



**608 DUKE OF EDINBURGH ROYAL CANADIAN AIR CADET SQUADRON
ROUTINE ORDERS**

ISSUED BY
CAPTAIN J. LEADBEATER
COMMANDING OFFICER

ROUTINE ORDERS NO 01/23

1085-1 (CO)

04 Jan 23

Distr List

UPCOMING ACTIVITIES

1. Leadership Training Day, Sat 28 Jan 2023
2. Senior NCO Networking Night, Fri 03 Feb 2023 (Hosted by 173 RCACS)
3. Squadron Competition, Sat 2023
4. Marksmanship Competition, Sat 25 Feb 2023 (CFB Trenton, 608 Sqn Marksmanship Team)
5. Effective Speaking Competition, Sat XX Mar 2023 (Virtually, 608 Sqn Effective Speaking Team)
6. Sqn Citizenship Tour, Sat 01 Apr 2023
7. Area Band Competition (SEOA), Sat 22 Apr 2023 (CFB Trenton, Band)
8. Sqn Complementary Training Day, Sat 29 Apr 2023
9. Vimy Memorial Service, Sun 07 May 2023
10. Spring Field Training Exercise (FTX), Sat-Sun 06 May 2023
11. Spring Tag Day Fundraising Activity, Spring 2023
12. 68th Annual Ceremonial Review, Wed 07 Jun 2023
13. RCSCC QUINTE Annual Ceremonial Review, Thu 08 Jun 2023 (RCSCC QUINTE, Band)
14. Deseronto Memorial Service, Sat 10 Jun 2023

PART A – GENERAL ENTRIES

1. General

608 Duke of Edinburgh RCACS Routine Orders will be published once a month on the first Wednesday of the month. Submissions will be given to the CO, Capt J. Leadbeater the Friday prior to the publishing date in electronic format (justin.leadbeater@gmail.com or Leadbeater Capt JRG, justin.leadbeater@cadets.gc.ca) Do not pre-format the entry. Please ensure that all submissions have been thoroughly reviewed for proper grammar and spelling. Unless otherwise requested in the submission, RO entries will run throughout the training year.

2. Responsibilities of all personnel

All adult staff are required to familiarize themselves with QR&O 4.01 (Responsibility of Officers to Superiors) and 4.02 (General Responsibilities of Officers) and QR&O 5.01 (General Responsibilities of Non-Commissioned Members) as applicable.

All cadets are required to familiarize themselves with Cadets and Junior Canadian Rangers Youth Code of Conduct.

[Cadet Code of Conduct](#)

PART B – CONTACT INFORMATION

3. 608 Duke of Edinburgh Royal Canadian Air Cadet Squadron

Phone: (613) 962-7300 (Wednesday, September-June, 1730 hrs – 2100 hrs, 5:30 pm – 9:00 pm)

E-mail: 608dukes@live.com

Physical Address:

Belleville Armoury
187 Pinnacle St.
Belleville, ON K8N 3A5
Enter via Bridge St.

Mailing Address

608 Duke of Edinburgh RCACS
P.O. Box 22022
Belleville, ON K8N 5V7

4. Adult Staff

Commanding Officer (CO) – Captain (Capt) Justin Leadbeater, Justin.Leadbeater@cadets.gc.ca

Training Officer (Trg O) – Captain (Capt) Angeline Howard, Angeline.Howard@cadets.gc.ca

Supply Officer (Sup O) – Captain (Capt) Robin Brooks, Robin.Brooks@cadets.gc.ca

Band Officer (Band O) – Captain (Capt) Kelly Dixon, Kelly.Dixon@cadets.gc.ca

Administration Officer (Adm O) – Second Lieutenant (2Lt) Brandon Pekilis, Brandon.Pekilis@cadets.gc.ca

5. 608 Squadron Sponsoring Committee (SSC)

Chair – Cathy Henry

Treasurer – Helen Bateman

Secretary – Michelle Emond-MacCarthy

Member – Mike Henry

Member – Bruce Bateman

Member – Jennifer Patton

OPC Representative – Lewis Jenkins

6. Canadian Armed Forces Support

Zone Training Officers (ZTO)– Lieutenant (Navy) (Lt (N)) James Messecar

Officer Commanding, South Eastern Ontario Area (OC SEOA) – Major (Maj) Melissa Wordragen

Commanding Officer, Regional Cadet Support Unit Central (CO RCSU C) – Lieutenant-Colonel (LCol) Shaun O’Leary

Commander, Cadets and Junior Canadian Rangers (Comd CJCR) – Brigadier General (BGen) Jamie Speiser-Blanchet

7. Official Sponsors

418 Wing (Belleville) Royal Canadian Air Force Association

President – Murray Hope

Secretary – Pat Hope

8. Army, Navy & Air Force Veterans in Canada (ANAVETS) – “Duke of Edinburgh” Unit 201

President – Terry Law

Youth Development Officer - Robin Dummond

9. Additional Sponsors

President, Royal Canadian Legion Branch 99 - Shirley Stewart

Belleville Veterans Council - Brian Woodly

Rotary Club of Belleville

PART C – WEEKLY TRAINING SCHEDULE (WEDNESDAY)

<u>EVENT</u>	<u>TIME</u>
CADETS ARRIVE	1745 hrs – 1800 hrs
FORM UP/INSPECTION	1800 hrs – 1815 hrs
OPENING PARADE	1815 hrs – 1845 hrs
PERIOD 1	1845 hrs – 1915 hrs
REST	1915 hrs – 1920 hrs
PERIOD 2	1920 hrs – 1950 hrs
BREAK	1950 hrs – 2005 hrs
PERIOD 3	2005 hrs – 2035 hrs
CLOSING PARADE	2035 hrs – 2100 hrs
CLEAN UP/DISMISSAL	2100 hrs – 2115 hrs

PART D – CANCDTGENS

10. CANCDTGENS

The following is a list of recent CANCDTGENS which are now available on Canada.ca:

Number	Date	OPI	Subject
014/22	09 Aug 22	Comd CJCR	Direction on Period Allocation – Promoting Healthy and Safe Experiences (PHASE)
013/22	16 Aug 22	Comd CJCR	Use of Private Motor Vehicles in support of Cadet Activities
012/22	23 Aug 22	Comd CJCR	Updates to the Cadet Program Interim Activity Safety Direction
011/22	14 Jul 22	Comd CJCR	Cadet and Junior Canadian Rangers Dress Instructions – Interim Update
010/22	29 Jun 22	Comd CJCR	Information Management for Corps/Squadron and Cadet Training Centres
009/22	22 Jun 22	Comd CJCR	Update - COVID-19 Vaccination Requirements for Cadets
008/22	13 Jun 22	Comd CJCR	Cadet Training Centre Command Team Appointments - 2022 (Amendment 1)
007/22	19 May 22	Comd CJCR	Mandatory General Safety Program Training
006/22	19 May 22	Comd CJCR	Cadet Entrance, Exit and Self-Identification Surveys
004/22	05 Apr 22	Comd CJCR	CJCR Communication Platforms
002/22	14 Feb 22	Comd CJCR	Access and use of Cadet365 by Cadets

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PART F – ADMINISTRATION

11. CADET365 Onboarding

All cadets are to onboard to CADET365. Please ask squadron staff for your username and password.

If cadets have not completed onboarding, please see onboarding information (refer to [CADET365 - Canada.ca](https://www.cadet365.ca) for instructions)

The password update and onboarding can be done at www.office.com from a personal device.

When selecting a new password, it must be

- A minimum of 8 characters
- Contain at least an Uppercase, Lowercase and number
- Cannot contain personal identifiers and or be too simple

If the new password chosen keeps on getting rejected, refer to this website for help choosing a secure password [Passphrases, passwords and PINs - Get Cyber Safe](https://www.getcybersafe.ca)

Call 1-855-252-8082 or email IT@cadets.gc.ca if you require assistance.

[IT Support and Resources - Canada.ca](https://www.cadet365.ca)

12. CJCR Youth Code of Conduct

Cadets and Junior Canadian Rangers (CJCR) is committed to providing a safe, welcoming, and supportive environment where adult staff, cadets and Junior Canadian Rangers (JCRs) feel valued and can develop to their maximum potential. Treating every person within our organization with respect and fairness, acting and making decisions in their best interest and working objectively within the parameters of CJCR orders, policies and directives are at the core of our daily operations. We foster supportive relationships with cadets/JCRs within appropriate boundaries in order to promote and maintain a culture free from all forms of discrimination, abuse, inappropriate conduct and damaging behaviour.

Administration at Corps/Squadron

5.1 All cadets and adult staff must participate in an annual briefing on, and signing of, their respective Codes of Conduct within the first 30 days of the training year. For new CAF members and CIs, initial briefs and signing must occur prior to reporting for duty. For new cadets this must occur within 15 days of registration. To comply with briefing and signing requirements, all must:

- a. participate in a briefing on their applicable code of conduct, delivered by their supervisor, or an adult supervisor in the case of a cadet, that:
 1. ensures that they are aware of, and engage in discussion on all behavioural expectations set out in their code of conduct; and
 2. provides an opportunity to ask questions of clarification.
- b. sign their code of conduct; and
- c. in the case of cadets, have a parent/guardian sign the Cadet Code of Conduct in order to:
 1. ensure the parent/guardian is aware of all behavioural expectations outlined within the Cadet Code of Conduct; and
 2. have an opportunity to ask questions of clarification.

[5019-6 Annex A – Cadet Code of Conduct](#)



Cadet-Code-of-Conduct-EN.pdf

13. Attendance Notification

If a cadet cannot attend a Wednesday weekly training night for a valid reason, the cadet must fill out and submit the Attendance Notification Form on the Squadron website www.608dukes.com (See below).

Current notifications will be sent to the CO.

<http://www.608dukes.com/attendance-notification.html>

PART G – SUPPLY

14. Issue of Uniform and Clothing Record Completed

All cadets will be required to sign for uniform and clothing records. More information to be provided by the Supply Officer.

15. Measuring Instructions

In order for 608 Duke of Edinburgh Air Cadets to receive a Field Training Uniform (FTU), we are requesting your help to provide us with the measurements required to place the orders. In order to do that, we are asking you to consult the attached measuring guide and respect the instructions below. Please return the attached form completed as soon as possible.

TECHNICAL INSTRUCTIONS FOR INDIVIDUALS TAKING MEASUREMENTS

- This form should be completed with the assistance of an adult.
- Individuals being measured should remove bulky items such as wallets/cell phone from their pockets.
- They should NOT stand at the “ATTENTION” position.
- All measurements should be taken close but NOT TOO TIGHT due to slight grow.



Measuring
Instructions Cadet FTL



Air Cadet FTU Form
Fillable.pdf

PART H - TRAINING

16. Training Year Cadet Co-op

The Training Year Cadet Co-op is starting back up once again in partnership between UCDSB and RCSU Central.

Attached are the registration form for cadets, and an FAQ sheet.

To be eligible a cadet must:

- Attend High School in Ontario
- Reside in Ontario
- Be a current cadet

There is one misconception that has come up over the years:

- Cadets must be a student from UCDSB- Incorrect
- > The program is a ministry of education program, coordinated on behalf of the ministry through UCDSB. As long as the cadet is a student of any school board in Ontario (French, English, Public, Catholic, or even Private) they are eligible as the credit is linked to their OEN (Ontario Education Number)

Cadets can earn up to 4 credits through the training year version of cadet co-op. It takes 90 hours of cadet activities (Training, team practices, uniform prep, lesson prep, etc) to earn a credit, as well as completion of the pre-placement assignments, tracking their hours on a log sheet, and participating in your ACR. Why not earn some high school credits for what they are already doing!

If you have any questions, please let the CO know. Completed registration forms are to be directed to cadetcoop@ucdsb.on.ca



**Please contact the CO for a fillable registration form.*

35. Virtual Training

Cadets unable to attend in-person training are invited to attend virtually! Please confirm your attendance with the CO or Trg O prior to a virtual training night to confirm attendance.

Virtual Training Night

Wednesday 6:00 p.m. - 8:00 p.m.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGNiZDI4YTI4NmVmZi00MDFmLTg1NWItZTEzMzQ4YTYyNmEx%40thread.v2/0?context=%7b%22Tid%22%3a%22ab126afb-e60c-4e2f-b6cf-c7350c76dc84%22%2c%22Oid%22%3a%225872713d-76e3-4826-928a-75b593b46b67%22%7d

17. Commanding Officer’s (CO’s) Parade

To take place on the First Wednesday of every Month. Dress will be No 1A/C1A Ceremonial Dress or No 3B/C3B – Routine Training Dress (Summer).

18. Weekly Training

608 Sqn will continue Wednesday weekly training two-periods of mandatory/complementary training, while a third period will be reserved for supply/admin.

19. Sports Night

To take place on the Last Wednesday of every Month. Dress will be Sports Dress, with issued navy-blue t-shirt or equivalent.

20. Optional Training

Optional training will happen on Monday, Wednesday and Friday evenings to support clubs and teams. Activities are optional and will not conflict with mandatory/complementary training.

PART I - CLUBS AND TEAMS

21. Marksmanship (Wednesday, In-person, 1700 hrs – 1800 hrs)

Optional marksmanship practices to be conducted on Wednesday evenings prior to weekly training. Will not take place on CO’s Parades. To take place when Range Safety Officer (RSO) is available.

Additional practices to be scheduled with 2818 RCACC on Sunday, In-Person, 1300 hrs – 1700 hrs. More information will be communicated to the Marksmanship Team.

22. Flag Party / Drill (Wednesday, In-person, 1700 hrs – 1800 hrs)

Optional drill practices to be conducted Wednesdays prior to CO’s Parade, weekly training, and sports nights.

23. Band (Friday, In-person, 1700 hrs – 2000 hrs)

Optional band practice to take place on Friday evenings at the Belleville Armouries.

608 RCACS has offered to combine bands with 58 RCSCC for our Annual Ceremonial Review and their Ceremonial Review. (Wed/Thu 07/08 Jun 2023)

Intent to do combined practices with 58 RCSCC QUINTE on Saturday mornings at their facility 16 S Front St. More info to follow.

24. Ground School (Monday, Virtually, 1800 hrs – 1900 hrs)

Optional ground school training to take place hosted by 2Lt Pekilis.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDAwMTJhMWEtY2FjMi00YzBmLWE1NTAtY2E2MjZjNjRlNWFi%40thread.v2/0?context=%7b%22Tid%22%3a%22ab126afb-e60c-4e2f-b6cf-c7350c76dc84%22%2c%22Oid%22%3a%2200952cfd-d034-412a-bb7d-b27f8f09af2d%22%7d

Online Ground School (OGS)

CJCR HQ will be conducting the National Online Ground School (OGS) for the 2023 ACNSTC Selection Process. As this is a requirement for cadets to be considered for a position on either PPTC or GPTC.

25. Effective Speaking (Monday, Virtually, 1700 hrs – 1800 hrs)

Optional effective speaking and debate to be hosted by WO2 Bateman. Open to all cadets. Please ensure you have you have completed your initial login to Cadet365. More information to follow.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NmMwMjIwOTUtYjY3NC00NGlWLTliYzItZGlzNmQ4NjhmMTRh%40thread.v2/0?context=%7b%22Tid%22%3a%22ab126afb-e60c-4e2f-b6cf-c7350c76dc84%22%2c%22Oid%22%3a%229003e70f-6466-4192-bf51-74317ab25863%22%7d

26. Orienteering

No Orienteering Regionally Directed Activity (RDA) to be conducted this training year.

27. Biathlon

608 RCACS will not be participating in the Biathlon competition this training year.

28. SEOA Cadet Advisory Council (Virtually)

SEOA Cadet Advisory Council will be restarting hosted by WO Magill, J3 Training Support Coordinator starting in January. The intent is to provide an opportunity for the Cadets to voice and concerns or ideas they may have that would benefit the Canadian Cadet Organization.

The following members have been nominated:

- WO2 Bateman
- FSgt Joseph

PART J – SQUADRON SPONSORING COMMITTEE

29. Fruit Donations

NEEDED: Fruit Donations

As we are resuming in-person activities, there will be a canteen set up for the cadet break. Small items are for sale from \$0.25 to \$2.00. We always have fruit available for free. We are asking parents to sign up for donations of fruit.

Please sign up on [Facebook.com/608RCACS](https://www.facebook.com/608RCACS) or contact a member of the SSC.

Thank you again parents/guardians for helping us out!

[608 Duke of Edinburgh Royal Canadian Air Cadet Squadron Facebook Page](https://www.facebook.com/608RCACS)

PART K – ONTARIO PROVINCIAL COMMITTEE

30. Regional Director Visit

More information to follow.

PART L – PUBLIC AFFAIRS

31. 608 Duke of Edinburgh RCACS Website and Facebook Page

We invite you to keep up with what's happening at 608 Duke of Edinburgh RCACS. Visit our website, www.608dukes.com and/or Facebook page, 608 Duke of Edinburgh Royal Canadian Air Cadet Squadron, and check us out. We ask you as well to give us a like.

[608 Duke of Edinburgh Royal Canadian Air Cadet Squadron Website](#)
[608 Duke of Edinburgh Royal Canadian Air Cadet Squadron Facebook Page](#)

PART M – COMMANDING OFFICER

32. Interview with the Commanding Officer (or delegated individual)

All cadets will be required to complete an interview with the Commanding Officer (or delegated individual).

33. Mask Policy/Posture for Staff and Cadets

Current posture is that all CIC/COATS mbrs are required to wear masks indoors; cadets to follow local public health guidelines (which typically are that masks are optional).

While the mask posture has changed or relaxed in some instances (WRT CAF) the posture for our operations and activities remains unchanged at this time. Specifically,

Wearing of masks:

- a. CAF regs (CIC / COATS, CIs, Reg F and P Res pers) will remain subj to CDS direction (masks to be worn in all common and public areas),
- b. Cadets and volunteers will follow the requirements established by the facility or the applicable provincial / territorial health regs,
- c. Cadets will not therefore not require masks outdoors, and indoors only at CERTAIN DND / Federal facilities (including DND veh, aircraft and vessels) or as otherwise required by a facility owner / operator,

CIC/COATS staff (including CIs) - masks are NOT optional they are required at when indoors in all common and public areas. Classrooms, Parade Square/Drill Hall, pretty much anyplace where mbrs and cadets could or would gather. Posture for cadets is to follow local PHM.

34. Dress Instructions

The new dress policies for the CAF are now in effect and you can see the changes at Dress instruction / Chapter 2 of the dress regulation (link below).

[Dress instructions | Chapter 2 Policy and appearance – Canada.ca](#)

Cadets and Junior Canadian Rangers (CJCR) Dress Instructions

Foreword

1. A-CR-CCO-100/AG-001, Cadets and Junior Canadian Rangers Dress Instructions, are issued on authority of the Commander, Cadets and Junior Canadian Rangers (Comd CJCR).
2. A-CR-CCO-100/AG-001 is effective upon receipt and supersedes all dress policy and rules previously issued as a CATO, manual, supplement, order or instruction.
3. Chapters 1 to 6 of the CJCR Dress Instructions apply to Sea, Army and Air Cadets whereas Chapters 1, 2 and 7 apply to Junior Canadian Rangers.
4. Suggestions for revision shall be forwarded through the chain of command to the CJCR Clothing and Dress Committee (CJCR CDC).
5. Any changes will be promulgated by a CANCDTGEN from the Comd CJCR.

<https://www.canada.ca/en/department-national-defence/services/cadets-junior-canadian-rangers/cjcr-policy/cjcr-dress-instructions.html>

35. Occasional Community Supporters, Volunteer Drivers, Guest Lecturers

Basic Screening to be completed for any adult who supports the Cadet Program on an occasional basis and (who) will not be under the constant supervision of a fully screened adult. This may apply to committee members, occasional community supporters, occasional drivers, League members and guest lecturers. It may apply to CAF Reg F and P Res members, DND employees and civilian contractors in accordance with their type of engagement.

Basic Level screening requires submission of the application, an initial interview, and a favourable VSS (reference checks and a final interview are optional).

Once all the screening elements are complete and submitted by mail, 1-3 weeks should be allowed for delivery and processing at RCSU HQ.

Basic Screening is not required for guest instructors or visitors who will be escorted / supervised at all times, nor is it required for parents of cadets, screened League members, or others who are present at the training site but do not have any unsupervised direct interaction with cadets. Screening is required for drivers supporting fundraising efforts such as tag day (except for a parent driving only their own child), and for any other adult who will have direct interaction with cadets that is not under the supervision of a CJCR screened adult.

36. Questions

If you have any further questions, please reach out to Capt Justin Leadbeater at justin.leadbeater@cadets.gc.ca or justin.rg.leadbeater@gmail.com.

//Original Signed by//

J.R.G. Leadbeater
Captain
CO 608 RCACS

Distr List

Adult Staff 608 RCACS
SSC 608 RCACS
Cadets 608 RCACS
Parents/Guardians 608 RCACS
ZTO SEOA
OPC Director 608 RCACS
Website (608dukes.com)
608 RCACS Facebook page