

848 Royal Roads Squadron



Monthly Routine Orders

November 2024

Issued by the authority of the Commanding Officer or delegate

Order No. 01 / 2024

1 Nov 2024

Part I – Administration

Duty Roster – November

DATE	DUTY OFFICER	DUTY NCO	DUTY FLIGHT
5 NOV 24	CAPT SMIRL	FSGT POTTUMUTU	BAND
12 NOV 24	CI LEUNG	SGT DARAPU	VOODOO
19 NOV 24	2LT THAMILSELVIN	FSGT MACKROW	MOSQUITO
26 NOV 24	CAPT SMIRL	SGT PICO	TEMPEST

1. Staff who will be absent for their scheduled duty shift must notify the CO and make arrangements to switch with another member.

Taken on Strength (TOS)

Staff: Captain D.R Lee, CD - Administration Officer

Cadets: Following Cadets have joined the Squadron as of 31 Oct 2024

Aitchison, L	Leung, C	Sharma, A
Amell, A	Longmore, R	Shekhawat, D
Ashcroft, C	McKinstry, P	Simms, R
Byrne, L	Mulakkan, J	Stanbridge, T
Cornelissen, L	Nassozi, L	Starosud, M
Darapu, J	Noorbhai, H	Tandon, M
de Goesbriand,L	Pandit, A	Taronga, D
Elliott, C	Rombano, I	Tedford, J
Francis, G	Rushton, D	Thompson, L
Gautam, R	Santos, A	Trottier, J
Girard, A	Senthil, S	Velasco, M
Hoekema, H	Seth, O	Verville, C
Joshi, Z	Shany, O	Walsh, K

Struck off Strength (SOS)

Staff: Nil

Cadets: SOS as of 31 Oct 2024

Biancolin, A	Hofer, C	Pico, V
Bissonette, C	Johnson-Verhegge, S	Pouya, A
Boulianne, T	Lauzon, G	Reyes, J
Boulianne, Z	MacDonald, S	Rushton, D
Bowie, R	Magdalek, E	Sharma, A
Cruickshank, D	Mc Kenzie, K	Singhal, V
de Rosenroll-Kim, E	Mills, A	Spencer, C
Ghai, Y	Mital, D	Stanford, J
Havryliuk, M	Mital, H	Steffins, M
Hawkins, F	Morris, C	Wittig, L
Henry, J	Nagam, S	

Annual Validations and Detailed Health Questionnaires

1. Every training year, cadets are required to complete their Annual Verifications and some must complete a Detailed Health Questionnaire (DHQ).
2. Validations and DHQs are due back ASAP. Cadets whose forms have not been received by this date are no longer permitted to participate in any events until the forms have been received.
3. Cadets who require a DHQ are strongly encouraged to return the forms well in advance. Cadets with DHQs that have been submitted, but are still waiting for RCSU sign-off by the above deadline, are not permitted to participate in any events away from LHQ until their DHQ has been received and processed by the Medical Liaison Officer in Victoria (which may take some time). Please submit these forms ASAP to avoid delays.

Annual Cadet Code of Conduct Forms

1. All cadets must complete their annual code of conduct with their parents/guardians and return them.
2. Cadets will review the form with the Cadet then will confirm receipt of the forms.
3. Forms are due ASAP - Cadets whose forms have not been received are not permitted to participate in any cadet events until the completed forms have been received and signed off by a staff member.

Cadet Personal Information Changes

1. Any changes in personal information must be reported to the Admin Officer. This includes phone numbers (Home/Cell/Parents/Guardians), email addresses (Cadets/Parents/Guardians), and residential/ mailing addresses. This allows Sqn Staff and senior cadets to contact cadets effectively.

Cadet Attendance and Absences

1. Accurate attendance is important to ensure the safety of our cadets and to ensure they receive credit for mandatory training requirements.
2. Cadets are not permitted inside the buildings until they have reported to the Duty Cadet and checked off that they are present. For regular training nights, attendance will be taken on the parade square with Cadets formed up in their flights.
3. Cadets who are late MUST immediately report to the Duty NCO and check in before they join their training groups.
4. Any cadets who need to leave early MUST report to the Duty NCO before leaving. e. If you are going to be absent for illness or another reason, please email 848air@cadets.gc.ca or go to the Squadron website and click 'Report an Absence'

Part II – Training

Regular Tuesday Night Training

1. Parade location: Royal Roads University – Grant Hall
2. 1800 – 2100hrs for FSgt's and above, 1830 – 2100hrs for all Cadets
3. Uniform: First two weeks – C3 Blues, Last two weeks: FTUs

Upcoming Events

Saturday Nov 2nd

1. Coast Guard Presentation
948 Dunford Ave 1300-1500
2. Team Practices
LGen Ashton Armoury (Vanalman Ave)
3. Poppy Campaign
Locations within West Shore Town Centre
Shifts 8-10, 10-12, 12-2, 2-4

Sunday Nov 3rd

1. Poppy Campaign
Locations within West Shore Town Centre
Shifts 8-10, 10-12, 12-2, 2-4
OPI: Capt Smirl

Monday Nov 11th

1. Remembrance Day Parade
LEVEL 1s at Royal Roads 10:00 – 11:45
LEVEL 2+ at Langford Legion
OPI: Capt Ketchum

Friday Nov 15th to Sunday Nov 17th

1. 848 Sqn Field Training Exercise (FTX)
Camp Barnard – Sooke
OPI: 2Lt Thamilselvan

Friday Nov 22nd to Sunday Nov 25th

1. Local Area Field Training Exercise (FTX)
Albert Head CSTC
848 OPI / Log O: Capt Ketchum

Friday Nov 29th to Sun Dec 1st

1. Band Clinic
OPI: CI Song

PART III – Supply

Efforts are underway to begin issuing kit to new recruits. It will involve sizing each recruit for uniform parts and will be limited to the Field Training Uniform (FTU). Please be patient with Staff as we commence this process shortly.

PART III – SQUADRON PERSONNEL - STAFF

Commanding Officer – Captain A. Ketchum, CD
Deputy Commanding Officer – Captain G. Ko
Administration Officer – Captain D.R Lee, CD
Training Officer - Second Lieutenant G. Thamilselvan
Standards Officer – Captain N.Fallah
Supply Officer – Captain R.Smirl, CD
Level 1 Officer – Sergeant B.Comeau
Level 2 Officer – Civilian Instructor Y. Song
Level 3 Officer – Civilian Instructor J. Leung
Level 4 Officer – Civilian Volunteer Z. Ali

Level 5 Officer – Civilian Volunteer M. Armstrong
Training Support Officer – Civilian Volunteer E. Ng

PART IV – SQUADRON SPONSORING COMMITTEE (SSC)

1. Nothing to report at this time

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D. R Lee, CD
Captain
Administration Officer

for

A. Ketchum, CD
Captain
Commanding Officer