



**CADET UNIT MONTHLY ROUTINE ORDERS**  
 ISSUED BY  
**CAPTAIN R.S BREKKE**  
**COMMANDING OFFICER**  
 111 (PEGASUS) SQUADRON  
 ROYAL CANADIAN AIR CADETS

**ORDER NO. 01**  
**DATED 01 Sep 10**

**LAST ORDER 10**  
**DATED 05 Jun 10**

Routine Orders are published under the authority, and the direction, of the Commanding Officer, RCSU (Pacific). Direction published herein carries the weight of an order from the Cadet Unit Commanding Officer and failure to adhere to such may result in appropriate administrative action. While it is the responsibility of the individual to ensure they read and adhere to Routine Orders, it is the responsibility of the leadership, at all levels, to ensure that their subordinates do so.

**PART I – ADMINISTRATION**

**1. DUTY ROSTER**

DATE	DUTY OFFICER	SR. DUTY NCO	JR. DUTY NCO	DUTY FLIGHT
09 Sep 10	Lt Fong	WO2 Ma	Level 5	Flight 2
13 Sep 10	Lt Kung	WO2 Mak	Level 5	Flight 3
20 Sep 10	Lt Wong	WO2 Mao	Level 5	Flight 1
27 Sep 10	2Lt McCann	WO2 Hwang	Level 5	Flight 4

**2. TRAINING**

(a) Mandatory training will occur every Monday evening from 1800hrs to 2130hrs at Bessborough Armoury located at 2025 West 11<sup>th</sup> Avenue, Vancouver, BC V6J 2C7 unless otherwise stated. Telephone contact for the squadron is 604-738-1967.

(b) Weekly training will be conducted IAW the following training schedule:

EVENT	TIMING	RESPONSIBILITY
Armoury opens	1750	Duty Officer
NCOs arrive	NLT 1800	Individuals
NCO uniform inspection/meeting	1800-1815	SWO
Flight fall-in, attendance	1815-1820	Flight Positions
SWO calls markers	1820	SWO
Attendance turned in	1845	Squadron Commander
Duty Officer marches on	1845	Duty Officer
Parade dismiss	1855	Squadron Commander
Period 1	1900-1935	Instructors
Period 2	1940-2015	Instructors
Break	2015-2030	Mandatory for all personnel
Period 3	2030-2105	Instructors
Cadets assemble at Pde Sq	2105-2110	Instructors
Squadron falls in	2110	SWO
Duty Officer marches on	2115	Duty Officer
Dismissal parade	2120-2130	Mandatory for all personnel

**2(1) WEEKLY TRAINING ROUTINE**

<b>DATE</b>	<b>ACTIVITY</b>	<b>LOCATION</b>	<b>OPI</b>
MONDAY 1800-2200hrs	Training Night	LHQ	Duty Officer / CO
THURSDAY 1900-2130hrs	Band Practice	LHQ	Lt Fong
FRIDAY 1830-2130hrs	Ground School	LHQ	2Lt McCann
SUNDAY 1700-2000hrs	First Aid Team	LHQ	Lt Wong
SUNDAY 1700-2000hrs	Drill Team	LHQ	Lt Kung

### **3. UPCOMING ACTIVITIES/EVENTS**

1. The following activities will be conducted throughout the upcoming month. Cadets are obliged to refer to the squadron website at [www.cadets.ca/lhq/111air](http://www.cadets.ca/lhq/111air) prior to the activity in order to confirm whether or not changes have been made. The squadron calendar of events is also located online at [www.cadets.gc.ca/pac/cal/111air](http://www.cadets.gc.ca/pac/cal/111air) or via link on the squadron homepage.

<b>DATE</b>	<b>ACTIVITY</b>	<b>NUMBERS</b>	<b>LOCATION</b>	<b>OPI</b>
12 Sep 10	Gliding	30	Pitt Meadows	Capt Brekke
24-26 Sep 10	FTX IST	50	Pierce Creek/Volkes Range	Lt Fong
9-10 Oct 10	Recruit Training Weekend/Dinner	100	Bessborough Armoury	Lt Fong

## **PART II – PERSONNEL**

### **4. UNIT APPOINTMENTS/OFFICER QUALIFICATIONS**

The following officer appointments are in effect from 1 Sep 09 to 31 Aug 10 inclusive, save and except for where these appointments have been made for a term exceeding the specified time, or are changed under the authority of the Commanding Officer:

<b>APPOINTMENT</b>	<b>OFFICER</b>
Commanding Officer	Capt Ryan Brekke
Deputy Commanding Officer	
Administration Officer	Lt Chris Kung
Supply Officer	Lt Wenice Wong
Training Officer	Lt David Fong
Assistant Training Officer	
Level 1 Officer	CI Jonathan Wong
Level 2 Officer	TBD
Level 3 Officer	CI Navio Kwok
Level 4 Officer	CI Connie Ho
Level 5 Officer	TBD
Standards Officer	Lt David Fong
Director of Music	Lt David Fong
Drill Team Coordinator	Lt Christopher Kung
Flying Operations Officer	2Lt Sancho McCann

#### **4.1 BUILDING ACCESS**

The following staff members have access to armoury facilities as authorized below:

NAME	MAIN BUILDING	MAIN OFFICE	SUPPLY	PROTECTED B CABINET
CAPT BREKKE	X	X	X	X
LT FONG	X	X		
LT KUNG, C	X	X		
2LT MCCANN, SJC	X	X		
LT WONG, W	X	X	X	

#### 4(1) UNIT HUMAN RIGHTS ADVISORS

(a) The following officers are designated as UHRA for 111 RCACS and are available to advise on CCM harassment policies:

Capt Brekke	604-317-6780
Lt Wong	778-858-6366
Lt Kung	778-288-5236

(b) Contact information is provided for the use of cadets/parents in the event of a harassment situation requiring *immediate* assistance. Staff members are on hand and available during regular training nights for non-urgent situations.

#### 4(2) RANGE SAFETY OFFICERS

(a) The following officers/civilian instructors are designated as RSO qualified for 111 RCACS, and as such are capable of administering range training activities/exercises:

Capt Brekke	Lt Fong	Lt Kung
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(b) All range activities, occurring on military training sites will be conducted IAW 39 Bgde Range Standing Orders, 15<sup>th</sup> Fd Arty Rgt's Range Standing Orders and PRCI 109.

#### 4(3) DND 404

(a) The following officers/civilian instructors hold a valid DND 404 with DDC:

Capt Brekke	Lt Wong	Lt Kung
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#### 5. STAFF – CIC OFFICER TRANSACTIONS

1. Capt Katy L'Heureux ED&T 01 Sep 10 pending transfer to RCSU(Pac)
2. 2Lt Jason Yu ED&T 01 Sep 10 - 31 Dec 10.
3. 2Lt Duncan Chan ED&T 01 Sep 10 pending transfer to RCSU(Pac).
4. OCdt Colin Chau ED&T 01 Sep 10 - 15 Dec 10.

#### 5(1) STAFF – CIC OFFICER VOLUNTARY SERVICE

(a) Voluntary service in support of cadet training, assigned by the Commanding Officer either verbally or in writing, throughout the month of August 10 will be performed by the following members:

- (i) Capt R. Brekke
- (ii) Lt D. Fong
- (iii) Lt C. Kung
- (iv) 2Lt S. McCann
- (v) 2Lt J. Yu
- (vi) Lt W. Wong

(vii) 2Lt D. Chan

**except** for when that service forms part of that member's paid entitlement for which they receive remuneration. (IAW CATO 23-11 and the mbrs signed Cdt 167).

#### **5(2) STAFF – MILITARY VOLUNTEERS (NON-CIC)**

(a) IAW CATO 23-07, the following members of the Regular Force or Primary Reserve are authorized to perform voluntary service in support of cadet training with 111 RCACS:

<b>Service Number</b>	<b>Rank/Name</b>	<b>Home/Parent Unit</b>	<b>Volunteer Expire Date</b>
D26 715 120	Lt Clint Godsoe	15th Field Arty Regt	31 May 2011

#### **6. STAFF – CIVILIAN INSTRUCTORS**

(a) IAW CATO 23-05, the following civilian instructors are currently authorized to parade with 111 RCACS:

<b>Service Number</b>	<b>Name</b>	<b>Agreement Expire Date</b>

(b) On days of the month for which the above named civilian instructors do not receive remuneration, they will act as volunteers in support of cadet training with 111 RCACS IAW CATO 23-07.

#### **6(1) STAFF – CIVILIAN VOLUNTEERS**

(a) IAW CATO 23-07, the following civilians are authorized to act as volunteers in support of cadet training with 111 RCACS under the direct supervision of a CIC officer or CI:

<b>Volunteer Card Number</b>	<b>Name</b>	<b>Volunteer Card Expire Date</b>
	WONG, Jonathan	
	BELIVEAU, Jamie	
	SINGH, Rajeev	

#### **7. CADETS – ADMINISTRATIVE TRANSACTIONS**

(a) The following cadets are TOS:

(b) The following cadets are SOS:

(c) The following cadets are transferred to another squadron:

(d) The following cadets are on approved leave of absence:

#### **7(1) CADETS – PROMOTIONS AND AWARDS**

(a) The following cadets are promoted to the specified rank effective the date noted:

(b) Congratulations to the following cadets who have received awards/scholarships:

Rank	Last Name	First Name	Award	Date

(c) The following cadets are participating in the Duke of Edinburgh award program:

Rank	Last Name	First Name	Award Level
Sgt	Lim	Kenneth	Silver
WO2	Mao	Andy	Gold

**PART III NOTICES**

**8. MONTHLY NOTICES**

- (a) All returning cadets/staff mbrs are reminded to update their contact information with the administration department as soon as possible so that records can reflect any changes [Admin O].
- (b) All cadets who require new uniform parts are directed to inform their flight commanders who will make an appointment with the Supply Officer for replacement/ordering of necessary uniform parts [Sup O].
- (c) All personnel are to check the squadron website ([www.cadets.ca/lhq/111air](http://www.cadets.ca/lhq/111air)) prior to any cadet activity so that they are informed of any necessary information [CO].
- (d) All personnel are reminded that the Squadron Standing Orders and Routine Orders must be read on a regular basis and or utilized for guidance pertaining to all Squadron Activities [CO].

*//original signed//*

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 R.S. Brekke  
 Captain  
 Commanding Officer  
 604-317-6780

Distribution List

Air Office – RCSU (Pac)	1*	47 RCSCC	1
Sqn OR	1	Notice Board	1
15 Fd RCA OR	1	Sponsoring Committee	1*
2472 RCACC	1	<u>Sqn Website</u>	<u>1*</u>
		<b>TOTAL</b>	<b>8</b>

\* via electronic delivery