



**CADET MONTHLY  
ROUTINE ORDERS  
ISSUED BY  
CAPTAIN VICTORIA SCHRAUWEN  
COMMANDING OFFICER**



**223 RCACS**

**RED LION**

**VERNON BC**

**No. Element**

**Name**

**Location**

**Order No. 1/2019**

**SEPTEMBER**

**11 Sep 2019**

**Part 1 ADMINISTRATION**

**1.1 DUTY ROSTER**

(Note: Duty Officer is considered on duty and paid in accordance with CATO 12-13)

DATE	DUTY OFFICER	DUTY NCO	DUTY FLIGHT
12 Sept 2019	Capt Schrauwen	Sgt Macaskill	A Flight
18 Sept 2019	OCdt Rossner	Sgt Godwin	B Flight
26 Sept 2019	2Lt Devine	F/Sgt Ronnquist	A Flight

**1.2 TRAINING SCHEDULE**

**1.2.1 Monthly Training Schedule**

Squadron mandatory training shall take place on Thursday nights from 1830 hrs until 2130 hrs at the Bldg G20, VCTC:

Date	Location	Details and Dress
12 Sept 2019	LHQ	Registration and parade night - Summer dress
18 Sept 2019	LHQ	Parade Night
26 Sept 2019	LHQ	Parade Night

**1.2.2 Weekly Training Routine**

Day	Event	From	Until	Details
Sunday	Biathlon Training	0900	1330	SLNC -Starting Nov 17
Monday	Band	1800	2100	Main floor
	Drill Team	1800	2100	Starting Dates TBD
Wednesday	Marskmanship	1830	2130	Starts Oct 2/19
	Biathlon Training	1800	1845	Bldg G20
Thursday	Regular Parade	1815	2130	Summer Dress
	CO'S Parade	1815	2130	First Thursday of every month



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**1.2.3 Parade Night Schedule**

1815	Hall opening and Inspection of facilities by Duty Officer
1815-1820 hrs	Cadets Arrive, NCO Briefing and NCO Inspection by Cadet Commander
1820-1845 hrs	Squadron Falls in for Attendance, Inspection and Announcements
1850-1925 hrs	Period 1 Classes
1930-2005 hrs	Period 2 Classes
2005-2020 hrs	Canteen break – held on Main Floor
2020-2100 hrs	Period 3 Classes
2100-2130 hrs	Squadron Falls in for closing parade, Announcements & Dismissal
2130-2140 hrs	Duty flight(s) to clean the building. Staff to secure the Building
2145 hrs	All personnel to vacate the building

**1.2.4 Excused Absences**

Cadets must contact their Flight Staff or advise the Duty Office if they are unable to attend a Regular Parade – they will be marked absent Squadron phone number 250-309-9490. Duty staff will call all absent cadets. Three consecutive un-excused absences will result in a cadet's membership being terminated.

**2.1.1 Notices & Events**

Date	Event	From	Until	Details	Sqn Staff Assigned
12 Sep 19	Registration night	1815	2130	First Parade night of the 2019/2020 Trg Year	All Staff
15 Sep 19	Gliding	0745	1500	Gliding	OCdt Rossner
27-29 Sep 19	Boot Camp	1800	1600	Instruction and Uniform care weekend	All Staff
4-6 Oct 19	FTX Autumn Falls	1700	1600	Evely Forest Recreation Site	Capt Schrauwen



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**Part 2 PERSONNEL**

**3.1 COATS OFFICERS, CIVILIAN & VOLUNTEER INSTRUCTORS  
Appointments, Promotions, Transactions**

The following Staff are screened, authorized to parade and appointed as follows:

Staff Member	Appointment	Secondary Duties	Transactions
Captain Victoria Schrauwen	Commanding Officer	Ground School Instructor	
2Lt AJ Devine	Training Officer	Air Rifle RSO	
OCdt Trevor Rossner	Administration Officer	Biathlon	
OCdt Lynn Algra	Biathlon Coach		
Major Monty Cross	Volunteering Officer		

**3.2 COATS OFFICERS, CIVILIAN & VOLUNTEER INSTRUCTORS**

The following Staff are assigned security access as follows:

Staff Member	Gate	LHQ Hall	Supply	Weapons Locker	Protect B Cabinet
Captain Victoria Schrauwen	X	X	X	X	X
2Lt AJ Devine	X	X	X	X	X
OCdt Rossner	X	X	X	X	X
Major Monty Cross			X	X	
OCdt Lynn Algra				X	

**4.1 CADETS - Taken On Strength**

Last Name	First Name	M/F	Effective Date

**4.2 CADETS - Struck Off Strength**

Last Name	First Name	M/F	Effective Date
Cardinal	Kaitlyn	F	11 Sep 2019



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**4.3 CADETS - Promotions & Appointments**

Last Name	First Name	M/F	Effective Date	Rank

**4.4 CADETS - High School Credits**

Last Name	First Name	M/F	Grade Credit

**4.5 CADETS - Participation and Achievements**

**Duke of Edinburgh, Effective Speaking, Range, Biathlon, 1<sup>st</sup> Aid, RC Aircraft, SAR Team, Ground School, Drill Team, Band**

Last Name	First Name	M/F	Effective Date	Achievement

**Captain  
Victoria  
Schrauwen, CD  
Commanding Officer  
223 Red Lion RCACS**

Distribution List  
CO                      223 Staff                      SSC  
SR NCO's              Notice board                  PACREG J3  
ACICO   Website