Cadet Monthly Routine Orders
issued by
MAJOR EMILY LEE

COMMANDING OFFICER
888 AVENGER RCACS
ROYAL CANADIAN AIR CADET SQUADRON

Order No. **02**	Last Order: 01
Dated: **01 Oct 20**	Dated: 01 Sep 20

1. ADMINISTRATION AND TRAINING

1.1. DUTY ROSTER

DATE	DUTY OFFICER
13 Oct 20	Capt Chau
20 Oct 20	Capt Tse
27 Oct 20	Capt Yip

1.2. TRAINING

(a) No face-to-face training activities scheduled for this month.
(b) Weekly training will occur virtually every Tuesday evening from 1830 hrs – 1955 hrs using Microsoft Teams.
(c) Training will occur IAW the following schedule:

TIMING	EVENT	RESPONSIBILITY
1830 – 1845	Icebreaker/Check-in	Instructors, Duty Staff
1845 – 1915	First Period	Instructors, Duty Staff
1915 – 1925	Break	Duty Staff
1925 – 1955	Second Period	Instructors, Duty Staff

1.3. CADET ACTIVITIES

DATE/TIME	ACTIVITY	DRESS	LOCATION	OPI
24 Oct 20 1400-1700 hrs	Registration	Civilians	Walter Moberly Elementary	2Lt Lam, C

2. OFFICER AND CADET APPOINTMENTS

2.1. OFFICER/ADULT STAFF

STAFF MEMBER	POSITIONS	UCCMA	RSO	404	OTHER
Maj Lee, E	Commanding Officer				
Capt Chau, C	Training Officer		X		
Capt Glaisher, A, CD	Support Officer	X	X	X	
Capt Tse, B	Support Officer		X		FAI
Capt Yip, P	Deputy Commanding Officer, COVID-19 Safety Officer				
Lt Truong, L	PLO 5				
2Lt Lam, C	Administration Officer			X	PPL
2Lt Ng, B	PLO 4			X	
CI Cheung, J	PLO 2, Assistant Band Officer				
CI Leong, A	PLO 1, Band Officer			X	
CV Chau, L	Assistant Administration Officer				
CV Darred, J	Flying Operations Officer				PPL
CV Ma, S	PLO 3				

PLO = Proficiency Level Officer; FAI = First Aid Instructor; PPL = Power Pilot Licence

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

2.2. SENIOR CADET APPOINTMENTS

POSITION	CADET NCO
Cadet Squadron Commander	WO2 Michael Kuok
Cadet Deputy Squadron Commander	WO2 Timothy Wong
Cadet Squadron Warrant Officer	WO2 Lawrence De Guzman
No. 1 Flight Commander (Hercules)	TBD
No. 2 Flight Commander (Griffon)	TBD
No. 3 Flight Commander (Lightning)	TBD
No. 4 Flight Commander (Sabre)	TBD
No. 5 Flight Commander (Polaris)	TBD
No. 6 Flight Commander (Phantom)	TBD
No. 7 Flight Commander (Aurora)	TBD

3. STAFFING/ CIVILIAN/CADET TRANSACTIONS

3.1 ADULT STAFF TRANSACTIONS

SITUATION	MEMBER(S)	REMARKS
Taken on Strength (TOS)	N/A	N/A
Struck Off Strength (SOS)	N/A	N/A
Leave of Absence (LOA)	N/A	N/A
Promotions	Maj Lee, E	N/A
Pending Enrollment	CI Cheung, J	N/A

3.2 CIC OFFICER VOLUNTARY SERVICE

(a) Voluntary service in support of cadet training, assigned by the Commanding Officer either verbally or in writing, during this Routine Order period, will be performed by the following members:

i. Maj Emily Lee
ii. Capt Crystal Chau
iii. Capt Amelia Glaisher, CD
iv. Capt Becky Tse
v. Capt Phoebe Yip
vi. Lt Latashya Truong
vii. 2Lt Caitlyn Lam
viii. 2Lt Brandon Ng
ix. CI Jeffrey Cheung
x. CI Alan Leong

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

3.3 CIVILIAN INSTRUCTORS

(a) IAW CATO 23-05, the following civilian instructors are currently authorized to parade with 888 RCACS:

Service Number	Member	Agreement Expiry Date
V74 638 915	Jeffrey Cheung	6 Feb 24
F59 721 148	Alan Leong	26 Nov 24

3.4 CIVILIAN VOLUNTEERS

(a) IAW CATO 23-07, the following civilians are authorized to act as volunteers in support of cadet training with 888 RCACS under the direct supervision of a CIC Officer of CI:

VOL CARD NO.	NAME	VOL CARD EXPIRY DATE
Not assigned	Lily Chau	n/a
Not assigned	Jeevan Darred	n/a
Not assigned	Stephanie Ma	n/a

3.5 CADET ADMINISTRATIVE TRANSACTIONS

(a) No new Strength (TOS)

a. FSgt Enrique Hernandez has graduated from the cadet program as of 30 Sep 20.

(b) No new promotions

(c) No new awards

3.6 CADET MISCONDUCT IN ORGANIZATION

(a) Cadets who are involved in any drug related activity (ie. smoking, vaping, ingestion, injection, etc). will not be tolerated. Counselling will be suggested to assist with medical needs. Any other circumstances, including being part of dealings, selling, or buying, termination of cadet membership will be immediate.

(b) Cadets involved in any violent crimes, gang related matters, persuading cadets to be involved in any crime related matters, will result in immediate termination of membership

(c) Misconduct will be based on Cadet regulations (ie. CATO 15-22); however, any offence related to the Canadian Law will be immediately reported to local law authorities.

// Original Signed //

E. Lee
Major
Commanding Officer

Distribution List

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