



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

ISSUED BY  
CAPTAIN J. LEADBEATER  
COMMANDING OFFICER

ROUTINE ORDERS NO 10/22

1085-1 (CO)

05 Oct 22

Distr List

**UPCOMING ACTIVITIES**

1. Gleaner's Food Bank – Food Drive, ~~Sat 15~~ – Sun 16 Oct 2022
2. Fall FTX, Sat 22 Oct 2022
3. ~~Mountain View Airport Tour, Sun 30 Oct 2022 - CANCELLED~~
4. Poppy Day – Legion Poppy Campaign, Fri 04 Nov 2022
5. No Stone Left Alone, Sat 05 – Sun 06 Nov 2022
6. Remembrance Day Service, Fri 11 Nov 2022
7. ~~SEOA Orienteering Workshop, Sat 12 Nov 2022 – CANCELLED~~
8. SEOA Biathlon, 19-20 Nov 2022 - NEW
9. Belleville Santa Claus Parade, Sun 20 Nov 2022
10. Depart with Dignity – Capt Russell, Wed 23 Nov 2022
11. Level 5 Workshop, Sat 26 – Sun 27 Nov 2022
12. Trenton Santa Claus Parade, Sun 27 Nov 2022
13. Christmas Mess Dinner, Wed [21](#) Dec 2022 (Date Change)

**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.rg.leadbeater@gmail.com](mailto:justin.rg.leadbeater@gmail.com) or Leadbeater Capt JRG, [justin.leadbeater@cadets.gc.ca](mailto: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 to required to familiarize themselves with Cadets and Junior Canadian Rangers Youth 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](mailto: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](mailto:Justin.Leadbeater@cadets.gc.ca)

**Deputy Commanding Officer (DCO)** – Captain (Capt) Cynthia Russell, [Cynthia.Russell@cadets.gc.ca](mailto:Cynthia.Russell@cadets.gc.ca)

**Training Officer (Trg O)** – Captain (Capt) Angeline Howard, [Angeline.Howard@cadets.gc.ca](mailto:Angeline.Howard@cadets.gc.ca)

**Supply Officer (Sup O)** – Captain (Capt) Josh Bambrough, [Joshuachristopher.Bambrough@cadets.gc.ca](mailto:Joshuachristopher.Bambrough@cadets.gc.ca)

**Administration Officer (Adm O)** – Captain (Capt) Robin Brooks

**Assistant Administration Officer (A/Adm O)** – Second Lieutenant (2Lt) Brandon Pekilis,  
[Brandon.Pekilis@cadets.gc.ca](mailto: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 D – CANCDTGENS

### 10. CANCDTGENS

The following is a list of recent CANCDTGENS which are now available on [Canada.ca](https://www.canada.ca):

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

## PART E – UPCOMING ACTIVITIES

### 11. **Cadet Week, Sat 01 Oct – Fri 07 Oct 2022**

The provincial Cadet Leagues in conjunction with Mr. T Barrett have successfully obtained Royal Assent for the Ontario Cadets Week Act on 11 Apr 22 which officially recognizes the Cadet Program (CP) in Ontario. The week will occur annually for 7 days beginning on the first Saturday in October. In accordance with (IAW) Ref A, the Act states “Ontario Cadets Week will honour the outstanding young Canadians...as well as recognizing those who support the programs directly and indirectly.”

### 12. **CO’s Parade, Wed 05 Oct 2022**

First CO’s parade of the training year. Special presentation to be made to the CO. Dress to be No. 1A/C1A Ceremonial Dress.

### 13. **Gleaner’s Food Bank – Food Drive, Sun 16 Oct 2022, 1030-1330 hrs**

Gleaner’s Food Bank is planning food drive and want cadets to do organizing in the warehouse located at 25 Wallbridge Crescent. Any number of cadets will be welcome to help out. Not door to door just dropping off and sorting. Dress will be CADPAT/FTU.

### 14. **Fall FTX, Sat 22 Oct 2022**

2-Day activity to be conducted at Macaulay Mountain Conservation Area. Transportation, meals, equipment to be provided. Dress to be CADPAT/FTU.



608 Sqn Fall FTX -  
OPS ORDER 2022.pdf

~~15. Mountain View Airport Tour, Sun 30 Oct 2022 – CANCELLED~~

~~Initially to be conducted as familiarization flights for 608 Sqn cadets. Supported activity of tour Mountain View Airport to be submitted. Transportation, meals to be provided.~~

As per Air Ops, there will be no famil flying gliding this fall. At this time Air Ops expects to be resuming famil flights in the spring but that will be confirmed at a later date.

16. **Poppy Day – Legion Poppy Campaign, Fri 04 Nov 2022**

Projected date for Poppy Sales support to Belleville Royal Canadian Legion Branch 99. Cadets to be positioned at store locations to sell poppies to the general public. Dress to be No 3/C3 – Routine Training Dress.

17. **No Stone Left Alone, Sat 05 – Sun 06 Nov 2022**

608 Sqn Cadets to assist Steve MacCarthy with placing a poppy and possible a small Canada flag at 65 plots at St James Cemetery including a small ceremony. 608 Sqn may assist with 281 plots located at Belleville Cemetery. Dress will be No 1A/C1A Ceremonial Dress.

No Stone Left Alone Memorial Foundation is dedicated to honouring and remembering Canada's veterans. Their unique ceremony provides students and youth with an authentic experience that creates knowledge, understanding and appreciation of those who serve and of the sacrifice of Canada's fallen.

More information can be found at: <https://www.nostoneleftalone.ca/>

18. **Remembrance Day Service, Fri 11 Nov 2022**

Belleville Veterans Council has requested 608 Sqn to participate in a service on Nov 11<sup>th</sup> 2022 at the Belleville Cenotaph. One cadet to carry the Air Force ensign, and a stand by cadet to possibly carry a second flag. Dress will be No 1A/ C1A – Ceremonial Dress.

~~19. SEOA Orienteering Workshop, Sat 12 Nov 2022~~

~~SEOA Regional Directed Activity (RDA). Only a select few cadets to participate. More information to follow.~~

20. **SEOA Biathlon, 19-20 Nov 2022 – NEW**

More info to follow.

21. **Belleville Santa Claus Parade, Sun 20 Nov 2022**

Belleville Chamber of Commerce has requested 608 Sqn to participate in the 2022 Belleville Santa Claus Parade. The parade is Sunday November 20th leaving the Fairgrounds at 4:30pm and traveling Bridge Street all the way to the Bayview Mall. Intent will be to combine with 2818 RCACC and 58 RCSCC as a marching contingent. Dress will be No 3/C3 – Routine Training Dress.

*There is no substitute for the value of LIVE music.* All members encouraged to sign out an instrument and participate. Flag party, cadets to carry Sqn banner needed as well.

We have also been requested to help serve hot chocolate as a fundraiser through the Belleville Armouries providing support to the parade and involvement downtown.

This would be our first Santa Claus Parade since 2019. Approval to be submitted through CO RCSU C. More information to follow.

22. **Depart with Dignity – Capt Russell, Wed 23 Nov 2022**

A retirement ceremony to ensure appropriate recognition upon completion of military service to take place at the Belleville Armouries. Dress will be No 1A/C1A – Ceremonial Dress. More information to follow.

23. **Level 5 Workshop, Sat 26 – Sun 27 Nov 2022**

SEOA Office will conduct in-person weekend workshops on 25-27 Nov 22 to satisfy PO 513 Attend Workshops for selected Phase Five/Master Cadet/Proficiency Level Five cadets as

part of the mandatory training program.

Attached is the Wng O for the upcoming PO513 workshops. First dates are 25 - 27 November with an additional weekend coming in February. We are working on the Op O for this - target date is 21 Oct. Also to follow Fortress serials.

Note - with the 2 sessions please plan and prioritize for ~50% of your eligible cadets for this session, remainder for Feb dates.



WngO - 2022 SEOA  
PO 513 Workshops 21

#### **24. Trenton Santa Claus Parade, Sun 27 Nov 2022**

Quinte West Chamber of Commerce has requested 608 Sqn to participate in the 2022 Trenton Santa Claus Parade. Centennial Park, Couch Cres. Trenton. Parade begins at 4:30pm SHARP. (Please be there no later than 3:30pm for parade line up). Cadets to arrange their own transportation. All vehicles must take direction from the police upon reaching Queen Street at the end of the parade. Dress will be No 3/C3 – Routine Training Dress.

Approval to be submitted through CO RCSU C. More information to follow.

#### **25. Christmas Mess Dinner, Wed 21 Dec 2022 – NEW DATE / LOCATION**

To be conducted at SANS-SOUCI and will consist of traditional dinner (roast turkey, turkey stuffing, mashed potatoes, gravy, green beans, corn, dinner rolls, cranberry sauce, and dessert). Please inform the CO of any dietary restrictions. Although Mess Dinner is in title, activity will be more of a wedding-reception event. More information to follow.

### **PART F – ADMINISTRATION**

#### **26. Annual Validation and Medical Verification**

All cadets must complete an Annual Validation and Medical Verification prior to 30 Nov 2022. Cadets that have registered this training year have had their medical information verified during registration. Copies will be available to sign after Wed 14 Sep 2022.

#### **27. CADET365 Onboarding**

All cadets are to onboard to CADET365.

All cadets now have a Cadet365 account, ask squadron staff for your username and password. Follow this page for more information.

<https://www.canada.ca/en/department-national-defence/services/cadets-junior-canadian-rangers/cadets/cadet-o365.html>

#### **28. 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.

<https://www.canada.ca/en/department-national-defence/services/cadets-junior-canadian-rangers/cjcr-policy/canctdgtens/2021/canctdgen013-21/code-conduct-youth.html>

## 29. 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 (See below).

Current notifications will be sent to the CO.

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

## PART G – SUPPLY

### 30. New Uniform Orders

All cadets to report to the supply officer with new uniform requests.

### 31. 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

### 32. Issue of Uniform and Clothing Record Completed

All cadets will be required to sign for uniform and clothing records. More direction to follow.

**PART H - TRAINING**

**33. 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



After-School Cadet Co-Op FAQs 2022-20:

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

**34. 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.

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

**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\\_OGNiZDI4YTItNmVmZi00MDFmLTg1NWItZTEzMzQ4YTYyNmEx%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](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGNiZDI4YTItNmVmZi00MDFmLTg1NWItZTEzMzQ4YTYyNmEx%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)

**35. 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).

**36. 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.

**37. Optional Training**

Optional training will happen on Monday, Wednesday and Friday evenings to support clubs and teams. As mentioned in the title, the activities are optional and will not conflict with mandatory/complementary training.

**PART I - CLUBS AND TEAMS**

**38. Ground School**

Names to be submitted to the CO for Online Ground School – Glider Pilot, Online Ground School – Power Pilot. Deadline to submit on Fortress is 15 Oct 2022.

608 Sqn Ground School to take place in-person Monday evenings with 2Lt Pekilis.

**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, the IT SMC has developed a new registration process in FORTRESS for sqns to register their cadet(s) for either course.

**39. Marksmanship**

To take place on Wednesday evenings from 1700 hrs – 1800 hrs. Open to all cadets. Will not take place on CO's Parades. To take place when Range Safety Officer (RSO) is available.

**40. Band**

To take place on Friday evenings from 1700 hrs – 2000 hrs. Open to all cadets. Intent to do combined practices with 58 RCSCC QUINTE on Saturday mornings at their facility 16 S Front St. More info to follow.

**41. Effective Speaking**

Open to all cadets. To begin virtually Monday 17 Oct 2022 through CADET365. Please ensure you have you have completed your initial login. More information to follow.

**42. Orienteering**

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

**43. Flag Party**

Practices to be conducted Wednesdays 1700 hrs – 1800 hrs.

**44. Drill**

No Drill Regional Directed Activity (RDA) for drill will be conducted this training year.



## **PART J – SQUADRON SPONSORING COMMITTEE**

### **45. 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.

Please see the CO for more information about becoming a volunteer driver.

### **46. 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](#)

## **PART K – ONTARIO PROVINCIAL COMMITTEE**

### **47. 50/50 Campaign Launch – 25 August 2022**

The fall 50/50 campaign for a larger prize will blast off on 25 August 2022. The proceeds from our 50/50 campaign directly support the local Squadrons throughout the province. Materials that will assist SSCs to raise funds for the local Squadron through the 50/50 will be sent next week. You can buy your 50/50 tickets for the current raffle [here](#). Please be sure to select the Squadron you are supporting from the drop-down menu.

## **PART L – PUBLIC AFFAIRS**

### **48. 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](http://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](#)

### **49. CJCR PA TOOLKIT**

"Hot off the press" is the new version of the CJCR PA toolkit, now on CADET365 SharePoint. These tools, which include electronic versions of brochures, backgrounders, videos and a variety of other products – under headings of "attraction tools", "print products", "attraction videos", and "social media posts" .... as well as other useful links and an image gallery – are easy to access and use for HQ and corps and squadron staff across the region (and coast to coast).

This is an expanded version of the previous tool kit, which was kept on the Cadet Portal – link was shared in previous regional newsletters and otherwise – and available to staff. This version, however, has a new “look-and-feel” and is easily accessible from the homepage of CADET365 SharePoint.

Here’s the link: <https://cjr365.sharepoint.com/sites/PA-AP>

**PART M – COMMANDING OFFICER**

**50. Interview with the Commanding Officer (or delegated individual)**

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

**51. Delegation of Authority – Cadet Activities**

Risk Type	Delegated Authority	CAAR	ERP template	Schedule	Op Order	Risk Assessment
Low risk, local activity	Corps/Sqn CO	No	No	No	No	No
Low risk, not local activity	Zone Trg O	Yes	Yes	No	No	No
Low risk, overnight activities	Zone Trg O	Yes	Yes	No	No	No
Low risk, supported activities	Zone Trg O	Yes	Yes	Yes	No	No
Medium risk Activities	Area OC	Yes	Yes	Yes	No	No
On-water activities	Area OC	Yes	Yes	Yes	*Yes	*Yes
Adventure training activities	Area OC	Yes	Yes	Yes	*Yes	*Yes
All fundraising activities	CO RCSU	Yes	No	No	No	No
Out-of-region activities	CO RCSU	Yes	Yes	Yes	Yes	Yes
High risk activities	CO RCSU	Yes	Yes	Yes	Yes	Yes

**52. Mask Policy/Posture for Staff and Cadets**

The mask policy is driven by the CDS down to the various commanders. WRT places like Trenton, Kingston, Petawawa the CDS has delegate auth to next level commanders WRT masking. Trenton relaxed mask posture, followed by Kingston. Petawawa has also relaxed the posture.

Mask policy for CIC/COATS/JCR is with Comd CJCR, BGen Speiser-Blanchet. She has not delegated auth down further. 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, Cls, 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,

While the CDS has delegated auth to modify mask posture to base/wing commanders (eg. 8 Wing Trenton is now relaxed, masks optional; 4 Div CDSG Petawawa is now relaxed, masks optional) the authority has not been delegated down WRT CIC/COATS/CJCR (BGen Speiser-Blanchet is that authority for us). For Cadets masks are optional at LHQ; at DND Facilities that will depend on the facility (Kingston for example). Best to check - you won't go wrong if masks are worn. For CIC/Coats pers masks to be worn in all common and public areas.

Again - for 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.

### 53. 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>

### 54. Questions

If you have any further questions, please reach out to Capt Justin Leadbeater at [justin.leadbeater@cadets.gc.ca](mailto:justin.leadbeater@cadets.gc.ca) or [justin.rg.leadbeater@gmail.com](mailto:justin.rg.leadbeater@gmail.com). Cell (613) 827-2320.

*//Original Signed by//*

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