The DO will be relieved of their duties upon the departure of the final cadet and securing of facilities.

4. On weekend and overnight activities the DO tour will be 24 hrs and will start upon the arrival of cadets. Incoming and outgoing DOs will conduct a handover with the DCO at 1800 hrs each day. Duties will be similar to a parade night when the activity is based at the LHQ. When in the field the DO will ensure cleanliness and conduct inspections and garbage sweeps of the Biv Site as necessary, ensure fire picket is detailed through the SWO, be on call during overnight activities and will identify sleeping quarters to senior cadets in case of any emergencies. After a weekend / overnight activity the DO will be relieved of their duties upon the departure of the final cadet and securing of biv site / facilities.

1003 DUTY FLIGHT

1. A flight will be assigned on a rotating basis as detailed in the Routine Orders for each parade night as the Duty Flight and will support the Duty Officer, Duty Sergeant, and Duty Flight Corporal in carrying out their tasks.

1004 DUTY NON-COMMISIONED OFFICER

1. On parade nights and single day Squadron level activities a Duty Sergeant (Duty Sgt) and Duty Flight Corporal (Duty FCpl) will be assigned to support the Duty Officer. The Duty Sgt will be responsible to directly assign and supervise duty tasks in accordance with instructions and the duty checklist. The Duty FCpl will assist the Duty Sgt with supervision. The Duty Sgt and Duty FCpl will be drawn from the assigned duty flight and will typically be a section

commander and section 2IC respectively. Both of these appointments along with an additional appointed Duty Warrant Officer (Duty WO) may be assigned for weekend / overnight activities on an as needed basis.

2. During opening and closing parades, the Duty Sgt and FCpl will form up off to the side of the parade square and will be responsible for collecting attendance, assisting with personnel who fall sick on parade and any other duties as required. During the training night the Duty Sergeant will remain in the training classroom area and the Duty FCpl will report to the Administration Officer in the Squadron Orderly Room immediately after opening parade.

1005 DISCIPLINE CADETS AND DUTY FLIGHT

1. Cadets receiving punishment for disciplinary infractions may be assigned extra duties and will fall in with Duty Flight at the end of the parade night after closing parade to assist with duties.

1006 PARADE NIGHT DUTIES - GENERAL

1. Duty Sgt to retrieve the flags from the flag locker and ensure proper set up of parade square before opening parade.

2. Duty FCpl to retrieve the flight attendance rolls from the Squadron Administration Office before the Squadron falls-in for opening parade and distribute to the FSgts.

3. Ensure that Cadets arriving late for the regular training session have been registered in the flight attendance rolls.

4. Duty Sgt to ensure all cadets are in their assigned classes, after opening parade is dismissed.

5. Duty FCpl to retrieve the completed flight attendance rolls from the Flight Commanders promptly after opening parade and deliver to Administration.

6. Duty FCpl to report to administration for additional duties following opening parade.

7. Assist the sponsor with the setup of canteen.

8. Supervise break and ensure that classes and training timings are adhered to.

9. Provide all instructors with a five minute warning before the end of their class.

10. Assign and supervise the Duty Flight in the performance of their tasks.

11. Following Closing Parade ensure the Parade square is returned to its original condition and the flags are returned to the flag locker.

12. Remove all garbage from LHQ offices and place in centralized container near LHQ kitchenette.

13. Place any items left behind into Sqn Lost and found bin at LHQ.

14. Complete the Parade Night Duty Checklist and submit to the Duty Officer.

15. Perform all other duties as assigned.

1007 PARADE NIGHT DUTY CHECKLIST

Date: _____ Flight: _____

Duty O: _____ Duty Sgt: _____ Duty FCpl: _____

<u>VICTORIA PARK</u>	<u>LIONS HALL</u>	<u>LHQ</u>
<u>Clean and Garbage Sweep:</u> <input type="checkbox"/> Parade Square <input type="checkbox"/> Classrooms <input type="checkbox"/> Washrooms <input type="checkbox"/> _____	<u>Clean and Garbage Sweep:</u> <input type="checkbox"/> Classrooms <input type="checkbox"/> Hallway <input type="checkbox"/> Washrooms <input type="checkbox"/> Coat Room <input type="checkbox"/> _____	<u>Clean and Garbage Sweep:</u> <input type="checkbox"/> Classroom <input type="checkbox"/> Hallway <input type="checkbox"/> Washrooms <input type="checkbox"/> Offices <input type="checkbox"/> _____
<u>Other:</u> <input type="checkbox"/> Return White Board(s) to and Training Equipment to LHQ <input type="checkbox"/> Chairs and tables neatly Stacked and returned to proper location <input type="checkbox"/> Lights out <input type="checkbox"/> Doors closed <input type="checkbox"/> _____ <input type="checkbox"/> _____	<u>Other:</u> <input type="checkbox"/> Return White Board(s) to and Training Equipment to LHQ <input type="checkbox"/> Chairs and tables neatly Stacked and returned to proper location <input type="checkbox"/> Flags and Stands returned to cabinet <input type="checkbox"/> Lights out <input type="checkbox"/> Doors closed <input type="checkbox"/> _____ <input type="checkbox"/> _____	<u>Other:</u> <input type="checkbox"/> Return White Board(s) to and Training Equipment to LHQ <input type="checkbox"/> Chairs and tables neatly Stacked and returned to proper location <input type="checkbox"/> Lights Out (Duty O) <input type="checkbox"/> Doors Locked (Duty O) <input type="checkbox"/> _____ <input type="checkbox"/> _____

Items turned in to Lost & Found:

1. _____
2. _____
3. _____
4. _____
5. _____

Signature of Duty Sergeant

Signature of Duty Officer