



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



223 RCACS	RED LION	VERNON BC
No. Element	Name	Location
Order No. 1/2021	January	1 Jan 2021

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
7 Jan 2021	Capt Schrauwen	-	-
14 Jan 2021	Capt Paas	-	-
21 Jan 2021	Lt Shewchuk	-	-
28 Jan 2021	2Lt Rossner		

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
7 Jan 2021	Virtual	Parade Night, C3 - Winter Dress
14 Jan 2021	Virtual unless covid orders reverse which cadets will be informed.	Parade Night, C3 - Winter Dress
21 Jan 2021	Virtual unless covid orders reverse which cadets will be informed.	Parade Night, C3 - Winter Dress
28 Jan 2021	Virtual unless covid orders reverse which cadets will be informed.	Parade Night, C3 - Winter Dress



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1.2.2 Weekly Training Routine

Day	Event	From	Until	Details
Thursday	CO'S Parade	1830	2100	First Thursday of every month C1A – Ceremonial Dress
	Regular Parade	1830	2100	C3B - Service Dress

Parade Night Schedule - Virtual

1830 – 1835 hrs	Cadets login attending zoom video conference
1835 – 1845 hrs	Opening parade: announcements / evening schedule / attendance
1845 – 1900 hrs	Inspection (2 flights) led by flight commanders, based on numbers.
1900 – 1930 hrs	Period 1 Classes
1935 – 2000 hrs	Period 2 Classes
2010 – 2045 hrs	Period 3 Classes
2045 – 2100 hrs	Closing parade: final announcements, presentations

Parade Night Schedule – In Person

1815	Hall opening and Inspection of facilities by Duty Officer
1815-1830 hrs	Cadets Arrive, NCO Briefing and NCO Inspection by Cadet Commander
1830-1845 hrs	Squadron Falls in for Attendance, Inspection and Announcements
1845-1920 hrs	Period 1 Classes
1920-1955 hrs	Period 2 Classes
1955-2010 hrs	Break – no Canteen available due to covid. Bring your own snacks
2010-2045 hrs	Period 3 Classes
2045-2100 hrs	Squadron Falls in for closing parade, Announcements & Dismissal
2100-2115 hrs	Duty flight(s) to clean the building. Staff to secure the Building
2130 hrs	All personnel to vacate the building

1.2.3 Excused Absences

Cadets must contact Squadron administration if they are unable to attend a Regular Parade night or optional training or they will be marked absent. The Squadron phone number 250-309-9490. Three consecutive un-excused absences will result in a cadet's membership being terminated.



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2.1.1 Notices & Events

Date	Event	From	Until	Details	Sqn Staff Assigned
9 Jan 2021	Marksmanship	0800	1600	Pending on Covid orders being rescinded	Captain Paas
11 Jan 2021	Biathlon \ Marksmanship	1830	2000	Pending on Covid orders being rescinded	Captain Paas 2Lt Rossner
16 Jan 2021	PPTC \ GPTC Exam			Cadets participating in PPTC \ GPTC while receive exam details no later than January 10 by e-mail.	
18 Jan 2021	Biathlon \ Marksmanship	1830	2000	Pending on Covid orders being rescinded	Captain Paas 2Lt Rossner
23 Jan 2021	Orienteering	0800	1600	Pending on Covid orders being rescinded	Lt Shewchuk
25 Jan 2021	Biathlon \ Marksmanship	1830	2000	Pending on Covid orders being rescinded	Captain Paas 2Lt Rossner



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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	
Captain Jason Paas	Band Officer / Training Officer		
Lt Matthew Shewchuk	Support training		
2Lt AJ Devine	Support training Officer (Virtual)		
2Lt Trevor Rossner	Administration Officer	Biathlon / Covid Safety Officer	
Mrs Karen Zaugg	Supply Support		

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
Captain Jason Pass	X	X	X	X	X
Lt Matthew Shewchuk					
2Lt Trevor Rossner	X	X	X	X	X
Mrs Karen Zaugg					

4.1 CADETS - Taken On Strength

Last Name	First Name	M/F	Effective Date



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4.2 CADETS - Struck Off Strength

Last Name	First Name	M/F	Effective Date

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, 1st Aid, RC Aircraft,
SAR Team, Ground School, Drill Team, Band**

Last Name	First Name	M/F	Effective Date	Achievement



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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		