



364 Lancaster Squadron

Standing Orders

This publication supersedes the squadron standing orders dated before below

OPI: CO 364 Sqn

22 November 2012

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RECORD OF AMENDMENTS

Amendment Number	Date of Amendment	Entered By	Date Entered
0	Original Issue	CO 364: Capt. Stephenson	30 Nov 2009
1	4 Oct 2010	Lt. M. Lucas	4 Oct 2010
2	13 Mar 2011	Lt. M. Lucas	13 Mar 2011
3	22 Nov 2012	Lt. M. Lucas	22 Nov 2012

Introduction

1. The 364 Squadron Standing Orders (SSO) are published under the authority of the CO to provide direction with respect to general operating procedures at the squadron during training nights and squadron activities.
2. They are issued to supplement and amplify existing Orders and Regulations. These orders may be stricter than the CATOs, CRCOs and other superior orders but never more lenient. No set of Orders, however comprehensive, can provide for every situation that may occur.
3. Changes to SSOs will be numbered consecutively commencing with the number “1” followed by a slash and the year. The change number is printed in the footer of each page containing the change (eg: Ch 1/10). A new publication will be issued when there are too many changes, and changes from the previous issue will be indicated by the presence of a black vertical line in the left margin of the page.

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4. Annually, all staff members shall sign as having read and understood the SSOs. Any recommendations for amendments shall be forwarded to the CO.

Distribution List

Action

Internal

CO

DCO

TrgO

AdmO

SupO

External

ASU London

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LIST OF ABBREVIATIONS

AdmO	Administration Officer
AdmClk	Administration Clerk
ASU	Area Support Unit
CATOs	Cadet Administrative and Training Orders
CFAOs	Canadian Forces Administrative Orders
CI	Civilian Instructor
CIC	Cadet Instructor Cadre
CV	Civilian Volunteer
CO	Commanding Officer
CRCOs	Central Region Cadet Orders
DAODs	Defense Administrative Orders and Directives
Instr	Instructor
NCM	Non-Commissioned Member
OPI	Officer of Primary Importance
QR&Os	Queen’s Regulations and Orders
QR(Cadets)	Queen’s Regulations and Orders (Cadets)
RCO	Regional Cadet Officer
RCSU	Regional Cadet Support Unit
SOS	Struck off Strength
SupO	Supply Officer
TOS	Taken on Strength
TrgO	Training Officer
UHRA	Unit Human Rights Advisor

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CHAPTER 1

SQUADRON OPERATIONS

Dress and Deportment

1. All Officers, Staff, Cadets and Volunteers shall conform to the applicable dress regulations. Officers are subject to the Canadian Forces Dress Regulations (A-AD-265-000/AG-001) and Cadets are subject to CATO 55-04. All orders of dress prescribed herein can be found in these two publications.
2. CIs, CVs and Cadets out of uniform shall wear dark (black) dress pants and a white collared shirt, female CIs and CVs may wear other appropriate civilian clothing.
3. CIs and CVs shall wear a name tag on the right side, positioned as if it were a CF name tag. For CIs, this may be combined with a red shoulder slip-on with the words "CIVILIAN INSTRUCTOR".
4. The standard orders of dress for regular training are listed below:

Dress	Occasion	Cadets	WO1	Officers
Winter	Regular Training	C-3	C-2*	3C
	CO's Parade	C-1	C-1	3
Summer	Regular Training	C-2B	C-2B	3B
	CO's Parade	C-1	C-1	3

*- The WO1 may wear a CF blue sweater when not on parade in C-2 order of dress.

5. The change between winter and summer dress is ordered by the CO and is dictated by prevailing weather conditions. This change will be promulgated in the call down and the routine orders.
6. IAW the Canadian Forces Dress Regulations and CATO 55-04 all Officers and Cadets shall follow the grooming regulations. CIs and CVs are strongly encouraged to do the same.
7. During field training and team practices, Cadets may wear appropriate civilian clothing. Appropriate in this context means:
 - a. No vulgar language or depictions;
 - b. No spaghetti straps or bare midriffs, and;
 - c. Any other clothing deemed not appropriate by the CO or designate.

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8. All cadets shall wear applicable rank, qualification, summer camp and other badges as described in CATO 55-04 Annex F.
9. All members of the CF are reminded that they are subject to the Code of Service Discipline while at squadron functions, regardless of their status at the Squadron.
10. All Cadets and Staff shall behave in a manner which exemplifies the professionalism and leadership of the Canadian Forces. The public generally assumes that someone in uniform is associated with the CF or the Cadet program and behavior in uniform or at sanctioned activities is reflected on the entire Cadet program and CF.

Opening Parade

11. Opening Parade shall commence at 1845hrs on every training night. The parade shall be completed by 1900hrs.
12. Prior to commencement of opening parade, all Flight Commanders, the Squadron Warrant Officer, the Cadet Deputy Squadron Commander and the Cadet Squadron Commander shall ensure that their duties with respect to attendance records and uniform inspections have been completed.
13. The CO or designate may wish to address the squadron with any relevant announcements during opening parade, as well promotions may occur.
14. During the opening parade, the fall-in shall be conducted as directed by the CO, additionally, the squadron band will be brought on parade and the Canadian flag shall be raised.

Uniform Inspections

15. Prior to the commencement of Opening Parade, Flight Commanders shall ensure that all of their Cadet's uniforms have been inspected during the calendar month and that these marks have been recorded in the spreadsheet in the Training office.
16. Similarly, the Cadet Squadron Commander shall ensure that the senior cadets and Flag Party are inspected on a regular basis (at least once per month) and that these marks are entered into the spreadsheet. Per Annex B to this chapter, the Cadet Squadron Commander is expected to hold a uniform standard that is above reproach.
17. At any time, the CO or designate may direct an officer to inspect a flight. This will normally occur without warning to the Cadet Squadron Commander, Flight Commander or Cadets.

Closing Parade

18. Closing parade shall commence at 2100hrs and conclude no later than 2130hrs.

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19. The CO or designate may wish to address the squadron with any relevant announcements during closing parade.
20. The Canadian flag shall be lowered and the squadron band marched off during closing parade.
21. Subsequent to the command "FLIGHT COMMANDERS CARRY – ON" given by the Squadron Warrant Officer, the Flight Commanders shall re-iterate any relevant announcements, take care of any remaining administrative matters and march their flights off of the parade square in an orderly fashion.

Commanding Officer's Parades

22. Commanding Officer's Parades (CO's Parades) shall be conducted IAW the Canadian Forces Manual of Drill and Ceremonial (A-PD-201-000/PT-000) and CATO 12-01.
23. The Reviewing Officer (RO) shall be selected by the CO or designate and introduced by the Master of Ceremonies.
24. During the inspection, the band may play a song in slow march timing (60 BPM).
25. Once a flight's inspection has been concluded, the Flight Commander will stand the flight at ease and wait for the squadron inspection to conclude.
26. A march past will be conducted IAW A-PD-201-000/PT-000 and then the guest speakers will give their speeches, as well any presentations may be made at this time.
27. Generally, regular training will not occur during CO's Parade nights, however activities are at the discretion of the TrgO.

Regular Training Routine

28. The cadet timings and opening parade orders for a regular training night are described below:

Time	Activity
1800-1830	Cadets arrive on site at HMCS Hunter.
1830-1845	Opening Parade
1850-1920	Period 1 Class
1925-1955	Period 2 Class
2000-2030	Period 3 Class
2035-2105	Period 4 Class
2110-2125	Closing Parade and Cadet departure from HMCS Hunter

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Item	Command	By	Action	Remarks
1		A & B Coy WOs	Upon arrival to the HMCS Hunter, company commanders are to report to the admin office and collect attendance clipboards for their respective flights.	This ensures that attendance is taken properly and efficiently.
2	FLIGHT COMMANDERS ON ME	A & B Coy WOs	Coy WOs order flight commanders to report to them; attendance clipboards and any messages are passed on.	Allows for flow of communication.
3	SQUAD – OPEN ORDER – MARCH	F/Cmdr	Attendance is taken and flights are inspected at open order.	Should be done quickly.
4	SQUAD – CLOSE ORDER – MARCH	F/Cmdr	Flight is placed in close-order formation.	
5	SQUAD – RIGHT – DRESS	F/Cmdr	Flight is right dressed in preparation for parade; flight commanders should be 3 paces centered and in front of front rank.	At this point, flights shall be placed at ease.
6		Duty Sgt	Collects clipboards from all flights and returns them to training after parade.	This is done once flights have completed attendance.
7		DSWO	The DSWO marches on the parade square centering his/herself 3 paces in front of the dais and facing the squadron.	This will allow the rest of the squadron to know that opening parade is about to begin.
8	SQUADRON – ATTEN-TION	DSWO	The entire squadron, excluding the band and guard, comes to attention.	The parade has begun.
9	MARCH ON THE BAND	DSWO	The DSWO says this loud enough that the Drum Major is able to hear it from the quarterdeck.	The band should be prepared to march on to the parade square.
10	SIR/MA'AM	Drum Major	The Drum Major comes to attention and acknowledges that she has heard the DSWO and is prepared to	

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			march on; He/she raises the mace and the band marches off.	
11		Drum Major	The Drum Major will direct the band through the doors that lead to the parade square and immediately takes a right wheel; He/she then proceeds to take another right wheel after passing the flight on the band's right; Band continues to march taking a right wheel after taking 7 paces from the last flight on the right; a counter-march is taken when band approaches the wall and band is halted after drum major lines up with all of the other flight commanders in the front.	This process used to march band into the proper position on the parade square.
12	MARCH ON THE GUARD	DSWO	The DSWO will order the guard to the parade square.	
13	SIR/MA'AM	Guard Cmdr	The guard commander will acknowledge and march the guard through the quarter-deck doors, onto the parade square, marching in front of A Coy, right wheel after A flight, and march in front of B Coy until it reaches its position in between D and E flights. Guard will turn to the right and face the advance.	
14		SWO	The SWO will relieve command of the squadron from the DSWO, who will take post beside A flight.	
15	SQUADRON – STAND AT – EASE	SWO	The SWO will place the squadron at ease.	
16	SQUADRON – ATTEN-TION	SWO	The SWO will call the squadron to attention.	
17	MARCH ON THE FLAGS	SWO	The SWO will order the flag party to the parade square.	
18	SIR/MA'AM	Flag Party Cmdr	The flag party commander will acknowledge.	

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19	SQUADRON – TO THE FLAGS PRESENT – ARMS	SWO	The SWO will order the squadron to render a salute to the flag party; flight commanders, company commanders will salute and guard will present arms. The band will begin to play the music for the march.	The command to present arms occurs only when the guard is on parade.
20		Flag Party Cmdr	Flag party commander will march the flag party through the quarter-deck doors, in front of A Coy until it reaches A flight, where it will counter march and left wheel after B flight, continue until in front of the guard and counter march again in order to face the advance. The flag party will halt in line with A company.	
21	SQUADRON – SLOPE – ARMS	SWO	The SWO will order the squadron to slope arms and turn to face the dais in preparation for the arrival of the commanding officer.	
22	SQUADRON – STAND AT – EASE	CO	The CO will place the squadron at ease, and address squadron.	Items addressed will be concerning that night's training.
23	SQUADRON – ATTENTION	CO	The CO will order the squadron to attention and hand over command to the SWO.	
24	MARCH OFF THE FLAGS	SWO	The SWO will order the flags off the parade square.	
25	SIR/MA'AM	Flag Party Cmdr	The flag party commander will acknowledge.	
26	SQUADRON – TO THE FLAGS PRESENT – ARMS	SWO	The SWO will order the squadron to render a salute to the flag party; flight commanders, company commanders will salute and guard will present arms. The band will begin to play the music for the march.	

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27		Flag Party Cmdr	The flag party commander will march the flag party straight toward the dais and left wheel after passing A Coy and march towards the left, and left wheel again marching towards the rear of the squadron and march into the quarter deck.	The flag party will return the flags to the training office.
28	SQUADRON – SLOPE – ARMS	SWO	The SWO will order the squadron to slope arms.	
29		SWO	The SWO will order the DSWO to him/her and the DSWO will take command. The SWO will march off and the DSWO will take the SWO's position.	The SWO will march off to the left of the parade square.
30	COMPANY COMMANDERS CARRY – ON	DSWO	The DSWO will march off the parade square.	This hands over the dismissal to the company commanders; the company commanders may pass on any further information.
31	FLIGHT COMMANDERS CARRY – ON	A & B Coy WOs	The company commanders will march off the parade square.	Flight commanders are now in charge of dismissal of their own flights.
32		F/Cmdrs, Band Cmdr, Guard Cmdr	Flight commanders will march their flights off the parade square, with band and guard marching off first, followed by F flight through A flight.	

Team Practices

29. Team practices (band, flag party, marksmanship, drill team, drill team with arms, etc.) shall normally occur on Sunday at the HMCS Hunter.
30. Flying Scholarship classes are scheduled at the discretion of the instructor but are generally Tuesday evenings at the Windsor Flying Club.

FAMIL Flying

31. IAW CATO 52-07 and CRCO 1821, from time to time the Squadron may conduct Familiarization Flying activities in rented aircraft at the Windsor Flying Club.
32. Training priority for each FAMIL Flying day will be determined by the TrgO in consultation with the CO and the pilot(s) involved.
33. All documentation regarding FAMIL Flying will be kept IAW the orders mentioned in paragraph 31.

Gliding

34. IAW the Central Region Flying Orders, the CO shall submit to CO SWOGC annually a list of requested gliding dates.
35. Upon consultation with CO SWOGC and determination of the seasonal gliding schedule, the CO shall ensure that proper supervision is available for the Cadets.
36. Training priority for each Gliding date will be determined by the TrgO in consultation with the CO.

Community Parades

37. From time to time all or part of the Squadron may be asked to participate in various Community Parades, Commemorative Events or other Special Events.
38. Before committing the Squadron to such activities, the CO shall determine if sufficient staff is available for each proposed event date.
39. In the event that insufficient staff are available for an event, the CO shall respectfully decline the invitation of participation.
40. The CO shall determine a priority for each community event that the Squadron is requested to participate in and assign staff as available.
41. At a minimum, the supervisory requirements contained within CATO 13-21 must be followed, however due to the nature of parades and from previous experience, a

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minimum of two staff members shall be on hand at each community parade, community events where fewer Cadets are present may not necessitate two staff.

42. The Squadron shall strive to, at a minimum, provide a suitable band and ceremonial flag party for any parade, any supplementary Cadets shall march as a flight.

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STAFF TERMS OF REFERENCE

- 1. Commanding Officer (CO)**
- 2. Deputy Commanding Officer (DCO)**
- 3. Training Officer (TrgO)**
- 4. Administration Officer (AdmO)**
- 5. Supply Officer (SupO)**
- 6. Training Support Staff or Instructor (TrgSupp or Instr)**
- 7. Administration Clerk (AdmClk)**
- 8. Supply Clerk (SupClk)**
- 9. Unit Human Rights Advisor (UHRA)**
- 10. Unit Environmental Officer (EnvO)**
- 11. Building Security and Safety Officer (BldgSecO)**

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CADET TERMS OF REFERENCE

1. Squadron Warrant Officer (SWO)

- a. **Responsible to:** Commanding Officer (CO)
- b. **Responsible for:**
 - i. Safety and security of cadets
 - ii. Implementation of the training program
 - iii. Dress and deportment of the NCMs of the squadron
 - iv. Command of WOs
- c. **Primary duties:**
 - i. Ensure the safety and security of cadets during training
 - ii. Must maintain the highest level of personal drill, dress and deportment
 - iii. Ensure that the squadron maintains the highest level of dress and deportment
 - iv. Ensure that the squadron maintains the highest level of drill
 - v. Supervising the performance of WOs and providing coaching
 - vi. Inspecting the uniforms of WOs at the start of each regular training period
 - vii. Responsible for recognizing and remedying minor problems within the squadron, assisting the officer staff in problem solving and notifying staff of any persistent problems
 - viii. Will recommend cadets for remedial or corrective action to the CO as well will recommend cadets for special recognition or commendation
 - ix. Should, when possible, be the last cadet to leave any training location
 - x. Capable of all appointments lower on the chain of command
 - xi. All other duties as assigned
- d. **Qualifications:** Appointed by the CO based on exemplary leadership and organizational skills and service to the squadron
- e. **Rank:** WO1/WO2/FSgt



- f. **Parade Symbol:**

2. Deputy Squadron Warrant Officer (DSWO)

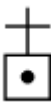
- a. **Responsible to:** Squadron Warrant Officer (SWO)
- b. **Responsible for:**
 - i. Safety and security of cadets
 - ii. Implementation of the training program
 - iii. Management of WOs
 - iv. Reporting issues regarding safety, security or the training program to the SWO
- c. **Primary duties:**
 - i. Shall act as SWO during the absence of the SWO
 - ii. Must maintain a very high level of professionalism, drill, dress and deportment
 - iii. Shall ensure that opening and closing parades are properly arranged and ready for the SWO on time and that all relevant information about parade and squadron status is passed to the SWO upon their arrival
 - iv. Is responsible for ensuring that attendance rosters are collected and delivered to the AdmO immediately after opening parade by the DutySgt
 - v. Shall assist WOs in their duties and guide them in solving minor problems with the assistance of the SWO when necessary
 - vi. Shall ensure flow of information both up and down the chain of command
 - vii. Should, when possible, be the one of the last cadets to leave any training location
 - viii. Capable of all appointments lower on the chain of command
 - ix. All other duties as assigned
- d. **Qualifications:** Appointed by the CO based on strong leadership and organizational skills and service to the squadron
- e. **Rank:** WO2/FSgt



- f. **Parade Symbol:**

3. Company Warrant Officer (Coy WO)


- a. **Responsible to:** Deputy Squadron Warrant Officer (DSWO)
- b. **Responsible for:**
 - i. Safety and security of cadets
 - ii. Dress and deportment of flights in company
 - iii. Management of FCmds in company
- c. **Primary duties:**
 - i. Ensure the highest level of dress and deportment of flights in the company
 - ii. Ensure the highest level of drill by flights in company
 - iii. Inspecting the uniforms of FCmds at the start of each regular training period
 - iv. Ensure that uniform inspections of flights is recorded by FCmds
 - v. Shall assist FCmds in their duties and guide them in solving minor problems with the assistance of the DSWO when necessary
 - vi. Will recommend cadets for remedial or corrective action to the CO as well will recommend cadets for special recognition or commendation
 - vii. C Coy WO must attend all special functions that they band, guard and flag party perform at
 - viii. Capable of all appointments lower on the chain of command
 - ix. Capable as acting as Stds WO or DSWO when required
 - x. All other duties as assigned
- d. **Qualifications:** Appointed by the CO based on strong leadership and organizational skills and service to the squadron
- e. **Rank:** WO2/FSgt

- f. **Parade Symbol:** 


4. Standards Warrant Officer (Stds WO)

- a. **Responsible to:** Deputy Squadron Warrant Officer (DSWO), Standards Officer (Stds O)
- b. **Responsible for:**
 - i. Safety and security of cadets
 - ii. Drill, dress and deportment of NCMs
 - iii. Execution of parades
- c. **Primary duties:**
 - i. Ensure that uniform inspections are recorded at each training period
 - ii. Producing a monthly summary of the uniform inspections for the Trg O
 - iii. Ensure that all cadets are performing their duties as assigned, including but not limited to the DutySgt and DutyNCMs
 - iv. Enforcing drill and dress standards to the highest standard
 - v. Coordinate parade drill in accordance with the *Canadian Forces Manual of Drill and Ceremonial*, and in coordination with the SWO
 - vi. Conduct surprise spot inspections of flights, FCmds, WOs
 - vii. Capable of all appointments lower on the chain of command
 - viii. Capable of acting as DSWO when required
 - ix. All other duties as assigned
- d. **Qualifications:** Appointed by the CO based on strong leadership and organizational skills and service to the squadron.
- e. **Rank:** WO2/FSgt



5. Cadet Flight Commander (FCmd)

- a. **Responsible to:** Company Warrant Officer (Coy WO)
- b. **Responsible for:** F2ICs, Cadets
- c. **General Statement of Duties:** Responsible for maintaining the standards of drill, dress and deportment within their flight and ensuring attendance of their flight's cadets at squadron activities. Shall report any issues regarding safety, security or the training program to the Cadet Deputy Squadron Commander.
- d. **Primary Duties:**
 - i. Responsible for the safety and well being of all cadets in their flight
 - ii. Must maintain a high level of professionalism, drill, dress and deportment
 - iii. Ensure that dress and deportment standards within their flight are maintained
 - iv. Shall assist F2ICs in performance of their duties with respect to maintaining standards of drill, dress and deportment within their flight
 - v. Shall ensure that their flight is ready for the Coy WO on time for opening and closing parade and that all relevant information is passed through the chain of command
 - vi. Shall maintain the attendance record for their flight and return it to the DutySgt upon completion prior to opening parade
 - vii. Shall conduct uniform inspections of their flights on a periodic basis and maintain records of these inspections
 - viii. Shall attend all squadron functions as directed by the CO
 - ix. Shall ensure flow of information both up and down the chain of command
 - x. Shall perform other duties (including those of subordinates) as assigned
- e. **Qualifications:** Appointed by the CO.
- f. **Rank:** FSgt/Sgt
- g. **Parade Symbol:** 



6. Cadet Deputy Flight Commander (F2IC)

- a. **Responsible to:** Cadet Flight Commander (FCmd)
- b. **Responsible for:** Flight Senior NCMs, Flight Junior NCMs, Cadets
- c. **General Statement of Duties:** Responsible for assisting their Flight Commander in maintaining the standards of drill, dress and deportment within their flight and ensuring attendance of their flight's cadets at squadron activities. Shall report any issues regarding safety, security or the training program to the Flight Commander.
- d. **Primary Duties:**
 - i. Responsible for the safety and well being of all cadets in their flight
 - ii. Must maintain a high level of professionalism, drill, dress and deportment
 - iii. Ensure that dress and deportment standards within their flight are maintained
 - iv. Shall assist FCmds in performance of their duties with respect to maintaining standards of drill, dress and deportment within their flight
 - v. Shall ensure that their flight is ready for the FCmd on time for opening and closing parade and that all relevant information is passed through the chain of command
 - vi. Shall act as FCmd in the absence of their assigned FCmd
 - vii. Shall assist the FCmd in conducting uniform inspections of their flights on a periodic basis and maintain records of these inspections
 - viii. Shall attend all squadron functions as directed by the CO
 - ix. Shall ensure flow of information both up and down the chain of command
 - x. Shall perform other duties (including those of subordinates) as assigned
- e. **Qualifications:** Appointed by the CO.
- f. **Rank:** FSgt/Sgt/FCpl
- g. **Parade Symbol:** 

7. Flight Senior NCM (SNCM)

- a. **Responsible to:** Cadet Deputy Flight Commander (F2IC)
- b. **Responsible for:** Cadets
- c. **General Statement of Duties:** Responsible for assisting their Flight Commander in maintaining the standards of drill, dress and deportment within their flight and ensuring attendance of their flight's cadets at squadron activities. Shall report any issues regarding safety, security or the training program to the Flight Commander.
- d. **Primary Duties:**
 - i. Shall act as right marker of their flight as assigned
 - ii. In the absence of the FCmd or F2IC is responsible for the safety and well being of all cadets in their flight
 - iii. Must maintain a high level of professionalism, drill, dress and deportment
 - iv. Ensure that dress and deportment standards within their flight are maintained
 - v. Shall assist F2ICs in performance of their duties with respect to maintaining standards of drill, dress and deportment within their flight
 - vi. Shall help to ensure that their flight is ready for the FCmd on time for opening and closing parade and that all relevant information is passed through the chain of command
 - vii. Shall act as F2IC in the absence of their assigned F2IC
 - viii. Shall assist the F2IC in conducting uniform inspections of their flights on a periodic basis and maintain records of these inspections
 - ix. Shall attend all squadron functions as directed by the CO
 - x. Shall ensure flow of information both up and down the chain of command
 - xi. Shall assist more junior cadets in their flight with difficulties with the training program, dress standards and drill
 - xii. Shall perform other duties (including those of subordinates) as assigned
- e. **Qualifications:** Attain the rank of Sergeant.
- f. **Rank:** Sgt
- g. **Parade Symbol:**  or  Marker Guide

8. Flight Junior NCM (JNCM)

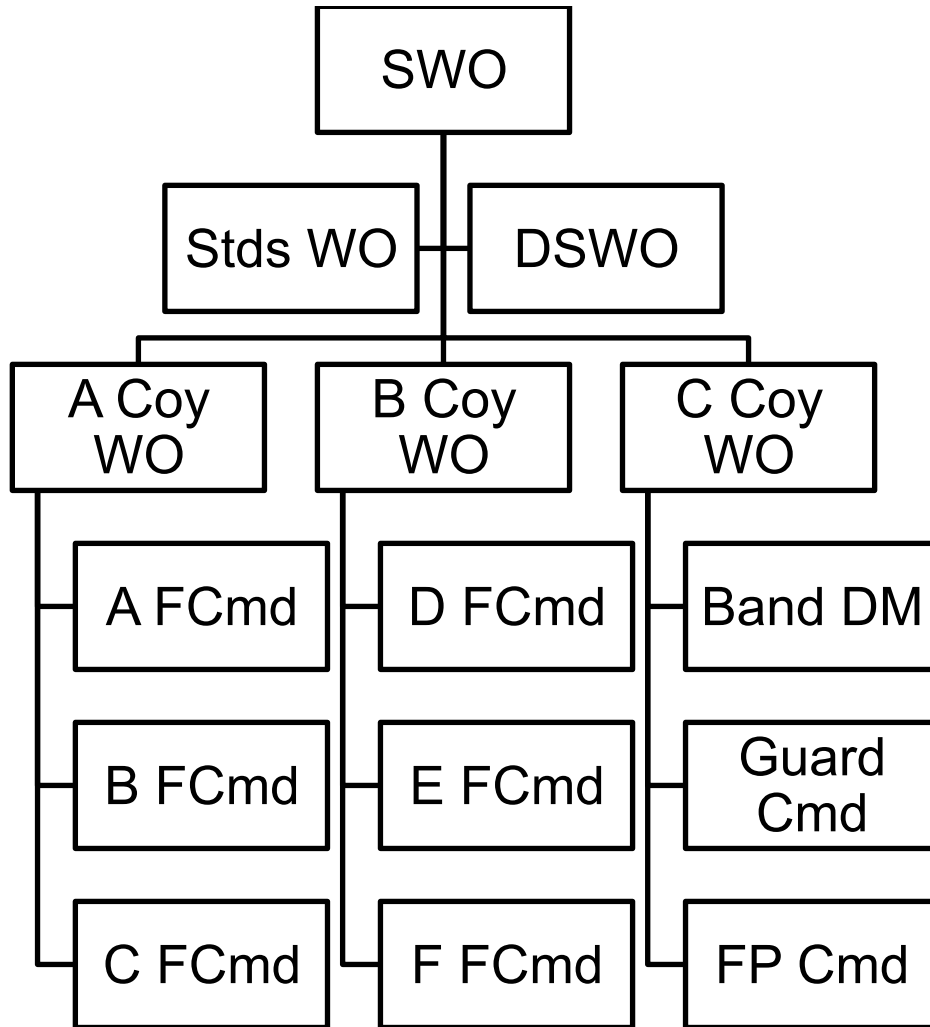
- a. **Responsible to:** Cadet Deputy Flight Commander (F2IC)
- b. **Responsible for:** Nil
- c. **General Statement of Duties:** Responsible for assisting their Flight Commander in maintaining the standards of drill, dress and deportment within their flight and ensuring attendance of their flight's cadets at squadron activities. Shall report any issues regarding safety, security or the training program to the Flight Commander.
- d. **Primary Duties:**
 - i. In the absence of more senior cadets is responsible for the safety and well being of all cadets in their flight
 - ii. Shall act as a right marker as assigned
 - iii. Must strive to achieve a high level of professionalism, drill, dress and deportment
 - iv. Ensure that personal dress and deportment standards are maintained
 - v. Shall assist SNCMs in performance of their duties with respect to maintaining standards of drill, dress and deportment within their flight
 - vi. Shall help to ensure that their flight is ready for the FCmd on time for opening and closing parade and that all relevant information is passed through the chain of command
 - vii. In the absence of a SNCM in the flight, shall perform SNCMs duties
 - viii. Shall attend all squadron functions as directed by the CO
 - ix. Shall assist more junior cadets in their flight with difficulties with the training program, dress standards and drill
 - x. Shall ensure flow of information both up and down the chain of command
 - xi. Shall perform other duties (including those of subordinates) as assigned
- e. **Qualifications:** Attain the rank of Flight Corporal or Corporal.
- f. **Rank:** FCpl/Cpl
- g. **Parade Symbol:**  or  Marker Guide

9. Senior Duty NCM (DutySgt)

- a. **Responsible to:** DutyO/TrgO, CSDepCmdr
- b. **Responsible for:** DutyNCM
- c. **General Statement of Duties:** Ensure that timings are met during the training night. Report any safety/security issues to the DutyO or TrgO. Supervise junior cadets during break times.
- d. **Primary Duties:**
 - i. Ensure that DutyNCMs perform their duties as assigned
 - ii. Ensure that classes and breaks occur on schedule
 - iii. Delivers attendance sheets to AdmO immediately after opening parade
 - iv. Supervises cadets during break
 - v. Ensures flow of information during break
 - vi. Wears “Duty Sergeant” brassard and ensures that “Duty Corporal” brassard is worn by the DutyNCM. Both brassards are available in Training and shall be returned there upon completion of duties
 - vii. Ensures all classrooms, hallways and break areas are neat and clean prior to closing parade (personal kit removed, chairs put up or pushed in as necessary, windows closed, lights off) and assigns cadets to perform these duties after closing if they were not done to satisfaction prior to closing
 - viii. When necessary assigns and supervises a “Duty Flight” to perform tasks such as garbage sweeps, classroom cleanups etc.
 - ix. Ensures that all visitors have signed in and have business in the building, any visitors found that do not have business in the building shall be reported to the DutyO or TrgO.
 - x. Report all abnormal incidents to the DutyO or TrgO as appropriate
 - xi. A schedule of DutySgt duties is included as Appendix 1 to this Annex.
 - xii. Other duties as assigned
- e. **Qualifications:** Appointed by the TrgO/DutyO.

Rank: Sgt/FCpl

NCO Organizational Chart



SENIOR DUTY NCM SCHEDULE

Time	Activity
1820	Pick up Duty Sgt and Cpl brassards from TrgO
1845	Locate Duty Cpl #1 and assign to entrance
1850	Ensure classes have necessary chairs and tables.
1905	Do building rounds to make sure all cadets are in classes
1915	Let instructors know "5 minutes until next class/break"
1920	Ensure classes are switching
1925	Locate Duty Cpl #2 and assign to entrance
1940	Do building rounds to make sure all cadets are in classes
1950	Let instructors know "5 minutes until next class/break"
1955	Ensure classes are switching and check break-room/washrooms for mess from period 2.
2010	Locate Duty Cpl #3 and assign to entrance
2025	Let instructors know "5 minutes until next class"
2030	Ensure classes are switching and check break-room/washrooms for mess from period 3.
2045	Check with TrgO, SupO, AdmO for announcements/signups
2055	Locate Duty Cpl #4 and assign to entrance
2055	Do building rounds to make sure all cadets are in classes
2100	Let instructors know "5 minutes until closing parade"
2110	Inspect each classroom, making sure chairs are pushed in and garbage is cleaned. If no duty will be assigned make sure windows are closed and lights turned off.
2115	Report to CSDepCmdr (currently on parade square) announcements as well as clean up duty (if classrooms were dirty)
2120	Relieve Cpl #4 from Door duty and collect shoulder flash.
2125	If classroom duty was assigned, supervise and release cadets when satisfied (windows closed and lights off)
2130	Return duty brassards

CHAPTER 2

SAFETY AND SECURITY

Conduct of HMCS Hunter Rounds

1. Staff shall arrive at the HMCS Hunter prior to opening parade, and preferably at 1800hrs.
2. Upon entry into the building, the CO shall designate a Staff Member to conduct rounds of the building IAW the HMCS Hunter Rounds Sheet provided at Annex A.
3. At the completion of the training night, after departure of all cadets, the designated Staff Member shall conduct closing rounds IAW the HMCS Hunter Rounds Sheet and deliver the sheet to the Ship's Office.

Safety of Cadets

4. IAW CATO 14-31 and all applicable CRCOs, CFAOs, DAODs and QR&Os, the primary duty of all CIC officers and civilian Staff members is to ensure the safety and security of the Cadets.

Fire Orders

5. 364 Squadron Fire Orders shall be issued and be treated as a supplement to the HMCS Hunter Fire Orders.
6. All Officers, Staff, Volunteers and Cadets are required to familiarize themselves with the HMCS Hunter Fire Orders as well as the 364 Squadron Fire Orders.

HMCS Hunter Rounds Sheet

CHAPTER 3

SQUADRON POLICIES

General

1. Any infractions of the policies outlined in this chapter shall be immediately reported to an Officer.
2. At no time shall a Cadet commence disciplinary action regarding any of the following policies except to report an infraction to an Officer.
3. On an annual basis all Officers must complete a SHARP refresher, as well all Cadets must complete the CHAP program prescribed for their training level.

Smoking

4. Cadets are reminded that they are not allowed to smoke while attending Cadet activities or while in uniform.
5. CIC Officers shall not smoke in view of Cadets and are asked to refrain from smoking during Cadet activities.

Alcohol

6. The Canadian Forces policies regarding Alcohol shall be adhered to at all times. At no time shall an Officer, Staff Member or Volunteer have consumed alcohol within 8 hours of reporting for duty and they shall not be in possession of alcohol while in attendance at any Squadron activity.
7. Cadets shall not consume, be in possession of, or be under the influence of alcohol during attendance at any Squadron activities. Contravention of this order shall be dealt with IAW CATO 13-23.

Drugs

8. The Canadian Forces policies regarding Drugs shall be adhered to at all times. At no time shall any Officer, Staff Member, Volunteer or Cadet be under the influence of or in possession of illegal drugs.
9. Contravention of this policy shall be reported to the appropriate authorities and dealt with IAW CATO 13-23 and DAOD 5019-3.
10. Mere discussion of the use of illegal drugs except in an educational environment is considered a major infraction and discovery of such discussion shall trigger disciplinary action.

Harassment

11. Harassment of Cadets, Volunteers, Staff Members and Officers is unacceptable. Any instances of harassment shall be reported to the UHRA immediately.
12. IAW CFAO 19-39 and CATO 13-24, all instances of Harassment shall be reported to the UHRA and investigated per the above orders.

Abuse

13. Abuse of Cadets, Volunteers, Staff Members and Officers will not be tolerated. Any instances of abuse shall be reported to the UHRA immediately.
14. IAW CFAO 19-39 and CATO 13-24, all instances of Abuse shall be reported to the UHRA and investigated per the above orders.
15. Additionally, Officers and Staff members are requested to familiarize themselves with CATO 13-29 and the applicable training materials.

Fraternization

16. Under no circumstances shall Staff Members, Officers or Volunteers fraternize with Cadets.
17. Officers are reminded of the Canadian Forces policy on fraternization, DAOD 5019-1.
18. While attending any squadron activity, no Cadets shall display acts of affection, or display or engage in acts of a sexual nature. Any Cadets found in the sleeping quarters of Cadets of the opposite gender shall be subject to disciplinary action.

Attendance

19. Upon arrival at the HMCS Hunter or any training location, Cadets shall ensure that their attendance is recorded on the appropriate nominal roll. These are usually monitored by Flight Commanders or the Cadet Squadron Commander.
20. Staff members are responsible for recording their own attendance at squadron activities both on the CF 895 Attendance Register and the Monthly Attendance Record. Staff attendance is checked and verified by the CO monthly.

CHAPTER 4

TRAINING

General

1. Instructors are responsible for being prepared for their classes; any instructor who repeatedly fails to prepare properly for their classes may be reassigned at the discretion of the TrgO.
2. Instructors are reminded to review the available instructional technique materials regularly.

Training Schedule

3. The TrgO is responsible for producing and distributing the routine training schedule on a regular basis.
4. From time to time the training schedule may be updated and it is the responsibility of the instructors to know what they are teaching and when.

Weekly Routine Orders

5. At the beginning of the training night, the Training Staff will produce weekly routine orders, approved by the TrgO or CO, which include:
 - a. The training schedule for the week,
 - b. The monthly calendar,
 - c. Important announcements,
 - d. Duty NCM assignments and,
 - e. Any other relevant information related to Administration or Training.
6. The weekly routine orders are posted outside of the entrance to the parade square.

Instructor Evaluations

7. From time to time Cadet, Volunteer and Staff instructors may be evaluated by the Training Staff.
8. These evaluations will follow a standard format as determined and approved by the TrgO.
9. Evaluations will conclude with a thorough debrief covering all points of the evaluations and any constructive criticism to assist the instructor in improving their instructional abilities.

CHAPTER 5

ADMINISTRATION

General

1. The AdmO and AdmClk are responsible for handling the enrollment of Cadets and entry of information into the Fortress system for the Squadron.
2. Additionally, the TrgO or designate will enter Training-related information into Fortress as appropriate.
3. The AdmO and AdmClk will ensure that every Cadet is assigned to a Flight, and that the Flight Commanders ensure that their Cadets are in the assigned Flights.

Pay Documents

4. Monthly, the DCO will ensure proper completion of the pay documents and forward them to the CO for approval.
5. Staff members are responsible for accurately recording their own attendance and are reminded that in order to sign in for a session (half-day) they must work at least 3 hours, and in order to sign in for a day (full day) they must work at least 6 hours.

Weekly Call Down Procedure

6. The AdmO and AdmClk will distribute to the Cadets weekly a “call-down” email consisting of any relevant announcements for the following week of training.
7. It is the responsibility of all Staff Members and Officers to ensure that any relevant announcements have reached the attention of the AdmO and AdmClk by Wednesday evening of any week.
8. Any announcements can be forwarded to 364squadron@gmail.com.
9. During the enrollment process, the AdmO and AdmClk will ensure that an accurate email address has been received for each Cadet and that it has been added to the address book of the above mailbox.
10. Additionally, Cadets are responsible for ensuring that the Administration office has up to date contact information for them.

Documented Verbal Warning Procedure

364 Lancaster Squadron Standing Orders
Chapter 5

11. In cases where verbal disciplinary action against a Cadet is required, the CO will be notified and the Officer reporting the infraction will complete the "Cadet Verbal Warning Form" which is available in the Administration office.
12. The Cadet will be notified of the verbal warning and any corrective action and the completed form, signed by the CO will be placed in the Cadet's file.
13. After a sufficient amount of time, the CO may decide that the corrective action was effective and remove the verbal warning form from the Cadet's file.

Documented Written Warning Procedure

14. In cases where severe disciplinary action against a Cadet is required, the CO will be notified and the Officer reporting the infraction will document the occurrence on the "Cadet Written Warning" form which is available as Annex C to CATO 15-22.
15. The report will be given to the CO or designate and the corrective action recommended will be evaluated by the CO or designate and modified if necessary before being delivered to the Cadet IAW CATO 15-22.
16. Disciplinary action will be taken IAW CATO 15-22, and, if necessary, CATO 15-21.

CHAPTER 6

SUPPLY

General

1. Per Annex A to Chapter 1, the SupO is responsible for Issue of Uniforms and associated kit to Cadets.
2. The SupClk may also assist in operation of the Cadet Canteen during break.

Issue of Uniforms

3. Although Cadets may be measured for uniforms upon TOS, their attendance during the first few weeks of membership in the Squadron will be monitored to ensure that issuance of a uniform is warranted.
4. After sufficient continuous attendance as directed by the CO, the SupO may issue a uniform and all associated kit to a Cadet.
5. Once issued, Cadets are responsible for care and condition of all kit and uniform pieces. When a piece of kit is no longer serviceable, the Cadet is responsible for reporting and returning the kit to the SupO for replacement.

Return of Uniform upon SOS

6. Upon termination of membership of the Squadron, the Cadet is responsible for return of all kit issued by the CCO.
7. The SupO may, from time to time, conduct phone surveys of recent SOS Cadets to ensure that all issued kit has been returned to the Squadron. If necessary, the SupO or designate may retrieve the kit after contact with the former Cadet or Parent has been made.

Temporary Issue of Kit

8. Certain items of kit are temporarily issued to the Cadets based on appointment or summer camp destination. For example:
 - a. Ceremonial white belts, gloves, and lanyards;
 - b. Duffle bags,
9. During field training exercises (FTX), the Squadron is issued kit by the ASU or RCSU and is expected to control issue and return of this kit.
10. The Supply Office shall ensure that all Temporary Issue kit is returned in a timely manner by the Cadets or Officers to whom it has been issued.