



**CADET MONTHLY
ROUTINE ORDERS
ISSUED BY
CAPTAIN JASON PAAS
COMMANDING OFFICER**



223 RCACS

RED LION

VERNON BC

No. Element

Name

Location

Order No. 2/2023

February

1 February 2023

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
2 Feb 2023	Capt Schrauwen	FCPL Holmes-Peters	A
9 Feb 2023	Capt Paas	FCPL Dolinsky	B
16 Feb 2023	LT Noorduyn	FCPL Aulin	C
23 Feb 2023	LT Shewchuk	SGT Satterthwaite	A
2 March 2023	2LT Rossner	FSGT Bot	B

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
2 Feb 2023	G20	CEREMONIAL DRESS C1A
9 Feb 2023	G20	SERVICE DRESS C3B
16 Feb 2023	G20	SERVICE DRESS C3B
23 Feb 2023	G20	SERVICE DRESS C3B
2 March 2023	G20	CEREMONIAL DRESS C1A



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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
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
1 Feb 2023	Range	1830	2030	Range	Lt Shewchuk
5 Feb 2023	Biathlon	0830	1400	Morning Skiing Afternoon Shooting	TBD
6 Feb 2023	Drill Team	1800	1900	Drill Team	Captain Paas
6 Feb 2023	Band	1900	2030	Band	Captain Paas
11 Feb 2023	Winter Familiarization Day			Snow shoe The Larch Hills Nordic Society	Staff
13 Feb 2023	Drill Team	1800	1900	Drill Team	Captain Paas
13 Feb 2023	Band	1900	2030	Band	Captain Paas
15 Feb 2023	Range	1830	2030	Range	Lt Shewchuk
18 Feb 2023	Range	1830	2030	Range	Lt Shewchuk or Lt Noorduyn
18 Feb 2023	First Aid	0800	1600	Emergency First Aid D - Lines	Staff
19 Feb 2023	First Aid	0800	1600	Emergency First Aid D - Lines	Staff
20 Feb 2023	Drill Team	1800	1900	Drill Team	Captain Paas
20 Feb 2023	Band	1900	2030	Band	Captain Paas
22 Feb 2023	Range	1830	2030	Range	Lt Shewchuk or Lt Noorduyn
25 Feb 2023	Range	1830	2030	Zones Range	Lt Shewchuk or Lt Noorduyn
26 Feb 2023	Range	1830	2030	Zones Range	Lt Shewchuk or Lt Noorduyn
27 Feb 2023	Drill Team	1800	1900	Drill Team	Captain Paas
27 Feb 2023	Band	1900	2030	Band	Captain Paas



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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 Jason Paas	Commanding Officer	Band Officer / Range Safety Officer	
Captain Victoria Schrauwen	Administration Officer	Ground School Instructor	
Lt Matthew Shewchuk	Training Officer	Range Safety Officer	
LT Noorduyn	Support Training Officer	Range Support	
2Lt Trevor Rossner	Support Officer		
CI Joyce Noorduyn	Supply		

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 Jason Paas	X	X	X	X	X
Captain Victoria Schrauwen	X	X	X	X	X
Lt Matthew Shewchuk					
LT Noorduyn					
2Lt Trevor Rossner	X	X	X	X	X
Joyce Noorduyn (CI)					
Jim Bell (CV)					
Michael Massiah (CV)					
Liiga Serzane (CV)					



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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



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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

4.6 Staff - Promotions & Appointments

Last Name	First Name	M/F	Effective Date	Rank

Captain Jason Paas, CD
 Commanding Officer
 223 Red Lion RCACS

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