



SQUADRON STANDING ORDERS

STRIVE FOR EXCELLENCE

OPI: COMMANDING OFFICER
ISSUED 1-SEP-22



FOREWORD

Squadron Standing Orders (SSOs) are issued under the authority of the Commanding Officer. SSOs outline the established policies and procedures as carried out by the Squadron and are to be adhered to by all Cadets, Civilian Instructors, Civilian Volunteers, and CIC Officers.

All Cadets, Civilian Instructors, Civilian Volunteers, and CIC Officers will review the SSOs annually, and will sign off on the SSO Acknowledgement Form.

Anyone who wishes to make an amendment to the SSOs may make an application to the CO.

A copy of the SSOs will be distributed to the Squadron Sponsoring Committee (SSC) for their awareness.

C. Bowman
Captain
Commanding Officer
87 Eagle Squadron

**RECORD OF AMENDMENTS**

Amendment Number	Date of Amendment	Entered By	Date Entered
0	Original Issue	Commanding Officer	1 Sep 22

List of Changes –

Page(s)	Change



REFERENCES

The main references for the SSOs are as follows:

- A. CANCDTGEN 013-21 (Direction on Codes of Conduct for Youth, CAF members (working with the cadet program) and CIs Summer 2021)
- B. [A-CR-CCO-100/AG-001 \(Cadet and Junior Canadian Rangers Dress Instructions\)](#)
- C. A-DH-265-000/AG-001 (Canadian Forces Dress Regulations)
- D. [CATO 13-02 \(Merit-Based Cadet Rank Promotions – Corps/Squadron\)](#)
- E. CATO 31-03 (Late Joiner Policy)



LIST OF ACRONYMS

AdminO	Administration Officer
CANCDTGEN	Canadian Cadet General Order
CI	Civilian Instructor
CJCR	Cadet and Junior Canadian Rangers
CO	Commanding Officer
CV	Civilian Volunteer
EO	Enabling Objective
FTX	Field Training Exercise
LHQ	Local Headquarters
MRO	Monthly Routine Orders
NCO	Non-Commissioned Officer
OIC	Officer In Charge
SupO	Supply Officer
TrgO	Training Officer
WOI	Warrant Officer First Class
WOII	Warrant Officer Second Class



TABLE OF CONTENTS

Foreword	2
Record of Amendments	3
References	4
List of acronyms	5
Table Of Contents	6
Chapter 1 - Responsibilities Of Every Air Cadet	7
Paying of Compliments	7
Paying of Compliments Inside of a Building	9
Parade Square	10
Cell Phone Policy	10
Chapter 2 - Cadet Training	11
Cadet365	11
Mandatory Events Letter	11
Monthly Routine Order (MRO)	11
Training Schedule	11
Regular Training Nights/Training Year	12
Chapter 3 - Dress and Deportment	13
Chapter 4 - Squadron Organization Chart	14
Chapter 5 - Promotions	15
Additional Promotion Requirements	15
Chapter 6 - Terms Of Reference (TORs)	16
Cadet Squadron Commander (Sqn Comd)	16
Cadet Deputy Squadron Commander (Sqn D/Comd)	16
Squadron Warrant Officer (SWO)	17
Cadet Flight Commander (Flt Comd)	17
Cadet Deputy Flight Commander (Flt d/comd)	18
Duty Non-Commissioned officer (Duty Nco)	18
Annex A - Duty NCO Checklist	19



CHAPTER 1 - RESPONSIBILITIES OF EVERY AIR CADET

1. It is the responsibility of every Air Cadet to be open minded, have a willingness to learn, have a willingness to participate, have a willingness to strive for excellence, and to be prepared in whatever capacity for the activity they are participating in. This extends to any activity at the LHQ or offsite.
2. The following list identifies some of the main responsibilities of an Air Cadet:
 - I agree to respect the people around me, my environment, and the belongings of others, not to fight with, shout at, or bully anyone and to be loyal, honest, courageous, diligent, fair, and responsible;
 - I agree to respect my peers and supervisors and to conduct myself toward others following the values and regulations of the CJCR;
 - I agree to obey proper orders, directives, and instructions issued by persons in positions of authority; and I agree to do nothing that might endanger the immediate safety of other persons; and,
 - I agree to not purchase, sell, consume, or distribute alcohol, tobacco products, narcotics, prohibited substances, or drug related paraphernalia;
3. Annually, every Air Cadet and their parents / legal guardians are required to sign and submit a copy of the Staff Cadet / Cadet / JCR Code of Conduct. The master copy (Ref A) of the Staff Cadet / Cadet / JCR Code of Conduct will remain in the Administration Department.

PAYING OF COMPLIMENTS

4. It is important to respect authority and the chain of command. It is also important, when in uniform, to know when to pay the proper compliments, i.e. when to salute, check your arms, or come to attention;
5. For the purposes of paying compliments, all Officers will be saluted. All CI's / CV's will be given the same consideration as an Officer, without saluting;
6. The following situations require proper paying of compliments:
 - When the Canadian or other foreign national anthem is being played;
 - When the Canada flag is being raised or lowered;
 - Marching by the Canada flag;
 - When the Canada flag is marched past you on parade (only if you are not in rank formation);



- Approaching, being approached, or passing by a higher ranked Officer, CI/CV, or a cadet of a higher rank;
 - Entering an office or classroom;
 - When recognizing an Officer not in uniform; and,
 - During the playing of Reveille and Last Post when not in formation.
7. Saluting shall only be done in uniform with headdress on.
8. When addressing an Officer:
- Prior to addressing an officer, the cadet will stand at the position of attention and a salute shall be given if in uniform;
 - The cadet shall address the officer by their rank and surname, or by Sir or Ma'am (whichever is applicable) while remaining at the position of attention unless otherwise directed by the officer; and
 - When the cadet has completed addressing the officer, they should again salute if in uniform and dismiss themselves appropriately by turning to the right.
9. When addressing a CI / CV:
- The cadet will stand at the position of attention;
 - The cadet shall address the CI / CV by their title and surname, or by Sir or Ma'am (whichever is applicable) while remaining at the position of attention unless otherwise directed by the CI / CV; and
 - When the cadet has completed addressing the CI / CV, they should dismiss themselves appropriately by turning to the right.
10. When addressing a WOI / WOII:
- The cadet will stand at the position of attention;
 - The cadet shall address the WOI / WOII by their rank and surname, or by Sir or Ma'am (whichever is applicable) while remaining at the position of attention unless otherwise directed by the WOI / WOII; and
 - When the cadet has completed addressing the WOI / WOII, they should dismiss themselves appropriately by turning to the right.



11. When addressing an NCO:

- The cadet will stand at the position of attention;
- The cadet shall address the NCO by their rank and surname while remaining at the position of attention unless otherwise directed by the NCO;
- When the cadet has completed addressing the NCO, they should dismiss themselves appropriately by turning to the right; and,
- In all cases when cadets address their peers or subordinates, they are to include their appropriate rank and surname. Never by first name.

PAYING OF COMPLIMENTS INSIDE OF A BUILDING

12. Salutes are not to be given inside of a building except on the parade square or when entering or leaving offices. It is important to still pay correct compliments and come to attention in all other locations;

13. Offices requiring the paying of compliments include:

- Orderly Room; and
- Supply Room.

14. How to Approach an Office:

- Come to attention just outside the door and wait to be acknowledged by an Officer, CI / CV or senior cadet;
- Salute (if there is an Officer in the office);
- Introduce yourself and state your request in a clear and concise manner;
- If you need to enter, ask "Permission to enter?";
- When you are ready to leave, ask "Permission to carry on sir/ma'am?"; and
- Once allowed to leave, thank the Officer, CI / CV, or senior cadet and salute (if there is an Officer in the office). You may then leave.



PARADE SQUARE

15. The Parade Square is defined as the wooden floor area inside the 87 LHQ building. At all times while a cadet is on or passes through the parade square they shall:

- March properly while moving;
- Be standing at attention while stationary when not in formation; and
- Not chewing gum, eating, drinking, or operating their cell phones.

16. These actions will be in effect during opening and closing parades and all scheduled classes; and are suspended during approved break periods and special activities as defined by the CO; and,

17. If offsite away from the 87 LHQ building, should a Parade Square exist or be assumed, the extents of the Parade Square shall be clearly defined.

CELL PHONE POLICY

18. Cadets who choose to bring a cell phone to training must leave the cell phone on silent and leave it out of sight; and,

19. Cadets using their cell phone other than for emergencies, unless given permission, will be required to submit their cell phone to the Orderly Room until the end of the training night, or until the OIC returns it.



CHAPTER 2 - CADET TRAINING

CADET365

1. The CJCR formation has adopted the Microsoft365 platform for all cadets and staff across the country, nicknamed Cadet365. Cadet365 will serve as the official communication platform for our Squadron and the organization, as well as be used for summer training and other training activities. All Air Cadets are required to enrol and use Cadet365 for Squadron communication.

MANDATORY EVENTS LETTER

2. The CO will issue a Mandatory Events Letter at the beginning of each training year outlining a list of activities that every cadet is expected to attend throughout the training year;
3. If a Cadet is not able to attend the events listed in the Mandatory Events Letter, it is the Cadet's responsibility to contact the CO through the chain of command to discuss their situation; and,
4. Failure to attend these events may affect promotions, Squadron trips, and attendance at summer training. There will be no excused cadets from the events listed above, unless approved by the CO.

MONTHLY ROUTINE ORDER (MRO)

5. The MRO will be issued in the week prior to the month they are effective for and contain the orders specific to the month they are issued for.

TRAINING SCHEDULE

6. The Training Schedule will outline the training to be delivered during regular training nights, FTXs, special events, and other training activities;
7. The Training Schedule will contain a list of the EOs, the instructor assigned, the timing and location by training level; and,
8. This document while intended to be fixed, may require ongoing updates but will be issued a minimum 2-weeks prior to the activity through Cadet365 Teams.

**REGULAR TRAINING NIGHTS/TRAINING YEAR**

9. The Air Cadet training year aligns itself with the scholastic calendar year, commencing on the first Wednesday following Labour Day, and continuing weekly on Wednesday nights until mid-June;

10. Stand downs occur during:

- All statutory holidays that fall on a regular training night; and,
- During the Christmas and New Year's holidays as outlined in the Squadron Calendar.

11. Regular training nights are considered mandatory training for all cadets. The following schedule is to be observed unless otherwise noted:

Timing	Period
1830–1855	Opening Parade
1855–1925	Period 1
1930–2000	Period 2
2000–2015	Break
2015–2045	Period 3
2045–2100	Closing Parade



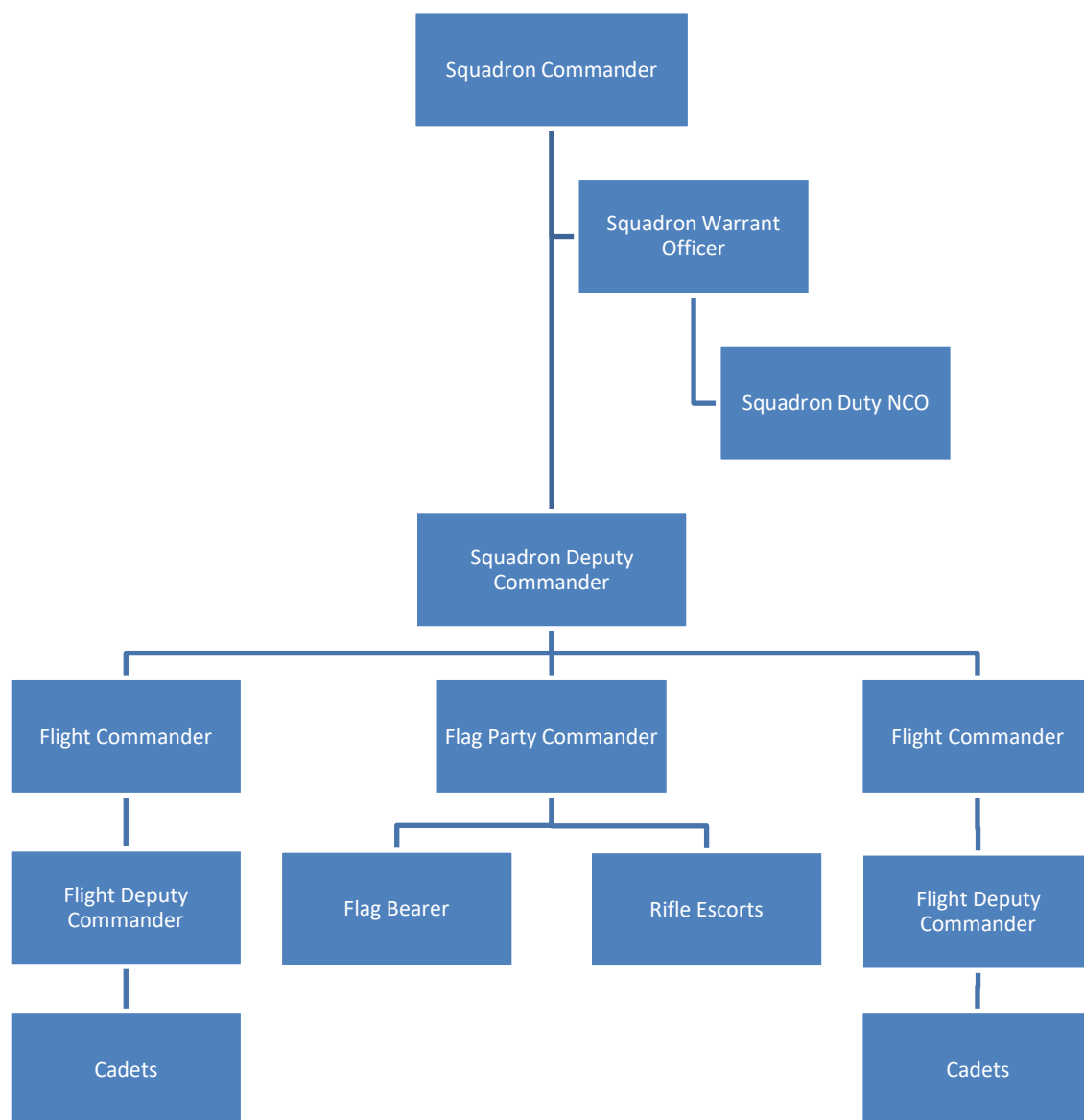
CHAPTER 3 - DRESS AND DEPORTMENT

1. The dress of the day will be identified in the MROs;
2. All Cadets shall conform to CJCR Dress Instructions (Ref B);
3. All CIC Officers shall conform to the Canadian Forces Dress Instructions (Ref C);
4. All CI / CVs shall wear attire equivalent to Officer dress of the day;
5. All CV's shall wear their Air Cadet League Identification Card; and
6. Under no circumstance shall civilian articles of clothing be worn with any part of an Air Cadet or Canadian Forces uniform; with the exception being that Cadets are permitted to wear civilian winter wear.



CHAPTER 4 - SQUADRON ORGANIZATION CHART

1. An Air Cadet Squadron may be made up of any of the following positions. The positions utilized are at the discretion of the CO;
2. 87 Eagle Squadron will be organized as follows with the various parade positions primarily occupied with senior Cadets; and,
3. During parades where the Officer staff fall into the parade, the Officer parade positions (as defined by the Canadian Forces Drill Manual) will be occupied by the Officers. The senior Cadets normally occupying those positions will be reassigned.





CHAPTER 5 - PROMOTIONS

1. Promotions will be in accordance with Ref D; and,
2. For direction on the promotion of those new cadets that have been registered directly into Proficiency Level Two or above, refer to the Late Joiner Policy (Ref E).



CHAPTER 6 - TERMS OF REFERENCE (TORS)

CADET SQUADRON COMMANDER (SQN COMD)

1. The Cadet Squadron Commander shall be responsible to the CO; and,
2. The Cadet Squadron Commander shall carry out the following duties:
 - Carry out all other duties assigned to them by the CO;
 - Assist the TrgO with the implementation of the Squadron Training Program;
 - Assist the AdminO with the Squadron Administration Program;
 - Assist the SupO with the Squadron Supply Program;
 - Maintain a high standard of dress, drill, and deportment;
 - Enforce (where applicable) the rules and policies outlined in these Standing Orders pertaining to all Cadets in the Squadron;
 - Ensure all Cadets of the Squadron maintain a high standard of dress and deportment;
 - Bring forth concerns and suggestions of fellow Cadets to appropriate staff members; and,
 - Keep all Cadets informed of all events and happenings through the Squadron Deputy Commander and Flight Commanders.

CADET DEPUTY SQUADRON COMMANDER (SQN D/COMD)

3. The Cadet Deputy Squadron Commander shall be responsible to the CO, through the Cadet Squadron Commander; and,
4. The Cadet Deputy Squadron Commander shall carry out the following duties:
 - Assist the Cadet Squadron Commander with carrying out their duties;
 - Carry out all the duties of the Cadet Squadron Commander in their absence; and
 - Carry out all other duties assigned to them by the CO.



SQUADRON WARRANT OFFICER (SWO)

5. The Squadron Warrant Officer shall be responsible to the TrgO, through the Cadet Squadron Commander, and,
6. The Squadron Warrant Officer shall carry out the following duties:
 - Review of the training schedule to ensure instructors are present and prepared to instruct their assigned lessons;
 - Ensure that the task of calling all absent Cadets is carried out by Orderly Staff;
 - To assist the Cadet Squadron Commander and the Cadet Squadron Deputy Commander with carrying out their duties; and;
 - Carry out all other duties assigned to them by the TrgO.

CADET FLIGHT COMMANDER (FLT COMD)

7. The Cadet Flight Commander shall be responsible to the Cadet Squadron Deputy Commander, for carrying out assigned duties; and,
8. The Cadet Flight Commander shall carry out the following duties:
 - Supervise all Cadets in their Flight;
 - Ensure Cadets in their Flight are informed of all events and any changes to previously announced events;
 - Notify the Squadron Warrant Officer of Cadet absences and the associated reason;
 - Ensure Cadets in their Flight maintain a high level of dress and deportment;
 - Work to create a high level of morale within their Flight;
 - Handle minor disciplinary problems in their Flight; and
 - To assist the Cadet Squadron Deputy Commander with carrying out their duties.



CADET DEPUTY FLIGHT COMMANDER (FLT D/COMD)

9. The Deputy Flight Commander shall be responsible to the Cadet Flight Commander, for carrying out assigned duties; and,
10. The Deputy Flight Commander shall carry out the following duties:
 - To assist the Cadet Flight Commander with carrying out of their duties; and
 - To carry out all duties of the Cadet Flight Commander in their absence.

DUTY NON-COMMISSIONED OFFICER (DUTY NCO)

11. The Duty NCO shall be responsible to the Duty Officer through the Squadron Warrant Officer, for carrying out assigned duties; and,
12. Duty NCO tasks are outlined in [Annex A](#).



ANNEX A - DUTY NCO CHECKLIST

Name: _____

Date: _____

Start of Weekly Training Night		
SERIAL	TASK	COMPLETE
1	Building – Check that all classrooms are neat and tidy	
2	Report to office – Check-in with Duty Officer <ul style="list-style-type: none"> Get attendance for opening parade If any new cadets are attending for the night, pair them with level 2/3 cadet for the evening 	
4	Detail cadets to put up flags (if outside) Fill in the boards with the night's training schedule (if applicable)	
5	Ensure cadets form up on the parade square properly by 1825hrs	
6	Complete attendance, notify Squadron Warrant Officer (SWO) of the numbers for opening parade Return completed attendance to the office	
7	Ensure Duty Officer is notified for opening parade/inspections	
8	Participate in opening parade	
During Weekly Training Night		
SERIAL	TASK	COMPLETE
1	Check with Duty Officer for any special tasks to be completed	
2	Ring the bell at: 1930hrs, 2000hrs, 2015hrs, and 2045hrs	
3	Assist with canteen if required	
4	Sweep parade square (during periods with no drill classes)	
End of Weekly Training Night		
SERIAL	TASK	COMPLETE
1	Ensure cadets are formed up for dismissal	
2	Notify Duty Officer that cadets are ready for dismissal	
3	Participate in final parade	
4	Detail cadets to take down flags (if outside), Erase the boards with the night's WRO (schedule)	
5	Building Checks: <ul style="list-style-type: none"> Check all classrooms are neat and tidy, windows are closed, lights are off, and doors closed Collect the garbage (with another NCO) Make sure all bathrooms have paper towel and toilet paper, and the lights are off Kitchen lights are off, and door is closed 	
6	Get cadet Squadron Warrant Officer to sign off, then hand checklist into Duty Officer	
SWO SIGNATURE		DATE
DUTY OFFICER SIGNATURE		DATE