



**364 Lancaster Squadron
Monthly Routine Orders
September 2019**



Issued by the
COMMANDING OFFICER
Capt C.W. MacKenzie-Haines

ORDER NO.02-1920

DATED: 30 September 2019

LAST ORDER: 01-1920

PART I – TRAINING

1. Routine Duty Personnel

DATE	Duty Officer	Duty Senior/NCO	Duty Junior/NCO	Duty Flight
01 Oct 19	CI Desjardins	Sgt Bradford C	F/Cpl Zaid	Duty Band
08 Oct 19	Capt Beck	Sgt Froese	F/Cpl Xing	Bandit
15 Oct 19	2Lt Hadwen	Sgt Giroux	F/Cpl Souchuk	Cobra
22 Oct 19	OCdt Topliffe	Sgt MacLean	F/Cpl Simon	Dragon
29 Oct 19	CI Stephens	Sgt Meloche	F/Cpl Saflo	Apache

2. Routine Training Schedule

Regular Tuesday Training Schedule

Time	Item
1815	Level 5 and Duty NCOs report in to Admin
1820–1830	All cadets arrive and sign in
1830–1835	All cadets form up in flights for inspection and flight roll call
1845–1855	Opening Parade
1900–1930	Period One
1935–2005	Period Two
2010–2030	Period Three
2035–2055	Period Four
2100–2120	Closing Parade
2120–2130	Duty NCOs and Duty Flight – Hangar Responsibilities

Monthly Regular and Optional Training

Date	Timings	Event	Dress	Location	Notes
01 Oct	1815-2100	Regular Training	C-2B	LHQ	Bring a friend!
05 Oct	0800-1700	Level 3 & 4 PD Day	Civ	LHQ	Lunch provided
08 Oct	1815-2130	Regular Training	C-2B	LHQ	Bring a friend
15 Oct	1815-2130	Regular Training	C-2B	LHQ	Fitness Assessment
19 Oct	0800-1700	Fall Tag Day	C-2	Various	See Flight Plan
20 Oct	0900-1600	Fall Tag Day	C-2	Various	
22 Oct	1815-2130	Regular Training	C-2B	LHQ	Bring a friend!
26 Oct	0800-1700	Level 1 PD Day	Civ	LHQ	*All new cadets
29 Oct	1815-2130	Regular Training	C-2B	LHQ	Bring a friend
01-03 Nov	Various	Legion Poppy Fundraiser	C-2	Various	See Flight plan
04 Nov	1815-2030	CO's Parade	C-2	Tilston	MONDAY
05 Nov	-	Unit Stand Down			Training on Monday

Notes: LHQ = Local Headquarters (2600 Airport Road, Windsor)
Uniform codes found at <http://www.364squadron.ca/uniform>

PART II – PERSONNEL

1. Primary and Secondary Officer Appointments

<u>Title</u>	<u>Name</u>	<u>Abbr.</u>
Commanding Officer	Capt C.W. MacKenzie-Haines	CO
Deputy Commanding Officer	Capt J. Roberts	DCO
Administration Officer	CI S. Desjardins	AdminO
Supply Officer	Capt (Retd) K. Stephens	SupO
Assistant Supply Officer	CV K. Wonsch	ASupO
Training Officer	Lt M. St-Jean	TrgO
Level One Officer	CV C. Bryan	Lvl1O
Level Two Officer	Capt D. Beck	Lvl2O
Level Three Officer	Ocdt N. Topliffe	Lvl3O
Level Four Officer	2Lt K. Hadwen	Lvl4O
Level Five Officer	Capt J. Roberts	Lvl5O
Band Officer	Capt D. Beck	BandO
Range Safety Officers	Lt M. St-Jean CI M. Beasley	RSO RSO

2. Staff Cadet Appointments

Squadron Warrant Officers:

Esprit de Corps:	TBD
Standards:	TBD
Training:	TBD

Squadron Parade Positions:

Parade Commander:	WO1 V. Bradford
Deputy Parade Commander:	TBD
Warrant:	TBD
Adjutant:	TBD

A Flt Cmd	TBD	B Flt Cmd	TBD	Band DM	TBD
A Flt 2IC	TBD	B Flt Cmd	TBD	FP Cmd	TBD
C Flt Cmd	TBD	D Flt Cmd	TBD	H Flt Cmd	TBD
C Flt Cmd	TBD	D Flt Cmd	TBD	H Flt Cmd	TBD

PART III – ADMINISTRATION

1. Squadron Establishment

a) Squadron Strength as of 30 August:

- 6 Officers
- 3 Civilian Instructors
- 4 Civilian Volunteers
- 128 Cadets

2. Administrative Transactions

- a) The following personnel have been **Taken On Strength (TOS)**:

- b) The following personnel have been **Struck Off Strength (SOS)**:

- c) The following personnel are Non-Effective Strength (NES), all have missed more than 30 days, and SOS procedures have been initiated:

- d) The following personnel are on a **Leave of Absence (LOA)** for the dates (or date range) indicated:

- e) The following personnel are **appointed** to the position indicated effective the date indicated:
See Staff Cadet Appointments section above.

- f) The following personnel are **promoted** to the rank indicated effective:

PART IV – GENERAL INFORMATION AND NOTICES

C.W. MacKenzie-Haines, CD
Captain
Commanding Officer