

## CHAPTER 2

## CHAPITRE 2

## TRAINING

## INSTRUCTION

**GENERAL**

1. The main objective of training is for cadets to acquire skills and qualifications while having fun. The more qualifications a cadet acquires, the more responsibilities he is able to assume.

**REGULAR TRAINING PROGRAM**

2. Junior Cadets. The Trg O will implement the four-level junior training program set out in the Air Cadet Course Training Standards (CTS) and Course Training Plans (CTP). Cadets aged 13 years or over on enrolment (CATO 51-01 Annex C, Appendix 1 - Late Joiner Policy) may be "placed" directly into Level 2 or Level 3. The Trg O will determine whether or not the cadet is able to handle the increased workload.

3. Senior Cadets. The Trg O will implement a professional development training program for cadets who have completed Levels 1 through 4. He will manage the senior cadets so that they learn the proper operation of the squadron. This training will consist of on-the-job training (OJT) in the Administration, Supply or Training Sections. For example, senior cadets assigned to the Training Section may be used as instructors. They will undergo special mandatory training on instructional techniques, leadership and drill at the beginning of each training year.

4. Specific Events. Specific events within the squadron training year will include:

- a. Field Training Exercises. The squadron will hold Field Training Exercises (FTX) with the aim of developing aircrew survival skills in junior cadets and planning and leadership skills in senior cadets. Ideally, separate exercises will be held to refresh senior cadets in survival and leadership techniques prior to a full squadron exercise.

**GÉNÉRALITÉS**

1. Le principal objectif de l'instruction pour les cadets est d'acquérir des compétences et des qualifications tout en s'amusant. Plus un cadet acquiert de qualifications, plus il est capable d'assumer de responsabilités.

**PROGRAMME D'INSTRUCTION RÉGULIER**

2. Cadets subalternes. L'O Instr réalisera le programme d'instruction des quatre niveaux prévus pour les cadets subalternes tels que prescrit dans les Normes d'instruction des Cadets de l'air et dans les Plans de leçon de cours. Les cadets âgés de 13 ans ou plus lors de l'enrôlement (OAIC 51-01, annexe A, appendice 1, Politique portant sur les Inscriptions tardives) pourront être « versé » directement au niveau 2 ou niveau 3. L'O Instr déterminera si le cadet est en mesure de répondre aux exigences de ce surplus de travail.

3. Cadets supérieurs. L'O Instr réalisera le programme d'instruction professionnel des cadets qui ont complété les niveaux 1 jusqu'à 4. Il dirigera les cadets supérieurs afin qu'ils apprennent l'opération adéquate de l'escadron. Cette instruction consistera sur la formation en cours d'emploi (FCE) dans les sections de l'administration, de l'approvisionnement ou de l'instruction. Par exemple, les cadets supérieurs assignés à la section de l'instruction peuvent être utilisés comme instructeurs. Ils suivront une instruction obligatoire spéciale sur les techniques d'instruction, de leadership et d'exercice militaire au début de chaque année d'instruction.

4. Événements spécifiques. Les événements spécifiques de l'escadron pendant l'année d'instruction comprendront :

- a. Exercices en campagne. L'escadron effectuera des exercices en campagne (XEC). Ces exercices développeront les compétences de la survie d'équipage chez les cadets subalternes et les compétences organisationnelles et de leadership chez les cadets supérieurs. Idéalement, des exercices séparés seront effectués afin mettre à jour les cadets supérieurs dans les techniques de survie et de leadership avant un exercice complet d'escadron.

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| <p>b. <u>Social Activities</u>. Social activities will be encouraged to further cadet personal development. Cadets may therefore wish to propose a dance or social event (e.g. for Halloween, Christmas, Valentine's Day or year-end), as per proposals for any other activity. Social activities are considered part of training, and senior cadets will ensure that good behaviour and deportment is maintained at all times.</p> <p>c. <u>Protocol Dinner</u>. A Protocol Dinner for cadets and parents should be held at least once per year. This event is considered to be training and is the responsibility of the Trg O. The dinner will follow the format of a Royal Canadian Air Force Mess Dinner. Officers and cadets will wear the appropriate uniform. Events of this nature are held to present the cadets as a positive organization, to recognize and thank as many people as possible and to encourage further support from parents.</p> | <p>b. <u>Activités sociales</u>. Les activités sociales seront encouragées afin d'aider le développement personnel des cadets. Les cadets peuvent par conséquent vouloir souhaiter proposer une danse ou un événement social (p. ex. pour l'halloween, Noël, la Saint-Valentin ou la fin d'année), comme pour toute proposition pour une activité. Les activités sociales sont considérées faisant partie de l'instruction, et les cadets supérieurs s'assureront du bon maintien et du bon comportement en tout temps.</p> <p>c. <u>Dîner protocolaire</u>. Un dîner protocolaire pour les cadets et les parents devrait se tenir au moins une fois par année. Cet événement est considéré comme de l'instruction et l'O Instr en est responsable. Le dîner suivra le format d'un dîner du mess de l'Aviation royale canadienne. Les officiers et les cadets porteront l'uniforme approprié. Les événements de cette nature se tiennent afin de présenter les cadets comme une organisation positive, pour reconnaître et remercier autant de gens que possible et pour encourager le soutien supplémentaire des parents.</p> |
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## OPTIONAL ACTIVITIES

5. The Trg O will also insert optional training into the training schedule. This may include sports nights, special parades, presentations and speeches or any other activity that contributes to the aims of the cadet movement. The CO's approval will be required for involvement of people outside the squadron staff. The following, ongoing activities are offered through the squadron:

- a. Air Studies Program. Annex A.
- b. Band. Annex B
- c. Biathlon Team. Annex C.
- d. Drill Team. Annex D.
- e. Marksmanship Team. Annex E.
- f. Duke Of Edinburgh's Award Young Canadians Challenge Program. Annex F.

## ACTIVITÉS FACULTATIVES

5. L'O Instr insérera l'instruction facultative dans le programme d'instruction. Cela peut inclure des soirées sportives, parades spéciales, présentations et discours ou toute autre activité qui contribue aux buts du mouvement du cadet. L'approbation du cmdt sera exigée pour la participation de gens de l'extérieur du personnel de l'état-major de l'escadron.

- a. Programme de formation de vol. Annexe A.
- b. Musique. Annexe B.
- c. Équipe de biathlon. Annexe C.
- d. Équipe d'exercice militaire. Annexe D.
- e. Équipe de tir. Annexe E.
- f. Le Prix du duc d'Édimbourg Défi Jeunesse Canada. Annexe F.

## EVENTS AND ACTIVITIES

6. Cadets and staff will participate in the following types of events:
- a. Events Organized by 51 Sqn. The Trg O, in consultation with the CO, will appoint an Officer in Charge (OIC) and Senior Cadet in Charge (Cdt IC) for all events and activities. In general, the OIC will be responsible for planning, organization and execution of the event, while the Cdt IC will co-ordinate participation by cadets. Any activity may be cancelled at the CO's discretion depending on squadron priorities.
  - b. Events Organized by Other Units. For events organized by other squadrons, the region or others, the CO will provide details of squadron participation. The Trg O, in consultation with the CO, will appoint an OIC and Cdt IC who will determine and request any support required. The Trg O will also contact the unit organizing the event to confirm the squadron's participation. The Cdt IC will arrange for the required number of cadets to take part in the event.

## PROPOSALS

7. Cadets are encouraged to submit written proposals and plans for activities that they see as interesting and beneficial to the squadron up through the chain of command. The CO will review these proposals with the Trg O and staff. If the proposal is accepted, a cadet will be appointed Cdt IC and an appropriate Staff member will be appointed as OIC for the implementation and supervision of the activity. See Annex G for an example.

## ÉVÉNEMENTS ET ACTIVITÉS

6. Les cadets et le personnel cadre participeront aux types d'événements suivants :
- a. Événements organisés par l'esc 51. L'O Instr en consultation avec le cmdt, nommera un officier responsable (O Resp) et un cadet supérieur responsable (cdt resp) pour tous les événements et activités. En général, l'O Resp sera responsable de la planification, de l'organisation et de l'exécution de l'événement, pendant que le Cdt resp coordonnera la participation des cadets. Toute activité peut être annulée à la discrétion du cmdt selon les priorités de l'escadron.
  - b. Événements organisés par les autres unités. Pour les événements organisés par les autres escadrons, le secteur ou autres, le cmdt fournira les informations de la participation de l'esc. L'O Instr nommera un O Resp qui déterminera et demandera tout soutien exigé. L'O Instr contactera aussi l'unité qui organise l'événement pour confirmer la participation de l'escadron. Le Cdt resp s'occupera d'obtenir le nombre exigé de cadets pour participer à l'événement

## PROPOSITIONS

7. Les cadets sont encouragés à soumettre des propositions écrites et des plans pour des activités qu'ils voient comme intéressantes et salutaires pour l'escadron. Le cmdt examinera ces propositions avec l'O Instr et le personnel de l'état-major. Si la proposition est acceptée, un cadet sera nommé Cdt resp et un membre approprié de l'état-major de l'escadron sera nommé O Resp pour la mise en œuvre et la surveillance de l'activité. Voir l'annexe G pour un exemple.

8. Planning. All events and activities require thorough preparation and planning for success. The Trg O or OIC will prepare a Warning Order, an Administrative Instruction, a detailed schedule and a letter to parents with a consent form, to notify of an upcoming event and provide the detailed direction required. The Trg O or OIC will hold an activity briefing to communicate specific tasks to all affected staff members and cadets.

9. Support. Typically, each section will have tasks to perform for an activity. For example, at a field training exercise the Admin O would collect and store health cards, while the Sup O would bring and issue any equipment required for instruction or tasks. As part of planning for activities, all support requirements must be identified so that the CO may make arrangements with military or civilian authorities or the Sponsoring Committee.

10. Requests for Exercise (RFE). The Trg O or OIC for an activity will prepare an RFE for the CO's signature within the appropriate deadline as part of activity planning.

11. Execution. All staff and cadets are expected to participate in squadron activities, unless they have been excused before the event. Lvl Os and other available staff will supervise the cadets in their assigned flights.

12. Follow-up. All events shall include a post-event meeting, to discuss ways of improving how the event was run. The Trg O or OIC will complete an After Action Report (AAR) at Annex H.

8. Planification. Tous les événements et activités exigent une préparation et une planification consciencieuse afin de prévoir leurs succès. L'O Instr ou l'O Resp prépareront un Ordre d'avertissement, une Instruction administrative, un programme détaillé et une lettre aux parents accompagnée d'une note de consentement, afin d'aviser d'un événement prochain et de fournir la direction détaillée exigée. L'O Instr ou l'O Resp tiendra une conférence de coordination de l'activité afin de communiquer les tâches spécifiques à tous les membres du personnel cadre affectés et aux cadets.

9. Soutien. Typiquement, chaque section aura des tâches à exécuter pour une activité. Par exemple, lors d'un exercice en campagne l'O admin rassemblerait et entreposerait les cartes de santé (assurance-maladie), pendant que l'O appro apporterait et distribuerait tout le matériel exigé pour l'instruction ou les tâches. Comme partie intégrante de la planification d'activités, toutes les exigences de soutien doivent être identifiées afin que le cmdt puisse prendre les mesures nécessaires avec le militaire ou les autorités civiles ou le Comité répondant.

10. Demandes pour un exercice (RFE). L'O Instr ou l'O Resp d'une activité prépareront un RFE pour la signature du cmdt selon l'échéancier prescrit comme partie intégrante de la planification de l'activité.

11. Exécution. Il est entendu que tout le personnel cadre et les cadets participeront aux activités de l'escadron, à moins qu'ils aient été excusés avant l'événement. Les O niv et le personnel de l'état-major disponibles surveilleront les cadets dans leurs sections assignées.

12. Suivi. Tous les événements incluront une rencontre post-événement afin de discuter des façons d'améliorer l'événement à l'avenir. L'O Instr ou l'O Resp compléteront un Rapport post-activité (RPA) annexe H.

**APPROVAL OF ACTIVITIES**

13. No squadron activity will be conducted without the prior consent of the CO. The chain of command must be followed when forwarding a request for an event/activity. Signed permission slips from the parents or guardians are required for activities held outside the immediate Ottawa Valley area or overnight.

**EVENING SCHEDULE**

14. 51 Sqn will hold its mandatory training on Tuesday evenings between 1815 hours and 2130 hours. Refer to Annex I for the detailed schedule.

15. Opening parade will be formed up by flights and will allow for taking of flight attendance, inspection of cadets and flight announcements.

16. Squadron inspection by the Cdt Comd will follow if time allows as well as new squadron announcements of the evening schedule and upcoming activities.

17. Three periods of classes will normally follow.

18. Cadets arriving after 1830 hours must sign in on the Duty Personnel (Duty Pers) Late Sheet at the Duty Pers station in the front lobby. The late Sheet will be handed in to the Administration Office at the end of the first training period.

19. Attendance sheets should be returned by the start of first period to Admin Office.

20. A final parade will be formed up in flights for the CO's Review if required.

21. All squadron operations will cease and cadets will have left the CASM by 2130 hours.

**APPROBATION D'ACTIVITÉS**

13. Aucune activité de l'escadron n'aura lieu sans le consentement préalable du cmdt. La chaîne de commandement doit être suivie quand on effectue une demande pour un événement/activité. Le feuillet d'autorisation signé par les parents ou tuteurs est requis pour les activités tenues à l'extérieur de la zone de la Vallée de l'Outaouais ou lorsqu'il y a un coucher prévu.

**PROGRAMME DU SOIR**

14. L'esc 51 effectuera son instruction obligatoire entre 1815 heures et 2130 heures les mardi soirs. Voir l'annexe I pour l'horaire détaillé.

15. La parade du début sera formée par sections et inclura la prise des présences de l'escadron, l'inspection des cadets et les avis de section.

16. L'inspection par le cdt cmdt pourra survenir si le temps le permet ainsi que les nouveaux avis de l'escadron du programme du soir et des activités prochaines.

17. Normalement trois périodes en classes suivront.

18. Les cadets arrivés après 1830 heures doivent s'enregistrer sur la liste de personnel en retard auprès du sous-officier de service (s/off svc) en fonction au hall d'entrée à l'avant du CAvM. La liste du personnel en retard sera remise au bureau de l'Administration à la fin de la première période de formation.

19. Les formulaires d'assiduité devraient être retournés au bureau de l'Administration avant le début de la première période d'instruction.

20. Une parade finale sera formée par sections pour la revue du cmdt si nécessaire.

21. Toutes les opérations de l'escadron cesseront, et les cadets auront quitté le MAEC, pour 2130 heures.

## SUPERVISION OF CADETS

22. As per the Annual Operations Directive (AOD) and CATO 13-12 – Supervision of Cadets, cadets must be under the constant supervision of an officer and/or paid CI according to the following scale:

- a. Mandatory Activities. Each authorized cadet activity that is part of the Mandatory Training Program (Proficiency Level Program for Air Cadets) shall have at least one paid Cadet Instructor or a paid Civilian Instructor (CI) responsible for, and physically participating in the activity.
- b. Optional Activities. Each approved activity shall be under the responsibility and supervision of a Cadet Instructor or paid CI. The Cadet Instructor can either be on paid service or be providing support without pay during the optional activity.
- c. Local Day Activity/Training. There should be at least one appropriate adult supervisor of each gender for mixed gender activities for every 20 cadets for activities of one-day duration where no overnight accommodation is required, such as a tour or visit. If required, a senior cadet of the appropriate gender may assist in supervisory duties for this type of activity.
- d. Overnight Activities. There should be at least one appropriate adult supervisor of each gender for all mixed gender activities. The minimum ratio for overnight activities is one appropriate adult supervisor per each 15 cadets. Separate sleeping accommodation will be provided for male and female cadets and staff.

## CADET INSTRUCTORS

23. Cadet instructors are required to submit their Lessons Plans two training weeks in advance of teaching their class so that the Training Staff may verify them.

## SURVEILLANCE DES CADETS

22. Tel qu'énoncé dans la Directive annuelle aux opérations (DAO) et à l'OCRE 13-12 – Supervision des cadets, les cadets doivent être sous la supervision constante d'un officier et/ou IC (rémunéré) selon le barème suivant :

- a. Activités obligatoires. Pour chaque activité autorisée des cadets faisant partie du programme d'instruction obligatoire (le programme de niveaux de qualification des cadets de l'Air), il faut qu'au moins un instructeur de cadets ou un instructeur civil (IC) rémunéré soit présent et qu'il en soit responsable.
- b. Activités facultatives. Un instructeur de cadets ou IC rémunéré doit être responsable des activités facultatives et les superviser. L'instructeur de cadets peut être rémunéré comme il peut fournir du soutien sans être rémunéré dans le cadre d'une activité facultative.
- c. Activité/instruction locale d'une journée. Pour des activités mixtes d'une journée où il n'y aura pas de séjour de nuit, telles qu'une excursion ou une visite, il est recommandé d'affecter à chaque groupe de 20 cadets au moins un superviseur adulte compétent de sexe masculin et féminin. Si nécessaire, un cadet supérieur du sexe approprié peut superviser ce type d'activité.
- d. Activités d'une nuit. Pour toutes les activités mixtes, il devrait y avoir au moins un adulte superviseur compétent de sexe masculin et féminin. Le ratio minimum pour des activités d'une nuit est un adulte superviseur compétent pour chaque groupe de 15 cadets. Les cadets et le personnel seront hébergés séparément dans des endroits désignés selon leur sexe.

## INSTRUCTEURS CADETS

23. Les cadets instructeurs sont tenus de soumettre leurs plans de leçons deux semaines d'instruction en avance d'enseigner leur matière afin qu'ils soient vérifiés par le personnel de la section d'instruction.

24. Instructor evaluations will use the following criteria:
- a. officers, staff members or Sr NCOs cannot evaluate their own child or relatives;
  - b. NCOs are evaluated comparatively against each other of the same rank (for example, during a FTX, all Sergeants might be evaluated and ranked);
  - c. the evaluation form at Annex J is to be used;
  - d. before the activity, specific criteria are selected (normally three or four) by the Trg O, evaluators are briefed on the evaluation process, the criteria are explained and a list of cadets to be evaluated is provided to the evaluators;
  - e. during the activity, each evaluator observes, evaluates and scores each cadet identified on the evaluation list;
  - f. NCOs are evaluated comparatively against each other of the same rank (for example, during a FTX, all Sergeants might be evaluated and ranked); and
  - g. after the activity, an evaluation meeting, involving the evaluators, is held to exchange comments and notes and to agree on the final score and rank of each cadet evaluated.
24. Les évaluations des instructeurs s'effectueront selon les critères suivants :
- a. les officiers, membres du personnel ou s/off sup ne peuvent pas évaluer leur propre enfant ou parents;
  - b. les s/off sont évalués comparativement l'un contre l'autre au même grade (par exemple, tous les sergents peuvent être évalués et classifiés pendant un XEC);
  - c. le formulaire d'évaluation à l'annexe J sera utilisé;
  - d. avant l'activité, les critères spécifiques sont sélectionnés (normalement trois ou quatre) par l'O Instr, les évaluateurs sont mis au courant du processus d'évaluation, les critères sont expliqués et une liste des cadets à être évalué est fournie aux évaluateurs;
  - e. pendant l'activité, chaque évaluateur observe, évalue et marque chaque cadet identifié sur la liste de l'évaluation;
  - f. les s/off sont évalués comparativement l'un contre l'autre au même grade (par exemple, tous les sergents peuvent être évalués et classifiés pendant un XEC); et
  - g. après l'activité, on tient une rencontre d'évaluation, impliquant tous les évaluateurs, afin d'échanger des commentaires et des notes et de consentir un score définitif et un rang à chaque cadet évalué.

## ANNEX A

## ANNEXE A

## AIR STUDIES PROGRAM

## PROGRAMME DE FORMATION DE VOL

## OBJECTIVE

1. The 51 Sqn Air Studies Program is provided to offer academic training to interested Air Cadets who wish to compete for selection for such courses as Advance Aviation Technology - Airport Operations, Advance Aviation Technology - Aircraft Maintenance, Advance Aerospace, the Glider Scholarship Program or the Power Scholarship Program.

## DESCRIPTION

2. The Air Studies Program consists of three phases: Phase One deals with the initial training of the cadets; Phase Two deals with advanced training of those cadets nominated for national testing; and Phase Three consists of national testing for the Summer Training Program. Specifics of each phase are:

- a. Phase One. This phase runs from the commencement of the fall training program and terminates prior to the Christmas holidays. Fourteen training days are required to support 24 periods of lectures (two periods of training per night), two periods of review and two periods for the final test. Topics include aircraft operations, air law, meteorology, navigation, interview techniques and general information on the aviation industry and the Air Force. Prior to the Christmas holidays, those cadets nominated for the national testing will be identified.
- b. Phase Two. This phase runs through the month of January and entails an in-depth review of the material presented in Phase One.
- c. Phase Three. This phase consists of participation in the national testing, usually scheduled for the first Saturday in February. This testing consists of a written test and an interview (subject to the cadet passing the written test).

## OBJECTIF

1. Le Programme de formation de vol de l'esc 51 est fourni afin d'offrir la formation académique aux Cadets de l'air intéressés qui souhaitent rivaliser pour la sélection pour les cours tels que le Cours de Technologie Avancé de l'Aviation - Opérations d'un aéroport, Cours de Technologie Avancé de l'Aviation - Entretien d'aéronefs, aérospatiale avancé, du Programme de la bourse d'études du vol à voile ou du Programme de la Bourse d'études de vol motorisé.

## DESCRIPTION

2. Le Programme d'études de vol consiste en trois phases : La phase un traite de la formation initiale des cadets; la phase deux parle d'instruction de niveau avancé pour les cadets nommés pour les essais nationaux; et la phase trois consiste en un examen national pour le Programme d'instruction estival. Les caractéristiques de chaque phase sont :

- a. Phase un. Cette phase commence avec le programme d'instruction d'automne et se termine avant les fêtes de Noël. Quatorze jours d'instruction sont exigés pour supporter 24 périodes de cours (deux périodes d'instruction par soir d'instruction), deux périodes de révision et deux périodes pour l'examen final. Les sujets incluent les opérations aériennes, la loi de l'air, la météorologie, la navigation, techniques de l'entrevue et information générale sur l'industrie de l'aviation et l'Armée de l'air. Avant les fêtes de Noël, les cadets pressentis pour l'examen national seront identifiés.
- b. Phase Deux. Cette phase se tient pendant le mois de janvier et comporte une révision approfondie de la matière présentée dans la phase un.
- c. Phase Trois. Cette phase consiste en la participation à l'examen national, habituellement programmé pour le premier samedi en février. Cet examen consiste en une épreuve écrite et une entrevue (sujet à la réussite de l'épreuve écrite).



**QUALIFICATIONS REQUIRED**

3. Any cadet, from any level, may try out.

**QUALIFICATIONS REQUIRES**

3. Tout cadet, peut importe son niveau, peut s'essayer.

**ANNEX B****ANNEXE B****BAND****LA MUSIQUE****OBJECTIVE**

1. Ensure musical support on parades while qualifying cadets on their instrument.

**DESCRIPTION**

2. Learn how to play a musical instrument.
3. Learn how to read music.
4. Learn musical theory.
5. Learn drill with instruments and formations on parade.

**QUALIFICATIONS REQUIRED**

6. Any cadet, from any level, may try out.
7. No previous musical experience is required.

**OBJECTIF**

1. Assurer la musique sur les parades tout en qualifiant les cadets sur leur instrument.

**DESCRIPTION**

2. Apprendre à jouer d'un instrument de musique.
3. Apprendre la lecture à vue.
4. Apprendre la théorie musicale.
5. Apprendre l'exercice militaire avec les instruments et en formation de parade.

**QUALIFICATIONS REQUISES**

6. Tout cadet, peut importe son niveau, peut s'essayer.
7. Aucune expérience musicale préalable requise.

**ANNEX C****ANNEXE C****BIATHLON TEAM****ÉQUIPE DE BIATHLON****OBJECTIVE**

1. To enhance physical fitness through participation in the sport of biathlon and the Cadet Biathlon Program.

**DESCRIPTION**

2. Biathlon is an Olympic winter sport, which combines competitive, free-technique cross-country skiing and small-bore rifle marksmanship.

3. Training consists of strength and cardiovascular conditioning through static exercises, running, and other dynamic activities.

4. In the Cadet Biathlon competition, the biathlete skis a distance of no less than 5 kilometres and stops at the shooting range to shoot, two times. The shooting distance is always 50 metres and five rounds are fired in each bout at five targets. Cadets shoot in the prone position only.

**QUALIFICATIONS REQUIRED**

5. Any cadet, from any level, may try out for the Biathlon Team.

**OBJECTIF**

1. Améliorer le conditionnement physique par la pratique du sport de biathlon et la participation au programme de Biathlon des Cadets.

**DESCRIPTION**

2. Le biathlon est un sport olympique d'hiver qui comprend le ski de fond en style libre et le tir à la carabine de petit calibre.

3. L'entraînement consiste au conditionnement cardiovasculaire et de force à travers la pratique d'exercices sur place, la course et autres activités dynamiques.

4. Dans une compétition de biathlon de cadets, le biathlète franchi à ski une distance de pas moins de 5 kilomètres et s'arrête à un champ de tir pour tirer à deux reprises. La distance de tir est toujours de 50 mètres et cinq coups sont tirés sur cinq cibles à chaque série. Les cadets ne tirent que de la position couchée.

**QUALIFICATIONS REQUISES**

5. Tout cadet peut importe son niveau, peut faire partie de l'équipe de biathlon.

*Recreational Biathlon  
Award*

*Certificat  
Biathlon récréatif*

*First Name and Surname*

*Bronze Level  
20XX-20XX*



*Niveau Bronze  
20XX-20XX*

Name and Surname  
Rank/Grade

Commanding Officer 51 Squadron/Commandant Escadron 51

Name and Surname  
Rank/Grade

Chief Instructor/Entraîneur-chef

*Recreational Biathlon  
Award*

*Certificat  
Biathlon récréatif*

***First Name and Surname***

*Silver Level  
20XX-20XX*



*Niveau Argent  
20XX-20XX*

Name and Surname  
Rank/Grade

Commanding Officer 51 Squadron/Commandant Escadron 51

Name and Surname  
Rank/Grade

Chief Instructor/Entraîneur-chef

*Recreational Biathlon  
Award*

*Certificat  
Biathlon récréatif*

***First Name and Surname***

***Gold Level  
20XX-20XX***



***Niveau Or  
20XX-20XX***

**Name and Surname  
Rank/Grade**

Commanding Officer 51 Squadron/Commandant Escadron 51

**Name and Surname  
Rank/Grade**

Chief Instructor/Entraîneur-chef

**ANNEX D****ANNEXE D****DRILL TEAM****ÉQUIPE D'EXERCICE MILITAIRE****OBJECTIVE**

1. Improvement and putting into practice the knowledge of all individual and squad (flight) drill movements executed by the Air Cadets.

**DESCRIPTION**

2. Drill is an important part of cadet training. Drill promotes discipline, alertness, precision, pride, steadiness, and the cohesion necessary for success within a group.

3. From a leadership perspective, drill is an excellent vehicle to help enhance some personal attributes. A senior cadet's assertiveness, confidence in his abilities while speaking in front of a group, and supervisory skills while correcting personnel on their dress and personal drill all benefit from drill instruction.

**QUALIFICATIONS REQUIRED**

4. Any cadet, from any level, may try out for the Drill Team.

5. Current year Drill Team members are authorized to wear a white lanyard on their left shoulder.

**OBJECTIF**

1. Augmentation et mise en pratique des connaissances de tous les mouvements d'exercice militaire individuels et d'escouade (de section) exécutés dans les cadets de l'air.

**DESCRIPTION**

2. L'exercice militaire est une partie importante de l'instruction du cadet. L'exercice militaire encourage la discipline, la vigilance, la précision, la fierté, la stabilité et la cohésion nécessaire pour le succès à l'intérieur d'un groupe.

3. Du point de vue du leadership, l'exercice militaire est un excellent véhicule pour aider à rehausser des attributs personnels. La manière assurée d'un cadet supérieur, sa confiance dans ses capacités de parler devant un groupe, et sa compétence comme surveillant en corrigeant le personnel sur leur tenue et lors de l'exercice militaire, ont tous bénéficiés de l'instruction reçue lors de l'exercice militaire.

**QUALIFICATIONS REQUISES.**

4. Tout cadet, peut importe son niveau, peut faire partie de l'équipe d'exercice militaire.

5. Le personnel de l'équipe d'exercice militaire de l'année en cours est autorisé à porter un cordon blanc à l'épaule gauche

**ANNEX E****ANNEXE E****MARSKMANSHIP TEAM****ÉQUIPE DE TIR****OBJECTIVE**

1. Develop an interest for shooting while promoting the secure handling of firearms.

**DESCRIPTION**

2. Marksmanship is one of the most popular cadet training activities. Cadet marksmanship has its roots in familiarization training with the Canadian Armed Forces. Its current focus, however, is on teaching cadets the proper use and safe handling of firearms for recreational purposes only. The marksmanship program has been specifically designed for youth and is based on Olympic-style competition.

**QUALIFICATIONS REQUIRED**

3. Any cadet, from any level, may try out for the Marksmanship Team.

**OBJECTIF**

1. Développer un intérêt pour le tir de précision tout en promouvant l'utilisation sécuritaire des armes à feu.

**DESCRIPTION**

2. Le sport de tir est une des activités communes les plus populaires chez les cadets. Le tir chez les cadets tire ses racines du désir de familiarisation avec les Forces armées canadiennes. À l'heure actuelle, on met plutôt l'accent sur la bonne façon de les utiliser et leur maniement sécuritaire et ce, à des fins récréatives seulement. Le programme prend modèle sur le tir de compétition de type olympique.

**QUALIFICATIONS REQUISES**

3. Tout cadet, peut importe son niveau, peut faire partie de l'équipe de tir.



**ANNEX F****ANNEXE F****THE DUKE OF EDINBURGH'S  
INTERNATIONAL AWARD PROGRAM****PROGRAMME DU PRIX INTERNATIONAL  
DU DUC D'ÉDIMBOURG****OBJECTIVE**

1. Conceived by his Royal Highness the Duke of Edinburgh in 1956, and started in Canada in 1963, the program aims to help young persons develop strength of character, leadership and personal discipline through four sectors of activity: community service, sports activities, skills, and expedition. The awards purpose is similar to the aims of the Air Cadet Program.

**DESCRIPTION**

2. The Duke of Edinburgh's International Award program regroups active people, aged from 14 to 25, in more than 114 countries. It is considered a very prestigious award in recognition of their individual efforts and their performance.

**QUALIFICATIONS REQUIRED**

3. Any cadet, from any level, may register for the program.
4. The minimum age is 14.

**OBJECTIF**

1. Fondé au Royaume-Uni par Son Altesse Royale le Duc d'Édimbourg en 1956, le programme, lancé au Canada en 1963, a pour but d'aider les jeunes à développer la force de caractère, le leadership et la discipline personnelle par le biais de projets dans quatre secteurs d'activités: service communautaire, activité sportive, habileté, et expédition. Le but du prix est similaire à ceux du programme des cadets.

**DESCRIPTION**

2. Le Prix international du Duc d'Édimbourg regroupe des jeunes actifs de 14 à 25 ans dans plus de 114 pays. Il est considéré comme la récompense la plus prestigieuse en reconnaissance de leurs efforts individuels et de leurs performances.

**QUALIFICATIONS REQUIRES**

3. Tout cadet, peut importe son niveau, peut s'enregistrer au programme.
4. L'âge minimal est de 14 ans.

## ANNEX G

## ANNEXE G

## PROPOSAL FOR AN ACTIVITY

## PROPOSITION D'ACTIVITÉ

**PLANNING AN ACTIVITY**

## MEMORANDUM

1085- (File #)

[D -60 Days]

**PLANNING – [insert title of activity]**

Distribution List

References: A.  
B.

1. As discussed at reference, 51 Sqn is responsible for organizing and running a [indicate the type of activity] for all Ottawa Valley Air Cadet squadrons, to be held [insert date].
2. One staff member and one Senior Cadet have been appointed as OIC and Cdt IC for this event. The OIC shall be responsible for making all arrangements outside the squadron, while the Cdt IC shall be responsible for organizing a support team among the squadron cadets. Specific tasks and milestones have been set out at Annex A.
3. The OIC shall ensure that all Ottawa Valley Area squadrons shall be invited to take part in this event. A letter of invitation is attached at Annex B, with an entry form to be completed by each participating squadron and submitted one month prior to the meet.
4. The event shall consist of the following:
  - a. ;
  - b. ; and
  - c. .
5. [Insert details explaining how event will be run]
6. [Insert details on how event will be scored and winner determined]
7. [Insert details on logistics – what's required, where we'll get it]
8. Medals will be presented to the top three teams, and a plaque presented to the top squadron at the close of the event.
9. The OIC shall communicate final results to all Ottawa Valley squadrons.
10. The emphasis throughout shall be on safety, competition and fun.

(4 line returns)

**First name and surname**

Rank  
Position  
Telephone number

Dist List

Action

OIC  
Cdt IC  
[Anyone else tasked]

Info

51 Sqn Staff  
Sr Cadets

Annexes

A Task List  
B Letter of Invitation and Entry Form  
C Results Letter

Annex A  
to 1085- (File #)  
Date

### TASK LIST

Person	Task	To be done NLT
CO	task OIC and Cdt IC; set date for event and communicate to other COs	start of training year
CO	request funding from committee	D -90 days
OIC	recce & book facilities, determine support required and develop admin instruction	D -90 days
OIC	send letter with entry form to other squadron COs; submit Exercise Request, issue Administrative instruction to squadron	D -60 days
OIC	confirm facilities; give equipment list to Sup O; collate responses from RSVP and determine logistics (e.g. food) required	D -30 days
OIC	order medals (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> place x no. of team members) and plaque, to read: First Place Squadron Ottawa Valley Air Cadet [title of meet] [year]	D -30 days
Cdt IC	get volunteers for assistance at meet get team captain and members	D -30 days
CO	pick up funding from committee	D -14 days
OIC/ Cdt IC	Orders Group – task volunteers (e.g. referees, line	D -14 days

	judges, timers, scribe)	
OIC	pick up & pay for medals & plaque; sign out equipment from supply (store at squadron)	D -7 days
Cdt IC	photocopy all necessary forms, confirm all volunteers and team members	D -7 days
OIC	pick up equipment from squadron; go to event site; pay (if required); welcome other units	D -60 minutes
Cdt IC	go to event site; set up site with volunteer Cadets; confirm tasks and help supervise	D -60 minutes
OIC	collate results; prepare letter (for CO's signature) and send to other squadron COs; congratulate volunteers & team members	D +7 days

Annex A  
to 1085- (File #)  
Date

## LETTER OF INVITATION

1085- (CO)

[D -60 Days]

Ottawa Valley Sqn COs

OTTAWA VALLEY AIR CADET [insert name of meet]

Reference:

1. As discussed at the reference, 51 Sqn will be hosting the [insert name of meet], to be held [insert date of event]. The cadets of your squadron are invited to participate in this event.
2. This event shall consist of [outline event].
3. For this event [insert details on participation – e.g. at least x female, y juniors etc.]. Please complete the attached entry form with the names of your squadron's competitors and return it to 51 Sqn at least one month prior to [insert date of event].
4. The meet is being held on \_\_\_\_\_, at \_\_\_\_\_, located at \_\_\_\_\_ in Ottawa, beginning at \_\_\_\_\_ hours and ending at \_\_\_\_\_ hours.
5. [insert any logistical requirements – dress, food, etc.]
6. Please direct any questions to \_\_\_\_\_, the OIC for this activity, at \_\_\_\_\_ - \_\_\_\_\_.

First Name and Name  
Commanding Officer  
613-742-5151

Annex A  
to 1085- (File #)  
Date

## RESULTS LETTER

1085- (CO)

[D+7 Days]

Ottawa Valley Sqns

RESULTS - ~~XXXX~~ OTTAWA VALLEY AIR CADET [insert title of meet]

1. As CO of the host squadron, I would like to congratulate all participants in the (Date) Ottawa Valley Air Cadet [insert title of meet] and to thank all that attended. The competition was enthusiastic and, from what I could see, everyone had a thoroughly enjoyable time.
2. I have attached results from each [race, game, etc.]. The teams that placed first, second or third have received medals as indicated. Please announce these medals on parade so that the competitors can receive full recognition for their achievements.
3. Please direct any questions or concerns to me at the numbers below.

First Name and Name  
Commanding Officer  
613-742-5151

Annex: Detailed Results

## ANNEX H

## ANNEXE H

## AFTER ACTION REPORT

## RAPPORT POST ACTIVITÉ

## After Action Report

### Part 1 - General Information related to the activity

1	Name			
2	Date(s) and time(s)			
3	Location(s)			
4	Description of PO/ Type of Activity			
5	Goal of the PO/activity			
6	Officer in Charge			
7	Cadet in Charge			
8	Person Filing Report			
9	Number of participants	Males	Females	Total
	Cadets			
	Staff			
10	Name(s) of Staff Present	Position/Duty		

11	Overview of the Activity		
1			
2			

### Part 2 - Issues encountered *(what went wrong, who didn't do their job ...)*

Item	Observation	Recommendation

### Part 3 - Positive Aspects *(what went well, who did well...)*

Item	Observation	Recommendation

### Part 4 – Recommendations

*(what do we keep, what do we need to fix and how, are there any follow-up actions?)*

Item	Recommendation	Follow-up action

Signature of Filer:		Date:	
Trg O Signature:		Date:	

## ANNEX I

## ANNEXE I

## MANDATORY TRAINING SCHEDULE

## HORAIRE D'INSTRUCTION OBLIGATOIRE

1. The regular mandatory training schedule for Tuesday evenings is as follows:

1. L'horaire régulier de l'instruction obligatoire des mardis soirs est comme suit:

EVENT/ACTIVITY	TIME/HEURE	ÉVÈNEMENT/ACTIVITÉ
Arrival of staff and Sr NCOs	1800	Arrivée de l'état-major et des s/off sup
Arrival of cadets	1815 - 1830	Arrivée des cadets
Cadet Staff inspection of Senior NCOs		Inspection des s/off sup par l'état-major cadet
Instructors Lesson Plan review meeting with Training Staff and Level Officers		Rencontre pour la révision des plans de leçons des instructeurs avec le personnel de l'instruction et les Officiers de niveaux
Section Commander inspection / attendance of section cadets		Inspection/appeal (prise des présences) des cadets des sous-sections par les commandants de sous-sections
Flight Form Up		Rassemblement des sections
Flight 2IC Attendance and Inspection period	1830 – 1840	Période de l'appel et de l'inspection des sections par les cmdtA son
Opening Parade	1840 – 1855	Parade d'ouverture
Squadron Announcements		Les informations de l'escadron
Instruction – 1 <sup>st</sup> Period	1900 – 1930	Instruction - 1 <sup>ère</sup> période
Instruction – 2 <sup>nd</sup> Period	1935 – 2005	Instruction - 2 <sup>e</sup> période
Break	2005 – 2025	Pause
Instruction – 3 <sup>rd</sup> Period or CO's Parade	2030 – 2100	Instruction - 3 <sup>e</sup> période ou Parade du cmdt
Closing Parade	2105 – 2125	Parade finale
Squadron Announcements updates		Mise à jour des informations de l'escadron
Cadets leave	2130	Les cadets quittent
Sqn Staff Meeting	2135 – 2145	Rencontre de l'état-major de l'esc
All remaining squadron personnel leave	2145	Le personnel restant de l'escadron quitte



**ANNEX J** **ANNEXE J**

**EVALUATION FORM** **FORMULAIRE D'ÉVALUATION**

**Performance Review**

**Cadet name and rank:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Activity:** \_\_\_\_\_

Criteria		Performance
<b>Leadership :</b>		
01	Lead and show example.	1 2 3 4 5
02	Take firm and adequate decisions.	1 2 3 4 5
03	Apply discipline. Obedience.	1 2 3 4 5
04	Know the subalterns and take care of them.	1 2 3 4 5
05	Develop cadets' leadership.	1 2 3 4 5
06	Delegate tasks.	1 2 3 4 5
07	Supervise the subalterns.	1 2 3 4 5
08	Team spirit.	1 2 3 4 5
09	Communicate ideas clearly.	1 2 3 4 5
10	Make sure that cadets are aware of the changes in plans.	1 2 3 4 5
11	Take initiatives.	1 2 3 4 5
12	Know himself and want to improve.	1 2 3 4 5
13	Believe and is confident in superiors, peers and self.	1 2 3 4 5
14	Respect the cadets.	1 2 3 4 5
15	Respect rules and directives (smoking, salute, language, etc...)	1 2 3 4 5
16	Apply his knowledge (theory).	1 2 3 4 5
17	Help/assist the peers (or subalterns)	1 2 3 4 5

Criteria		Performance
<b>Interest :</b>		
18	Show interest for the Sqn and the cadets.	1 2 3 4 5
19	Participate actively et encourage the others.	1 2 3 4 5
20	Complete the task with energy and efficiency.	1 2 3 4 5
21	Dedicated and motivated.	1 2 3 4 5
22	Proud of the work done and the Sqn.	1 2 3 4 5
23	Associate himself to the Sqn.	1 2 3 4 5
24	Care for the Sqn.	1 2 3 4 5

Potential :		
25	Aspire to become a leader.	1 2 3 4 5
26	Sense of responsibilities.	1 2 3 4 5
27	Good judgment.	1 2 3 4 5
28	Find solutions to problems.	1 2 3 4 5
29	Fair, impartial and loyal.	1 2 3 4 5
30	Reliable.	1 2 3 4 5
31	On time.	1 2 3 4 5
32	Ambitious.	1 2 3 4 5
33	Positive.	1 2 3 4 5
34	Professional.	1 2 3 4 5
35	Flexible.	1 2 3 4 5

**Description/details :** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Evaluator (Rank and name):**

**Cadet Signature:**

## Compte rendu de rendement

Grade et nom du cadet: \_\_\_\_\_

Date: \_\_\_\_\_

Événement: \_\_\_\_\_

Critère		Rendement
<b>Leadership :</b>		
01	Diriger en donnant l'exemple.	1 2 3 4 5
02	Prendre des décisions fermes et opportunes.	1 2 3 4 5
03	Appliquer la discipline. Obéissance.	1 2 3 4 5
04	Connaître ses subalternes et voir à leur bien-être.	1 2 3 4 5
05	Développer les qualités de leadership des cadets.	1 2 3 4 5
06	Déléguer des tâches.	1 2 3 4 5
07	Superviser et encadrer ses subalternes.	1 2 3 4 5
08	Esprit d'équipe.	1 2 3 4 5
09	Communiquer des idées et pensées clairement.	1 2 3 4 5
10	S'assurer que les cadets sont au courant de tous les changements.	1 2 3 4 5
11	Prendre des initiatives personnelles.	1 2 3 4 5
12	Se connaître et chercher à s'améliorer.	1 2 3 4 5
13	Avoir confiance en ses supérieurs, ses paires et soi-même.	1 2 3 4 5
14	Traiter les cadets comme on souhaite être traité.	1 2 3 4 5
15	Respecter les règlements, directives et consignes (fumer, saluer, langage, parler en même temps.)	1 2 3 4 5
16	Appliquer la matière	1 2 3 4 5
17	Aider ses coéquipiers (ou subalternes)	1 2 3 4 5

Critère		Rendement
<b>Intérêt :</b>		
18	Démontrer de l'intérêt pour l'escadron et pour les cadets.	1 2 3 4 5
19	Participer activement et encourager les autres.	1 2 3 4 5
20	Accomplir ses tâches avec énergie, de façon dévouée, appliquée et efficace.	1 2 3 4 5
21	Être passionné, motivé.	1 2 3 4 5
22	Être fier de son travail et de son appartenance.	1 2 3 4 5
23	S'attacher et s'identifier à l'escadron.	1 2 3 4 5
24	Se préoccuper et se soucier du bon fonctionnement de l'escadron.	1 2 3 4 5

Potentiel :		
25	Vouloir devenir un chef.	1 2 3 4 5
26	Avoir le sens des responsabilités.	1 2 3 4 5
27	Avoir du jugement.	1 2 3 4 5
28	Trouver une solution à tout problème.	1 2 3 4 5
29	Être juste, impartial et loyal.	1 2 3 4 5
30	Être fiable.	1 2 3 4 5
31	Être ponctuel et assidu.	1 2 3 4 5
32	Avoir de l'ambition.	1 2 3 4 5
33	Être positif.	1 2 3 4 5
34	Être professionnel.	1 2 3 4 5
35	Être flexible.	1 2 3 4 5

Description/détails : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Constaté par (grade et nom) :
-------------------------------

Signature du cadet :
----------------------

## ANNEX K

## ANNEXE K

## KIT LIST

## LISTE D'ÉQUIPEMENT

1. This is the suggested list of items to be brought on an activity by cadets. It is amended as required to fit the situation.
2. All valuable objects such as expensive watches or jewellery, CD, or MP3 players, cellular telephones, iPods ©, iPads ©, as well as personal radios, must be left at home.
3. Personal belongings will be identified.
4. The squadron will not be held responsible for lost or stolen items.
5. Military style combat uniform is acceptable BUT all badges must be removed.
6. All delicacies (chocolates, candies, potato chips, etc.), matches, lighters, knives and axes will not be tolerated.
7. Cadets are to place everything in a waterproof container of some sort (plastic garbage bag) to avoid items getting wet in inclement weather. Not just pack equipment in a garbage bag, it will rip open.
8. Cadets not wearing the appropriate clothing will not leave for the activity and will be sent home.

1. Voici la liste des articles suggérés devant être apportés par les cadets pour une activité. Elle sera modifiée pour s'adapter à la situation.
2. Les objets de valeur tels que montres ou bijoux, Walkman, lecteurs CD et MP3 téléphones cellulaires, iPods ©, iPads ©, ainsi que les postes radios personnels doivent être laissés à la maison.
3. Les articles personnels seront identifiés.
4. L'escadron ne sera pas tenu responsable des articles perdus ou volés.
5. Les uniformes de combat de style militaire sont acceptés MAIS sans insignes.
6. Les friandises, (chocolats, bonbons, croustilles, etc.) les allumettes, briquets, couteaux et hachettes, ne seront pas tolérés.
7. Les cadets doivent placer leurs articles dans un contenant imperméable (sac de déchets en plastique) afin d'éviter qu'ils soient mouillés par mauvais temps. Ne pas placer l'équipement uniquement dans un sac de plastique car celui-ci se déchirera.
8. Les cadets qui ne porteront pas les vêtements appropriés ne partiront pas pour l'activité et seront renvoyés chez eux.

## Kit List / Liste d'équipement

Kit List / Liste d'équipement	
<b>NOTE:</b> Most of the activities will be held outside in cold and/or wet weather.	<b>NOTA :</b> La majorité des activités se dérouleront à l'extérieur par temps froid et/ou pluvieux.
<b>Personal Clothing.</b> In addition to basic clothing worn by the individuals:	<b>Habillement personnel.</b> En plus des vêtements portés par les individus :
Boots (2 <sup>nd</sup> pair). (should be at least water resistant). <u>Combat boots are acceptable as a second pair of footwear only</u>	Bottes (2 <sup>e</sup> paire). (au moins hydrofuge). <u>Les bottes de combat sont acceptables comme deuxième paire de bottes seulement</u>
Cadets wearing eyeglasses are to bring a safety band	Les cadets qui portent des lunettes sont priés d'emporter un cordon de sécurité
Coat (Parka) (Mandatory)	Manteau chaud (anorak) (Obligatoire)
Flashlight	Lampe de poche (torche électrique)
Insect repellent	Chasse moustiques
Lip balm (Chapstick style).	Baume pour les lèvres (style Chapstick)
Long legged pants (2 pairs) ( <u>jeans are not acceptable</u> )	Pantalons longs (2 paires) ( <u>les jeans ne sont pas acceptables</u> )
Medical Insurance Card (Mandatory).	Carte d'assurance santé (Obligatoire).
Medicine (as required)	Médicaments (si nécessaire)

Kit List / Liste d'équipement	
Mittens, gloves (several pairs)	Gants ou mitaines chauds (plusieurs paires)
Parents/Tutor Permission (Mandatory).	Permission des parents/tuteurs (Obligatoire).
Personal hygiene kit (girls foresee sanitary pads)	Articles d'hygiène personnelle (les filles prévoir des serviettes sanitaires)
Pyjamas	Pyjamas
Rain gear (top and bottom) (Mandatory)	Imperméable (manteau et pantalons) (Obligatoire)
Running shoes (as a change of footwear)	Une paire de souliers de sport (running shoes) (utilisés comme paire de rechange)
Scarf	Foulard
Shirt or sweater	Chemise ou gilet de corps
Sleeping bag (Mandatory)	Sac de couchage (Obligatoire)
Sleeping roll/mattress/foam (Individual not double size)	Matelas/tapis de sol (individuel, pas de matelas double)
Socks (at least 3 pairs)	Chaussettes (bas) (au moins 3 paires)
Sun screen	Protection solaire
Sunglasses (optional)	Lunettes de soleil (facultatif)
Sweater (preferably wool)	Gilet chaud (préféablement de laine)
Sweatshirt (Hoody)	Gilet manche longues (kangourou)
Swimsuit (plus goggles if required)	Costume de bain (et lunettes de bain si nécessaire)
Toque or hat (Mandatory)	Tuque ou chapeau (Obligatoire)
T-shirts (at least 2)	T-shirts (au moins 2)
Unbreakable plate, soup bowl, and cup	Assiette, bol de soupe et tasse incassables
Underwear (at least 2 changes)	Sous-vêtements (au moins 2 rechanges)
Utensils (knife, fork and spoon)	Ustensiles (couteau, cuiller et fourchette)
Work gloves (one pair)	Gants de travail (une paire)

**ANNEX L** **ANNEXE L**

**ACTIVITY AUTHORIZATION FORM** **FORMULAIRE D'AUTORISATION POUR ACTIVITÉ**

1. All cadets will return a completed and signed Authorization Form for all activities whether authorized to attend or not.
2. In addition, all cadets will return a completed and signed Inspection Consent Form (CATO 12-50 Annex A) for all activities.
3. Under no circumstances shall it be possible for parents to consent to their child's participation in an activity without consenting also to the conduct of inspections.

1. Tous les cadets remettront un formulaire d'autorisation complété et signé pour chaque activité même s'ils ne sont pas autorisés à participer à l'activité.
2. Tous les cadets remettront un formulaire d'autorisation complété et signé (OAIC 12-50 Annexe A) pour chaque activité.
3. En aucun cas est-il possible pour les parents de consentir à la participation de leur enfant sans consentir à la tenue d'inspections.

**ACTIVITY DATES OF ACTIVITY AUTHORIZATION FORM** **ACTIVITÉ DATES DE L'ACTIVITÉ FORMULAIRE D'AUTORISATION**

The Squadron will conduct indicate the type of activity on dates of activity. The Cadets will explain the aim of the activity. The activity will take place where.

L'escadron effectuera indiquez le type d'activité ainsi que les dates de l'activité. Les cadets indiquez le but de l'activité. L'activité aura lieu à quel endroit.

Cadets are to report at the where and when. We will be returning to where and when.

Les cadets sont priés de se présenter à quel endroit et quand. Nous reviendrons à quel endroit et quand.

The Squadron Kit List is available on the Documents page of the Squadron website at [www.51aircadets.ca](http://www.51aircadets.ca).

La liste d'équipement printemps - automne est disponible à la page Documents du site web de l'escadron au [www.51aircadets.ca](http://www.51aircadets.ca).

Please ensure that the authorization form below is completed and returned by what date and/or time whether your child(ren) is(are) authorized to attend or not.

Veuillez remplir le formulaire d'autorisation ci-dessous et le retourner avant date et/ou heure même si votre(vos) enfant(s) ne sera(ont) pas autorisé(s) à participer à l'exercice.

Please tick off the appropriate box.

Veuillez cocher la boîte appropriée.

<b>ACTIVITY DATES OF ACTIVITY</b>	<b>ACTIVITÉ DATES DE L'ACTIVITÉ</b>
<input type="checkbox"/> J'autorise I authorize	<input type="checkbox"/> Je n'autorise pas I do not authorize
_____ à participer à (Given Name/Prénom and/et Surname/Nom de famille of/du Cadet) to participate in	
<b>Name of activity and dates.</b> <b>Nom de l'activité et les dates.</b>	
_____ (Date)	_____ (Signature of/du parent/guardian/tuteur)

Because of financial commitments entered into by the Squadron based on signed returns, cost recovery action may be initiated against cadets who did not attend without appropriate reason.

A cause d'engagements financiers entrepris par l'escadron basé sur les formulaires retournés, des mesures de recouvrement des frais encourus pourraient être entreprises contre les cadets qui ne se sont pas présentés sans raison valable.

## ANNEX M

## ANNEXE M

## DRAFT EXERCICE OPERATIONS ORDER

## ÉBAUCHE D'ORDRE D'OPÉRATION – EXERCICE

1085-20-14 (Drafter)

Date

Distribution List

**OPERATION ORDER XX-YEAR/YEAR  
SQUADRON BUSH EXERCISE – DATE**

Reference: 51 Squadron Standing Operating Procedures

**SITUATION**

1. 51 Squadron will conduct a spring training exercise for the entire squadron during **indicate date and location of activity**.
2. The aims for the weekend will be to:
  - a. confirm basic Aircrew Survival lessons previously taught to junior cadets in a spring environment;
  - b. offer leadership opportunities to the Level 4 and 5 cadets through specialized leadership taskings; and
  - c. provide an environment where squadron esprit-de-corps can be fostered.
3. An advance party, outlined in Annex B, will depart **indicate date and location** in order to prepare the **location** for the arrival of the rest of the squadron. The main body of cadets and staff will leave **indicate date and location**. Return arrival at **indicate date and location**.

**MISSION**

4. 51 Squadron cadets will execute basic Aircrew Survival in spring, offer leadership opportunities to the Level 4 and 5 cadets, and provide an environment where squadron esprit-de-corps can be fostered.

**EXECUTION**

5. General Outline. This will be a forty-eight hour exercise starting on Friday evening and ending Sunday afternoon. Level 1, 2 and 3 training will be carried out by level on Friday and Saturday with Level 5 and 6 cadets providing both instruction and supervision as required. Sunday's activities will be by flight. Level 4 training will be carried out independently during the whole weekend. Because the total number of participants is unknown at this time, 100 (80 cadets and 20 staff personnel) has been used for planning purposes.
6. Taskings:
  - a. Exercise Coordinator. [redacted] will be the Ex Coord. He will be responsible for:
    - (1) liaising with appropriate Detachment and League authorities to secure approval for the exercise;

- (2) liaising with the **activity location** authorities to secure:
    - (a) the **activity location** for the exercise,
    - (b) sufficient number of buildings to support exercise activities during the weekend, and
    - (c) a date and time where a reconnaissance can be carried out prior to the weekend;
  - (3) liaising with appropriate **support location or unit** authorities and request on behalf of 51 Squadron the use of:
    - (a) **a location** for the exercise final coordination briefing on **date and time**,
    - (b) **a location** for departure preparations on **date and time**,
    - (c) **a location** for arrival operations on **date and time**, and
    - (d) **a location** for use by the squadron staff to store their vehicles over the weekend;
  - (4) liaising with appropriate **\_\_\_\_\_** authorities and request on behalf of 51 Squadron appropriate medical support personnel for the weekend;
  - (5) liaising with the Sponsoring Committee for:
    - (a) foodstuffs,
    - (b) transport requirements,
    - (c) kitchen staff personnel,
    - (d) suitable memento for **location** authorities; and
  - (6) making the decision to cancel the activity in case of inclement weather and posting the information on the squadron website.
- b. Exercise Officer in Charge. **\_\_\_\_\_** will be Ex OIC and be responsible for:
- (1) submitting the Request for Exercise to Eastern Region for approval;
  - (2) the overall supervision of the exercise;
  - (3) coordinating all aspects of training for the weekend;
  - (4) briefing squadron exercise appointments on requirements;
  - (5) assisting Ex Trg NCO in planning training and selection of instructors;
  - (6) tasking the instructors;
  - (7) verifying the content of the classes to be taught;
  - (8) checking the lessons plan of all the instructors by **date**;

- (9) supervising and coordinating all staff member activities throughout the planning and preparation stages, and the event itself;
  - (10) remaining ready to intervene at a time and place where a coordination problem may arise before and during the activity;
  - (11) securing from the Ex Coord the criteria on which to evaluate cadets;
  - (12) providing Ex 2IC with a list of cadets to be evaluated;
  - (13) coordinating the evaluations of Senior Cadets throughout the weekend;
  - (14) providing evaluation sheets for all NCOs;
  - (15) handing results of all evaluations to the Ex Coord, as soon as possible after the activity;
  - (16) submitting a complete report on the conduct of activities to the CO, as soon as possible after the activity;
  - (17) confirming menu selection with the Sponsoring Committee;
  - (18) ensuring a site reconnaissance of **the location for the activity** is carried out prior to the exercise; and
  - (19) any other duties assigned by the Ex Coord.
- c. Exercise Second-in-Command. [REDACTED] will be the Ex 2IC and be responsible for:
- (1) the overall administrative and logistic requirements for the exercise;
  - (2) assisting the Ex OIC in carrying out the exercise as per the schedule;
  - (3) assisting the Ex OIC in evaluating all NCOs during the exercise;
  - (4) assisting in the supervision of training for Level 4 cadets;
  - (5) leading the Advance Party, to include:
    - (a) securing and returning the Logistics vehicle to be used for the exercise,
    - (b) securing and returning all Regional Cadet Support Unit (Eastern) provided equipment,
    - (c) checking in with the **activity location** representative; and
  - (6) any other duties assigned by the exercise chain of command.
- d. Exercise Administration Officer. [REDACTED], will be the Ex Admin O and be responsible for:
- (1) preparing and submitting all paperwork related to the activity;
  - (2) preparing and printing the appropriate documents as required;



- (3) maintaining the squadrons' nominal roll;
  - (4) collecting parent authorization forms prior to departure;
  - (5) helping out with messing arrangements;
  - (6) acting as Exercise First Aid Officer (Ex First Aid O) throughout the exercise along with members of [REDACTED] to include:
    - (a) collecting cadet medical insurance cards prior to departure;
    - (b) safeguarding the medical insurance cards for the duration of the exercise;
    - (c) returning the medical insurance cards to the individuals at the end of the exercise;
    - (d) collecting cadet medications prior to departure,
    - (e) distributing medications as required by individual cadets throughout the exercise;
  - (7) duties as Exercise Safety Officer (Ex Safe O) to include:
    - (a) general safety and security of all participants throughout the exercise;
    - (b) fire safety, to include:
      - i. briefing the squadron on the Fire Orders upon arrival,
      - ii. designating the squadron gathering area(s),
      - iii. supervising any practice alarm and evacuation drill(s), if required by Ex OIC,
      - iv. making a final check of buildings in the case of a fire evacuation or drill, and
      - v. in the case of a fire alarm or evacuation drill, along with the Security Pickets, confirm the roll has been called and all personnel are accounted for;
  - (8) any other duties assigned by the exercise chain of command.
- e. Exercise Supply Officer. [REDACTED] will be the Ex Sup O and will be responsible for
- (1) all logistic requirements for the exercise;
  - (2) providing all items requested by, or on behalf of, the Ex OIC as per Annex D;
  - (3) safeguarding all confiscated objects;
  - (4) returning confiscated objects to the individuals at the end of the exercise;
  - (5) ensuring all required items and equipment are issued and accounted for;

- (6) ensuring all issued items and equipment are returned and accounted for;
  - (7) helping out with the messing arrangements;
  - (8) acting as photographer for the activity to include:
    - (a) taking appropriate photographs for posterity,
    - (b) having the images developed; and
  - (9) any other duties assigned by the exercise chain of command.
- f. Level Staff Personnel. Squadron Level Staff members are responsible to:
- (1) supervise and coordinate training for their level, outlined in Annex E;
  - (2) assist the Ex OIC in carrying out the exercise as per the schedule;
  - (3) assist the Ex OIC in evaluating instructors;
  - (4) assist in evaluating designated cadets;
  - (5) helping out with messing arrangements;
  - (6) be prepared to assist in the site reconnaissance (if required); and
  - (7) any other duties assigned by the exercise chain of command.
- g. Exercise Cadet In Charge. [REDACTED] will be Ex Cdt IC and be responsible to:
- (1) ensure appropriate dress and deportment of the cadets at all times;
  - (2) ensure the cadets are aware of the specific rules and regulations for the exercise set out at Annexes A to C;
  - (3) maintaining a high standard of instruction and supervision to all cadets;
  - (4) ensuring the training schedule is followed;
  - (5) assist the Ex OIC in evaluating instructors;
  - (6) assist in evaluating designated cadets;
  - (7) submitting an After Action Report to the Ex OIC by **date**; and
  - (8) carrying out any other duties assigned by the exercise chain of command.
- h. Exercise Cadet Second in Command. [REDACTED] will be Ex Cdt 2IC and will be responsible for:
- (1) all cadet administrative requirements (maintaining nominal roll, coordinating all arrival and departure procedures (bus (un)loading, etc.);
  - (2) assignment of sleeping quarters in association with Ex 2IC;

- (3) reporting any issues regarding condition of facilities to Ex 2IC throughout the exercise;
  - (4) ensuring satisfactory condition of all buildings and grounds at conclusion of exercise;
  - (5) assist the Ex OIC in evaluating instructors;
  - (6) assist in evaluating designated cadets; and
  - (7) any other duties assigned by the exercise chain of command.
- i. Exercise Cadet in Charge of Training. [REDACTED] will be the Ex Cdt Trg NCO. He is designated Senior Bush Instructor and will be responsible for:
- (1) working with Ex OIC Trg O and coordinate class content, designate instructors, etc.;
  - (2) ensuring that the exercise instructors are informed of classes they are teaching;
  - (3) ensuring that the training schedule for the weekend is followed;
  - (4) assist the Ex OIC in evaluating instructors;
  - (5) assist in evaluating designated cadets; and
  - (6) any other duties assigned by the exercise chain of command.
- j. Exercise Instructors. Responsibilities and tasks of personnel designated as instructors/supervisors during the exercise are found at Annex C.
- k. Sponsoring Committee. The Sponsoring Committee will be responsible for:
- (1) securing required items and equipment in coordination with Ex Coord and Ex OIC;
  - (2) confirming the weekend menu selection with the Ex OIC;
  - (3) acquiring and purchasing the food to be consumed during the exercise;
  - (4) providing transportation:
    - (a) for all personnel participating to and from the exercise location.
    - (b) with a dedicated logistics vehicle to move the exercise equipment independently from the cadets, and
    - (c) with a dedicated security vehicle at all times during the weekend;
  - (5) setting up, dismantling and cleaning up the messing area;
  - (6) providing the necessary staff personnel to man the messing area during the weekend; and
  - (7) any other duties assigned by the Ex Coord.

7. Coordination Instructions.
  - a. Briefing. All staff personnel, including cadets appointed to activity command positions, as instructors or in charge of an activity at Annex B, will be held on **indicate date, time and location.**
  - b. Site Reconnaissance. A site reconnaissance of the **activity location** area has been conducted and may be confirmed by the Advance Party, outlined in Annex B.

#### **ADMINISTRATION AND LOGISTIC SUPPORT**

8. Timings. All personnel are to synchronize their watches to the NRC time signal at 613-745-1576.
  - a. The exercise schedule is at Annex A.
  - b. The exercise training schedule is at Annex B.
9. Rules and Regulations. Specific rules and regulations for the exercise are at Annex I.
10. Dress. The order of dress for the exercise is at Annex H. Particular attention should be taken of footwear requirements during the spring season.
11. Kit Inspection. A complete kit inspection will be carried out in **indicate location and when** prior to departure. Unauthorized items will be removed and secured by the Ex Sup O for the duration of the exercise.
12. Accommodation. All Cadets and Staff will sleep indoors at **activity location**. For training purposes, Level 4 cadets as well as their accompanying staff, will sleep outdoors in ground sheet shelters on Saturday night.
13. Meals. All meals will be fresh rations throughout the exercise. Participants are to report on **date and time** having already eaten.
14. Fire Safety. Fire Drill and Orders are at Annex H.
  - a. Fires. All fires will be in accordance with **activity location** regulations.
  - b. Fire Drill. A fire drill may be conducted as required.
15. Water. Potable drinking water is available for the weekend.
16. Medical. Ex Admin O is designated the Ex First Aid O. Ex Sup O to ensure a first-aid kit is made available for the event in addition to any such equipment brought along by **\_\_\_\_\_** personnel (if deployed).
  - a. Medication. Personnel requiring special medications must inform their immediate supervisor and the Ex Admin O prior to forming up for inspection on the Friday evening.
  - b. Emergency Vehicle. A dedicated vehicle will be on standby at all times to provide transport of a seriously sick or injured person to the nearest hospital.
  - c. Injuries. All injuries or serious illness will be reported to the Ex First Aid O. Appropriate administrative follow-up action will then be initiated.

17. Transport. Only the Ex Coord may authorize the use of personal vehicles.
- Cadets are to make their own way to and from **arrival/departure area**.
  - Transport to and from **activity location** will be provided.
  - A dedicated logistics vehicle will be provided.
  - A dedicated safety vehicle will be on site at all times during the weekend.
18. Routes. The route to and from **activity location** is enclosed at Annex K.
19. Equipment.
- As the aims of the exercise are to confirm basic aircrew survival techniques, offer leadership opportunities to the Level 4 and 5 cadets, and provide an environment where squadron esprit-de-corps can be fostered; axes, knives or shovels are not required. Therefore, no cadet will be permitted to bring them.
  - Staff and senior cadets (Sergeants and above) will carry wristwatches.
  - The equipment list for the exercise is at Annex L.
  - Any special requirements are to be coordinated through the Ex Sup O
20. Petroleum Products, Oils and Lubricants.
- Necessary fuel and lubricants will be requested through Regional Cadet Support Unit – Eastern (RCSU(E)).
  - Additional petroleum products, oils and lubricants may be purchased at **activity location**.
21. Inclement Weather. In case of inclement weather, the activity may be cancelled and the Ex Coord will make that determination at the appropriate time. The squadron telephone listing will be used to contact cadets. The same information will be posted to the squadron website.

## COMMAND AND COMMUNICATIONS

22. Command. The weekend Chain of Command is outlined below. The staff appointments are identified in the Tasking paragraph of this order. The Cadet specific Chain of Command is at Annex B.

a.	Exercise Coordinator	<b>_____</b>
b.	Exercise Officer in Charge	<b>_____</b>
c.	Exercise Second-in-Command	<b>_____</b>
d.	Exercise Safety Officer	<b>_____</b>
e.	Exercise Administration Officer	<b>_____</b>
f.	Exercise First Aid Officer	<b>_____</b>
g.	Exercise Supply Officer	<b>_____</b>
h.	Exercise Cadet in Charge	<b>_____</b>

- i. Exercise Cadet Second-in-Command
- j. Exercise Cadet In Charge of Training

23. Communications. The squadron FRS radios will be used for communications. The communications plan will be provided at a later date. For simplicity, ranks and names will be used as Call Signs.

- a. Police 911.
- b. Fire 911.
- c. Location Point of Contact
- d. Nearest Hospital
- e. NRC time signal 613-745-1576
- f. Frequencies To be announced.
- g. Call Signs .

24. Acknowledgment. All Action addressees below are to acknowledge receiving this Operation Order to the undersigned as soon as possible.

First Name and Name  
Rank  
Position/Function  
 for Commanding Officer

Annexes:

- Annex A Exercise Schedule
- Annex B Exercise Advance Party
- Annex C Exercise Senior Cadet Taskings
- Annex D Exercise Training Notes
- Annex E Exercise Class Schedule
- Annex F Map to Exercise Location
- Annex G Exercise Location Site Map
- Annex H Order of Dress for the Exercise
- Annex I Exercise Rules and Regulations
- Annex J Exercise Communications Guidelines
- Annex K Exercise Radio Voice Procedure
- Annex L Exercise Logistics Requirements

Distribution List

Action

Squadron Staff  
 Cadet Squadron Commander  
 Cadet Squadron Deputy Commander

Cadet Squadron Warrant Officer  
Cadet Squadron Training Warrant Officer  
Chair Sponsoring Committee

Information

Canada Aviation and Space Museum Representative  
51 Squadron Director

Annex A  
 1085-20-14 (Drafter)  
 Date

## EXERCISE SCHEDULE

TIME (hours)	ACTIVITY
<b>Date</b>	
2110	Coordination meeting in <b>location</b> . Lesson plans to be reviewed by Ex Cdt Trg NCO and Ex OIC.
<b>Friday, Date</b>	
1630	Ex Coord picks up rental logistics vehicle.
1700	Ex Coord, Ex 2IC, and Ex Sup O on hand at <b>location</b> to receive Eastern Region provided equipment.
1800	Remaining Advance Party personnel, Squadron Staff, Warrant Officers and Sponsoring Committee personnel report to <b>location</b> .
1830	Cadets and remaining staff report to <b>location</b> . Main body administrative procedures and personal kit inspection. Advance Party (Squadron and Cadet Staff and Sponsoring Committee personnel) depart.
1915	Main body departs.
2000	Advance Party arrives at <b>activity location</b> .
2045	Main body arrives at <b>activity location</b> .
2100	Briefings: Ex OIC, Ex Cdt IC, Ex Safe O, <b>Medics</b> , and Ex Trg NCO.
2130	Instructor briefings: Ex OIC and Ex Trg NCO. Ex Sup O issues required equipment. Level 4 personnel prepare for their specific exercise (Annex D).
2300	Set-up of sleeping quarters
2330	Lights out.
<b>Saturday, Date</b>	
0630	Reveille and ablutions.
0700	Breakfast.
0800	Activities. Level 4 specific exercise activity schedule at Annex D.
1200	Lunch.
1300	Activities.
1800	Dinner.
1900	Activities.
2230	Set-up of sleeping quarters
2300	Lights out.



TIME (hours)	ACTIVITY
Sunday, <b>Date</b>	
0630	Reveille and ablutions.
0700	Breakfast.
0800	Activities.
1200	Lunch.
1300	Games by flights.
1400	Level 4 return to main campsite.  Clean up, lost and found.  Final debrief.
1430	Depart from <b>activity location</b> .
1600	Arrive at <b>location</b>  Return equipment.
1620	Dismissal parade.
1630	End of exercise.
	Ex Sup O returns borrowed equipment.
	Ex Coord returns rental Logistics vehicle.

Annex B  
1085-20-14 (Drafter)  
Date

### EXERCISE ADVANCE PARTY

1. The advance party is designated to perform site reconnaissance and preparation ahead of the arrival of the main body. Senior cadets may be selected at a later date to accompany these staff members.

\_\_\_\_\_

Ex Coord

\_\_\_\_\_

Ex 2IC, Advance Party OIC

\_\_\_\_\_

Chair of the Sponsoring Committee

Annex C  
 1085-20-14 (Drafter)  
 Date

### EXERCISE SENIOR CADET TASKINGS

1. Responsibilities Levels 5 and above. Level 5 and all other senior cadets will have the following responsibilities:

NAME	RESPONSABILITY	REMARKS
	Ex Cdt IC	
	Ex Cdt 2IC	
	Ex Trg NCO	Senior Instructor
	Cdt IC Level 1	
	Cdt IC Level 2	
	Cdt IC Level 3	
	Cdt IC Level 4	
	Cdt IC Activities	
	Activities	

Annex D

1085-20-14 (Drafter)

Date

### EXERCISE TRAINING NOTES

1. Saturday afternoon Activity. Organized and led by rank and name. At 1500 hrs, all cadets (excluding Level 4) will congregate in their flights outside the main building. From there, each flight will be sent on different orienteering courses to hike towards the same location. Upon arrival, three bins will hold different materials for a shelter. by rank and name will give each flight 20 minutes to build their shelter and corresponding fire. When time is up, they will be told to return to the main building and by rank and name using the same path they used to arrive. Dinner will be served upon arrival, projected to be between 1700 and 1730 hrs.

2. Saturday evening Activities. The Saturday evening activities will be organized by by rank and name, with assistance from by rank and name and by rank and name. At 1845 hrs, by rank and name will brief cadets on special night hiking techniques. That will be followed at 1900 hrs by a night hike by section.

- a. Once cadets have completed the prescribed route, they will arrive at a campfire for stories led by by rank and name.

3. Sunday Activities. Sunday activities will be:

a. Cadet Down Exercise:

- 1) Flight Commanders (or designated senior cadet) of each flight will be 'lost' in the forest each in a different direction.
- 2) Their flight will have to find them using proper grid search technique as well as radio communications.
- 3) The flight 2ICs will be in charge of each flight.
- 4) Each flight will be required to check in to HQ using the radio each 10 min to ensure that they had not gotten lost.
- 5) Once they find the cadet the flight will return to HQ to receive their prize.

b. Capture the flag:

- 1) Standard Capture the flag but in four directions.
- 2) Each flight is a team.
- 3) In order to capture a flag, the team must return it to its own side and show it to the supervising officer who will record the point and radio to the referee.
- 4) The referee will announce over the radios that flight X has captured the flag of flight Y. This means that all cadets from flight Y who have been captured are set free. They must return to their side and re-establish the flag before continuing to play.
- 5) Team who captures the most flags in the given time is the winner.

c. GLOs. Sunday afternoon activity will be four stations of Games requiring little organization (GLO) each run by a senior cadet. The flights will follow this schedule:

TIME	DARLING IF YOU LOVE ME	KNIGHTS, PRINCESS, CAVALRY	DODGE BALL	RELAY RACE
1300 hours	1	2	3	4
1315 hours	4	1	2	3
1330 hours	3	4	1	2
1345 hours	2	3	4	1

4. Level 4 specific Activities.

- a. Full details are provided in a separate Op O, file number 1085-20-14, entitled "Level 4 Exercise." Lvl 4 O will be responsible for writing this Op O and issuing only to designated personnel.

TIME (hours)	ACTIVITY
Friday, Date	
2130	Instructor briefings: Ex OIC and Ex Trg NCO.  Ex Sup O issues required equipment at Annex D. Each level 4 cadet and the Lvl 4 Ex OIC will be issued with the following mandatory equipment:  3 x Canadian Forces issued ground sheets. (4 preferable) 1 x Canadian Forces issued Rucksack 1 x Sleeping Bag – Outer 1 x Sleeping Bag – Inner 1 x Sleeping Bag – Liner 1 x Sleeping Bag – Protective Bag 1 x Air Mattress
2200	Lvl 4 Ex OIC briefing on exercise to Level 4 participants.
2230	Level 4 plan and prepare for their exercise. This includes redistribution of level required equipment between the participants.
2300	Set-up of sleeping quarters indoors in <u>indicate location</u> .
2330	Lights out.
Saturday, Date	
0630	Reveille and ablutions.
0700	Breakfast along with the rest of the squadron.
0800	Level 4 depart the main campsite and move out to their exercise location.

TIME (hours)	ACTIVITY
0900	<p>Level 4 arrive at destination and prepare their bivouac site.</p> <p>A complete bivouac site including field latrine will be constructed.</p> <p>Bivouac routine will then be followed for the rest of the exercise.</p> <p>Mentoring classes and/or activities as directed by the Lvl 4 Ex OIC. (Annex C)</p> <p>Meals will be consumed when group decide.</p> <p>Improvements to bivouac site will continue throughout the day.</p>
2300	Approximate time for Lights out.
Sunday, <b>Date</b>	
0600	<p>Reveille and ablutions.</p> <p>Level 4 depart the bivouac site and move back to the main campsite.</p>
0700	Breakfast along with rest of squadron
0800	Activities by flights with Level 4 cadets in leadership roles.
1200	Lunch.
1300	Games by flights with Level 4 cadets in leadership roles.
1400	<p>Clean up, lost and found. with Level 4 cadets in leadership roles.</p> <p>Final debrief.</p>
1430	Depart from <b>activity location</b> .
1630	End of exercise.

Annex E  
 1085-20-14 (Drafter)  
 Date

**EXERCISE CLASS SCHEDULE**

The following classes are planned for Level 1-3 cadets on Saturday until 1500 hrs.

CLASS # TIMINGS	LEVEL 1	LEVEL 2	LEVEL 3
1 _____ hrs			
2 _____ hrs			
3 _____ hrs			
4 _____ hrs			
5 _____ hrs			
6 _____ hrs			
7 _____ hrs			

Annex F  
1085-20-14 (Drafter)  
Date

**MAP TO EXERCISE LOCATION**

:



Annex G  
1085-20-14 (Drafter)  
Date

**EXERCISE LOCATION SITE MAP**

Annex H  
1085-20-14 (Drafter)  
Date

**ORDER OF DRESS FOR THE EXERCISE**

Insert appropriate Kit List here.

Annex I  
1085-20-14 (Drafter)  
Date

## EXERCISE RULES AND REGULATIONS

1. All cadets and staff will strictly adhere to the following rules and regulations:
  - a. Dress and deportment should be set as an example at all times.
  - b. It is strictly forbidden to smoke for the duration of the exercise.
  - c. Alcoholic drinks or drugs are strictly forbidden for both cadets and staff. Defaulters will be returned home immediately by the most expeditious means.
  - d. Personnel who must take special medications must inform their immediate supervisor and the Ex Admin O.
  - e. Fraternisation between cadets will not be tolerated.
  - f. Cadets of opposite sexes will not be permitted in the same living quarters.
  - g. Cadets will not be permitted in the Staff living quarters.
  - h. Dawdling in quarters/buildings will not be tolerated.
  - i. All serious problems are to be reported to the Ex OIC.
  - j. All major disciplinary problems are to be reported immediately to the Ex OIC. If security or safety is an issue, the Ex 2IC must be informed.
  - k. All wet equipment or clothing must be hung up to dry.
  - l. All equipment signed out from the Ex Sup O store must be returned clean.
  - m. Living quarters and other facilities used by the squadron will be kept clean at all times. A final inspection for cleanliness will be carried out prior to departure.

Annex J  
 1085-20-14 (Drafter)  
 Date

## EXERCISE COMMUNICATIONS GUIDELINES

1. The following rules and regulations will be strictly adhered to by all cadets and staff while using communications equipment:
  - a. Only those cadets or staff designated by the Ex OIC as requiring communications equipment will be allowed to sign them out from the Ex Sup O, carry them or use them.
  - b. All cadets and staff members requiring communications shall sign the equipment out from the Ex Sup O at the beginning of the day, and return it to the Ex Sup O at the end of the day. No communications equipment shall be kept overnight unless specified by the Ex OIC.
  - c. Communications equipment shall be cared for at all times. The operator is responsible for the communications equipment while signed out from the Ex Sup O.
  - d. Use of designated call signs and radio etiquette will be strictly adhered to. The Ex OIC will designate additional call signs. Unless otherwise specified and for simplicity sake, ranks and names will be used as Call Signs for the exercise:

RESPONSIBILITY	CALL SIGN
Headquarters	Ø (Zero)
Exercise Coordinator	
Exercise Officer in Charge	
Exercise Second-in-Command	
Exercise Safety Officer	
Exercise Administration Officer	
Exercise First Aid Officer	
Medical Technicians	
Exercise Supply Officer	
Exercise Cadet in Charge	
Exercise Cadet Second in Command	
Exercise Cadet in Charge of Training	

2. The following rules regarding radio usage will be strictly enforced:
  - a. Use of profanity, or indecent or obscene language will not be tolerated.
  - b. All communications should be kept as brief as possible.
  - c. Emergency calls take priority over all other calls (see NO-DUFF note below).
  - d. "NO-DUFF" will only be used in real emergency transmissions. If NO-DUFF is signalled, all other radio traffic will cease, aside from originator of NO-DUFF and HQ/First-aid, until the all-clear is given by HQ.

Annex K  
 1085-20-14 (Drafter)  
 Date

### EXERCISE RADIO VOICE PROCEDURE

1. The phonetic alphabet will be used when spelling out letters during a radio communication.
2. The following table lists commonly used prowords.

PROWORD	EXPLANATION
Acknowledge	Message has been received, understood, and will be complied with
Affirmative / Roger	Yes, or permission granted
All Stations	The following message is for everyone
Correction	An error has been made, the correct version is ...
Figures	Indicates that numbers (0 to 9) are to follow
Go Ahead	Proceed with your message
Grid	Used before any grid reference
I Say Again	Saying a message again (don't use "repeat")
I Spell	Used before you spell a word phonetically
No Duff (Mayday)	Emergency command or transmission
Message	A transmission you will have to record (write down) follows
Negative	No, or that is not correct
Out	Conversation ended, last word spoken
Over	My transmission ended, waiting for response
Radio Check	What is my signal strength and readability?
Loud, Clear, etc.	Reply to signal strength and readability
Weak	Reply to signal strength and readability
Unreadable	Reply to signal strength and readability
Send	I am ready for your message
Sitrep	Situation report
This is	Lets you know who is sending the message
Wait	I must pause briefly (up to 5 seconds)
Wait Out	I must pause longer than 5 seconds, I will contact you when I am ready to proceed

3. When a transmission is initiated you say whom you want to talk to, then who you are. After they reply, you start all subsequent messages with who you are, then the message. For example:
  - a. ONE, this is ZERO, OVER ...
  - b. ONE, SEND OVER ...
  - c. ZERO, how is everything at your location, OVER ...
  - d. ONE, everything is good, OVER ...
  - e. ZERO, ROGER OUT.

Annex L  
 1085-20-14 (Drafter)  
 Date

### EXERCISE LOGISTIC REQUIREMENTS

#	ITEM	QUANTITY	REMARKS
1	Rucksack		RCSU (E)
2	Sleeping Bag – Outer		RCSU (E)
3	Sleeping Bag – Inner		RCSU (E)
4	Sleeping Bag – Liner		RCSU (E)
5	Sleeping Bag – Protective Bag		RCSU (E)
6	Air Mattress		RCSU (E)
7	Ground Sheet		RCSU (E)
8	Axe and/or hatchet (1 x 10 cadets)		
9	Shovels (collapsible)		
10	Radio Cobra + charger Quota 30 to 85 (6) / Quota 90 to 150 (12)		RCSU (E)
11	Stove – 2 burners (1 x 10 cadets)		RCSU (E)
12	Lantern + equipment (1 x 10 cadets)		RCSU (E)
13	Naphtha (1 litre per stove and lantern)		RCSU (E)
14	Naphtha spill pan		RCSU (E)
15	Safety Vest		RCSU (E)
16	Flashlight + batteries (2 x 10 cadets)		RCSU (E)
17	Butcher Twine (1 x 50 cadets)		RCSU (E)
18	Wash Basin		
19	Water Can (2 x 10 cadets)		
20	Pan (set) (1 x 10 cadets)		RCSU (E)
21	Fire extinguisher + equipment		RCSU (E)
22	Lantern Hook (1 x tent)		RCSU (E)
23	Parka (size s – m – l)		RCSU (E)
24	Garbage bag ( 1 x 5 cadets 20 maximum)		RCSU (E)
25	Mitts inner/outer		RCSU (E)
26	Stretcher		
27	First-Aid Kit		
28	Rope		
29	Compasses		
30	Global Positioning System (GPS)		
31	Binoculars		
32	Tarps		
33	Coolers		
34	Soccer Balls		
35	Cones		
36	Frisbees		
37	Volleyballs		

#	ITEM	QUANTITY	REMARKS
38	Whistles		
39	White Board		
40	White Board Markers		
41	White Board Eraser		
42	Chalk Board		
43	Chalk		
44	Chalk Board Eraser		
45	Laptop computer		
46	Projector computer		
47	Projector Overhead		
48	Collapsible Screen		
49	Extension Cord		
50	Power Bar		
51	Evaluation Sheets		Must be Printed by Training Officer.
52	Glow Sticks		
53	Wire for Traps		
54	Matches		
55	Masking Tape		
56	Duct Tape		
57	Batteries		
58	Trail markers		
59	Dish washing liquid		
60	Dish washing towels		
61	Charcoal briquettes		