



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



223 RCACS

RED LION

VERNON BC

No. Element

Name

Location

Order No. 1/2022

January

1 Jan 2022

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
6 Jan 2022	Capt Paas	SGT Sweeny	SGT Battersby
13 Jan 2022	Capt Schrauwen	SGT BOT	SGT Romanyshyn
20 Jan 2022	LT Noorduyn	SGT Sweeny	SGT Battersby
27 Jan 2022	2LT Rossner	SGT BOT	SGT Romanyshyn

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
6 Jan 2022	G20	C1A – Ceremonial Dress
13 Jan 2022	Virtual	C3 – Winter Dress
20 Jan 2021	Virtual TBD	C3 – Winter Dress
27 Jan 2022	Virtual TBD	C1A – Winter
3 Feb 2022	Virtual TBD	C1A – Ceremonial 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 Microsoft Teams for virtual meetings
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



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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		
LT Noorduyn	Support training	Range Support	
2Lt Trevor Rossner	Administration Officer	Covid Safety 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
Captain Jason Pass	X	X	X	X	X
Lt Matthew Shewchuk					
LT Noorduyn					
2Lt Trevor Rossner	X	X	X	X	X
Jim Bell (CV)					



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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
Zhu	Tim	M	9 Dec 2021
Videgain		M	9 Dec 2021

4.3 CADETS - Promotions & Appointments

Last Name	First Name	M/F	Effective Date	Rank
Chatterton	Caleb	M	January 13, 2022	WO2
Rossner	Jaeden	M	January 13, 2022	WO1

4.4 CADETS - High School Credits

Last Name	First Name	M/F	Grade Credit



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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

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