

| CHAPTER 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | CHAPITRE 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| PARADES AND CEREMONIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | PARADES ET CÉRÉMONIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>References: A. AOD for Eastern Region<br/> B. A-PD-201-000/PT-001 - The CF Manual of Drill and Ceremonial<br/> C. A-AD-265-000/AG-001 - CF Dress Instructions<br/> D. A-PD-202-001/FP-000 - Band Instructions<br/> E. Manual of Ceremonial, Reviews - Parades Cadet Corps/Squadrons Eastern Region Cadets, April 2003<br/> F. A-AD-200-000/AG-000 - The Honours, Flags and Heritage Structure of the CF<br/> G. CATO 12-01 - Protocol at Parades<br/> H. CATO 12-03 - Freedom of The City<br/> I. CATO 12-05 - Cadet Flags and Banners<br/> J. CATO 12-06 - Heraldic Badges<br/> K. CATO 12-07 - Ceremonial Use of Bayonets<br/> L. CATO 12-21 - Cadet Corps Squadrons Annual Report<br/> M. CATO 13-16 - National Cadet Honours and Awards<br/> N. CATO 13-19 - The Duke of Edinburgh Award<br/> O. CATO 14-22 - Marches and Calls<br/> P. CATO 52-08 - Air Force Association Medal<br/> <br/> Q. CATO 54-04 - Lee Enfield Rifle Drill<br/> R. CATO 55-04 - Air Cadet Dress Instructions<br/> <br/> S. ERCO 414 - Awards Recommendations<br/> T. ERCO 422 - Dress and Appearance - Cadets</p> | <p>Références: A. DAO pour la Région de l'Est<br/> B. A-PD-201-000/PT-001 - Manuel de l'exercice et du cérémonial des FC<br/> C. A-AD-265-000/AG-001 - Instructions sur la tenue des FC<br/> D. A-PD-202-001/FP-000 - Instructions sur les musiques<br/> E. Manuel du cérémonial, revues - parades corps de cadets/escadrons cadets Secteur de l'Est, avril 2003<br/> F. A-AD-200-000/AG-000 - Les décorations, drapeaux et la structure du patrimoine des FC<br/> G. OAIC 12-01 - Protocole de parades<br/> H. OAIC 12-03 - Citoyenneté d'honneur<br/> I. OAIC 12-05 - Drapeaux et bannières des cadets<br/> J. OAIC 12-06 - Écussons héraldiques<br/> K. OAIC 12-07 - Cérémonies avec baïonnettes<br/> L. OAIC 12-21 - Rapport annuel corps et escadrons de cadets<br/> M. OAIC 13-16 - Décorations nationales des cadets<br/> <br/> N. OAIC 13-19 - Le prix du Duc d'Édimbourg<br/> O. OAIC 14-22 - Marches et sonneries<br/> P. OAIC 52-08 - Médailles de l'Association des forces aériennes<br/> Q. OAIC 54-04 - Exercice avec le fusil Lee Enfield<br/> R. OAIC 55-04 - Instructions sur la tenue des cadets de l'air<br/> <br/> S. OCRE 414 - Recommandations en vue d'attribution de distinctions honorifiques<br/> T. OCRE 422 - Tenue et apparence des cadets</p> |
| <b>51 SQN PARADES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>PARADES DE L'ESC 51</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>1. The squadron may hold or participate in special parades and ceremonies during the training year:</p> <ul style="list-style-type: none"> <li>a. Annex A – Commanding Officer Parade</li> <li>b. Annex B – Cadet Commanding Officer for a Day Parade</li> <li>c. Annex C – Cadet Squadron Commander for a Day Parade</li> <li>d. Annex D – Cadet Sponsoring Committee Chairperson for a Day Parade</li> <li>e. Annex E - Remembrance Day Parade</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>1. L'escadron pourra effectuer ou participer à des parades ou cérémonies spéciales pendant l'année d'instruction :</p> <ul style="list-style-type: none"> <li>a. Annexe A – Parade du commandant</li> <li>b. Annexe B - Parade du cadet commandant d'un jour</li> <li>c. Annexe C – Parade du cadet commandant d'escadron d'un jour</li> <li>d. Annexe D – Parade du cadet président du Comité répondant d'un jour</li> <li>e. Annexe E – Parade du Jour du souvenir</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|--------------------------------------------------------|-------------------------------------------------------------------|
| f. Annex F - Annual Ceremonial Review Parade           | f. Annexe F - Parade du Cérémonial de la revue annuelle           |
| g. Annex G – Change of Command Parade                  | g. Annexe G – Parade de passation de commandement                 |
| h. Annex H – Change of Cadet Squadron Commander Parade | h. Annexe H – Parade de changement de cadet commandant d'escadron |
| i. Annex I – Generic Parade Operation Order            | i. Annexe I – Ordre d'opération générique pour une parade         |
| j. Annex J – Generic Parade Format                     | j. Annexe J – Format de parade générique                          |
| k. Annex K – Flag Party Drill                          | k. Annexe K – Format de parade générique                          |
| l. Annex L – Protocol Dinner                           | l. Annexe L - Souper protocolaire                                 |

| ANNEX A                                                                                                                                                                                                                                                                                                                                                                                                                                   | ANNEXE A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| COMMANDING OFFICER PARADE                                                                                                                                                                                                                                                                                                                                                                                                                 | PARADE DU COMMANDANT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>GENERAL</b></p> <p>1. 51 Sqn will hold a parade for the CO to allow him to inspect the squadron and present promotions and awards. The parade also allows cadets to practice drill movements.</p> <p>2. COs parades will be held as directed. Unless otherwise specified, the CO will act as the Reviewing Officer.</p> <p>3. The parade will follow the formats at Annexes I and J, adapted to fit the specific circumstances.</p> | <p><b>GÉNÉRALITÉS</b></p> <p>1. L'esc 51 tiendra une parade du cmdt afin de lui permettre d'inspecter l'escadron et de présenter des promotions et récompenses. La parade permet aussi aux cadets de pratiquer les mouvements d'exercice militaire.</p> <p>2. Les parades du cmdt se tiendront lorsque ordonnées. À moins d'avis contraire, le cmdt agira comme officier de revue.</p> <p>3. La parade se conformera aux formats aux annexes I et J modifiés pour les circonstances particulières.</p> |

| ANNEX B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ANNEXE B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| CADET COMMANDING OFFICER FOR A DAY<br>PARADE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PARADE DU CADET COMMANDANT D'UN JOUR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>GENERAL</b></p> <p>1. Each year 51 Sqn will hold a special parade for a deserving Second Year cadet chosen from recommendations received from the Sr NCOs, the Sqn Staff and the SC, who has the honour of replacing the CO for the evening.</p> <p>2. The selected Second Year cadet will be entitled to all the honours of a CO, and during the final evening parade will get to review the squadron and deliver a short speech to the parade. Traditionally, the cadet wears the rank epaulets of the CO.</p> <p>3. The parade will follow the formats at Annexes I and J, adapted to fit the specific circumstances.</p> | <p><b>GÉNÉRALITÉS</b></p> <p>1. Chaque année, l'esc 51 tiendra une parade spéciale pour un cadet méritant de deuxième année choisi parmi les recommandations reçues des s/off sup, de l'état-major de l'esc et du CR qui aura l'honneur de remplacer le cmdt pour la soirée.</p> <p>2. Le cadet de deuxième année aura droit à tous les honneurs du cmdt et passera en revue et prononcera un court discours lors de la parade de fin de soirée. Par tradition, le cadet porte les pattes d'épaule amovibles du cmdt.</p> <p>3. La parade se conformera aux formats aux annexes I et J modifiés pour les circonstances particulières.</p> |

| ANNEX C                                      | ANNEXE C                                           |
|----------------------------------------------|----------------------------------------------------|
| CADET SQUADRON COMMANDER FOR A DAY<br>PARADE | PARADE DU CADET COMMANDANT<br>D'ESCADRON D'UN JOUR |

**GENERAL**

1. Each year 51 Sqn holds a special parade for a deserving First Year cadet chosen from recommendations received from the Sr NCOs, the Sqn Staff and the SC, who has the honour of replacing the Cdt Comd for the evening.
2. The selected First Year cadet will be entitled to all the honours of a Cdt Comd, and during the final evening parade will lead and deliver a short speech to the parade. Traditionally, the cadet wears the rank epaulets of the Cdt Comd.
3. The parade will follow the formats at Annexes I and J, adapted to fit the specific circumstances.

**GÉNÉRALITÉS**

1. Chaque année, l'esc 51 tiendra une parade spéciale pour un cadet méritant de première année choisi parmi les recommandations reçues des s/off sup, de l'état-major de l'esc et du CR qui aura l'honneur de remplacer le cdt cmdt pour la soirée.
2. Le cadet de première année aura droit à tous les honneurs du cdt cmdt, dirigera et prononcera un court discours lors de la parade de fin de soirée. Par tradition, le cadet porte les pattes d'épaule amovibles du cdt cmdt.
3. La parade se conformera aux formats aux annexes I et J modifiés pour les circonstances particulières.

| ANNEX D                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ANNEXE D                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| CADET SPONSORING COMMITTEE<br>CHAIRPERSON FOR A DAY PARADE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | PARADE DU CADET PRÉSIDENT DU COMITÉ<br>RÉPONDANT D'UN JOUR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>GENERAL</b></p> <ol style="list-style-type: none"> <li>Each year 51 Sqn holds a special parade for a deserving Third Year cadet chosen from recommendations received from the Sr NCOs, the Sqn Staff and the Chair SC, who has the honour of replacing the Chair SC for the evening.</li> <li>The selected Third Year cadet will be entitled to all the honours of the Chair SC, get to attend a SC meeting and during the final evening parade will get to review the squadron along with the RO and deliver a short speech to the parade.</li> <li>The parade will follow the formats at Annexes I and J, adapted to fit the specific circumstances.</li> </ol> | <p><b>GÉNÉRALITÉS</b></p> <ol style="list-style-type: none"> <li>Chaque année, l'esc 51 tiendra une parade spéciale pour un cadet méritant de troisième année choisi parmi les recommandations reçues des s/off sup, de l'état-major de l'esc et du CR qui aura l'honneur de remplacer le Prés CR pour la soirée.</li> <li>Le cadet de troisième année aura droit à tous les honneurs du Prés CR, sera présent lors d'une réunion du CR, passera en revue accompagné de l'officier de revue la parade de fin de soirée et prononcera un court discours.</li> <li>La parade se conformera aux formats aux annexes I et J modifiés pour les circonstances particulières.</li> </ol> |

| ANNEX E                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | ANNEXE E                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| SPECIAL REMEMBRANCE DAY CEREMONY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | CÉRÉMONIE SPÉCIALE DU JOUR DU SOUVENIR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>1. Remembrance Day Ceremonies are very important to this Squadron, and the Canadian Cadet Movement. It is mandatory to participate in at least one squadron activity on 11 November unless previously excused.</p> <p>2. Each year the squadron will hold a special Remembrance Day ceremony on the last parade night before 11 November to acknowledge the sacrifices of the men and women of all the armed services who gave so much for what we have today.</p> <p>3. The normal parade format is followed by a simple ceremony consisting of the reading of a special Act of Remembrance, the playing of Last Post and Rouse, and the laying of a wreath in the CASM RCAF Hall of Tribute, followed by a procession through the Hall by squadron personnel.</p> <p>4. The Trg O will obtain the services of a specially formed veteran from THE MEMORY PROJECT who has been prepared through the Dominion Institute workshops to share his personal stories with the cadets, as well as to act as a special guest for the parade.</p> <p>5. The parade will follow the formats at Annexes I and J, adapted to fit the specific circumstances.</p> | <p>1. Les cérémonies du Jour du Souvenir sont très importantes pour l'escadron et pour le Mouvement des Cadets du Canada. Il est obligatoire de participer à au moins une activité de l'escadron le 11 novembre, à moins d'en avoir été excusé au préalable.</p> <p>2. Chaque année, l'escadron tiendra une cérémonie spéciale du Jour du souvenir lors de la dernière soirée d'instruction avant le 11 novembre afin de souligner les sacrifices des hommes et femmes des services armés qui ont tellement sacrifié pour ce que nous possédons aujourd'hui.</p> <p>3. Le format de la parade sera suivi par une simple cérémonie comprenant la lecture d'un Acte spécial du souvenir, on jouera la Dernière sonnerie et le Réveil et l'on déposera une gerbe dans le RCAF Hall of Tribute du MAEC. L'escadron sera ensuite invité à défiler dans le Hall.</p> <p>4. L'O Instr retiendra les services d'un ancien combattant spécialement formé par le PROJET MÉMOIRE qui a été préparé par l'entremise d'ateliers de travail du Dominion Institute afin de partager ses histoires personnelles avec les cadets et qui agira en plus comme invité d'honneur pour la parade.</p> <p>5. La parade se conformera aux formats aux annexes I et J modifiés pour les circonstances particulières.</p> |

## SPECIAL REMEMBRANCE CEREMONY

## CÉRÉMONIE SPÉCIALE DU JOUR DU SOUVENIR

| N<br>O | COMMAND                                    | GIVEN<br>BY | ACTION                                                                                                                                                                                             | REMARKS                                                                                                                                                                                                  |
|--------|--------------------------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | SQUADRON, ATTEN -<br>TION                  | Cdt Comd    | Squadron comes to attention.                                                                                                                                                                       | Cdt Comd will have come to attention and turned about before giving the command.                                                                                                                         |
| 2      | FLAG PARTY, CARRY -<br>FLAG                | Cdt Comd    | Flag Party carries flags.                                                                                                                                                                          | Cdt Comd then turns about.                                                                                                                                                                               |
| 3      |                                            |             | Band Leader moves forward in front of the squadron.                                                                                                                                                | Before the National Anthem begins, the Band Leader, or another person able to beat time, will come forward diagonally to the parade to help the cadets sing in time. (Ref A, Table 4-1, No 53, p. 4-60). |
| 4      | First notes of "O CANADA" played by Band." | Band Ldr    | All cadets must sing the national Anthem. Band plays "O CANADA."<br><br>All return to the position of attention without word of command, after a standard pause, when the National Anthem is over. | During the National Anthem, Parade Appointments and Flag Party <u>SALUTE</u> .                                                                                                                           |
| 5      |                                            |             | Band Leader return to his position with the Band.                                                                                                                                                  |                                                                                                                                                                                                          |
| 6      | FLAG PARTY, ORDER -<br>FLAG                | Cdt Comd    | Flag Party orders flags.                                                                                                                                                                           | Cdt Comd shall wait for the Band Leader to adopt his position before giving any further orders to the squadron.                                                                                          |
| 7      | ESCADRON 51,<br>DÉCOUVREZ – VOUS           | Cdt Comd    | Everyone attending the parade, including civilians, will remove headdress, except for musicians, flag bearers and their escorts and also those who are adherents of the Sikh religion.             |                                                                                                                                                                                                          |
| 8      |                                            |             | The reading of the special Act of Remembrance by deserving cadets in English and French will then take place.                                                                                      |                                                                                                                                                                                                          |
| 9      |                                            | Trumpet     | <i>Last Post</i> will be played.                                                                                                                                                                   | During the playing of <i>Last Post</i> , Cdt Comd, Cdt DComd, Flt Comds, and Flag Party personnel <u>SALUTE</u> . All return to position of attention after the last note.                               |
| 10     |                                            |             | 2 minutes of silence will be observed.                                                                                                                                                             | Everyone to remain quiet as the purpose of the event is the quiet reflection on the service and sacrifice of the dead.                                                                                   |
| 11     |                                            | Trumpet     | <i>Rouse</i> will be played.                                                                                                                                                                       | During the playing of <i>Rouse</i> , Cdt Comd, Cdt DComd, Flt Comds, and Flag Party personnel <u>SALUTE</u> . All return to position of attention after the last note.                                   |

| N<br>O | COMMAND                     | GIVEN<br>BY | ACTION                                                                                                                                                                                  | REMARKS                                                                                                                                                               |
|--------|-----------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12     | ESCADRON 51, COUVREZ - VOUS | Cdt Comd    | Everyone attending the parade will replace headdress.                                                                                                                                   | Command given once readings are completed.                                                                                                                            |
| 13     |                             | Cdt Comd    | The RO, accompanied by the Reviewing Party, will depart and lay a wreath in the CASM RCAF Hall of Tribute.<br><br>Once this is completed the Reviewing Party will return to the parade. | Cdt Comd will approach the RO, salute if required, and invite the RO to accompany him to the CASM RCAF Hall of Tribute. Reviewing Party fall in automatically behind. |
| 14     | Squadron, Stand At - EASE   | Cdt DComd   | Squadron stands at ease.                                                                                                                                                                | Cdt DComd will have adopted a position to enable her to see the Reviewing Party departing. Position adopted while Reviewing Party are away in RCAF Hall of Tribute.   |
| 15     | Escadron, garde à - VOUS    | Cdt DComd   | Squadron comes to position of attention.                                                                                                                                                | Position adopted prior to Reviewing Party return from the RCAF Hall of Tribute.                                                                                       |
| 16     | Flag Party, Carry - FLAG    | Cdt DComd   | Flag Party carries flags.                                                                                                                                                               | Squadron ready to render honours to the dignitaries. Cdt DComd then faces forward.                                                                                    |

**DEPARTURE OF DIGNITARIES**

| NO | COMMAND                               | GIVEN<br>BY | ACTION                                                                                                                                        | REMARKS                                                                                                                          |
|----|---------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| 17 | ESCADRON 51, SALUT GÉNÉRAL, SALU - EZ | Cdt Comd    | Parade Appointments and Flag Party salute.                                                                                                    | Flag bearers let fly the flags. Band plays "General Salute."                                                                     |
| 18 |                                       |             | Parade Appointments and Flag Party cut their arms to the side after a standard pause after the last note of music. (Ref B, para 21, p. 9-2-5) | Flag bearers recover the flags. The RO moves off the dais and retires along with CO. The Chair SC takes up position on the dais. |
| 19 | ESCADRON 51, SALUT GÉNÉRAL, SALU - EZ | Cdt Comd    | Parade Appointments and Flag Party salute. Flag bearers let fly the flags. Band plays "General Salute."                                       | Command given once Chair SC is in position on the dais.                                                                          |
| 20 |                                       |             | Parade Appointments and Flag Party cut their arms to the side after a standard pause after the last note of music. (Ref B, para 21, p. 9-2-5) | Flag bearers recover the flags. Chair SC moves off the dais and departs.                                                         |

**MARCHING OFF THE FLAG**

| NO | COMMAND                                               | GIVEN BY      | ACTION                                                                                                          | REMARKS                                                                                                   |
|----|-------------------------------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| 21 | RETIREZ LE DRAPEAU                                    | Cdt Comd      |                                                                                                                 | Cdt Comd to turn about before giving order. Command given once Reviewing Party has left parade area.      |
| 22 | GARDE DU DRAPEAU                                      | Flag Pty Comd | Cautionary command.                                                                                             |                                                                                                           |
| 23 | ESCADRON 51, À VOTRE DRAPEAU, SALU - EZ               | Cdt Comd      | Parade Appointments salute.                                                                                     |                                                                                                           |
| 24 | GARDE DU DRAPEAU, PAR LE CENTRE, PAS CADENCÉ - MARCHE | Flag Pty Comd | Flag Party steps off without letting fly the flags. Band plays the first four and last four bars of "O Canada." |                                                                                                           |
| 25 | FLAG PARTY, RIGHT - FORM                              | Flag Pty Comd | Flag Party forms to the right.                                                                                  | Command given so that Flag Party is off the parade square area and can recover flags.                     |
| 26 | FOR- WARD                                             | Flag Pty Comd | Flag Party moves forward towards right flank of parade.                                                         |                                                                                                           |
| 27 | COUNTER – MARCH                                       | Flag Pty Comd | Flag Party counter-marches to face review dais.                                                                 |                                                                                                           |
| 28 | FOR – WARD                                            | Flag Pty Comd | Flag Party moves forward towards review dais.                                                                   |                                                                                                           |
| 29 | MARK –TIME                                            | Flag Pty Comd | Flag Party marks time.                                                                                          |                                                                                                           |
| 30 | FLAG PARTY – HALT                                     | Flag Pty Comd | Flag Party halts.                                                                                               | Flag Party will then discreetly march out of sight, secure flags, and return to the RCAF Hall of Tribute. |
| 31 | ESCADRON 51, GARDE À – VOUS                           | Cdt Comd      | Parade Appointments return to position of attention.                                                            | Once Flag Party has left parade area.                                                                     |

**DISMISS**

| NO | COMMAND                                                         | GIVEN BY | ACTION                | REMARKS                                     |
|----|-----------------------------------------------------------------|----------|-----------------------|---------------------------------------------|
| 32 | 51 SQUADRON, CLOSE ORDER – MARCH                                | SWO      |                       |                                             |
| 33 | 51 SQUADRON, MOVE TO THE RIGHT IN COLUMN OF ROUTE, RIGHT – TURN | SWO      | Squadron turns right. | Flight 2ICs adopt formation using 15 paces. |

| NO | COMMAND                                                                            | GIVEN BY      | ACTION                                                                               | REMARKS                                                                                                                                                                                                                                                                                                                   |
|----|------------------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 34 | SQUADRON, IN SUCCESSION OF FLIGHTS, FORM SINGLE FILE FROM THE RIGHT, QUICK – MARCH | Cdt Comd      |                                                                                      |                                                                                                                                                                                                                                                                                                                           |
| 35 | NUMBER 1 FLIGHT, FORM SINGLE FILE FROM THE RIGHT, QUICK – MARCH                    | No 1 Flt Comd | No 1 Flight acts as ordered. Cdt DComd acts on No 4/Band Flt Comd's word of command. | No 1, 2 and 3 Flt Comds, and Band Leader individually order Quick March. Squadron moves into and around the RCAF Hall of Tribute in succession of flights with the Flt Comds leading and Flt 2ICs closing the flight in order of parade positions. First person through is Cdt Comd and last person through is Cdt DComd. |
| 36 |                                                                                    |               | Squadron dismisses.                                                                  | Once the cadets have gone through the RCAF Hall of Tribute they are to return to the parade area for the clean up. Guests will then be invited to enter.                                                                                                                                                                  |

**ACT OF REMEMBRANCE**

We remember!

The valiant warriors who still walk in our midst.

Once strong and powerful, their faces young and eager are now lined with the years of remembering those unwanted memories. Be with them and comfort them.

For those who are not with us because they paid the supreme sacrifice for freedom, grant them eternal rest.

We remember them.

We remember them and are eternally grateful.

En union avec les Canadiens et Canadiennes, de toutes origines ethniques et confessions religieuses, nous te rendons grâce pour le sacrifice que les nôtres ont fait afin que nous, et les générations à venir, puissions vivre en paix.

Grant favour and blessings to our airforce personnel, soldiers and sailors of today who share the memories of the cries of conflict with our veterans.

They too have experienced and seen the violence of war. They are Canada's peacekeepers and peacemakers who now share the unwanted memories with veterans of old. They too remember things they would like to forget. Console them.

We remember our military members who currently serve in areas of conflict in various parts of the worlds. Protect them from harm so they may return to their families safely.

We Remember Them

We remember those who have died and those still with us. We pray that the world will be released from conflict, from hatred, from prejudice, from intolerance, and from all seeds of war.

We remember the promises of peace and we look to You who we name in our hearts, for hope and visions of peace.

Enfin, maintiens en chacun de nous se désir inlassable toute guerre et de faire ta Volonté ici même et à jamais.

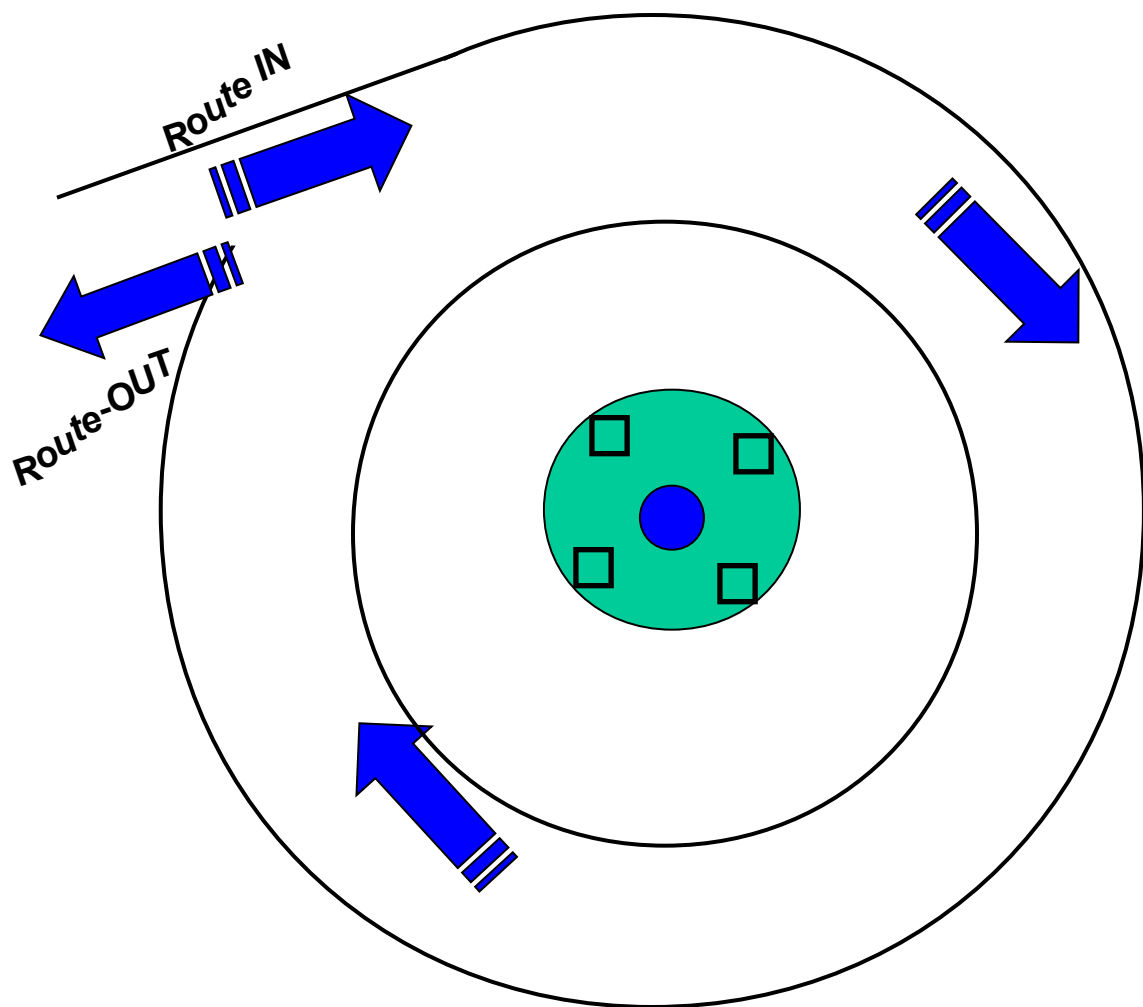
Nous te le demandons par ton saint Nom.

SILENCE (2 minutes)

Ils ne vieilliront pas comme nous qui leur avons survécu;  
Ils ne connaîtront jamais l'outrage ni le poids des années.  
Quand viendra l'heure du crépuscule et celle de l'aurore,  
Nous nous souviendrons d'eux.  
Nous nous souviendrons d'eux.

they shall not grow old as we that are left grow old;  
age shall not weary them, nor the years condemn:  
at the going down of the sun and in the morning –  
we will remember them.  
we will remember them!

# Special Remembrance Parade RCAF Hall of Tribute



□ Sentinels  
Sentinelles

● Wreath

3350-1 (CO)

Date

To whom this may concern,

51 Canada Aviation and Space Museum Squadron, Royal Canadian Air Cadets, will be participating in two Remembrance Day Ceremonies and Parades on November 11, 20XX. The first will be in the morning at the National Military Cemetery, Beechwood Cemetery (Vanier). In the afternoon, the parade and ceremony will be at the 462 Eastview Branch of the Royal Canadian Legion, 294 Cyr Avenue (Vanier).

3350-1 (Cmdt)

Le date

A qui de droit,

L'Escadron 51 Musée de l'aviation et de l'espace du Canada des Cadets de l'aviation royale du Canada participera à deux cérémonies et parades du Jour du Souvenir, le 11 novembre, 20XX. Le matin au Cimetière militaire national du Cimetière Beechwood (Secteur Vanier). Dans l'après-midi, la parade et la cérémonie s'effectueront avec la Filiale 462 Eastview de la Légion royale canadienne au 294 avenue Cyr (Secteur Vanier).

a cadet with the Squadron, has volunteered to participate in the parades and ceremonies.

The cadet has indicated to the Squadron that he/she has received parental approval to attend. This letter is to officially advise you that the above-mentioned cadet will not be attending classes on November 11 because he/she will be parading with 51 Squadron.

Should you require further information please contact the undersigned at (XXX) XXX-XXXX, Cell: (XXX) XXX-XXXX or by email at [redacted].

Le commandant,

Grade Prénom et nom

Rank

Commanding Officer

un(e) cadet(te) de l'Escadron, c'est porté(e) volontaire comme participant(e) lors des parades et cérémonies.

Le(La) cadet(te) a avisé l'Escadron qu'il(elle) a reçu l'autorisation des ses parents afin de participer. Cette lettre vise donc à vous informer officiellement que le(la) cadet(te) ci-dessus ne sera pas en classe le 11 novembre, puisqu'il(elle) sera avec l'Escadron 51.

Si vous désirez plus d'informations veuillez communiquer avec le soussigné au (XXX) XXX-XXXX, cellulaire : (XXX) XXX-XXXX ou par courriel à [redacted].

| ANNEX F                  | ANNEXE F                        |
|--------------------------|---------------------------------|
| ANNUAL CEREMONIAL REVIEW | CÉRÉMONIAL DE LA REVUE ANNUELLE |

**GENERAL**

1. 51 Squadron's Annual Ceremonial Review (ACR) is the most important event of the Air Cadet training year. It is the opportunity for the cadets to show off to the assembled guests all that they have learned over the past training year. It is also the opportunity for the Squadron to honour deserving Cadets by presenting them with various awards.

2. The parade will follow the format at Annex J, adapted to fit the specific circumstances.

1085-20-14 (Trg)

Date

Distribution List

**OPERATION ORDER XX-YEAR/YEAR**  
**ANNUAL CEREMONIAL REVIEW – DATE**

Reference: A. Manual of Ceremonial, Reviews - Parades Cadet Corps/Squadrons Eastern Region Cadets, April 2003  
 B. A-PD-201-000/PT-000 Manual of Ceremonial and Drill for the Canadian Forces  
 C. A-AD-200-000/AG-000, The Honours, Flags and Heritage Structure of the Canadian Forces  
 D. A-PD-202-001/FP-000, Band Instructions

**SITUATION**

1. 51 Squadron's Annual Ceremonial Review (ACR) is the most important event of the Air Cadet training year. It is the opportunity for the cadets to show off to the assembled guests all that they have learned over the past training year. It is also the opportunity for the Squadron to honour deserving Cadets by presenting them with various awards.

2. The Squadron's XX<sup>th</sup> ACR (ACR XX) will be held on Date and time, in the Salaberry Armouries, Gatineau (Hull sector). The Reviewing Officer (RO) will be .

**MISSION**

3. 51 Squadron will successfully execute the XX<sup>th</sup> Annual Ceremonial Review on date and time.

**EXECUTION**

4. General Outline. The ACR will follow guidelines at reference A. The squadron in-line formation will be used for the parade. There will be one march past in column of route, in quick time. Dynamic Displays and awards will be presented after the march past. Static Displays will be manned and visited after the parade has fallen out.

5. Taskings:

- a. CO. The CO will be the ACR Host. He will be responsible for:
- (1) liaising with Regional Cadet Support Unit (Eastern) and Air Cadet League on all ACR matters,
  - (2) liaising with the appropriate Salaberry Armouries and 500 Sqn authorities and request on behalf of 51 Sqn:
    - (a) the use of facilities for practice, preparation, VIP reception, ACR, and post-ACR reception, and
    - (b) a date and time where a reconnaissance can be carried out prior to the ACR,
  - (3) liaising with appropriate 28 Ottawa Field Ambulance (28 Fd Amb) authorities and request on behalf of 51 Sqn appropriate medical support personnel for the practice, preparation, ACR, and post-ACR reception,
  - (4) liaising with the SC for:
    - (a) pre and post ACR reception requirements co-ordination,
    - (b) foodstuffs, and
    - (c) suitable memento for the RO,
  - (5) personally welcome the RO and the guests of honour, brief them on the sequence of events and about VIPs in attendance and tell them the name of the cadet parade commander,
  - (6) knowing which political figures are present and which guests of honour, if any, are unexpectedly absent,
  - (7) informing the RO before the ceremony of the awards he/she is to present,
  - (8) ensuring any engraved awards, trophies, and plaques are available for presentation on the day,
  - (9) providing a suitable memento for the RO (if required), and
  - (10) approving Awards presenters and news releases.
- b. Trg O. The Trg O will be the ACR Ceremony Coordinator (CC) and will be responsible for:
- (1) supervising and coordinating all staff members activities throughout the planning stages, the rehearsals and the event itself,
  - (2) remaining in direct liaison with the ACR Host and Parade Officer in Command (Pde OIC) for any information exchange,
  - (3) synchronizing all planned events,

- (4) remaining ready to intervene at the time and place where a coordination problem may arise on the day of the ACR,
  - (5) submitting a complete report on the conduct of activities to the CO, as soon as possible after the ACR,
  - (6) producing the cadet assignment plan and keeping it up to date,
  - (7) approving the seating plan, MC script, and music selections, and
  - (8) informing the members of the inspecting party of their positions during the ceremony,
  - (9) conducting the site reconnaissance (if required), and
  - (10) any other duties assigned by the ACR Host.
- c. DTrg O. The DTrg O will be the ACR Ceremony Coordinator second in command (CC 2IC) and be responsible for:
- (1) the overall administrative and logistic requirements for the ACR,
  - (2) assisting the CC in executing the ACR as per the schedule,
  - (3) supervising the set-up of the Dynamic and Static displays,
  - (4) the Advance Party, to include:
    - (a) securing and returning all Regional Cadet Support Unit (Eastern) provided equipment,
    - (b) check in with the Salaberry Armouries representative,
  - (5) be prepared to assist in the site reconnaissance (if required), and
  - (6) any other duties assigned by the ACR chain of command.
- d. Parade Officer in Command. [REDACTED] will be the ACR Parade Officer in Command (Pde OIC) and will be responsible for:
- (1) co-ordinating the parade and parade practices as per Annex B,
  - (2) liaising and briefing the RO's Aide-de-Camp (ADC) and Squadron staff on parade format,
  - (3) preparing and printing the appropriate documents as required,
  - (4) briefing Cdt Comd, SWO, and parade appointments on parade requirements,
  - (5) approving members of the Flag Party, music selection, MC script, seating plan, and,
  - (6) any other duties assigned by the CC.

- e. Secur O. [REDACTED] will be the ACR Security Officer (Secur O) and will be responsible for:
- (1) maintaining security of all personnel at the ACR,
  - (2) planning for contingencies such as fire and power failure within the building and briefing all cadets and staff of actions to be taken in such cases,
  - (3) ensuring the local police station/Military Police Section is aware of the event,
  - (4) ensuring all guests are escorted/directed to their seats and are not allowed to walk across the parade square prior to the start of the ACR proper,
  - (5) ensuring that no cadets are working in the parking area proper,
  - (6) ensuring spectators stay off the parade square area,
  - (7) liaising with building Commissionaires and ensuring the building's emergency exits and alarm system are working, and
  - (8) any other duties assigned by the CC.
- f. Sup O. The Sup O will be the ACR Sup O and will be responsible for:
- (1) all logistic requirements for the ACR,
  - (2) providing all items requested by CC or Pde OIC as per Annex T,
  - (3) issue and recover after the ACR, ceremonial accoutrements (white gloves and belts) to Parade appointments, Flag Party personnel, and Drum Maj,
  - (4) ensuring all requested items and equipment are issued and accounted for,
  - (5) ensuring all requested items and equipment are accounted for and returned,
  - (6) acting as Chief photographer for the ACR and thus be additionally responsible for:
    - (a) taking appropriate photographs,
    - (b) ensuring the photographs are developed,
    - (c) storing the collected photographs,
    - (d) setting up and dismantling a display board with photographs of squadron activities over the training year,
  - (7) ensuring an iron and ironing board are available,
  - (8) ensuring a hair dryer/blower is available, and
  - (9) any other duties assigned by the CC.

- g. Admin O. The Admin O will be the ACR Admin O and will be responsible for:
- (1) preparing and submitting all paperwork related to the ACR,
  - (2) preparing and printing the appropriate certificates as required,
  - (3) preparing and printing the seating place cards for Lead Usher as required,
  - (4) preparing news releases one-week prior and no later than one week following the ACR,
  - (5) securing approval of news releases from the CO,
  - (6) securing the RO's biography and passing it on to the MC,
  - (7) preparing and printing of ACR programme booklet,
  - (8) acting as Aide-de-Camp (ADC) to the RO and be responsible for:
    - (a) being present on the arrival of the RO and his escort (spouse),
    - (b) being attentive to all the RO requests,
    - (c) making sure that an individual from the squadron is designated to accompany the RO's escort to orient him/her throughout the event and answer his/her questions,
    - (d) escorting the RO and his/her escort until they leave,
    - (e) liaising with Pde OIC and receiving briefing on parade format, and
  - (9) any other duties assigned by the CC.
- h. MC. [REDACTED] will be the ACR MC and be responsible for:
- (1) preparing and scripting the ACR in bilingual format,
  - (2) ensuring that everyone mentioned in the script is present on the day,
  - (3) securing the biography of the RO from the Admin O,
  - (4) securing script approval from the CO,
  - (5) ensuring the sound system is ready and operating and
  - (6) any other duties assigned by the CC.
- i. Awards OIC. [REDACTED] will be the ACR Awards Officer in Command (Awards OIC) and will be responsible for:
- (1) selecting presenters for specific awards and securing approval from CO,
  - (2) briefing approved awards presenters before the awards are given,
  - (3) ensuring the presenters are actually in attendance on the day,

- (4) ensuring the award recipients are actually in attendance on the day,
- (5) passing out the appropriate awards to the presenters at the appropriate moment,
- (6) recovering the awards from the recipients at the Awards table,
- (7) liaising with the CO and the Admin O for awards plan,
- (8) setting out the appropriate number of tables (with bunting) with awards,
- (9) directing any work party cadets provided by Cdt Comd, and
- (10) any other duties as assigned by the CC.

j. Lead Usher. [REDACTED] will be the ACR Lead Usher, and will be responsible for:

- (1) developing a seating plan for invited guests,
- (2) securing CC approval for the seating plan,
- (3) ensuring that the ushers have the information to perform their task properly, including the names for the guests of honour and their seat numbers,
- (4) directing a team of three (3) cadet ushers, along with any guides and work parties provided by Cdt Comd,
- (5) ensuring the reception area to welcome the main guests of honour is prepared,
- (6) ensuring that no spectators sit in a reserved seat or move in front of the RO,
- (7) emplacing VIP seating place cards provided by the Admin O,
- (8) securing and emplacing ACR programme booklets on seats,
- (9) setting up ACR seating (200 seats) as per guidelines at chapter 3 of reference A,
- (10) setting up review dais as appropriate,
- (11) ensuring all guests are escorted/directed to their seats,
- (12) reserving one (1) parking spot for the RO, and
- (13) any other duties assigned by the CC.

k. Display Officers. [REDACTED], [REDACTED], [REDACTED], [REDACTED], (as required) will oversee the creation and development of ACR displays, and will be responsible for:

- (1) actively mentoring and supervising tasked cadets, outlined in Annex C,
- (2) reporting progress display to the CC 2IC when asked, and at regular intervals outlined in Annex A,

- (3) ensuring that their tasked cadets outlined in Annex C adhere to the display development timetable outlined in Annex A,
  - (4) actively and personally supervising display creation, ensuring cadet engagement and safety at every stage,
  - (5) ensuring that all displays represent the Canadian Cadet Movement in a decent, clear, and visually pleasing manner,
  - (6) ensuring that all displays are as bilingual as possible by providing or securing translation services as required,
  - (7) ensuring their tasked cadets routinely report their progress through their cadet chain of command, outlined in Annex A, and,
  - (8) any other duties assigned by the CC or CC 2IC.
- l. Sqn Staff. Squadron Staff members not specifically tasked above are to assist in the provision of medical support alongside any deployed Medical Assistant. As well, they are to be prepared for any other duties assigned by the CC and the Pde OIC.
- m. SC. The SC will be responsible for the post ACR reception and as such it will be responsible for:
- (1) liaising with the ACR Host for ACR specific requirements,
  - (2) providing water that is to be set-up away from the main entrance door for all participants during the days' set-up/practice,
  - (3) providing dinner and appropriate refreshments for all participants,
  - (4) setting up, dismantling and cleaning up the reception area,
  - (5) requesting the required number of cadets to help out from the Cdt Comd,
  - (6) providing the necessary staff personnel to man the reception area,
  - (7) be prepared to assist in the site reconnaissance (if required), and
  - (8) as per chapter 3 of reference A, the Chair SC will be on hand to welcome the RO.
- n. Cadet in Command of the ACR. [REDACTED] will be the ACR Cadet in command (Cdt IC) and the parade commander (Pde Comd) and will be responsible for:
- (1) providing a Sr NCO to act as parade practice cadet in command (Pde IC),
  - (2) providing a five-person Flag Party whose members will have been approved by the CC,
  - (3) providing the required number of cadets to act as security as requested by the Secur O.
  - (4) providing the required number of cadets to act as ushers as required by Lead Usher,

- (5) providing the required number of cadets to act as guides as required by, the CC.
  - (6) providing the required number of cadets to be helpers as requested by the SC,
  - (7) ensuring appropriate dress and deportment of the cadets at all times,
  - (8) ensuring the preparation and training schedule is followed,
  - (9) submitting an After Action Report to the CC by **date**, and
  - (10) carrying out any other duties assigned by the CC and Pde OIC.
- o. Parade Practice Cadet in Command. A cadet designated by the Cdt Comd will act as parade practice cadet in command (Pde IC) and be responsible for:
- (1) liaising with the Pde OIC,
  - (2) marking Flag Party and squadron/flight marker positions during the general parade practice,
  - (3) ensuring that Flag Party personnel, and Flight Markers, know their drills,
  - (4) ensuring that Parade Appointments, Flag Party personnel, and Band Maj are wearing ceremonial accoutrements (white gloves and belts),
  - (5) ensuring that “beeping” devices such as watches, pagers, personal organizers, etc., are turned off or removed prior to the ACR parade,
  - (6) ensuring all cadets know how to receive awards,
  - (7) ensuring all cadets know how to sit down and stand back up while on parade,
  - (8) ensuring flights are sized by height prior to practice and that squadron is formed-up at the parade site at the appropriate time, and
  - (9) any other duties assigned by the CC and Pde OIC.
- p. Band O. The 51 Squadron Band will provide musical support. The Band O is to secure approved music selection from the CC.

6. Coordination Instructions.

- a. Briefings. Specific to task briefings will be called by task OICs when and if required.
- b. Practices. Future ACR practice dates have been announced and parade specific timings will be confirmed on **when (indicate date and time)**. A full dress rehearsal will be held on **when (indicate date, time and location)**.
- c. Dress. Dress for practices will be as advised. Dress for the ACR itself will be:
  - (1) Cadet Instructor Cadre officers and Canadian Forces personnel will wear No 1A order of dress.

- (2) Cadets will wear No C-1 order of dress. Cadet decorations and nametags are to be worn. SC Participation Pins are not to be worn.
  - (3) 51 Sqn cadet recruits are to wear the light blue Air Cadet T-shirt over appropriate civilian dress attire.
  - (4) Parade appointments, Flag Party personnel, and Drum Maj are to wear ceremonial accoutrements (white gloves and belts).
- d. Parade Formation. The squadron in-line formation will be used. There will be one march-past in column of route in quick time. Flag Pty will be positioned between No 1 and No 2 Flights. Band will form up to the right of the squadron. ACR Parade Format at Annex S will be followed.
- e. Site Reconnaissance. A site reconnaissance of the Salaberry Armouries may be conducted on a **date and time**. Personnel designated to attend will also be advised.

## ADMINISTRATION AND LOGISTIC SUPPORT

7. Medical. Sup O to ensure a first aid kit is made available for the parade. Flight Commanders are to remind their cadets to place one knee on the ground and loosen tie when feeling weak. Cadets will not normally be removed from the ranks unless clearly in distress. Cadets falling out of ranks will not be permitted to fall back into parade when the squadron is on parade.
8. Public Address. The Squadron portable Public Address system will be used.  will be the MC. An attempt should be made to ensure redundancy of the public address system.
9. Ceremonial Accoutrements. Sup O will provide appropriate white gloves and white belts for parade appointments, Flag Party personnel, and Drum Maj only.
10. Spectators. While spectators and guests may arrive earlier and watch parade preparations, they are requested to be seated for 1845 hours. Spectator seating for 300 persons will be set up by squadron personnel under the direction of the Lead Usher. After the ACR, the Lead Usher is to ensure everything is cleaned, replaced into position, and removed as necessary.
11. Seating Plan. Seating will only be reserved for personnel on the guest list as directed by the CO. Sup O to provide 200 chairs to the Lead Usher as per his directions.
12. Work Parties. A work party of three (3) cadet ushers will be assembled by the Cdt Comd and provided to the Lead Usher. Cdt Comd to provide appropriate number of cadets for other work parties as requested by CC and respective OICs.
13. Parking. A dedicated parking spot for the RO will be secured. Spectators will be directed to the appropriate parking area and requested to walk to the parade area. For safety reasons, Cadets are not to work in the parking lot proper.
14. Meals. Dinner will be provided to all participating cadets and staff. No meals will be provided to spectators.
15. Reception. A post ACR reception including refreshments will be held within the armoury at a location to be determined. Food and Refreshments are the responsibility of the SC.
16. Requirements. ACR requirements are to be co-ordinated through Sup O.

17. Timings. All personnel are to synchronize their watches to the NRC time signal at 613-745-1576.

- a. The ACR schedule is at Annex A.
- b. The ACR training schedule is at Annex B.

18. Water. The SC will ensure potable drinking water is available for the ACR.

19. Transport. Cadets are to make their own way to and from the Salaberry Armouries.

20. Inclement Weather. The ACR will take place rain or shine.

### **COMMAND AND COMMUNICATIONS**

21. Command. The ACR 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 C.

- |    |             |          |
|----|-------------|----------|
| a. | ACR Host    | CO       |
| b. | ACR CC      | Trg O    |
| c. | ACR CC 2IC  | DTrg O   |
| d. | ACR Pde OIC |          |
| e. | ACR Admin O | Admin O  |
| f. | ACR Sup O   | Sup O    |
| g. | ACR Cdt IC  | Cdt Comd |

22. Communications. The communications plan will be provided at a later date.

- |    |                            |              |
|----|----------------------------|--------------|
| a. | Police                     | 911.         |
| b. | Fire                       | 911.         |
| c. | Salaberry Armouries Office | TBC.         |
| d. | NRC time signal            | 613-745-1576 |

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

First Name and name

Rank

Training Officer  
for Commanding Officer

Annexes:

|         |            |    |                                          |
|---------|------------|----|------------------------------------------|
| Annex A | ACR        | XX | Schedule                                 |
| Annex B | ACR        | XX | Training Schedule                        |
| Annex C | ACR        | XX | Senior Cadet Taskings                    |
| Annex D | Map to ACR | XX | Location                                 |
| Annex E | ACR        | XX | Static Display - Aviation                |
| Annex F | ACR        | XX | Static Display - Band                    |
| Annex G | ACR        | XX | Static Display - Biathlon                |
| Annex H | ACR        | XX | Static Display – History - Achievement   |
| Annex I | ACR        | XX | Static Display - Duke of Edinburgh       |
| Annex J | ACR        | XX | Static Display - First Aid               |
| Annex K | ACR        | XX | Static Display - General cadet Knowledge |
| Annex L | ACR        | XX | Static Display - Marksmanship            |
| Annex M | ACR        | XX | Static Display - Sports                  |
| Annex N | ACR        | XX | Static Display - Survival                |
| Annex O | ACR        | XX | Dynamic Display - Montage                |
| Annex P | ACR        | XX | Dynamic Display - Band                   |
| Annex Q | ACR        | XX | Dynamic Display - Drill Team             |
| Annex R | ACR        | XX | Dynamic Display - Game Show              |
| Annex S | ACR        | XX | Parade Format                            |
| Annex T | ACR        | XX | Logistics Requirements                   |

Distribution List

Action

Squadron Staff  
Cadet Squadron Commander  
Cadet Squadron Deputy Commander  
Squadron Warrant Officer  
All Level 4s and up  
Chair SC

Information

Canada Aviation Museum Representative  
51 Sqn Director  
28 (Ottawa) Field Ambulance

Annex A  
1085-20-14 (Trg)  
**Date**

## ACR **XX** SCHEDULE

| TIME<br>(hours) | ACTIVITY                                                                                               |
|-----------------|--------------------------------------------------------------------------------------------------------|
| 1100 – 1230     | Arrival of staff members, Static Display ICs, and senior cadet staff at Armouries<br>Displays set-up   |
| 1230            | Arrival of cadets at Armouries                                                                         |
| 1230 – 1330     | Parade practice                                                                                        |
| 1250            | Attendance                                                                                             |
| 1325 – 1330     | Break                                                                                                  |
| 1330 – 1400     | Final preparations for seating and PA system                                                           |
| 1400 – 1410     | Break                                                                                                  |
| 1410 – 1500     | Parade practice                                                                                        |
| 1500 – 1510     | Break                                                                                                  |
| 1510 – 1600     | Final preparations of static/dynamic displays                                                          |
| 1600 – 1610     | Break                                                                                                  |
| 1610 – 1700     | Parade practice                                                                                        |
| 1700            | Dinner                                                                                                 |
| 1800            | Last minute preparations including changing into uniforms                                              |
| 1830            | Final check                                                                                            |
| 1840            | Parade Form-up                                                                                         |
| 1845            | Spectators requested to be seated<br>SWO marches on the Markers<br>Parade sequence at Annex S followed |
| 1847            | SWO marches on the Squadron                                                                            |
| 1848            | Parade Appointments take up positions                                                                  |
| 1852            | Cdt DComd takes over the parade and marches on the parade appointments                                 |
| 1856            | Cdt Comd takes over the parade                                                                         |
| 1857            | Flag Party marched on                                                                                  |
| 1859            | General Salute for President of Sponsoring Committee                                                   |
| 1900            | General Salute for Reviewing Officer                                                                   |
| 1900 – 2045     | Parade and Ceremony                                                                                    |
| 2045            | Manning of Static Displays<br>Post parade activities                                                   |
| 2055            | Static Displays open to public<br>Post ACR Reception<br>Cadets not involved in displays eat now        |

| TIME<br>(hours) | ACTIVITY                                                                                                                                                                                                                           |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2130            | Dismantling of Static displays (display leaders' co-ordinate own displays, Duty crew to dismantle site)<br><br>Cadets that ate earlier are now involved in dismantling displays<br><br>Cadets that worked the displays may now eat |
| 2150            | End of ACR<br><br>Squadron clean up and final checks                                                                                                                                                                               |
| 2200            | Last minute announcements<br><br>End of Squadron activities                                                                                                                                                                        |

Annex B  
1085-20-14 (Trg)  
**Date**

### ACR **XX** TRAINING SCHEDULE

| DATE        | TIME<br>(hours)   | ACTIVITY                                                                        |
|-------------|-------------------|---------------------------------------------------------------------------------|
| <b>Date</b> | 1840-<br>191<br>5 | Assign all NCOs (Trg O)<br>Level 4 ACR Planning                                 |
| <b>Date</b> | 1840-<br>191<br>5 | Level 4 ACR Planning                                                            |
|             | 2010-<br>2045     | Squadron ACR Practice                                                           |
| <b>Date</b> |                   | Display Registration (all Lvl 1-3 cadets choose one dynamic display)            |
| <b>Date</b> |                   | Submission of first draft by NCOs (static and dynamic) to NCO IC                |
| <b>Date</b> |                   | CC 2IC and Sr NCOs get plan comments back to NCOs<br>Parade Practice (Period 2) |
| <b>Date</b> |                   | Submission of second draft by NCOs (static and dynamic)                         |
|             | 2010-<br>204<br>5 | Squadron ACR Practice                                                           |
| <b>Date</b> | 0900-<br>123<br>0 | Saturday Squadron ACR Practice                                                  |
| <b>Date</b> |                   | Final approval for display plans                                                |
| <b>Date</b> | 1840-<br>195<br>5 | ACR Static and Dynamic Displays Preparation                                     |
|             | 2010-<br>204<br>5 | Squadron ACR Parade Practice                                                    |
|             |                   | Cdt IC compiles list for logistics, confirming with CC 2IC                      |
| <b>Date</b> | 0900-<br>123<br>0 | Saturday Squadron ACR Practice                                                  |

| DATE | TIME (hours) | ACTIVITY                                                                                                 |
|------|--------------|----------------------------------------------------------------------------------------------------------|
| Date | 1840-1915    | Squadron ACR Parade Practice                                                                             |
|      | 1920-2045    | ACR Static and Dynamic Displays Preparation                                                              |
|      |              | All writing for display boards or scripts (dynamic displays) submitted to Cdt IC by <b>date and time</b> |
| Date | 0900-1230    | Saturday Squadron ACR Practice (To be confirmed)                                                         |
| Date | 2110         | Coordination meeting in <b>indicate location</b> .                                                       |
| Date | 0900-1230    | Saturday Squadron ACR Practice                                                                           |
| Date | 1840-2045    | Full ACR Rehearsal                                                                                       |
| Date | 1900-2100    | Annual Ceremonial Review (Salaberry Armouries)                                                           |
| Date |              | Submission of AAR to Cdt IC (FSgts and up)                                                               |
| Date |              | Submission of compiled AAR to CC                                                                         |

### SATURDAY MORNING ACR PRACTICES

| TIME (hours) | ACTIVITY                                                                  |
|--------------|---------------------------------------------------------------------------|
| 0845         | Arrival of staff, WO2s                                                    |
| 0900         | Arrival of cadets<br>Attendance                                           |
| 0910         | Dynamic display practice                                                  |
| 1010         | Break                                                                     |
| 1025         | Parade practice (weather permitting)<br>Indoor sports (inclement weather) |
| 1100         | Break                                                                     |
| 1110         | Parade Practice                                                           |
| 1145         | Announcements                                                             |
| 1200         | Dismissal of Level 1-3 cadets                                             |

| TIME<br>(hours) | ACTIVITY                                                            |
|-----------------|---------------------------------------------------------------------|
|                 | Break for Level 4+<br>Status check with dynamic display NCO IC, 2IC |
| 1215            | Static display preparation                                          |
| 1315            | Cleanup                                                             |
| 1330            | Dismissal of all remaining staff and cadets                         |

**ROOM ASSIGNMENTS:**

| Date | Rooms Booked |
|------|--------------|
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |

Annex C  
1085-20-14 (Trg)  
**Date**

### ACR **XX** CADET ORGANIZATION CHART

1. This is the cadet organization chart, covering all Senior Cadet and training staff positions for the training portion of the ACR.

| ACTIVITY                | IC | 2IC | Cadet Staff | Squadron Staff |
|-------------------------|----|-----|-------------|----------------|
| <b>ACR / DISPLAYS</b>   |    |     |             |                |
| <b>Dynamic Displays</b> |    |     |             |                |
| Montage                 |    |     |             |                |
| Band                    |    |     |             |                |
| Drill Team              |    |     |             |                |
| Game Show               |    |     |             |                |
| <b>Static Displays</b>  |    |     |             |                |
| Aviation                |    |     |             |                |
| Band                    |    |     |             |                |
| Biathlon                |    |     |             |                |
| Duke of Edinburgh       |    |     |             |                |
| First Aid               |    |     |             |                |
| GCK                     |    |     |             |                |
| History/Achievement     |    |     |             |                |
| Marksmanship            |    |     |             |                |
| Sports                  |    |     |             |                |
| Survival                |    |     |             |                |
| <b>Logistics</b>        |    |     |             |                |
| <b>Audio-Visual</b>     |    |     |             |                |
| <b>Drill Practice</b>   |    |     |             |                |

Annex D  
1085-20-14 (Trg)  
Date

**MAP TO ACR XX LOCATION**

Annex E  
1085-20-14 (Trg)  
**Date**

B

## ACR **XX** STATIC DISPLAY - AVIATION

### SITUATION

1. 51 Squadron's Annual Ceremonial Review (ACR) is the most important event of the Air Cadet training year. It is the opportunity for the cadets to show off to the assembled guests all that they have learned over the past training year. It is also the opportunity for the Squadron to honour deserving Cadets by presenting them with various awards.

2. The Squadron's **XX<sup>th</sup> ACR (ACR XX)** will be held on **Date and time**, in the Salaberry Armouries, Gatineau (Hull sector). The Reviewing Officer (RO) will be .

### MISSION

3. To successfully execute the Aviation Static Display at ACR **XX**.

### EXECUTION

4. General Outline. **Explain your basic outline here.**

5. Taskings:

- a. Display Cadet In Command.  will be the Cadet In Command (Cdt IC) of the Aviation Static Display and be responsible for:
  - (1) primary content control and thus planning the display including:
    - (a) display Outline (Basic Plan)
    - (b) personnel requirements
    - (c) work breakdown
    - (d) material resources
    - (e) practice considerations
    - (f) other;
  - (2) supervising the display;
  - (3) task supervision of personnel employed at display;
  - (4) liaising with the appropriate Squadron authorities and request on behalf of the activity appropriate human and material resources; and
  - (5) any other duties assigned by the ACR **XX** chain of command.

- b. Display Cadet Second In Command. [redacted] will be the Cadet Second in Command (Cdt 2IC) of the Aviation Static Display and be responsible for:
- (1) assisting with administration, logistics, planning and supervision; and
  - (2) any other duties assigned by the ACR **XX** chain of command.
- c. Display Cadets. Add any additional tasks you have for specific cadets here. For example, if you need a narrator for your display explain what tasks that narrator will have here. You may not have a name yet but the tasks to be accomplished are fairly evident: prepare the script, have it approved, modify as required, read it during the ACR, is there language preferences required, a specific rank, etc. Maybe you need someone to construct something include the tasks here.
- d. Coordination Instructions. Explain your basic outline here. How will the work be carried out prior to the ACR? You can be specific in your timing portion.

#### ADMINISTRATION AND LOGISTIC SUPPORT

6. Personnel. Explain your basic requirements for personnel (Human resources) here. For example if you need two cadets to explain, while twelve others demonstrate then you have a requirement for at least fourteen cadets. Identify any requirements for special skills, rank, etc.
7. Requirements. Explain your basic requirements for equipment (Material resources) here. For example if you need two easels, three tables, a lot of designer pencils, etc.

| # | ITEM | QUANTITY | REMARKS |
|---|------|----------|---------|
| 1 |      |          |         |
| 2 |      |          |         |
| 3 |      |          |         |
| 4 |      |          |         |
| 5 |      |          |         |

8. Timings. Explain your timings here. Try to be as specific as possible. If you can't get it all done in the time allotted think about asking for additional resources (material, human) to see if this will help you.

| DATE | TIME (hours) | ACTIVITY |
|------|--------------|----------|
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |

**COMMAND AND COMMUNICATIONS**

9. Command. The Display Chain of Command is outlined below.

- |    |         |                                                                           |
|----|---------|---------------------------------------------------------------------------|
| a. | OIC     | <div style="background-color: yellow; width: 150px; height: 15px;"></div> |
| b. | Cdt IC  | <div style="background-color: yellow; width: 150px; height: 15px;"></div> |
| c. | Cdt 2IC | <div style="background-color: yellow; width: 150px; height: 15px;"></div> |

10. Communications. The communications plan will be provided at a later date.

- |    | <u>Responsibility</u> | <u>Call Sign</u>                                                          |
|----|-----------------------|---------------------------------------------------------------------------|
| a. | Cdt IC                | <div style="background-color: yellow; width: 150px; height: 15px;"></div> |
| b. | Cdt 2IC               | <div style="background-color: yellow; width: 150px; height: 15px;"></div> |

First Name and Name

Rank

Cdt IC of the Aviation Static Display

Appendices:

|            |                                                          |
|------------|----------------------------------------------------------|
| Appendix 1 | <div style="background-color: yellow;">As required</div> |
| Appendix 2 | <div style="background-color: yellow;">As required</div> |

Annex F  
1085-20-14 (Trg)

Date

## ACR XX STATIC DISPLAY - BAND

### SITUATION

1. 51 Squadron's Annual Ceremonial Review (ACR) is the most important event of the Air Cadet training year. It is the opportunity for the cadets to show off to the assembled guests all that they have learned over the past training year. It is also the opportunity for the Squadron to honour deserving Cadets by presenting them with various awards.

2. The Squadron's XX<sup>th</sup> ACR (ACR XX) will be held on Date and time, in the Salaberry Armouries, Gatineau (Hull sector). The Reviewing Officer (RO) will be .

### MISSION

3. To successfully execute the Band Static Display at ACR XX.

### EXECUTION

4. General Outline. Explain your basic outline here.

5. Taskings:

a. Display Cadet In Command. will be the Cadet In Command (Cdt IC) of the Band Static Display and be responsible for:

- (1) primary content control and thus planning the display including:
  - (a) display Outline (Basic Plan)
  - (b) personnel requirements
  - (c) work breakdown
  - (d) material resources
  - (e) practice considerations
  - (f) other;
- (2) supervising the display;
- (3) task supervision of personnel employed at display;
- (4) liaising with the appropriate Squadron authorities and request on behalf of the activity appropriate human and material resources; and
- (5) any other duties assigned by the ACR XX chain of command.

- b. Display Cadet Second In Command. [redacted] will be the Cadet Second in Command (Cdt 2IC) of the Band Static Display and be responsible for:
- (1) assisting with administration, logistics, planning and supervision; and
  - (2) any other duties assigned by the ACR [redacted] chain of command.
- c. Display Cadets. Add any additional tasks you have for specific cadets here. For example, if you need a narrator for your display explain what tasks that narrator will have here. You may not have a name yet but the tasks to be accomplished are fairly evident: prepare the script, have it approved, modify as required, read it during the ACR, is there language preferences required, a specific rank, etc. Maybe you need someone to construct something include the tasks here.
- d. Coordination Instructions. Explain your basic outline here. How will the work be carried out prior to the ACR? You can be specific in your timing portion.

### ADMINISTRATION AND LOGISTIC SUPPORT

6. Personnel. Explain your basic requirements for personnel (Human resources) here. For example if you need two cadets to explain, while twelve others demonstrate then you have a requirement for at least fourteen cadets. Identify any requirements for special skills, rank, etc.
7. Requirements. Explain your basic requirements for equipment (Material resources) here. For example if you need two easels, three tables, a lot of designer pencils, etc.

| # | ITEM | QUANTITY | REMARKS |
|---|------|----------|---------|
| 1 |      |          |         |
| 2 |      |          |         |
| 3 |      |          |         |
| 4 |      |          |         |
| 5 |      |          |         |

8. Timings. Explain your timings here. Try to be as specific as possible. If you can't get it all done in the time allotted think about asking for additional resources (material, human) to see if this will help you.

| DATE | TIME (hours) | ACTIVITY |
|------|--------------|----------|
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |

**COMMAND AND COMMUNICATIONS**

9. Command. The Display Chain of Command is outlined below.

- |    |         |             |
|----|---------|-------------|
| a. | OIC     | <div></div> |
| b. | Cdt IC  | <div></div> |
| c. | Cdt 2IC | <div></div> |

10. Communications. The communications plan will be provided at a later date.

- |    | <u>Responsibility</u> | <u>Call Sign</u> |
|----|-----------------------|------------------|
| a. | Cdt IC                | <div></div>      |
| b. | Cdt 2IC               | <div></div>      |

First Name and Name  
Rank

Cdt IC of the Band Static Display

Appendices:

|            |             |
|------------|-------------|
| Appendix 1 | As required |
| Appendix 2 | As required |

Annex G  
1085-20-14 (Trg)

Date

## ACR XX STATIC DISPLAY - BIATHLON

### SITUATION

51 Squadron's Annual Ceremonial Review (ACR) is the most important event of the Air Cadet training year. It is the opportunity for the cadets to show off to the assembled guests all that they have learned over the past training year. It is also the opportunity for the Squadron to honour deserving Cadets by presenting them with various awards.

1. The Squadron's XX<sup>th</sup> ACR (ACR XX) will be held on Date and time, in the Salaberry Armouries, Gatineau (Hull sector). The Reviewing Officer (RO) will be .

### MISSION

2. To successfully execute the Biathlon Static Display at ACR XX.

### EXECUTION

3. General Outline. Explain your basic outline here.

4. Taskings:

- a. Display Cadet In Command. will be the Cadet In Command (Cdt IC) of the Biathlon Static Display and be responsible for:
  - (1) primary content control and thus planning the display including:
    - (a) display Outline (Basic Plan)
    - (b) personnel requirements
    - (c) work breakdown
    - (d) material resources
    - (e) practice considerations
    - (f) other;
  - (2) supervising the display;
  - (3) task supervision of personnel employed at display;
  - (4) liaising with the appropriate Squadron authorities and request on behalf of the activity appropriate human and material resources; and
  - (5) any other duties assigned by the ACR XX chain of command.

- b. Display Cadet Second In Command. [redacted] will be the Cadet Second in Command (Cdt 2IC) of the Biathlon Static Display and be responsible for:
- (1) assisting with administration, logistics, planning and supervision; and
  - (2) any other duties assigned by the ACR **XX** chain of command.
- c. Display Cadets. Add any additional tasks you have for specific cadets here. For example, if you need a narrator for your display explain what tasks that narrator will have here. You may not have a name yet but the tasks to be accomplished are fairly evident: prepare the script, have it approved, modify as required, read it during the ACR, is there language preferences required, a specific rank, etc. Maybe you need someone to construct something include the tasks here.
- d. Coordination Instructions. Explain your basic outline here. How will the work be carried out prior to the ACR? You can be specific in your timing portion.

### ADMINISTRATION AND LOGISTIC SUPPORT

5. Personnel. Explain your basic requirements for personnel (Human resources) here. For example if you need two cadets to explain, while twelve others demonstrate then you have a requirement for at least fourteen cadets. Identify any requirements for special skills, rank, etc.
6. Requirements. Explain your basic requirements for equipment (Material resources) here. For example if you need two easels, three tables, a lot of designer pencils, etc.

| # | ITEM | QUANTITY | REMARKS |
|---|------|----------|---------|
| 1 |      |          |         |
| 2 |      |          |         |
| 3 |      |          |         |
| 4 |      |          |         |
| 5 |      |          |         |

7. Timings. Explain your timings here. Try to be as specific as possible. If you can't get it all done in the time allotted think about asking for additional resources (material, human) to see if this will help you.

| DATE | TIME (hours) | ACTIVITY |
|------|--------------|----------|
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |

**COMMAND AND COMMUNICATIONS**

8. Command. The Display Chain of Command is outlined below.

- |    |         |  |
|----|---------|--|
| a. | OIC     |  |
| b. | Cdt IC  |  |
| c. | Cdt 2IC |  |

9. Communications. The communications plan will be provided at a later date.

- |    | <u>Responsibility</u> | <u>Call Sign</u> |
|----|-----------------------|------------------|
| a. | Cdt IC                |                  |
| b. | Cdt 2IC               |                  |

First Name and Name  
Rank

Cdt IC of the Biathlon Static Display

Appendices:

|            |             |
|------------|-------------|
| Appendix 1 | As required |
| Appendix 2 | As required |

Annex H  
1085-20-14 (Trg)

Date

B

## ACR **XX** STATIC DISPLAY – HISTORY - ACHIEVEMENT

### SITUATION

1. 51 Squadron's Annual Ceremonial Review (ACR) is the most important event of the Air Cadet training year. It is the opportunity for the cadets to show off to the assembled guests all that they have learned over the past training year. It is also the opportunity for the Squadron to honour deserving Cadets by presenting them with various awards.

2. The Squadron's **XX<sup>th</sup> ACR (ACR XX)** will be held on **Date and time**, in the Salaberry Armouries, Gatineau (Hull sector). The Reviewing Officer (RO) will be .

### MISSION

3. To successfully execute the History - Achievements Static Display at ACR **XX**.

### EXECUTION

4. General Outline. **Explain your basic outline here.**

5. Taskings:

- a. Display Cadet In Command.  will be the Cadet In Command (Cdt IC) of the History - Achievement Static Display and be responsible for:
  - (1) primary content control and thus planning the display including:
    - (a) display Outline (Basic Plan)
    - (b) personnel requirements
    - (c) work breakdown
    - (d) material resources
    - (e) practice considerations
    - (f) other;
  - (2) supervising the display;
  - (3) task supervision of personnel employed at display;
  - (4) liaising with the appropriate Squadron authorities and request on behalf of the activity appropriate human and material resources; and
  - (5) any other duties assigned by the ACR **XX** chain of command.

- b. Display Cadet Second In Command. [redacted] will be the Cadet Second in Command (Cdt 2IC) of the History - Achievement Static Display and be responsible for:
- (1) assisting with administration, logistics, planning and supervision; and
  - (2) any other duties assigned by the ACR **XX** chain of command.
- c. Display Cadets. Add any additional tasks you have for specific cadets here. For example, if you need a narrator for your display explain what tasks that narrator will have here. You may not have a name yet but the tasks to be accomplished are fairly evident: prepare the script, have it approved, modify as required, read it during the ACR, is there language preferences required, a specific rank, etc. Maybe you need someone to construct something include the tasks here.
- d. Coordination Instructions. Explain your basic outline here. How will the work be carried out prior to the ACR? You can be specific in your timing portion.

#### ADMINISTRATION AND LOGISTIC SUPPORT

6. Personnel. Explain your basic requirements for personnel (Human resources) here. For example if you need two cadets to explain, while twelve others demonstrate then you have a requirement for at least fourteen cadets. Identify any requirements for special skills, rank, etc.
7. Requirements. Explain your basic requirements for equipment (Material resources) here. For example if you need two easels, three tables, a lot of designer pencils, etc.

| # | ITEM | QUANTITY | REMARKS |
|---|------|----------|---------|
| 1 |      |          |         |
| 2 |      |          |         |
| 3 |      |          |         |
| 4 |      |          |         |
| 5 |      |          |         |

8. Timings. Explain your timings here. Try to be as specific as possible. If you can't get it all done in the time allotted think about asking for additional resources (material, human) to see if this will help you.

| DATE | TIME (hours) | ACTIVITY |
|------|--------------|----------|
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |

**COMMAND AND COMMUNICATIONS**

9. Command. The Display Chain of Command is outlined below.

- |    |         |                                                                                                    |
|----|---------|----------------------------------------------------------------------------------------------------|
| a. | OIC     | <div style="background-color: yellow; width: 150px; height: 15px; border: 1px solid black;"></div> |
| b. | Cdt IC  | <div style="background-color: yellow; width: 150px; height: 15px; border: 1px solid black;"></div> |
| c. | Cdt 2IC | <div style="background-color: yellow; width: 150px; height: 15px; border: 1px solid black;"></div> |

10. Communications. The communications plan will be provided at a later date.

- |    | <u>Responsibility</u> | <u>Call Sign</u>                                                                                   |
|----|-----------------------|----------------------------------------------------------------------------------------------------|
| a. | Cdt IC                | <div style="background-color: yellow; width: 150px; height: 15px; border: 1px solid black;"></div> |
| b. | Cdt 2IC               | <div style="background-color: yellow; width: 150px; height: 15px; border: 1px solid black;"></div> |

First Name and Name  
Rank

Cdt IC of the History - Achievement Static Display

Appendices:

|            |             |
|------------|-------------|
| Appendix 1 | As required |
| Appendix 2 | As required |

Annex I  
1085-20-14 (Trg)  
**Date**

B

## ACR **XX** STATIC DISPLAY – DUKE OF EDINBURGH

### SITUATION

1. 51 Squadron's Annual Ceremonial Review (ACR) is the most important event of the Air Cadet training year. It is the opportunity for the cadets to show off to the assembled guests all that they have learned over the past training year. It is also the opportunity for the Squadron to honour deserving Cadets by presenting them with various awards.

2. The Squadron's **XX<sup>th</sup> ACR (ACR XX)** will be held on **Date and time**, in the Salaberry Armouries, Gatineau (Hull sector). The Reviewing Officer (RO) will be .

### MISSION

3. To successfully execute the Duke of Edinburgh Static Display at ACR **XX**.

### EXECUTION

4. General Outline. **Explain your basic outline here.**

5. Taskings:

a. Display Cadet In Command.  will be the Cadet In Command (Cdt IC) of the Duke of Edinburgh Static Display and be responsible for:

- (1) primary content control and thus planning the display including:
  - (a) display Outline (Basic Plan)
  - (b) personnel requirements
  - (c) work breakdown
  - (d) material resources
  - (e) practice considerations
  - (f) other;
- (2) supervising the display;
- (3) task supervision of personnel employed at display;
- (4) liaising with the appropriate Squadron authorities and request on behalf of the activity appropriate human and material resources; and
- (5) any other duties assigned by the ACR **XX** chain of command.

- b. Display Cadet Second In Command. [redacted] will be the Cadet Second in Command (Cdt 2IC) of the Duke of Edinburgh Static Display and be responsible for:
- (1) assisting with administration, logistics, planning and supervision; and
  - (2) any other duties assigned by the ACR **XX** chain of command.
- c. Display Cadets. Add any additional tasks you have for specific cadets here. For example, if you need a narrator for your display explain what tasks that narrator will have here. You may not have a name yet but the tasks to be accomplished are fairly evident: prepare the script, have it approved, modify as required, read it during the ACR, is there language preferences required, a specific rank, etc. Maybe you need someone to construct something include the tasks here.
- d. Coordination Instructions. Explain your basic outline here. How will the work be carried out prior to the ACR? You can be specific in your timing portion.

#### ADMINISTRATION AND LOGISTIC SUPPORT

6. Personnel. Explain your basic requirements for personnel (Human resources) here. For example if you need two cadets to explain, while twelve others demonstrate then you have a requirement for at least fourteen cadets. Identify any requirements for special skills, rank, etc.
7. Requirements. Explain your basic requirements for equipment (Material resources) here. For example if you need two easels, three tables, a lot of designer pencils, etc.

| # | ITEM | QUANTITY | REMARKS |
|---|------|----------|---------|
| 1 |      |          |         |
| 2 |      |          |         |
| 3 |      |          |         |
| 4 |      |          |         |
| 5 |      |          |         |

8. Timings. Explain your timings here. Try to be as specific as possible. If you can't get it all done in the time allotted think about asking for additional resources (material, human) to see if this will help you.

| DATE | TIME (hours) | ACTIVITY |
|------|--------------|----------|
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |

**COMMAND AND COMMUNICATIONS**

9. Command. The Display Chain of Command is outlined below.

- |    |         |                                                                           |
|----|---------|---------------------------------------------------------------------------|
| a. | OIC     | <div style="background-color: yellow; width: 150px; height: 15px;"></div> |
| b. | Cdt IC  | <div style="background-color: yellow; width: 150px; height: 15px;"></div> |
| c. | Cdt 2IC | <div style="background-color: yellow; width: 150px; height: 15px;"></div> |

10. Communications. The communications plan will be provided at a later date.

- |    | <u>Responsibility</u> | <u>Call Sign</u>                                                          |
|----|-----------------------|---------------------------------------------------------------------------|
| a. | Cdt IC                | <div style="background-color: yellow; width: 150px; height: 15px;"></div> |
| b. | Cdt 2IC               | <div style="background-color: yellow; width: 150px; height: 15px;"></div> |

First Name and Name  
Rank

Cdt IC of the Duke of Edinburgh Static Display

Appendices:

|            |                                                          |
|------------|----------------------------------------------------------|
| Appendix 1 | <div style="background-color: yellow;">As required</div> |
| Appendix 2 | <div style="background-color: yellow;">As required</div> |

Annex J  
1085-20-14 (Trg)

Date

## ACR XX STATIC DISPLAY – FIRST AID

### SITUATION

1. 51 Squadron's Annual Ceremonial Review (ACR) is the most important event of the Air Cadet training year. It is the opportunity for the cadets to show off to the assembled guests all that they have learned over the past training year. It is also the opportunity for the Squadron to honour deserving Cadets by presenting them with various awards.

2. The Squadron's XX<sup>th</sup> ACR (ACR XX) will be held on Date and time, in the Salaberry Armouries, Gatineau (Hull sector). The Reviewing Officer (RO) will be .

### MISSION

3. To successfully execute the First Aid Static Display at ACR XX.

### EXECUTION

4. General Outline. Explain your basic outline here.

5. Taskings:

a. Display Cadet In Command. will be the Cadet In Command (Cdt IC) of the First Aid Static Display and be responsible for:

- (1) primary content control and thus planning the display including:
  - (a) display Outline (Basic Plan)
  - (b) personnel requirements
  - (c) work breakdown
  - (d) material resources
  - (e) practice considerations
  - (f) other;
- (2) supervising the display;
- (3) task supervision of personnel employed at display;
- (4) liaising with the appropriate Squadron authorities and request on behalf of the activity appropriate human and material resources; and
- (5) any other duties assigned by the ACR XX chain of command.

- b. Display Cadet Second In Command. [redacted] will be the Cadet Second in Command (Cdt 2IC) of the First Aid Static Display and be responsible for:
- (1) assisting with administration, logistics, planning and supervision; and
  - (2) any other duties assigned by the ACR **XX** chain of command.
- c. Display Cadets. Add any additional tasks you have for specific cadets here. For example, if you need a narrator for your display explain what tasks that narrator will have here. You may not have a name yet but the tasks to be accomplished are fairly evident: prepare the script, have it approved, modify as required, read it during the ACR, is there language preferences required, a specific rank, etc. Maybe you need someone to construct something include the tasks here.
- d. Coordination Instructions. Explain your basic outline here. How will the work be carried out prior to the ACR? You can be specific in your timing portion.

### ADMINISTRATION AND LOGISTIC SUPPORT

6. Personnel. Explain your basic requirements for personnel (Human resources) here. For example if you need two cadets to explain, while twelve others demonstrate then you have a requirement for at least fourteen cadets. Identify any requirements for special skills, rank, etc.
7. Requirements. Explain your basic requirements for equipment (Material resources) here. For example if you need two easels, three tables, a lot of designer pencils, etc.

| # | ITEM | QUANTITY | REMARKS |
|---|------|----------|---------|
| 1 |      |          |         |
| 2 |      |          |         |
| 3 |      |          |         |
| 4 |      |          |         |
| 5 |      |          |         |

8. Timings. Explain your timings here. Try to be as specific as possible. If you can't get it all done in the time allotted think about asking for additional resources (material, human) to see if this will help you.

| DATE | TIME (hours) | ACTIVITY |
|------|--------------|----------|
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |

**COMMAND AND COMMUNICATIONS**

9. Command. The Display Chain of Command is outlined below.

- |    |         |             |
|----|---------|-------------|
| a. | OIC     | <div></div> |
| b. | Cdt IC  | <div></div> |
| c. | Cdt 2IC | <div></div> |

10. Communications. The communications plan will be provided at a later date.

- |    | <u>Responsibility</u> | <u>Call Sign</u> |
|----|-----------------------|------------------|
| a. | Cdt IC                | <div></div>      |
| b. | Cdt 2IC               | <div></div>      |

First Name and Name

Rank

Cdt IC of the First Aid Static Display

Appendices:

|            |                        |
|------------|------------------------|
| Appendix 1 | <div>As required</div> |
| Appendix 2 | <div>As required</div> |

Annex K  
1085-20-14 (Trg)

Date

B

## ACR XX STATIC DISPLAY – GENERAL CADET KNOWLEDGE

### SITUATION

1. 51 Squadron's Annual Ceremonial Review (ACR) is the most important event of the Air Cadet training year. It is the opportunity for the cadets to show off to the assembled guests all that they have learned over the past training year. It is also the opportunity for the Squadron to honour deserving Cadets by presenting them with various awards.

2. The Squadron's XX<sup>th</sup> ACR (ACR XX) will be held on Date and time, in the Salaberry Armouries, Gatineau (Hull sector). The Reviewing Officer (RO) will be .

### MISSION

3. To successfully execute the General Cadet Knowledge (GCK) Static Display at ACR XX.

### EXECUTION

4. General Outline. Explain your basic outline here.

5. Taskings:

- a. Display Cadet In Command. will be the Cadet In Command (Cdt IC) of the General Cadet Knowledge Static Display and be responsible for:
  - (1) primary content control and thus planning the display including:
    - (a) display Outline (Basic Plan)
    - (b) personnel requirements
    - (c) work breakdown
    - (d) material resources
    - (e) practice considerations
    - (f) other;
  - (2) supervising the display;
  - (3) task supervision of personnel employed at display;
  - (4) liaising with the appropriate Squadron authorities and request on behalf of the activity appropriate human and material resources; and
  - (5) any other duties assigned by the ACR XX chain of command.

- b. Display Cadet Second In Command. [redacted] will be the Cadet Second in Command (Cdt 2IC) of the General Cadet Knowledge Static Display and be responsible for:
- (1) assisting with administration, logistics, planning and supervision; and
  - (2) any other duties assigned by the ACR **XX** chain of command.
- c. Display Cadets. Add any additional tasks you have for specific cadets here. For example, if you need a narrator for your display explain what tasks that narrator will have here. You may not have a name yet but the tasks to be accomplished are fairly evident: prepare the script, have it approved, modify as required, read it during the ACR, is there language preferences required, a specific rank, etc. Maybe you need someone to construct something include the tasks here.
- d. Coordination Instructions. Explain your basic outline here. How will the work be carried out prior to the ACR? You can be specific in your timing portion.

#### ADMINISTRATION AND LOGISTIC SUPPORT

6. Personnel. Explain your basic requirements for personnel (Human resources) here. For example if you need two cadets to explain, while twelve others demonstrate then you have a requirement for at least fourteen cadets. Identify any requirements for special skills, rank, etc.
7. Requirements. Explain your basic requirements for equipment (Material resources) here. For example if you need two easels, three tables, a lot of designer pencils, etc.

| # | ITEM | QUANTITY | REMARKS |
|---|------|----------|---------|
| 1 |      |          |         |
| 2 |      |          |         |
| 3 |      |          |         |
| 4 |      |          |         |
| 5 |      |          |         |

8. Timings. Explain your timings here. Try to be as specific as possible. If you can't get it all done in the time allotted think about asking for additional resources (material, human) to see if this will help you.

| DATE | TIME (hours) | ACTIVITY |
|------|--------------|----------|
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |

**COMMAND AND COMMUNICATIONS**

9. Command. The Display Chain of Command is outlined below.

- |    |         |             |
|----|---------|-------------|
| a. | OIC     | <div></div> |
| b. | Cdt IC  | <div></div> |
| c. | Cdt 2IC | <div></div> |

10. Communications. The communications plan will be provided at a later date.

- |    | <u>Responsibility</u> | <u>Call Sign</u> |
|----|-----------------------|------------------|
| a. | Cdt IC                | <div></div>      |
| b. | Cdt 2IC               | <div></div>      |

First Name and Name  
Rank

Cdt IC of the GCK Static Display

Appendices:

|            |             |
|------------|-------------|
| Appendix 1 | As required |
| Appendix 2 | As required |

Annex L  
1085-20-14 (Trg)  
**Date**

B

## ACR **XX** STATIC DISPLAY - MARKSMANSHIP

### SITUATION

1. 51 Squadron's Annual Ceremonial Review (ACR) is the most important event of the Air Cadet training year. It is the opportunity for the cadets to show off to the assembled guests all that they have learned over the past training year. It is also the opportunity for the Squadron to honour deserving Cadets by presenting them with various awards.

2. The Squadron's **XX<sup>th</sup> ACR (ACR XX)** will be held on **Date and time**, in the Salaberry Armouries, Gatineau (Hull sector). The Reviewing Officer (RO) will be .

### MISSION

3. To successfully execute the Marksmanship Static Display at ACR **XX**.

### EXECUTION

4. General Outline. **Explain your basic outline here.**

5. Taskings:

a. Display Cadet In Command.  will be the Cadet In Command (Cdt IC) of the Marksmanship Static Display and be responsible for:

- (1) primary content control and thus planning the display including:
  - (a) display Outline (Basic Plan)
  - (b) personnel requirements
  - (c) work breakdown
  - (d) material resources
  - (e) practice considerations
  - (f) other;
- (2) supervising the display;
- (3) task supervision of personnel employed at display;
- (4) liaising with the appropriate Squadron authorities and request on behalf of the activity appropriate human and material resources; and
- (5) any other duties assigned by the ACR **XX** chain of command.

- b. Display Cadet Second In Command. [redacted] will be the Cadet Second in Command (Cdt 2IC) of the Marksmanship Static Display and be responsible for:
- (1) assisting with administration, logistics, planning and supervision; and
  - (2) any other duties assigned by the ACR XX chain of command.
- c. Display Cadets. Add any additional tasks you have for specific cadets here. For example, if you need a narrator for your display explain what tasks that narrator will have here. You may not have a name yet but the tasks to be accomplished are fairly evident: prepare the script, have it approved, modify as required, read it during the ACR, is there language preferences required, a specific rank, etc. Maybe you need someone to construct something include the tasks here.
- d. Coordination Instructions. Explain your basic outline here. How will the work be carried out prior to the ACR? You can be specific in your timing portion.

#### ADMINISTRATION AND LOGISTIC SUPPORT

6. Personnel. Explain your basic requirements for personnel (Human resources) here. For example if you need two cadets to explain, while twelve others demonstrate then you have a requirement for at least fourteen cadets. Identify any requirements for special skills, rank, etc.
7. Requirements. Explain your basic requirements for equipment (Material resources) here. For example if you need two easels, three tables, a lot of designer pencils, etc.

| # | ITEM | QUANTITY | REMARKS |
|---|------|----------|---------|
| 1 |      |          |         |
| 2 |      |          |         |
| 3 |      |          |         |
| 4 |      |          |         |
| 5 |      |          |         |

8. Timings. Explain your timings here. Try to be as specific as possible. If you can't get it all done in the time allotted think about asking for additional resources (material, human) to see if this will help you.

| DATE | TIME (hours) | ACTIVITY |
|------|--------------|----------|
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |

**COMMAND AND COMMUNICATIONS**

9. Command. The Display Chain of Command is outlined below.

- |    |         |                                                                                                    |
|----|---------|----------------------------------------------------------------------------------------------------|
| a. | OIC     | <div style="background-color: yellow; width: 150px; height: 15px; border: 1px solid black;"></div> |
| b. | Cdt IC  | <div style="background-color: yellow; width: 150px; height: 15px; border: 1px solid black;"></div> |
| c. | Cdt 2IC | <div style="background-color: yellow; width: 150px; height: 15px; border: 1px solid black;"></div> |

10. Communications. The communications plan will be provided at a later date.

- |    | <u>Responsibility</u> | <u>Call Sign</u>                                                                                   |
|----|-----------------------|----------------------------------------------------------------------------------------------------|
| a. | Cdt IC                | <div style="background-color: yellow; width: 150px; height: 15px; border: 1px solid black;"></div> |
| b. | Cdt 2IC               | <div style="background-color: yellow; width: 150px; height: 15px; border: 1px solid black;"></div> |

First Name and Name

Rank

Cdt IC of the Marksmanship Static Display

Appendices:

|            |                                                          |
|------------|----------------------------------------------------------|
| Appendix 1 | <div style="background-color: yellow;">As required</div> |
| Appendix 2 | <div style="background-color: yellow;">As required</div> |

Annex M  
1085-20-14 (Trg)

Date

## ACR XX STATIC DISPLAY - SPORTS

### SITUATION

1. 51 Squadron's Annual Ceremonial Review (ACR) is the most important event of the Air Cadet training year. It is the opportunity for the cadets to show off to the assembled guests all that they have learned over the past training year. It is also the opportunity for the Squadron to honour deserving Cadets by presenting them with various awards.

2. The Squadron's XX<sup>th</sup> ACR (ACR XX) will be held on Date and time, in the Salaberry Armouries, Gatineau (Hull sector). The Reviewing Officer (RO) will be .

### MISSION

3. To successfully execute the Sports Static Display at ACR XX.

### EXECUTION

4. General Outline. Explain your basic outline here.

5. Taskings:

a. Display Cadet In Command. will be the Cadet In Command (Cdt IC) of the Sports Static Display and be responsible for:

- (1) primary content control and thus planning the display including:
  - (a) display Outline (Basic Plan)
  - (b) personnel requirements
  - (c) work breakdown
  - (d) material resources
  - (e) practice considerations
  - (f) other;
- (2) supervising the display;
- (3) task supervision of personnel employed at display;
- (4) liaising with the appropriate Squadron authorities and request on behalf of the activity appropriate human and material resources; and
- (5) any other duties assigned by the ACR XX chain of command.

- b. Display Cadet Second In Command. [redacted] will be the Cadet Second in Command (Cdt 2IC) of the Sports Static Display and be responsible for:
- (1) assisting with administration, logistics, planning and supervision; and
  - (2) any other duties assigned by the ACR **XX** chain of command.
- c. Display Cadets. Add any additional tasks you have for specific cadets here. For example, if you need a narrator for your display explain what tasks that narrator will have here. You may not have a name yet but the tasks to be accomplished are fairly evident: prepare the script, have it approved, modify as required, read it during the ACR, is there language preferences required, a specific rank, etc. Maybe you need someone to construct something include the tasks here.
- d. Coordination Instructions. Explain your basic outline here. How will the work be carried out prior to the ACR? You can be specific in your timing portion.

#### ADMINISTRATION AND LOGISTIC SUPPORT

6. Personnel. Explain your basic requirements for personnel (Human resources) here. For example if you need two cadets to explain, while twelve others demonstrate then you have a requirement for at least fourteen cadets. Identify any requirements for special skills, rank, etc.
7. Requirements. Explain your basic requirements for equipment (Material resources) here. For example if you need two easels, three tables, a lot of designer pencils, etc.

| # | ITEM | QUANTITY | REMARKS |
|---|------|----------|---------|
| 1 |      |          |         |
| 2 |      |          |         |
| 3 |      |          |         |
| 4 |      |          |         |
| 5 |      |          |         |

8. Timings. Explain your timings here. Try to be as specific as possible. If you can't get it all done in the time allotted think about asking for additional resources (material, human) to see if this will help you.

| DATE | TIME (hours) | ACTIVITY |
|------|--------------|----------|
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |

**COMMAND AND COMMUNICATIONS**

9. Command. The Display Chain of Command is outlined below.

- |    |         |             |
|----|---------|-------------|
| a. | OIC     | <div></div> |
| b. | Cdt IC  | <div></div> |
| c. | Cdt 2IC | <div></div> |

10. Communications. The communications plan will be provided at a later date.

- |    | <u>Responsibility</u> | <u>Call Sign</u> |
|----|-----------------------|------------------|
| a. | Cdt IC                | <div></div>      |
| b. | Cdt 2IC               | <div></div>      |

First Name and Name  
Rank

Cdt IC of the Sports Static Display

Appendices:

|            |             |
|------------|-------------|
| Appendix 1 | As required |
| Appendix 2 | As required |

Annex N  
1085-20-14 (Trg)

Date

## ACR XX STATIC DISPLAY - SURVIVAL

### SITUATION

1. 51 Squadron's Annual Ceremonial Review (ACR) is the most important event of the Air Cadet training year. It is the opportunity for the cadets to show off to the assembled guests all that they have learned over the past training year. It is also the opportunity for the Squadron to honour deserving Cadets by presenting them with various awards.

2. The Squadron's XX<sup>th</sup> ACR (ACR XX) will be held on Date and time, in the Salaberry Armouries, Gatineau (Hull sector). The Reviewing Officer (RO) will be .

### MISSION

3. To successfully execute the Survival Static Display at ACR XX.

### EXECUTION

4. General Outline. Explain your basic outline here.

5. Taskings:

a. Display Cadet In Command. will be the Cadet In Command (Cdt IC) of the Survival Static Display and be responsible for:

- (1) primary content control and thus planning the display including:
  - (a) display Outline (Basic Plan)
  - (b) personnel requirements
  - (c) work breakdown
  - (d) material resources
  - (e) practice considerations
  - (f) other;
- (2) supervising the display;
- (3) task supervision of personnel employed at display;
- (4) liaising with the appropriate Squadron authorities and request on behalf of the activity appropriate human and material resources; and
- (5) any other duties assigned by the ACR XX chain of command.

- b. Display Cadet Second In Command. [redacted] will be the Cadet Second in Command (Cdt 2IC) of the Survival Static Display and be responsible for:
- (1) assisting with administration, logistics, planning and supervision; and
  - (2) any other duties assigned by the ACR **XX** chain of command.
- c. Display Cadets. Add any additional tasks you have for specific cadets here. For example, if you need a narrator for your display explain what tasks that narrator will have here. You may not have a name yet but the tasks to be accomplished are fairly evident: prepare the script, have it approved, modify as required, read it during the ACR, is there language preferences required, a specific rank, etc. Maybe you need someone to construct something include the tasks here.
- d. Coordination Instructions. Explain your basic outline here. How will the work be carried out prior to the ACR? You can be specific in your timing portion.

#### ADMINISTRATION AND LOGISTIC SUPPORT

6. Personnel. Explain your basic requirements for personnel (Human resources) here. For example if you need two cadets to explain, while twelve others demonstrate then you have a requirement for at least fourteen cadets. Identify any requirements for special skills, rank, etc.
7. Requirements. Explain your basic requirements for equipment (Material resources) here. For example if you need two easels, three tables, a lot of designer pencils, etc.

| # | ITEM | QUANTITY | REMARKS |
|---|------|----------|---------|
| 1 |      |          |         |
| 2 |      |          |         |
| 3 |      |          |         |
| 4 |      |          |         |
| 5 |      |          |         |

8. Timings. Explain your timings here. Try to be as specific as possible. If you can't get it all done in the time allotted think about asking for additional resources (material, human) to see if this will help you.

| DATE | TIME (hours) | ACTIVITY |
|------|--------------|----------|
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |

**COMMAND AND COMMUNICATIONS**

9. Command. The Display Chain of Command is outlined below.

- |    |         |             |
|----|---------|-------------|
| a. | OIC     | <div></div> |
| b. | Cdt IC  | <div></div> |
| c. | Cdt 2IC | <div></div> |

10. Communications. The communications plan will be provided at a later date.

- |    | <u>Responsibility</u> | <u>Call Sign</u> |
|----|-----------------------|------------------|
| a. | Cdt IC                | <div></div>      |
| b. | Cdt 2IC               | <div></div>      |

First Name and Name  
Rank

Cdt IC of the Survival Static Display

Appendices:

|            |             |
|------------|-------------|
| Appendix 1 | As required |
| Appendix 2 | As required |

Annex O  
1085-20-14 (Trg)  
**Date**

B

## ACR **XX** DYNAMIC DISPLAY - MONTAGE

### SITUATION

51 Squadron's Annual Ceremonial Review (ACR) is the most important event of the Air Cadet training year. It is the opportunity for the cadets to show off to the assembled guests all that they have learned over the past training year. It is also the opportunity for the Squadron to honour deserving Cadets by presenting them with various awards.

1. The Squadron's **XX<sup>th</sup> ACR (ACR XX)** will be held on **Date and time**, in the Salaberry Armouries, Gatineau (Hull sector). The Reviewing Officer (RO) will be .

### MISSION

2. To successfully execute the Montage Dynamic Display at ACR **XX**.

### EXECUTION

3. General Outline. **Explain your basic outline here.**

4. Taskings:

- a. Display Cadet In Command.  will be the Cadet In Command (Cdt IC) of the Montage Dynamic Display and be responsible for:
  - (1) primary content control and thus planning the display including:
    - (a) display Outline (Basic Plan)
    - (b) personnel requirements
    - (c) work breakdown
    - (d) material resources
    - (e) practice considerations
    - (f) other;
  - (2) supervising the display;
  - (3) task supervision of personnel employed at display;
  - (4) liaising with the appropriate Squadron authorities and request on behalf of the activity appropriate human and material resources; and
  - (5) any other duties assigned by the ACR **XX** chain of command.

- b. Display Cadet Second In Command. [redacted] will be the Cadet Second in Command (Cdt 2IC) of the Montage Dynamic Display and be responsible for:
- (1) assisting with administration, logistics, planning and supervision; and
  - (2) any other duties assigned by the ACR **XX** chain of command.
- c. Display Cadets. Add any additional tasks you have for specific cadets here. For example, if you need a narrator for your display explain what tasks that narrator will have here. You may not have a name yet but the tasks to be accomplished are fairly evident: prepare the script, have it approved, modify as required, read it during the ACR, is there language preferences required, a specific rank, etc. Maybe you need someone to construct something include the tasks here.
- d. Coordination Instructions. Explain your basic outline here. How will the work be carried out prior to the ACR? You can be specific in your timing portion.

#### ADMINISTRATION AND LOGISTIC SUPPORT

5. Personnel. Explain your basic requirements for personnel (Human resources) here. For example if you need two cadets to explain, while twelve others demonstrate then you have a requirement for at least fourteen cadets. Identify any requirements for special skills, rank, etc.
6. Requirements. Explain your basic requirements for equipment (Material resources) here. For example if you need two easels, three tables, a lot of designer pencils, etc.

| # | ITEM | QUANTITY | REMARKS |
|---|------|----------|---------|
| 1 |      |          |         |
| 2 |      |          |         |
| 3 |      |          |         |
| 4 |      |          |         |
| 5 |      |          |         |

7. Timings. Explain your timings here. Try to be as specific as possible. If you can't get it all done in the time allotted think about asking for additional resources (material, human) to see if this will help you.

| DATE | TIME (hours) | ACTIVITY |
|------|--------------|----------|
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |

**COMMAND AND COMMUNICATIONS**

8. Command. The Display Chain of Command is outlined below.

- |    |         |             |
|----|---------|-------------|
| a. | OIC     | <div></div> |
| b. | Cdt IC  | <div></div> |
| c. | Cdt 2IC | <div></div> |

9. Communications. The communications plan will be provided at a later date.

- |    | <u>Responsibility</u> | <u>Call Sign</u> |
|----|-----------------------|------------------|
| a. | Cdt IC                | <div></div>      |
| b. | Cdt 2IC               | <div></div>      |

First Name and Name  
Rank

Cdt IC of the Montage Dynamic Display

Appendices:

|            |             |
|------------|-------------|
| Appendix 1 | As required |
| Appendix 2 | As required |

Annex P  
1085-20-14 (Trg)

Date

## ACR XX DYNAMIC DISPLAY - BAND

### SITUATION

1. 51 Squadron's Annual Ceremonial Review (ACR) is the most important event of the Air Cadet training year. It is the opportunity for the cadets to show off to the assembled guests all that they have learned over the past training year. It is also the opportunity for the Squadron to honour deserving Cadets by presenting them with various awards.

2. The Squadron's XX<sup>th</sup> ACR (ACR XX) will be held on Date and time, in the Salaberry Armouries, Gatineau (Hull sector). The Reviewing Officer (RO) will be .

### MISSION

3. To successfully execute the Band Dynamic Display at ACR XX.

### EXECUTION

4. General Outline. Explain your basic outline here.

5. Taskings:

a. Display Cadet In Command. will be the Cadet In Command (Cdt IC) of the Band Dynamic Display and be responsible for:

- (1) primary content control and thus planning the display including:
  - (a) display Outline (Basic Plan)
  - (b) personnel requirements
  - (c) work breakdown
  - (d) material resources
  - (e) practice considerations
  - (f) other;
- (2) supervising the display;
- (3) task supervision of personnel employed at display;
- (4) liaising with the appropriate Squadron authorities and request on behalf of the activity appropriate human and material resources; and
- (5) any other duties assigned by the ACR XX chain of command.

- b. Display Cadet Second In Command. [redacted] will be the Cadet Second in Command (Cdt 2IC) of the Band Dynamic Display and be responsible for:
- (1) assisting with administration, logistics, planning and supervision; and
  - (2) any other duties assigned by the ACR **XX** chain of command.
- c. Display Cadets. Add any additional tasks you have for specific cadets here. For example, if you need a narrator for your display explain what tasks that narrator will have here. You may not have a name yet but the tasks to be accomplished are fairly evident: prepare the script, have it approved, modify as required, read it during the ACR, is there language preferences required, a specific rank, etc. Maybe you need someone to construct something include the tasks here.
- d. Coordination Instructions. Explain your basic outline here. How will the work be carried out prior to the ACR? You can be specific in your timing portion.

#### ADMINISTRATION AND LOGISTIC SUPPORT

6. Personnel. Explain your basic requirements for personnel (Human resources) here. For example if you need two cadets to explain, while twelve others demonstrate then you have a requirement for at least fourteen cadets. Identify any requirements for special skills, rank, etc.
7. Requirements. Explain your basic requirements for equipment (Material resources) here. For example if you need two easels, three tables, a lot of designer pencils, etc.

| # | ITEM | QUANTITY | REMARKS |
|---|------|----------|---------|
| 1 |      |          |         |
| 2 |      |          |         |
| 3 |      |          |         |
| 4 |      |          |         |
| 5 |      |          |         |

8. Timings. Explain your timings here. Try to be as specific as possible. If you can't get it all done in the time allotted think about asking for additional resources (material, human) to see if this will help you.

| DATE | TIME (hours) | ACTIVITY |
|------|--------------|----------|
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |

**COMMAND AND COMMUNICATIONS**

9. Command. The Display Chain of Command is outlined below.

- |    |         |             |
|----|---------|-------------|
| a. | OIC     | <div></div> |
| b. | Cdt IC  | <div></div> |
| c. | Cdt 2IC | <div></div> |

10. Communications. The communications plan will be provided at a later date.

- |    | <u>Responsibility</u> | <u>Call Sign</u> |
|----|-----------------------|------------------|
| a. | Cdt IC                | <div></div>      |
| b. | Cdt 2IC               | <div></div>      |

First Name and Name  
Rank

Cdt IC of the Band Dynamic Display

Appendices:

|            |             |
|------------|-------------|
| Appendix 1 | As required |
| Appendix 2 | As required |

Annex Q  
1085-20-14 (Trg)  
**Date**

B

## ACR **XX** DYNAMIC DISPLAY – DRILL TEAM

### SITUATION

1. 51 Squadron's Annual Ceremonial Review (ACR) is the most important event of the Air Cadet training year. It is the opportunity for the cadets to show off to the assembled guests all that they have learned over the past training year. It is also the opportunity for the Squadron to honour deserving Cadets by presenting them with various awards.

2. The Squadron's **XX<sup>th</sup> ACR (ACR XX)** will be held on **Date and time**, in the Salaberry Armouries, Gatineau (Hull sector). The Reviewing Officer (RO) will be .

### MISSION

3. To successfully execute the Drill Team Dynamic Display at ACR **XX**.

### EXECUTION

4. General Outline. **Explain your basic outline here.**

5. Taskings:

- a. Display Cadet In Command.  will be the Cadet In Command (Cdt IC) of the Drill Team Dynamic Display and be responsible for:
  - (1) primary content control and thus planning the display including:
    - (a) display Outline (Basic Plan)
    - (b) personnel requirements
    - (c) work breakdown
    - (d) material resources
    - (e) practice considerations
    - (f) other;
  - (2) supervising the display;
  - (3) task supervision of personnel employed at display;
  - (4) liaising with the appropriate Squadron authorities and request on behalf of the activity appropriate human and material resources; and
  - (5) any other duties assigned by the ACR **XX** chain of command.

- b. Display Cadet Second In Command. [redacted] will be the Cadet Second in Command (Cdt 2IC) of the Drill Team Dynamic Display and be responsible for:
- (1) assisting with administration, logistics, planning and supervision; and
  - (2) any other duties assigned by the ACR [redacted] chain of command.
- c. Display Cadets. Add any additional tasks you have for specific cadets here. For example, if you need a narrator for your display explain what tasks that narrator will have here. You may not have a name yet but the tasks to be accomplished are fairly evident: prepare the script, have it approved, modify as required, read it during the ACR, is there language preferences required, a specific rank, etc. Maybe you need someone to construct something include the tasks here.
- d. Coordination Instructions. Explain your basic outline here. How will the work be carried out prior to the ACR? You can be specific in your timing portion.

#### ADMINISTRATION AND LOGISTIC SUPPORT

6. Personnel. Explain your basic requirements for personnel (Human resources) here. For example if you need two cadets to explain, while twelve others demonstrate then you have a requirement for at least fourteen cadets. Identify any requirements for special skills, rank, etc.

7. Requirements. Explain your basic requirements for equipment (Material resources) here. For example if you need two easels, three tables, a lot of designer pencils, etc.

| # | ITEM | QUANTITY | REMARKS |
|---|------|----------|---------|
| 1 |      |          |         |
| 2 |      |          |         |
| 3 |      |          |         |
| 4 |      |          |         |
| 5 |      |          |         |

8. Timings. Explain your timings here. Try to be as specific as possible. If you can't get it all done in the time allotted think about asking for additional resources (material, human) to see if this will help you.

| DATE | TIME (hours) | ACTIVITY |
|------|--------------|----------|
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |
|      |              |          |

**COMMAND AND COMMUNICATIONS**

9. Command. The Display Chain of Command is outlined below.

- |    |         |             |
|----|---------|-------------|
| a. | OIC     | <div></div> |
| b. | Cdt IC  | <div></div> |
| c. | Cdt 2IC | <div></div> |

10. Communications. The communications plan will be provided at a later date.

- |    | <u>Responsibility</u> | <u>Call Sign</u> |
|----|-----------------------|------------------|
| a. | Cdt IC                | <div></div>      |
| b. | Cdt 2IC               | <div></div>      |

First Name and Name

Rank

Cdt IC of the Drill Team Dynamic Display

Appendices:

|            |             |
|------------|-------------|
| Appendix 1 | As required |
| Appendix 2 | As required |

Annex S  
1085-20-14 (Trg)  
Date

**ACR XX PARADE FORMAT**

Annex T  
1085-20-14 (Trg)

Date

## ACR **XX** LOGISTIC REQUIREMENTS

| #  | ITEM                                         | QUANTITY | REMARKS                  |
|----|----------------------------------------------|----------|--------------------------|
| 1  | tables for trophies and plaques with bunting | 2        |                          |
| 2  | tables for displays                          | 20       |                          |
| 3  | tables for Sup O                             | 2        |                          |
| 4  | tables for admin                             | 2        |                          |
| 5  | tables for food                              | 5        | Sponsoring Committee     |
| 6  | spare tables                                 | 2        |                          |
| 7  | Chairs                                       | 300      |                          |
| 8  | Review dais                                  | 1        |                          |
| 9  | Audio system                                 | 1        |                          |
| 10 | Speakers' Podium                             | 1        |                          |
| 11 | Hair Dryer/Blower                            | 1        | Sup O                    |
| 12 | Ironing Board                                | 1        | Sup O                    |
| 13 | Iron                                         | 1        | Sup O                    |
| 14 | Plaques and awards                           |          | CO, Awards O             |
| 15 | Memento for Reviewing Officer                | 1        | CO, Sponsoring Committee |
| 16 | FRS radios                                   | 11       | Issued as per Op O       |
| 17 | White gloves                                 | 21       | Parade Appointments      |
| 18 | White belts                                  | 21       | Parade Appointments      |
| 19 | Display boards                               |          | CC                       |
| 20 | First Aid Kit                                | 1        |                          |
| 21 | Canada Flag and staff                        | 1        |                          |
| 22 | 51 Squadron banner and staff                 | 1        | Flag Party               |
| 23 | Flag stands                                  | 2        | Flag Party               |
| 24 | Flag Party Flag carriers (sashes)            | 2        | Sup O for Flag Party     |
| 25 | Large Cadet League recruiting sign           | 1        | Flag Party               |
| 26 | Squadron portable Public Address system      | 1        | 51 Squadron              |
| 27 | Stretcher                                    | 1        |                          |
| 28 | First-Aid Kit                                | 1        |                          |
| 29 | Laptop computer                              | 1        |                          |
| 30 | Projector computer                           | 1        |                          |
| 31 | Projector Overhead                           | 1        |                          |
| 32 | Collapsible Screen                           | 1        |                          |
| 33 | Extension Cord                               | 1        |                          |
| 34 | Power Bar                                    | 1        |                          |
| 35 | Batteries                                    | 12       | Must be Purchased        |
| 36 |                                              |          |                          |

| ANNEX G                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ANNEXE G                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CHANGE OF COMMAND PARADE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PARADE DE PASSATION DE COMMANDEMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>1. A Change of Command (CoC) parade will occur between the Outgoing CO and Incoming CO. The Presiding Officer (PO) over the ceremony will normally be the Regional Cadet Instructor Cadre Officer.</p> <p>2. Generally, there will be two marches past in column of route. The first will be under command of the Outgoing CO. After the CoC ceremony, the second will be under command the new CO.</p> <p>3. Normally the DCO will be the CoC parade host.</p> <p>4. The parade will follow the formats at Annexes I and J, adapted to fit the specific circumstances.</p> | <p>1. Une parade de passation de commandement s'effectuera entre le cmdt sortant et le cmdt entrant. Normalement, l'officier régional de Cadre ces instructeurs des cadets sera l'officier présidant la cérémonie.</p> <p>2. De façon générale, il y aura deux défilés au pas cadencé. Le premier s'effectuera sous le commandement du cmdt sortant. Après la cérémonie de passation, le second sera sous le commandement du nouveau cmdt.</p> <p>3. Normalement, le cmdtA sera l'ôte de la parade de passation de commandement.</p> <p>4. La parade se conformera aux formats aux annexes I et J modifiés pour les circonstances particulières.</p> |

## CHANGE OF COMMAND CEREMONY

## LA CÉRÉMONIE DE PASSATION DE COMMANDEMENT

| NO | COMMAND<br>COMMANDEMENT                                                                 | GIVEN BY<br>DONNÉ PAR | ACTION<br>EXÉCUTION                                                                                                                                                                                                                                       | REMARKS<br>OBSERVATIONS                                                                                                                                                                                                    |
|----|-----------------------------------------------------------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | MESDAMES,<br>MESSIEURS LES<br>OFFICIERS ET<br>INSTRUCTEURS<br>CIVILS, À VOS –<br>POSTES | Outgoing CO           | All adopt the position of Attention. The officers' salute. All then turn right and after observing a standard pause march off and position themselves in line mid-way between the Cdt Comd and the dais, facing the dais slightly to the right of centre. | Outgoing CO will advance to the front and give his order. Officers and Civilian Instructors will have previously taken position on the right side of the parade.                                                           |
|    | ESCADRON 51, EN<br>PLACE, RE -POS                                                       | Outgoing CO           | Squadron stands at ease.                                                                                                                                                                                                                                  | Officers and Civilian Instructors react to words of command.                                                                                                                                                               |
|    | ESCADRON 51, RE -<br>POS                                                                | Outgoing CO           | Squadron stands easy.                                                                                                                                                                                                                                     | Awards are presented to all recipients except the outgoing CO.<br><br>Award acceptance drill can be found at paras 5-6, p. 3-2, 3-3 and paras 27-32, p. 3-24 of ref A, and para 41, p. 7-3-19 of ref B.                    |
|    |                                                                                         |                       |                                                                                                                                                                                                                                                           | Outgoing CO then addresses his squadron for the last time. When Outgoing CO is finished the following will happen:                                                                                                         |
|    | 51 SQUADRON,<br>ATTEN - TION                                                            | Outgoing CO           | Squadron acts as ordered.                                                                                                                                                                                                                                 | Because the distance is short in the Museum, immediately following the order, the PO, the Outgoing CO to his right and the Incoming CO to his left will advance and halt two paces in front of the Squadron Banner bearer. |
|    |                                                                                         |                       | After observing a standard 2-3 pause, the Squadron Banner bearer and the Outgoing CO will incline to the left.                                                                                                                                            |                                                                                                                                                                                                                            |
|    |                                                                                         |                       | The Squadron Banner bearer will present the Squadron Banner to the Outgoing CO.                                                                                                                                                                           | <u>The Squadron Banner is not saluted. It is not a consecrated flag.</u>                                                                                                                                                   |
|    |                                                                                         |                       | The Squadron Banner bearer will incline to the right, the Outgoing CO will incline to the left while the PO and Incoming CO turn right (thus facing the Outgoing CO now holding the Squadron Banner).                                                     |                                                                                                                                                                                                                            |
|    |                                                                                         |                       | Outgoing CO presents the Squadron Banner to the PO and addressing him says: " <b>Insert Rank and Name of PO</b> , je vous remets le                                                                                                                       |                                                                                                                                                                                                                            |

| NO | COMMAND<br>COMMANDEMENT         | GIVEN BY<br>DONNÉ PAR | ACTION<br>EXÉCUTION                                                                                                                                                                                              | REMARKS<br>OBSERVATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----|---------------------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                 |                       | <i>commandement de l'escadron 51."</i>                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|    |                                 |                       | The PO accepts the banner and says: " <i>I accept command of 51 Squadron."</i>                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|    |                                 |                       | PO turns about.                                                                                                                                                                                                  | The PO is now facing the Incoming CO.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|    |                                 |                       | The PO will present the Squadron Banner to the Incoming CO and address him by saying: " <i>Insert Rank and Name of Incoming CO, I hereby grant you command of 51 Squadron knowing it will be in good hands."</i> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|    |                                 |                       | The new CO accepts the Squadron Banner and says: " <i>I will do my best for 51 Squadron and carry on its traditions."</i>                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|    |                                 |                       | The Squadron Banner bearer will incline to the right, the New CO will incline to the left while the PO and Outgoing CO turn right (thus facing the parade).                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|    |                                 |                       | The New CO will present the Squadron Banner to the Squadron Banner bearer.                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|    |                                 |                       | The Squadron Banner bearer and the New CO will incline to the left.                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|    | 51 SQUADRON,<br>STAND AT – EASE | New CO                | Squadron stands at ease.                                                                                                                                                                                         | The table and chairs for signing the documents are placed in front of the dais.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|    | 51 SQUADRON,<br>STAND – EASY    | New CO                | Squadron stands easy.                                                                                                                                                                                            | <p>The incoming CO gives the command to "STAND – EASY" for the duration of the signing period.</p> <p>After the command "STAND - EASY", the PO and the COs will turn right and march off moving to the side of the dais for the signature of the change of command documents.</p> <p>The certificates are signed in the following order: the Outgoing CO, the New CO and the PO (if required).</p> <p>After the certificates are signed, the two COs shake hands, the table and the chairs are removed and the Outgoing CO takes up position to the right of the</p> |

| NO | COMMAND<br>COMMANDEMENT                                                         | GIVEN BY<br>DONNÉ PAR | ACTION<br>EXÉCUTION                                                                                                                                                                                                 | REMARKS<br>OBSERVATIONS                                                                                                                               |
|----|---------------------------------------------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                                 |                       |                                                                                                                                                                                                                     | dais while the PO returns to the dais.<br><br>The New CO stands in front of the dais, salutes the PO and requests permission to address the Squadron. |
|    |                                                                                 |                       | The PO delivers a short address.                                                                                                                                                                                    | The new CO turns about, and the PO delivers a short address followed by the incoming CO's allocation where presentations are made to the outgoing CO. |
|    |                                                                                 |                       | The new CO delivers a short address.                                                                                                                                                                                | This is followed by the New COs first presentations if any.                                                                                           |
|    | 51 SQUADRON,<br>ATTEN - TION                                                    | New CO                | Squadron comes to Attention.                                                                                                                                                                                        |                                                                                                                                                       |
|    | LADIES,<br>GENTLEMEN,<br>OFFICERS AND<br>CIVILIAN<br>INSTRUCTORS, FALL<br>- OUT | New CO                | The Officers salute, all then turn right and, after observing a standard pause, march off to the right of the parade and leave the parade grounds, while the New CO takes up position to the left side of the dais. | After the command, the Cdt Comd turns about to face the squadron.                                                                                     |

## FAREWELL TO OUTGOING CO

## LES ADIEUX AU COMMANDANT SORTANT

| NO | COMMAND<br>COMMANDEMENT                                                                                     | GIVEN BY<br>DONNÉ PAR | ACTION<br>EXÉCUTION        | REMARKS<br>OBSERVATIONS                                                            |
|----|-------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------|------------------------------------------------------------------------------------|
|    | ESCADRON,<br>DÉCOUVREZ –<br>VOUS                                                                            | Cdt Comd              | Squadron remove headdress. | Flag Party do not remove headdress.<br><br>Band members stand fast.                |
|    | THREE CHEERS<br>FOR OUR<br>OUTGOING<br>COMMANDING<br>OFFICER, INSERT<br>RANK AND NAME,<br>HIP, HIP - HURRAH | Cdt Comd              | Squadron replies HURRAH    |                                                                                    |
|    | HIP, HIP, HURRAH                                                                                            | Cdt Comd              | Squadron replies HURRAH.   |                                                                                    |
|    | HIP, HIP, HURRAH                                                                                            | Cdt Comd              | Squadron replies HURRAH.   | After the three cheers, the outgoing CO leaves the dais. The PO comes to the dais. |

| NO | COMMAND<br>COMMANDEMENT        | GIVEN BY<br>DONNÉ PAR | ACTION<br>EXÉCUTION          | REMARKS<br>OBSERVATIONS |
|----|--------------------------------|-----------------------|------------------------------|-------------------------|
|    |                                |                       | Band plays "Auld Lang Syne." |                         |
|    | ESCADRON 51,<br>COUVREZ - VOUS | Cdt Comd              | Squadron replace headdress.  |                         |

| ANNEX H                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ANNEXE H                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CHANGE OF CADET SQUADRON<br>COMMANDER PARADE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | PARADE DE CHANGEMENT DE CADET<br>COMMANDANT D'ESCADRON                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <ol style="list-style-type: none"> <li>1. A Change of Appointment (CoAppt) parade will occur between the Outgoing Cdt Comd and Incoming Cdt Comd. The Presiding Officer (PO) over the ceremony will normally be the CO.</li> <li>2. Generally, there will be two marches past in column of route. The first will be under command of the Outgoing Cdt Comd. After the CoAppt ceremony, the second will be under command the new Cdt Comd.</li> <li>3. Normally the CO will be the CoAppt parade host.</li> <li>4. The parade will follow the formats at Annexes I and J, adapted to fit the specific circumstances.</li> </ol> | <ol style="list-style-type: none"> <li>1. Une parade de changement d'affectation de cdt cmdt s'effectuera entre le cdt cmdt sortant et le cdt cmdt entrant. Normalement, le cmdt sera l'officier présidant la cérémonie.</li> <li>2. De façon générale, il y aura deux défilés au pas cadencé. Le premier s'effectuera sous le commandement du cdt cmdt sortant. Après la cérémonie de changement d'affectation, le second sera sous le commandement du nouveau cdt cmdt.</li> <li>3. Normalement, le cmdt sera l'hôte de la parade de changement de cdt cmdt.</li> <li>4. La parade se conformera aux formats aux annexes I et J modifiés pour les circonstances particulières.</li> </ol> |

## CHANGE OF CDT COMD CEREMONY

## LA CÉRÉMONIE DE CHANGEMENT DE CDT CMDT

| NO | COMMAND<br>COMMANDEMENT                                                                                    | GIVEN BY<br>DONNÉ PAR      | ACTION<br>EXÉCUTION                                                                                                                                            | REMARKS<br>OBSERVATIONS                                                                                                                                                                                                                                                                                     |
|----|------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | "INSERT RANK AND NAME OF CO, JE VOUS REMETS MES FONCTIONS DE CADET COMMANDANT DE L'ESCADRON 51."           | Outgoing<br>Cdt Comd       | Outgoing Cdt Comd will report to the PO, salute and tell him: "Insert rank and name of CO, je vous remets mes fonctions de Cadet Commandant de l'Escadron 51." | Once the Outgoing Cdt Comd has stated that he is handing over his duties, the PO then asks the Outgoing Cdt Comd to adopt a position to his left, off the dais, facing the parade. The Outgoing Cdt Comd will then turn right, step off, and adopt the position.                                            |
|    | "INSERT RANK AND NAME OF INCOMING CDT COMD."                                                               | PO                         | Insert rank and name of incoming Cdt Comd will respond "Sir" report to the PO and salute before accepting appt.                                                | The PO will ask the Incoming Cdt Comd to come forward and accept the appointment of Cdt Comd.                                                                                                                                                                                                               |
|    | "INSERT RANK AND NAME OF INCOMING CDT COMD, I HEREBY APPOINT YOU CADET SQUADRON COMMANDER OF 51 SQUADRON." | PO                         | The PO will address the New Cdt Comd by saying: "Insert rank and name of Incoming Cdt Comd, I hereby appoint you Cadet Squadron Commander of 51 Squadron."     | The new Cdt Comd will then be asked to take up a position to the right of the dais (facing the parade). The Incoming Cdt Comd will then turn right, step off, and adopt the position.                                                                                                                       |
|    | 51 SQUADRON, STAND AT - EASE                                                                               | PO                         | Sqn stands at ease.                                                                                                                                            | PO to wait for the Incoming Cdt Comd to arrive in position.                                                                                                                                                                                                                                                 |
|    | STAND - EASY                                                                                               | PO                         | Sqn stands easy.                                                                                                                                               | PO will then return to his seat.                                                                                                                                                                                                                                                                            |
|    |                                                                                                            | Outgoing<br>Cdt Comd       | The departing Cdt Comd will address his squadron for the last time.                                                                                            |                                                                                                                                                                                                                                                                                                             |
|    |                                                                                                            |                            | The table and chair for signing the documents are placed in front of the dais.                                                                                 | The ceremonial signing of Cdt Comd certificate will be carried out. The order of signing is the Outgoing Cdt Comd, the Incoming Cdt Comd, the PO and the Chair SC. Once this is completed the two Cdt Comds will shake hands.<br><br>This will be followed by presentations made to the departing Cdt Comd. |
|    |                                                                                                            | PO<br>Incoming<br>Cdt Comd | Short address from the PO and a reply to both addresses by the new Cdt Comd.                                                                                   | The Outgoing Cdt Comd will move off to the left side of the dais.                                                                                                                                                                                                                                           |
|    |                                                                                                            |                            | New Cdt Comd returns to the ranks in his new appointment.                                                                                                      | The new Cdt Comd will then take up a position in front of the dais and ask permission of the PO to continue with the parade. When granted, the new Cdt Comd will take up his position in front of the parade and carry on.                                                                                  |

| NO | COMMAND<br>COMMANDEMENT | GIVEN BY<br>DONNÉ PAR | ACTION<br>EXÉCUTION | REMARKS<br>OBSERVATIONS                                                                                                           |
|----|-------------------------|-----------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------|
|    |                         |                       |                     | No other squadron appointments move at this time.<br>New positions will be assumed during the execution of the second march past. |

**FAREWELL TO OUTGOING CDT COMD****LES ADIEUX AU AU CDT CMDT SORTANT**

| NO | COMMAND<br>COMMANDEMENT                                                                                     | GIVEN BY<br>DONNÉ PAR | ACTION<br>EXÉCUTION                                          | REMARKS<br>OBSERVATIONS                                                                                                         |
|----|-------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| 56 | SQUADRON, REMOVE<br>-HEADDRESS                                                                              | Cdt Comd              | Squadron remove headdress.                                   | Flag Pty and Band members stand fast.                                                                                           |
| 57 | THREE CHEERS FOR OUR<br>OUTGOING CADET<br>SQUADRON COMMANDER,<br>INSERT RANK AND NAME,<br>HIP, HIP – HURRAH | Cdt Comd              | Squadron replies HURRAH.                                     |                                                                                                                                 |
| 58 | HIP, HIP, HURRAH                                                                                            | Cdt Comd              | Squadron replies HURRAH.                                     |                                                                                                                                 |
| 59 | HIP, HIP, HURRAH                                                                                            | Cdt Comd              | Squadron replies HURRAH.<br><br>Band plays “Auld Lang Syne.” | After “Auld Lang Syne” is finished, the Outgoing<br>Cdt Comd leaves the dais and moves away to his seat<br>with the spectators. |
| 60 | 51 SQUADRON, REPLACE -<br>HEADDRESS                                                                         | Cdt Comd              | Squadron replace headdress.                                  | The PO takes position on to the dais.                                                                                           |

|                |                 |
|----------------|-----------------|
| <b>ANNEX I</b> | <b>ANNEXE I</b> |
|----------------|-----------------|

|                                       |                                              |
|---------------------------------------|----------------------------------------------|
| <b>GENERIC PARADE OPERATION ORDER</b> | <b>ORDRE D'OPÉRATION GÉNÉRIQUE DE PARADE</b> |
|---------------------------------------|----------------------------------------------|

**GENERAL**

1. It is tradition for the Squadron to parade in both official languages.
2. This Generic Parade Format is to be modified and adapted to fit the particular circumstances.

1110-1 (CO)

**Date**

Distribution List

**OPERATION ORDER XX-YEAR/YEAR**  
**ACTIVITY OR EVENT, TIME AND DATE**

References: A. Manual of Ceremonial, Reviews - Parades Cadet Corps/Squadrons Eastern Region Cadets, April 2003  
 B. A-PD-201-000/PT-000 The CF Manual of Drill and Ceremonial  
 C. A-AD-200-000/AG-000, The Honours, Flags and Heritage Structure of the CF  
 D. A-PD-202-001/FP-000, Band Instructions  
 E. CATO 55-04

**SITUATION**

1. Short generics background description to set the scene for the vent or activity.
2. Include Rank and name of Reviewing Officer (RO). Unless otherwise specified, normally the CO will also act as RO.

**MISSION**

3. 51 Sqn will conduct **insert name of event or activity** on **date, time, and location**.

**EXECUTION**

4. General Outline. Briefly describe how event or activity will be carried out.
5. Taskings:
  - a. CO. The CO will be the event or activity host and be responsible for: (modify as necessary)
    - (1) acting as RO (as required),
    - (2) liaising with Cadet Support Unit (Eastern) and Air Cadet League on all necessary activity matters,

- (3) inviting the RO, Ottawa area COs, and other VIPs (as required),
  - (4) personally welcoming the RO and the guests of honour, briefing them on the sequence of events and about VIPs in attendance and telling them the name of the Cdt Comd,
  - (5) knowing which political figures are present and which guests of honour, if any, are unexpectedly absent,
  - (6) informing the RO before the ceremony of the awards he is to present,
  - (7) ensuring any engraved awards, trophies, certificates, and plaques are available for presentation on the day,
  - (8) ensuring that any VIP who is to sign an award certificate is invited to show up early so that signing of the certificate may occur without undue time pressure,
  - (9) providing a suitable memento for the RO (if required),
  - (10) liaising with CASM authorities and request the use of:
    - (a) CASM facilities (including speaker system, podium, dais and chairs) for preparations, parade, and post parade activities,
    - (b) (in the case of the Special Remembrance Ceremony) the use of the RCAF Hall of Tribute for the wreath laying and procession, and
    - (c) any additional items required from the Sup O,
  - (11) liaising with the Chair SC for post activity reception requirements (if required),
  - (12) providing the names of any invited guests to the Admin O,
  - (13) taking the First Year cadets Promise of Allegiance,
  - (14) choosing a cadet as **Indicate event** from nominations received,
  - (15) helping the **chosen activity cadet** **Indicate event** to draft his speech,
  - (16) approving awards presenters, MC script, seating plan, and news releases (if required), and
  - (17) signing appropriate "Thank You" letter to the RO.
- b. Trg O. The Trg O will be responsible for:
- (1) ensuring compilation of CO's Cup points and selecting winning flight,
  - (2) ensuring nominations for Best Cadets and Best First Year Cadets are received by the Friday before the parade,
  - (3) compiling nominations for Best Cadets and Best First Year Cadets and providing recommendations to the CO for selection of winners,

- (4) ensuring the briefing format to First Year cadets who are to take the Promise of Allegiance is carried out,
- (5) ensuring **Level X** staff have submitted their nominations for **chosen activity cadet**, before the **Date**,
- (6) inviting the RO and acting as his host,
- (7) securing the RO biography/curriculum vitae,
- (8) drafting an appropriate "Thank You" letter for the RO and submitting it to the CO for review and signature,
- (9) sending the "Thank You" letter to the RO once signed by the CO, and signature, and
- (10) any other duties assigned by the CO.

c. .  will be Pde OIC and will be responsible for:

- (1) coordinating all aspects of the parade as per Annex B,
- (2) supervising and coordinating all staff members activities throughout the planning, preparation stages, and the parade itself,
- (3) synchronizing all planned events,
- (4) liaising and briefing CO, Trg O and RO on parade and ceremony formats (as required),
- (5) (in the case of the Special Remembrance Ceremony):
  - (a) designate a RCAF Hall of Tribute OIC,
  - (b) brief the designated OIC on wreath laying activities,
- (6) approving members of the Flag Pty,
- (7) nominating a Master of Ceremonies (MC) for the parade,
- (8) nominating a Lead Usher for the parade,
- (9) liaising and briefing the **chosen activity cadet** **indicate activity** on parade and ceremony formats,
- (10) briefing squadron personnel on parade and ceremony formats as per schedule at Annex A,
- (11) submitting an After Action Report to the Trg O/CO by the next training evening (if required), and
- (12) any other duties assigned by the CO/Trg O.

- d. Admin O. The Admin O will be responsible for:
- (1) preparing and submitting all paperwork related to the activity,
  - (2) securing the names of any invited guests from the CO and Chair SC,
  - (3) liaising with the Lead Usher,
  - (4) providing to the Trg O the compiled flight scores for the CO's Cup,
  - (5) preparing and printing appropriate certificates (as required);
  - (6) preparing and printing the activity programme booklet (if required),
  - (7) preparing and printing the seating place cards for Lead Usher (if required),
  - (8) administering the Promise of Allegiance in English and French as per Annex B; and
  - (9) any other duties assigned by the CO/Pde OIC.
- e. Lead Usher. A person selected by the Pde OIC will be the Lead Usher and will be responsible for:
- (1) developing a seating plan for invited guests (if required),
  - (2) securing Pde OIC approval for the seating plan (if required),
  - (3) ensuring that the ushers have the necessary information to perform their tasks properly, including the names of any guests of honour,
  - (4) directing any cadet ushers, guides and work parties provided by Cdt Comd,
  - (5) ensuring that no spectators sit in a reserved seat or move in front of the CO,
  - (6) setting up, dismantling, and cleaning of parade seating as per guidelines at chapter 3 of reference A,
  - (7) ensuring the sound system is ready and operational,
  - (8) setting up and dismantling tables for awards, etc. (if required),
  - (9) setting up and dismantling review dais as appropriate (if required);
  - (10) ensuring all guests are properly escorted/directed to their seats,
  - (11) securing and emplacing any parade programme booklets on seats, and
  - (12) any other duties assigned by the Pde OIC.
- f. Sup O. The Sup O will be responsible for
- (1) all parade logistics,

- (2) providing all items requested by, or on behalf of, Pde OIC,
  - (3) issuing and recovering after the event, ceremonial accoutrements (white gloves and belts) to Parade Appointments, Flag Pty personnel, and Band Maj,
  - (4) ensuring all requested items and equipment are issued and accounted for,
  - (5) ensuring all requested items and equipment are returned and accounted for,
  - (6) ensuring a first aid kit is available for the parade,
  - (7) one pair of air element appropriate slip-on shoulder ranks for the chosen activity cadet,
  - (8) (in the case of the Special Remembrance Ceremony) providing poppies for all personnel on parade,
  - (9) (in the case of the Special Remembrance Ceremony) securing a wreath and stand for the RCAF Hall of Tribute, and
  - (10) any other duties assigned by the Pde OIC.
- g. MC. A person selected by the Pde OIC will act as Master of Ceremony (MC) and will be responsible for:
- (1) preparing, scripting, reviewing, updating, and reading of parade script in bilingual format,
  - (2) securing script approval from the CO,
  - (3) ensuring that the script is read in both official languages,
  - (4) ensuring that everyone mentioned in the script is present on the day,
  - (5) securing the biography of the PO,
  - (6) ensuring the sound system is ready and operating, and
  - (7) any other duties assigned by the Pde OIC.
- h. Photographer. A person selected by the Pde OIC will act as activity photographer and will be responsible for:
- (1) taking appropriate photographs (if required),
  - (2) having the films developed (if required),
  - (3) being prepared to send pertinent photographs to the chosen activity cadet through the CO, and
  - (4) any other duties assigned by the Pde OIC.

- i. Band O. The Band O will be responsible for:
- (1) preparing and practicing the Band to ensure it can play appropriate music as indicated at Annex B,
  - (2) securing approved music selection from the Pde OIC,
  - (3) (in the case of the Special Remembrance Ceremony) securing one trumpeter, ensuring he has the sheet music to *Last Post* and *Rouse* as indicated at Annex B, and that he has practiced and can play the pieces on the evening,
  - (4) (in the case of a Change of Command (CoC) or Change of Appointment (CoAppt) Ceremony) ensuring that the Band learn to play "Auld Lang Syne" ("Ce n'est qu'un au revoir") for the parade, and
  - (5) any other duties assigned by the Pde OIC.
- j. Certificate OIC. (In the case of a Change of Command (CoC) or Change of Appointment (CoAppt) Ceremony) [REDACTED] will be the Certificate OIC and will be responsible for:
- (1) ensuring pens are available for the CoC/CoAppt ceremony,
  - (2) setting out the appropriate number of tables (with bunting) for the CoC/CoAppt ceremony,
  - (3) ensuring the CoC/CoAppt certificates are available and positioned and removed at the appropriate time,
  - (4) directing any SC personnel provided by the Chair SC,
  - (5) directing any work party cadets provided by the Cdt Comd, and
  - (6) any other duties as assigned by the Pde OIC.
- k. RCAF Hall of Tribute OIC. (in the case of the Special Remembrance Ceremony) A person designated by the Pde OIC will be the RCAF Hall of Tribute OIC and be responsible for:
- (1) liaising with Pde OIC for wreath laying ceremony,
  - (2) briefing and practicing RCAF Hall of Tribute cadet sentinels on their duties,
  - (3) briefing and practicing wreath bearers on their duties, and
  - (4) any other duties as directed by the Pde OIC.
- l. Award Presenters. The personnel identified below will be prepared to make presentations of specific awards as required (the person in brackets will normally be the presenter):
- (1) promotions (CO with Cadet CO for a Day),
  - (2) Best First Year Cadets certificates (CO with Cadet CO for a Day),

- (3) Best Cadet of a Flight certificates (CO with Cadet CO for a Day),
  - (4) Marksmanship badges (Marksmanship program coordinator),
  - (5) Band Level badges (Band O),
  - (6) Duke of Edinburgh certificates (Duke of Ed Group Leader),
  - (7) Biathlon certificates (Biathlon Team Coordinator),
  - (8) Air Cadet Long Service Medals (Chair SC with Cadet Chair SC for a Day),
  - (9) SC Participation Pins (Chair SC with Cadet Chair SC for a Day),
  - (10) recognition for departing cadets (CO with Cadet CO for a Day)/Chair SC with Cadet Chair SC for a Day), and
  - (11) any other awards, badges, presentations (Various).
- m. Level X Staff. All Level X staff are to submit their recommendations for deserving Cadets indicate the activity to the Trg O by Date.
- n. Sqn Staff. Sqn Staff members not specifically tasked above are to be prepared for any other duties assigned by the Pde OIC including:
- (1) supervising and monitoring cadets from rear of parade square,
  - (2) providing or directing cadets to medical assistance as required,
  - (3) directing and supervising any cadets provided by Cdt Comd to perform specific tasks,
  - (4) ensuring that no spectators sit in a reserved seat or move in front of the CO, and
  - (5) ensuring all guests are escorted to their seats.
- o. Chair SC. The Chair SC will be responsible for:
- (1) liaising with the CO for parade specific requirements,
  - (2) providing the names of any invited guests to the Admin O,
  - (3) providing appropriate number of SC personnel as requested by the CO,
  - (4) preparing a list for and presenting SC participation pins to deserving cadets,
  - (5) preparing and presenting a speech for presentation to the squadron,
  - (6) presenting Cadet Long Service medals (if required),
  - (7) ensuring a canteen is available and set-up for the training evening break period, and

- (8) any other duties requested by the CO.
- p. Pde Comd. The Cdt Comd will be Pde Comd and will be responsible for:
- (1) liaising with Pde OIC,
  - (2) ensuring that each flight has submitted their nominations for Flight Awards and Best First Year cadets and delivering them to the Trg O with his recommendations by the stated deadline,
  - (3) ensuring squadron is formed up at the parade location at the appropriate time,
  - (4) ensuring that parade appointments, Flag Pty personnel, and Band Maj are wearing ceremonial accoutrements (white gloves and belts),
  - (5) ensuring that “beeping” devices such as watches, pagers, personal organizers, etc., are turned off or removed prior to the activity,
  - (6) ensuring that the CO’s Cup Pennant is brought to the parade area and placed in a flag stand at the front of the parade,
  - (7) ensuring all cadets know how to receive awards,
  - (8) providing a five-person Flag Pty whose members will have been approved by the Pde OIC (if required),
  - (9) ensuring that Flag Pty personnel and squadron Markers know their drill,
  - (10) providing the required number of cadets requested by OPIs (as required),
  - (11) ensuring that cadets mentioned in the parade script are present on the day,
  - (12) ensuring First Year cadets who are to take the Promise of Allegiance know the drill as well as the words to the Promise itself,
  - (13) providing recommendations and comments to the CO on cadet nominations for insert activity by Date,
  - (14) ensuring the Sr NCOs of the squadron provide recommendations and comments to the CO (through the Admin NCO or specific Cdt IC) on cadet nominations for insert activity by Date,
  - (15) helping the Cdt Comd for a Day to draft his speech,
  - (16) helping and coaching the Cdt Comd for a Day to deliver commands on the parade,
  - (17) supervising Cdt Comd for a Day while on parade and intervening when necessary,

- (18) (in the case of the Special Remembrance Ceremony):
- (a) provide to RCAF Hall of Tribute OIC:
    - i. five deserving FCpls/Cpls for the RCAF Hall of Tribute duty as sentinels (two of which must be female with one alternate),
    - ii. three uniformed Level 1 cadets to act as wreath bearers (one male and one female, one alternate),
  - (b) provide to MC three deserving cadets to read the Act of Remembrance in English and in French (one male and one female, one alternate),
  - (c) ensuring all cadets are wearing poppies, and in the appropriate loc on uniform,
  - (d) ensure Removing and Replacing Headdress drill is taught, and
- (19) carrying out any other duties assigned by the CO or Pde OIC.

6. Coordination Instructions.

a. Briefings.

- (1) Confirmation Briefing. A confirmation briefing will be held in the CASM Bush Theatre on the training night before the parade as per Annex A. . Available 51 Sqn staff, Cdt Comd, and Chair SC are to attend. . If available and known, the insert activity cadet rank and name should also attend.
- (2) Specific Briefs. Specific to task briefings will be called by task OICs when and if required.

b. Practices.

- (1) Parade. The general parade practice will be held on date and time. Special emphasis will be placed on accepting awards sitting down and standing up, and removing and replacing headdress drills. The bilingual parade format at Annex B will be followed.
- (2) Flag Pty. The Flag Pty is to practice prior to the parade on available time under the direction of the Flag Pty Comd.
- (3) Band . The Band O will coordinate any band practice requirements.

c. Parade Formation. The Squadron in-line formation will be used. The Flag Pty will be centred within the parade formation. The Band will form behind the parade formation.

**LOGISTIC SUPPORT**7. Dress.

- a. CF and CIC personnel will wear No 1A order of dress.
- b. CIs will wear appropriate civilian equivalent to No 1A order of dress.
- c. Cadets will wear No C-1 (tunic with shirt and tie) order of dress in accordance with reference E. Cadet decorations and nametags are to be worn. SC Participation Pins are authorized by the CO and will be worn.
- d. 51 Sqn cadet recruits are to wear the light blue Air Cadet T-shirt over appropriate civilian attire.
- e. Parade Appointments, Flag Pty personnel, and Band Maj are to wear ceremonial accoutrements (white gloves and belts).
- f. Appropriate Air Force rank slip-ons are to be worn by current and previous Cadets Cos/Cdt Comds for a Day.
- g. Poppies are to be worn by all personnel on parade.

8. Flag Pty. The Pde OIC will authorize personnel for the parade Flag Pty.

9. Music. The squadron Band will provide musical support. The Band O will have made appropriate arrangements.

10. Medical.

- a. Sup O to ensure a first-aid kit is made available for the activity.
- b. Squadron Staff personnel will provide or direct cadets to medical assistance as required.
- c. Cadets on special medication must inform their Flt Comd prior to forming up for the parade.
- d. Flt Comds are to remind their cadets to place one knee on the ground and loosen tie when feeling weak. Cadets will not normally be removed from the ranks unless clearly in distress.

11. Public Address System. The CO will request the use of the CASM PA system. The squadron portable PA system will be used as a backup.

12. Work Party. Cdt Comd is to provide appropriate number of cadets for work party as requested by the Lead Usher and all other OICs.

13. Spectators. Spectators and guests are to be seated for **XXXX** hrs. As per CASM regulations, spectators and guests may not arrive earlier to watch parade preparations.

14. Seating Plan. Seating will only be reserved for personnel identified in the guest list provided by Chair SC and CO. Lead Usher is to secure lists.

15. Award Certificates. The Admin O is to prepare the appropriate certificates for all award recipients.

16. Reception. There will no post activity reception.

17. Canteen. Normal break time canteen will be in operation.

18. Timings. All personnel involved in the activity are to synchronize their watches to the NRC time signal, telephone 613-745-1576. Activity timings are at Annex A.

19. Special requirements. Any special requirements are to be coordinated through the Pde OIC or the Sup O.

## COMMAND AND COMMUNICATIONS

20. Command. The activity Chain of Command is outlined below. The staff appointments for this activity are identified in the Tasking paragraph of this order.

- |    |            |                   |
|----|------------|-------------------|
| a. | CO         | Activity host/RO. |
| b. | XXXXXXXXXX | Pde OIC.          |
| c. | Cdt Comd   | Pde Comd.         |

21. Communication.

- a. The CASM PA system will be requested.
- b. NRC time signal - 613-745-1576.

22. Acknowledgement. All Action addresses below are to acknowledge receiving this Op O to the Pde OIC as soon as possible.

First Name and Name

Rank

Function

Annexes:

|         |                                |
|---------|--------------------------------|
| Annex A | Parade - Timings               |
| Annex B | Parade - Format                |
| Annex C | Parade - Logistic Requirements |

Distribution List

Action

Sqn Staff (X)

Cdt Comd

Cdt DComd

SWO

Flt Comds (X)

Chair SC

Information

CASM Representative  
51 Sqn Director  
28 Field Ambulance Representative

Annex A  
1110-1 (CO)

Date

## PARADE - TIMINGS

| DATE | TIME              | ACTIVITY                                                                                                                               |
|------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Date | Prior to 1830 hrs | Nominations for activity Cadet received by CO                                                                                          |
|      | 1840 – 1915 hrs   | Interviews with candidates for Cadet CO for a Day, if not already decided                                                              |
|      | 2120 – 2135 hrs   | Confirmatory briefing<br>Staff, activity Cadet, and designated personnel are to attend.                                                |
| Date | 1745 – 1800 hrs   | Arrival of staff and Sr NCOs                                                                                                           |
|      | 1800 – 1810 hrs   | Arrival of cadets                                                                                                                      |
|      | 1815 – 1835 hrs   | Instructors Lesson plans meeting with Level Officers<br>Form up. Flight attendance, inspection, regrouping and sizing<br>Announcements |
|      | 1840 – 1910 hrs   | First period<br>Parade set-up activities                                                                                               |
|      | 1915 – 1945 hrs   | Parade practice                                                                                                                        |
|      | 1945 – 2005 hrs   | Break                                                                                                                                  |
|      | 2005 hrs          | Squadron forms up (including Flag Pty)                                                                                                 |
|      | 2010 hrs          | Spectators and guests are seated                                                                                                       |
|      | 2019 hrs          | Chair SC arrives, General salute                                                                                                       |
|      | 2020 hrs          | Reviewing Party arrives, General salute                                                                                                |
|      | 2105 hrs          | Parade ends<br>Additional Announcements (if required)                                                                                  |
|      | 2105 – 2115 hrs   | Clean up                                                                                                                               |
|      | 2110 – 2130 hrs   | Staff, NCO, and team meetings (if required)                                                                                            |
|      | 2115 hrs          | End of activities<br>Departure of Reviewing Party<br>Cadets depart                                                                     |
|      | 2140 hrs          | All remaining squadron personnel must depart                                                                                           |

Annex B  
1110-1 (CO)

Date

**PARADE – FORMAT**

Insert appropriate parade format here.

Annex C  
1110-1 (CO)  
**Date**

### PARADE – LOGISTIC REQUIREMENTS

| #  | ITEM                                         | QUANTITY | REMARKS                                        |
|----|----------------------------------------------|----------|------------------------------------------------|
| 1  | tables for trophies and plaques with bunting |          |                                                |
| 2  | Chairs                                       |          |                                                |
| 3  | Review dais                                  |          |                                                |
| 4  | Audio system                                 |          |                                                |
| 5  | Speakers' Podium                             |          |                                                |
| 6  | Plaques and awards                           |          | CO, Awards O                                   |
| 7  | Memento for Reviewing Officer                |          | CO, Sponsoring Committee                       |
| 8  | White gloves                                 |          | Parade Appointments, Flag Party and Drum Major |
| 9  | White belts                                  |          | Parade Appointments, Flag Party and Drum Major |
| 10 | First Aid Kit                                |          |                                                |
| 11 | Canada Flag and staff                        |          | Flag Party                                     |
| 12 | 51 Squadron banner and staff                 |          | Flag Party                                     |
| 13 | Flag stands                                  |          | Sup O for Flag Party                           |
| 14 | Flag Party Flag carriers (sashes)            |          | Flag Party                                     |
| 15 | Squadron portable Public Address system      |          |                                                |
| 16 | First-Aid Kit                                |          |                                                |
| 17 |                                              |          |                                                |
| 18 |                                              |          |                                                |
| 19 |                                              |          |                                                |
| 20 |                                              |          |                                                |
| 21 |                                              |          |                                                |
| 22 |                                              |          |                                                |
| 23 |                                              |          |                                                |
| 24 |                                              |          |                                                |
| 25 |                                              |          |                                                |
| 26 |                                              |          |                                                |
| 27 |                                              |          |                                                |
| 28 |                                              |          |                                                |
| 29 |                                              | 1        |                                                |

**ANNEX J****ANNEXE J****GENERIC PARADE FORMAT****FORMAT DE PARADE GÉNÉRIQUE****GENERAL**

1. It is tradition for the Squadron to parade in both official languages.
2. This Generic Parade Format is to be modified and adapted to fit the particular circumstances.

**GÉNÉRALITÉS**

1. Il est traditionnel pour l'escadron d'exécuter les parades dans les deux langues officielles.
2. Ce format générique d'une parade doit être modifié pour s'adapter aux circonstances particulières.

## FORMING UP THE SQUADRON

## LE RASSEMBLEMENT DE L'ESCADRON

| NO | COMMAND<br>COMMANDEMENT                             | GIVEN BY<br>DONNÉ PAR  | ACTION<br>EXÉCUTION                                                                                                                                                                                                                                                                                                  | REMARKS<br>OBSERVATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----|-----------------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  |                                                     |                        | <p>The Squadron Warrant Officer (SWO) marches to and halts in a position three paces in front of the position to be occupied by the Number 1 Flight Marker.</p> <p><i>L'adjudant de l'escadron (adjE) se rend et fait halte à une distance de trois pas de la position qu'occupera le guide de la section 1.</i></p> | <p>The flights are formed up in the designated area and adopt the "Stand At Ease" position.</p> <p><i>Les sections sont formées à l'endroit désigné à la position du « En-place repos. »</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2  | <p>MARKERS</p> <p>GUIDES</p>                        | <p>SWO</p> <p>AdjE</p> | <p>Flight markers march on.</p> <p><i>Les guides des sections s'avancent</i></p>                                                                                                                                                                                                                                     | <p>Flight Markers come to "Attention", observe the standard pause, and march on to parade ground. The leading flight marker halts three paces in front of and facing the SWO. The remainder halt and dress on the left of the leading flight marker, pause, turn left, pause again, and shoulder dress from the marker to the right. Upon completion of dressing, they look to the front in succession from the right.</p> <p><i>Les guides des sections se mettent au « garde-à-vous », observent une pause réglementaire et se rendent sur le terrain de rassemblement. Le guide de la section de tête s'arrête devant l'adjE, face à lui et à une distance de trois pas. Les autres s'arrêtent à la gauche du guide de la section de tête, pausent, tournent à gauche, pausent de nouveau et s'alignent sur lui épaule à épaule. Une fois alignés, ils se tournent successivement vers l'avant en commençant par la droite.</i></p> |
| 3  | <p>MARKERS - NUMBER</p> <p>GUIDES, NUMÉRO - TEZ</p> | <p>SWO</p> <p>AdjE</p> | <p>The markers number in succession from right to left.</p> <p><i>Les guides se numérotent successivement de droite à gauche.</i></p>                                                                                                                                                                                | <p>Response can be in either official language.</p> <p><i>La réponse pourra se faire dans l'une ou l'autre des langues officielles.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4  | NUMBER 1 FLIGHT<br>RIGHT, REMAINDER<br>LEFT - TURN  | SWO                    | Number 1 Flight marker turns right, the remainder turn left.                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

| NO | COMMAND<br>COMMANDEMENT                                                                                                         | GIVEN BY<br>DONNÉ PAR | ACTION<br>EXÉCUTION                                                                                                                                                                                                                                     | REMARKS<br>OBSERVATIONS                                                                                                                                                                                                                                                                                                                                                    |
|----|---------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | SECTION 1 À DROITE,<br>LES AUTRES À<br>GAUCHE, TOUR – NEZ                                                                       | AdjE                  | Le guide de la section 1 tourne à droite,<br>les autres tournent à gauche.                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                            |
| 5  | NUMBER 1 FLIGHT<br>STAND FAST,<br>REMAINDER QUICK -<br>MARCH<br><br>SECTION 1 IMMOBILE,<br>LES AUTRES, PAS<br>CADENCÉ, - MARCHÉ | SWO<br><br>AdjE       | Number 1 Flight marker stands fast, the<br>remainder quick march the required<br>distance and halt.<br><br>Le guide de la section 1 reste immobile<br>tandis que les autres s'avancent à la<br>distance voulue au pas cadencé puis<br>s'arrêtent.       | Normally the SWO specifies the number of paces each<br>marker must take after completion of the left turn.<br>Marks on the parade square will indicate positions of<br>the markers.<br><br>Normalement l'AdjE indique le nombre de pas à<br>effectuer après avoir tourné à gauche. Des marques<br>sur le terrain du rassemblement indiqueront les<br>positions des guides. |
| 6  | NUMBER 1 FLIGHT<br>STAND FAST,<br>REMAINDER ABOUT -<br>TURN<br><br>SECTION 1 IMMOBILE,<br>LES AUTRES, DEMI-<br>TOUR, TOUR – NEZ | SWO<br><br>AdjE       | Number 1 Flight marker stands fast, the<br>remainder about turn and cover off the<br>Number 1 Flight marker.<br><br>Le guide de la section 1 reste immobile<br>tandis que les autres font demi-tour et<br>couvrent le guide de la section 1.            | SWO by wheeling, marches out to a position six paces<br>in front of the Flight 1 marker, halts, turns about and<br>ensures markers are in line and covered off.<br><br>L'AdjE par des conversions, s'avance et prend place<br>six pas en avant du guide de la section 1, s'arrête, fait<br>demi-tour et s'assure que les guides sont alignés et<br>bien couverts.          |
| 7  | MARKERS - STEADY<br>GUIDES, - IMMOBILE                                                                                          | SWO<br>AdjE           | The markers stand fast.<br><br>Les guides restent immobiles.                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                            |
| 8  | MARKERS, LEFT -<br>TURN<br><br>GUIDES, À GAUCHE,<br>TOUR – NEZ                                                                  | SWO<br><br>AdjE       | The markers turn left.<br><br>Les guides tournent à gauche.                                                                                                                                                                                             | The SWO, then by wheeling, marches to a position six<br>paces in front and centre of where the squadron will be<br>formed.<br><br>L'AdjE se déplace par une série de conversions et se<br>place en avant et au centre du lieu de rassemblement<br>de l'escadron, à une distance de six pas.                                                                                |
| 9  | 51 SQUADRON, FALL -<br>IN<br><br>ESCADRON 51,<br>RASSEMBLEMENT –<br>MARCHÉ                                                      | SWO<br><br>AdjE       | The flights seconds-in-command (Flt 2IC)<br>come to attention, about turn, facing their<br>respective flights together.<br><br>Les commandants adjoints de section<br>(cmdtA son) se mettent au « garde-à-<br>vous » et font demi-tour de façon à faire |                                                                                                                                                                                                                                                                                                                                                                            |

| NO | COMMAND<br>COMMANDEMENT                                                                                                                                                          | GIVEN BY<br>DONNÉ PAR                                     | ACTION<br>EXÉCUTION                                                                                                                                                                                                                                                 | REMARKS<br>OBSERVATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                                                                                                                                  |                                                           | <i>face à leur section.</i>                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 10 | NUMBER 1 FLIGHT,<br>ATTEN – TION<br><br><i>SECTION 1, GARDE-À -<br/>VOUS</i>                                                                                                     | No 1<br>Flt 2IC<br><br><i>CmdtA<br/>son 1</i>             | Number 1 Flight comes to "Attention."<br><br><i>La section 1 adopte le « garde-à-vous. »</i>                                                                                                                                                                        | Number 2, 3, and 4 Flight 2ICs order their flights to attention in succession following Number 1 Flight.<br><br><i>Les cmdtA des sections 2, 3 et 4 donnent ce commandement l'un après l'autre en succession après la section 1.</i>                                                                                                                                                                                                                        |
| 11 | NUMBER 1 FLIGHT WILL<br>MOVE TO THE RIGHT IN<br>COLUMN OF THREES,<br>RIGHT – TURN<br><br><i>SECTION 1, VERS LA<br/>DROITE, EN COLONNE<br/>PAR TROIS, À DROITE<br/>TOUR - NEZ</i> | No 1<br>Flt 2IC<br><br><i>CmdtA<br/>son 1</i>             | Number 1 Flight turns right.<br><br><i>La section 1 tourne à droite.</i>                                                                                                                                                                                            | Number 2, 3, and 4 Flight 2ICs order their flights to turn right in succession following Number 1 Flight.<br><br><i>Les cmdtA des sections 2, 3 et 4 donnent ce commandement l'un après l'autre en succession après la section 1.</i>                                                                                                                                                                                                                       |
| 12 | NUMBER 1 FLIGHT,<br>QUICK - MARCH<br><br><br><br><br><i>SECTION 1, PAS<br/>CADENCÉ, MARCHE</i>                                                                                   | No 1<br>Flt 2IC<br><br><br><br><br><i>CmdtA<br/>son 1</i> | Number 1 Flight steps off.<br><br>Band starts playing appropriate music.<br><br><br><br><i>La section 1 se met en marche.</i><br><br><i>La Musique se met à jouer les pièces de circonstance.</i>                                                                   | Number 2, 3, and 4 Flight 2ICs order their flights to quick march in succession following Number 1 Flight. Appropriate commands will be given to execute appropriate wheels that will bring flights in line with their markers.<br><br><i>Les cmdtA des sections 2, 3 et 4 donnent ce commandement l'un après l'autre en succession après la section 1. Les commandements appropriés seront donnés pour amener les sections en ligne avec leurs guides.</i> |
| 13 | NUMBER 1 FLIGHT,<br>MARK - TIME<br><br><br><br><br><i>SECTION 1, MARQUEZ<br/>LE - PAS</i>                                                                                        | No 1<br>Flt 2IC<br><br><br><br><br><i>CmdtA<br/>son 1</i> | Number 1 Flight marks time and adjusts on its marker.<br><br>The Parade Appointments begin to promenade if required.<br><br><i>La section 1 marque le pas et s'aligne sur son guide.</i><br><br><i>Les nominations de parade commencent la promenade si requis.</i> | Number 2, 3, and 4 Flight 2ICs order their flights to mark time on their marker when in position following Number 1 Flight.<br><br>(Promenade Chap 9, paras 6-8).<br><br><i>Les cmdtA des sections 2, 3 et 4 donnent ce commandement l'un après l'autre en succession après la section 1 lorsqu'ils sont en position.</i><br><br>(Promenade, chap 9, para 6-8).                                                                                             |

J-5/30

| NO | COMMAND<br>COMMANDEMENT                                                                         | GIVEN BY<br>DONNÉ PAR                                  | ACTION<br>EXÉCUTION                                                                                                | REMARKS<br>OBSERVATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----|-------------------------------------------------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                                                 |                                                        | <i>rassemblement, l'alignement pourra s'effectuer par le coude ou l'épaule.)</i>                                   | <p><i>qui adoptera une position centrée et face à sa section. Les cmdtA son feront face à leur section lorsqu'ils se seront alignés).</i></p> <p><i>Le cmdtA son 1 tourne à droite et s'avance jusqu'à une position cinq pas à droite de l'escadron, fait demi-tour et aligne chaque rang successivement de la façon normale. Lorsque le cmdtA son 1 donne le commandement « REAR RANK – STEADY/RANG ARRIÈRE - IMMOBILE» l'adjE donne le commandement « EYES FRONT/FIXE. »</i></p>                                                                                                                                                                                                                                                                                                                                                                                                       |
| 18 | 51 SQUADRON, EYES – FRONT<br><br><i>ESCADRON 51 - FIXE</i>                                      | SWO<br><br><i>AdjE</i>                                 | The squadron returns to "Attention."<br><br><i>L'escadron retourne au « garde-à-vous. »</i>                        | <p>Flight 2ICs turn about and Flight1 2IC returns to his original position.</p> <p><i>Les cmdtA son font demi-tour et le cmdtA son 1 retourne à sa position initiale.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 19 | REPORT YOUR – FLIGHTS<br><br><br><br><br><br><br><br><br><br><i>SECTIONS, FAITES RAP - PORT</i> | SWO<br><br><br><br><br><br><br><br><br><br><i>AdjE</i> | <p>Flight 2ICs report their flights.</p> <p><i>Les cmdtA son rendent compte de l'effectif de leur section.</i></p> | <p>The Flight 2ICs will state "Number ____ Flight, ____ cadets on parade, Sir/Ma'am". Meanwhile, the Cdt DComd will have moved to a position two paces in rear of the SWO, while the Parade Appointments position themselves in line five paces in rear of the Cdt DComd, facing their respective flights, ready to fall in. Dressing is automatic and personnel Stand At Ease in succession from the right.</p> <p><i>Les cmdtA son utiliseront les termes suivants: « Section ____, ____ cadets présents, monsieur/ madame ». Pendant ce temps, le cdt cmdtA aura pris place deux pas derrière l'adjE, tandis que les nominations de parade auront pris position en ligne, cinq pas derrière le cdt cmdtA, face à leurs sections respectives, prêts à joindre les rangs. L'alignement est automatique et le personnel se place « en place repos » successivement de la droite.</i></p> |
| 20 |                                                                                                 |                                                        | SWO turns about to face Cdt DComd and reports the squadron. Cdt DComd orders SWO to fall in. Cdt DComd takes two   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

| NO | COMMAND<br>COMMANDEMENT                                                                                                                                                                | GIVEN BY<br>DONNÉ PAR                                             | ACTION<br>EXÉCUTION                                                                                                                                                                                                                                                                                                                                                                                               | REMARKS<br>OBSERVATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                                                                                                                                        |                                                                   | paces forward and waits for the SWO to adopt his position before giving any further orders<br><br><i>L'adjE fait demi-tour et rend compte de l'effectif de l'escadron au cdt cmdtA. Le cdt cmdtA lui donne l'ordre de rejoindre les rangs. L'adjE tourne à droite et se rend à sa place. Le cdt cmdtA s'avance de deux pas et attend que l'adjE ait regagné son poste avant de donner d'autres commandements.</i> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 21 |                                                                                                                                                                                        | Cdt DComd<br><br><i>Cdt cmdtA</i>                                 | When ready, Cdt DComd turns about to face the Parade Appointments.<br><br><i>Lorsqu'il est prêt, le cdt cmdtA fait demi-tour pour faire face aux nominations de parade.</i>                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 22 | 51 SQUADRON CADET<br>STAFF AND FLIGHT<br>COMMANDERS, FALL –<br>IN<br><br><br><br><br><br><br><br><br><br><i>ÉTAT-MAJOR CADET ET<br/>COMMANDANTS DE<br/>SECTION, À VOS –<br/>POSTES</i> | Cdt DComd<br><br><br><br><br><br><br><br><br><br><i>Cdt cmdtA</i> | Parade Appointments fall in.<br><br><br><br><br><br><br><br><br><br><i>Les nominations de parade joignent les rangs.</i>                                                                                                                                                                                                                                                                                          | The Squadron cadet staff and the Flt Comds come to "Attention", turn left, pause, and then march off, Band Ldr leading, and by a series of wheels, halt two paces from the flight 2ICs approaching from the right flank of the squadron. Flight 2ICs report their flights and, after being ordered to fall in, turn right and march to their designated positions. Once a Flt 2IC has adopted his new position, the Flt Comd will take two paces forward.<br><br><i>Les nominations de parade adoptent le « garde-à-vous », tournent à gauche, observent une pause réglementaire et, Chef de la Musique en tête, par une série de conversions, s'avancent vers leurs positions en s'approchant par le flanc droit de la formation faisant halte à deux pas de leurs cmdtA son respectifs). Les cmdtA son rendent compte de l'effectif de leur section, puis au commandement « à votre poste », se rendent à leur nouveau poste. Une fois qu'un cmdtA son a rejoint son nouveau poste, le</i> |

| NO | COMMAND<br>COMMANDEMENT                                                            | GIVEN BY<br>DONNÉ PAR                         | ACTION<br>EXÉCUTION                                                                       | REMARKS<br>OBSERVATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----|------------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                                    |                                               |                                                                                           | <i>cmdt son avance de deux pas.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 23 | NUMBER 1 FLIGHT,<br>STAND AT – EASE<br><br><i>SECTION 1, EN PLACE<br/>RE - POS</i> | No 1<br>Flt Comd<br><br><i>Cmdt<br/>son 1</i> | Number 1 Flight stands "At Ease."<br><br><i>La section 1 se place « en place repos. »</i> | Flights execute in succession. Upon the last Flt Comd giving the command (normally the Band Ldr), all Flt Comds turn about and "Stand At Ease" together.<br><br>Cdt Comd positions himself two paces behind the Cdt DComd.<br><br><i>Les sections s'exécutent en succession. Dès que le cmdt son de la dernière section (normalement le Chef de la Musique) a donné son commandement, tous les cmdt son font demi-tour et adoptent simultanément la position « en place repos ».</i><br><br><i>Le cdt cmdt s'avance et va se placer deux pas derrière le cdt cmdtA.</i>                                                                                                                                                                                                                                                                                                   |
| 24 | 51 SQUADRON, ATTEN<br>– TION<br><br><i>ESCADRON 51, GARDE<br/>À – VOUS</i>         | Cdt DComd<br><br><i>Cdt cmdtA</i>             | Squadron comes to "Attention."<br><br><i>L'escadron vient au « garde-à-vous. »</i>        | As the Cdt Comd approaches, the Cdt DComd calls the squadron to "Attention" and turns about. Cdt DComd reports the squadron. Cdt Comd orders Cdt DComd to fall in. Cdt DComd turns left and marches off to his position to the left, in line with the last flight. Cdt Comd takes two paces forward and waits for the Cdt DComd to adopt his position before giving any further orders.<br><br><i>À l'approche du cdt cmdt, le cdt cmdtA ordonne à l'escadron de se mettre au « garde-à-vous » et fait ensuite demi-tour. Le cdt cmdtA rend compte de l'effectif de l'escadron au cdt cmdt; le cdt cmdt ordonne au cdt cmdtA de rejoindre les rangs. Le cdt cmdtA tourne à gauche et se rend à son poste en ligne avec la dernière section. Le cdt cmdt s'avance de deux pas et attend que le cdt cmdtA ait rejoint son poste avant de donner d'autres commandements.</i> |
| 25 | 51 SQUADRON, STAND<br>AT - EASE<br><br><i>ESCADRON 51, EN</i>                      | Cdt Comd<br><br><i>Cdt cmdt</i>               | Squadron stands "At Ease."<br><br><i>L'escadron se place « en place repos. »</i>          | Cdt Comd is facing Squadron.<br><br><i>Le cdt cmdt fait face à l'escadron.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| NO | COMMAND<br>COMMANDEMENT | GIVEN BY<br>DONNÉ PAR | ACTION<br>EXÉCUTION | REMARKS<br>OBSERVATIONS |
|----|-------------------------|-----------------------|---------------------|-------------------------|
|    | PLACE RE - POS          |                       |                     |                         |

**MARCHING ON THE FLAG****LE DRAPEAU S'AVANCE**

| NO | COMMAND<br>COMMANDEMENT                                                                 | GIVEN BY<br>DONNÉ PAR                    | ACTION<br>EXÉCUTION                                                                                                                                                                                           | REMARKS<br>OBSERVATIONS                                                                                                                                      |
|----|-----------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 26 | 51 SQUADRON, ATTENTION<br><i>ESCADRON 51, GARDE À - VOUS</i>                            | Cdt Comd<br><i>Cdt cmdt</i>              | Squadron comes to "Attention."<br><i>L'escadron vient au « garde-à-vous. »</i>                                                                                                                                | Flag Party on the right flank of the parade comes to "Attention."<br><i>La Garde du drapeau, sur le flanc droit de la parade, vient au « garde-à-vous. »</i> |
| 27 | FLAG PARTY, CARRY - FLAG<br><i>GARDE DU DRAPEAU, AU - PORT</i>                          | Flag Pty Comd<br><i>Cmdt Gde drapeau</i> | Flag Party carries flags.<br><i>La Garde du drapeau vient « au port. »</i>                                                                                                                                    | (Flag drill at chap 8)<br><i>(Exercice avec le drapeau, chap 8)</i>                                                                                          |
| 28 | MARCH ON THE FLAG<br><i>FAITES AVANCEZ LE DRAPEAU</i>                                   | Cdt Comd<br><i>Cdt cmdt</i>              |                                                                                                                                                                                                               |                                                                                                                                                              |
| 29 | FLAG PARTY<br><i>GARDE DU DRAPEAU</i>                                                   | Flag Pty Comd<br><i>Cmdt Gde drapeau</i> | Cautionary command.<br><i>Commandement d'avertissement.</i>                                                                                                                                                   |                                                                                                                                                              |
| 30 | 51 SQUADRON, TO THE FLAG, - SALUTE<br><i>ESCADRON 51, AU DRAPEAU, SALU - EZ</i>         | Cdt Comd<br><i>Cdt cmdt</i>              | Parade Appointments salute.<br><i>Les nominations de parade saluent.</i>                                                                                                                                      |                                                                                                                                                              |
| 31 | FLAG PARTY, BY THE CENTRE, QUICK - MARCH<br><i>GARDE DU DRAPEAU, PAR LE CENTRE, PAS</i> | Flag Pty Comd<br><i>Cmdt Gde drapeau</i> | Flag Party steps off <u>without letting fly the flag</u> .<br><br>Band plays the first four and last four bars of "O Canada."<br><i>La Garde du drapeau se met en marche sans laisser flotter le drapeau.</i> |                                                                                                                                                              |

| NO | COMMAND<br>COMMANDEMENT                                                                                                                            | GIVEN BY<br>DONNÉ PAR                               | ACTION<br>EXÉCUTION                                                                                                                                      | REMARKS<br>OBSERVATIONS                                                                                                                                                                |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | CADENCÉ - MARCHÉ                                                                                                                                   |                                                     | <i>La Musique joue les quatre premières et les quatre dernières mesures du « Ô Canada. »</i>                                                             |                                                                                                                                                                                        |
| 32 | FLAG PARTY, CHANGE<br>DIRECTION LEFT, LEFT<br>– FORM<br><br><i>GARDE DU DRAPEAU,<br/>CHANGEZ DE<br/>DIRECTION À GAUCHE,<br/>À GAUCHE FOR - MEZ</i> | Flag Pty<br>Comd<br><br><i>Cmdt<br/>Gde drapeau</i> | Flag Party forms to the left.<br><br><i>Garde du drapeau se forme vers la gauche.</i>                                                                    | Flag Party, by a series of forms, takes up position in the centre of the squadron.<br><br><i>La Garde du drapeau prend place au centre de l'escadron par une série de conversions.</i> |
| 33 | FOR - WARD<br><br><i>VERS L'A - VANT</i>                                                                                                           | Flag Pty<br>Comd<br><br><i>Cmdt<br/>Gde drapeau</i> | Flag Party moves forward towards rear of parade.<br><br><i>La Garde du drapeau s'avance vers l'arrière de la formation.</i>                              |                                                                                                                                                                                        |
| 34 | COUNTER – MARCH<br><br><i>CONTRE – MARCHÉ</i>                                                                                                      | Flag Pty<br>Comd<br><br><i>Cmdt<br/>Gde drapeau</i> | Flag Party counter-marches to face review dais.<br><br><i>La Garde du drapeau effectue une contremarche de façon à faire face à l'estrade d'honneur.</i> |                                                                                                                                                                                        |
| 35 | FOR – WARD<br><br><i>VERS L'A - VANT</i>                                                                                                           | Flag Pty<br>Comd<br><br><i>Cmdt<br/>Gde drapeau</i> | Flag Party moves forward towards review dais.<br><br><i>La Garde du drapeau s'avance vers l'estrade d'honneur.</i>                                       |                                                                                                                                                                                        |
| 36 | MARK –TIME<br><br><i>MARQUEZ LE - PAS</i>                                                                                                          | Flag Pty<br>Comd<br><br><i>Cmdt<br/>Gde drapeau</i> | Flag Party marks time.<br><br><i>La Garde du drapeau marque le pas.</i>                                                                                  | Escorts to ensure flag bearers are properly aligned on marks on the ground.<br><br><i>Les escortes s'assureront que les porteurs de drapeaux sont alignés sur les marques au sol.</i>  |
| 37 | FLAG PARTY, - HALT<br><br><i>GARDE DU DRAPEAU -<br/>HALTE</i>                                                                                      | Flag Pty<br>Comd<br><br><i>Cmdt<br/>Gde drapeau</i> | Flag Party halts.<br><br><i>La Garde du drapeau s'arrête.</i>                                                                                            | The command will be discreet.<br><br><i>Le commandement sera discret.</i>                                                                                                              |

| NO | COMMAND<br>COMMANDEMENT                                                                             | GIVEN BY<br>DONNÉ PAR                               | ACTION<br>EXÉCUTION                                                                                                                                                         | REMARKS<br>OBSERVATIONS                                                                                                                                                                                                                                                                                                                                                          |
|----|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 38 | FLAG PARTY, TO YOUR<br>FLAG, - SALUTE<br><br><i>GARDE DU DRAPEAU,<br/>AU DRAPEAU, SALU –<br/>EZ</i> | Flag Pty<br>Comd<br><br><i>Cmdt<br/>Gde drapeau</i> | Flag Party Commander and escorts salute.<br><br><i>Le commandant de la Garde du drapeau et<br/>les escortes saluent.</i>                                                    | Flag bearers let fly the flags.<br><br><i>Les porteurs des drapeaux laissent flotter.</i>                                                                                                                                                                                                                                                                                        |
| 39 | 51 SQUADRON, ATTEN<br>– TION<br><br><i>ESCADRON 51, GARDE<br/>À – VOUS</i>                          | Cdt Comd<br><br><i>Cdt cmdt</i>                     | Parade Appointments and Flag Party<br>return to position of “Attention.”<br><br><i>Les nominations de parade et la Garde du<br/>drapeau reviennent au « garde-à-vous. »</i> | Flag bearers recover the flags.<br><br><i>Les porteurs des drapeaux les recouvrent.</i>                                                                                                                                                                                                                                                                                          |
| 40 | FLAG PARTY, ORDER –<br>FLAG<br><br><i>GARDE DU DRAPEAU,<br/>AU - PIED</i>                           | Cdt Comd<br><br><i>Cdt cmdt</i>                     | Flag Party orders flag.<br><br><i>Garde du drapeau vient « au pied. »</i>                                                                                                   | Until it is ordered off at the conclusion of the parade,<br>the Flag Pty shall act normally on the parade<br>commander’s command. (Chap 8, Sect 6, para 5).<br><br><i>Tant qu’elle n’a pas reçu l’ordre de quitter les rangs, à<br/>la fin du rassemblement, la Gde drapeau agit<br/>normalement sous le commandement du cmdt du<br/>rassemblement. (chap 8, son 6, para 5).</i> |
| 41 | 51 SQUADRON, STAND<br>AT - EASE<br><br><i>ESCADRON 51, EN<br/>PLACE RE - POS</i>                    | Cdt Comd<br><br><i>Cdt cmdt</i>                     | Squadron stands “At Ease<br><br><i>L’escadron se place « en place repos. »</i>                                                                                              | Cdt Comd about turns to face the dais.<br><br>Squadron may be stood “Easy” to await the arrival of<br>the Reviewing Officer (RO).<br><i>Le cdt cmdt fait demi-tour et fait face à l’estrade<br/>d’honneur.</i><br><br><i>L’escadron peut-être placée au « repos » pour<br/>attendre l’arrivée de l’invité d’honneur.</i>                                                         |
| 42 | 51 SQUADRON, STAND<br>– EASY<br><br><i>ESCADRON 51, RE -<br/>POS</i>                                | Cdt Comd<br><br><i>Cdt cmdt</i>                     | Squadron adopts the “Stand Easy”<br>position.<br><i>L’escadron se place au « repos. »</i>                                                                                   | Optional command. Given if the honoured guest has<br>not arrived.<br><i>Commandement optionnel donné si l’invité d’honneur<br/>n’est pas arrivé.</i>                                                                                                                                                                                                                             |

## ARRIVAL OF DIGNITARIES

## L'ARRIVÉE DES DIGNITAIRES

| NO | COMMAND<br>COMMANDEMENT                                                                  | GIVEN BY<br>DONNÉ PAR           | ACTION<br>EXÉCUTION                                                                                                | REMARKS<br>OBSERVATIONS                                                                                                                                                                                                                                                                                                                                                                                          |
|----|------------------------------------------------------------------------------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 43 | 51 SQUADRON<br><br><i>ESCADRON 51</i>                                                    | Cdt Comd<br><br><i>Cdt cmdt</i> | Squadron adopts the Stand At-Ease position.<br><br><i>L'escadron se place « en place repos. »</i>                  | Optional command given if Squadron has been “stood easy.”<br><br>Cdt Comd must come to “Attention”, turn about and face the squadron before giving order.<br><br><i>Commandement optionnel donné si l'escadron a été placé au « repos ».</i><br><br><i>Le cdt cmdt doit venir au « garde-à-vous », faire demi-tour et faire face à l'escadron avant de donner l'ordre.</i>                                       |
| 44 | 51 SQUADRON, ATTENTION<br><br><i>ESCADRON 51, GARDE À – VOUS</i>                         | Cdt Comd<br><br><i>Cdt cmdt</i> | Squadron adopts the “Attention” position.<br><br><i>L'escadron vient au « garde-à-vous. »</i>                      |                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 45 | FLAG PARTY, CARRY – FLAG<br><br><i>GARDE DU DRAPEAU, AU – PORT</i>                       | Cdt Comd<br><br><i>Cdt cmdt</i> | Flag Party carries flag.<br><br><i>La Garde du drapeau vient « au port. »</i>                                      | Cdt Comd then turns about to face the dais.<br><br><i>Le cdt cmdt fait ensuite demi-tour pour faire face à l'estrade d'honneur.</i>                                                                                                                                                                                                                                                                              |
| 46 | 51 SQUADRON, GENERAL SALUTE – SALUTE<br><br><i>ESCADRON 51, SALUT GÉNÉRAL, SALU – EZ</i> | Cdt Comd<br><br><i>Cdt cmdt</i> | Parade Appointments and Flag Party salute.<br><br><i>Les nominations de parade et la Garde du drapeau saluent.</i> | Command given once Chair of the Sponsoring Committee (Chair SC) is in position on the dais.<br><br>Flag bearers let fly the flags.<br><br>Band plays “General Salute.”<br><br><i>Commandement donné lorsque le Président du Comité répondant (Prés CR) est en position sur l'estrade d'honneur.</i><br><br><i>Les porteurs de drapeaux laissent flotter.</i><br><br><i>La Musique joue le « Salut général. »</i> |
| 47 | 51 SQUADRON,                                                                             | Cdt Comd                        | Parade Appointments and Flag Party                                                                                 | Command given once RO is in position on the dais.                                                                                                                                                                                                                                                                                                                                                                |

| NO | COMMAND<br>COMMANDEMENT                                                            | GIVEN BY<br>DONNÉ PAR | ACTION<br>EXÉCUTION                                                                                                                                                                                                                                                                                        | REMARKS<br>OBSERVATIONS                                                                                                                                                                                                                                                               |
|----|------------------------------------------------------------------------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | GENERAL SALUTE -<br>SALUTE<br><br><i>ESCADRON 51, SALUT<br/>GÉNÉRAL, SALU – EZ</i> | <i>Cdt cmdt</i>       | salute.<br><br><i>Les nominations de parade et la Garde du<br/>drapeau saluent.</i>                                                                                                                                                                                                                        | Flag bearers let fly the flags.<br><br>Band plays "General Salute."<br><i>Commandement donné lorsque l'invité d'honneur est<br/>en position sur l'estrade d'honneur.</i><br><br><i>Les porteurs de drapeaux laissent flotter.</i><br><br><i>La Musique joue le « Salut général. »</i> |
| 48 |                                                                                    |                       | Parade Appointments and Flag Party cut<br>their arms to the side after a standard<br>pause after the last note of music.<br><br><i>Les nominations de parade et la Garde du<br/>drapeau viennent au « garde-à-vous »<br/>ayant observés une pause réglementaire<br/>après la dernière note de musique.</i> | Flag bearers recover the flags.<br><br><i>Les porteurs de drapeaux les reprennent.</i>                                                                                                                                                                                                |

## THE REVIEW

## LA REVUE

| NO | COMMAND<br>COMMANDEMENT                                                                                                                                                                                                                                                                 | GIVEN BY<br>DONNÉ PAR                                                  | ACTION<br>EXÉCUTION                                                                                                                                                                                                                                                                                                                                | REMARKS<br>OBSERVATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 49 | " GOOD EVENING,<br>(insert rank and name of<br>RO). I AM CADET (insert<br>rank and name), THE<br>CADET SQUADRON<br>COMMANDER. THE<br>SQUADRON IS READY<br>FOR YOUR REVIEW<br>RANK/MA'AM/SIR."<br><br><i>BONSOIR (insérez le<br/>grade et le nom de l'invité<br/>d'honneur). JE SUIS</i> | <i>Cdt Comd</i><br><br><br><br><br><br><br><br><br><br><i>Cdt cmdt</i> | On completion of her commands, the<br>Cdt Comd will march forward to the dais,<br>halt three paces from the RO, salute, and<br>address the RO in the following manner:<br><br><br><br><br><br><br><br><br><br><i>Ayant terminé ses commandements, le<br/>cdt cmdt s'avance jusqu'à l'estrade<br/>d'honneur, s'arrêtera à trois pas de l'invité</i> | The parade is reviewed as a squadron not by flights.<br>The Reviewing Party consists of the RO, the Cdt Comd<br>on his right, the Chair SC behind the RO, with CO<br>51 Sqn to his right. All should stay in step with the RO.<br>The Reviewing Party will pay proper compliments<br>whenever passing in front of or behind the Flag.<br><br>Flag Party remain at the carry throughout the review.<br><br>The band plays appropriate music.<br><br><i>La parade est passée en revue comme un escadron et<br/>non par sections. Le groupe de revue se compose de<br/>l'invité d'honneur, du cdt cmdt à sa droite, du Prés CR</i> |

| NO | COMMAND<br>COMMANDEMENT                                                                                                                                     | GIVEN BY<br>DONNÉ PAR        | ACTION<br>EXÉCUTION                                                                                                                                                                                                                          | REMARKS<br>OBSERVATIONS                                                                                                                                                                                                                                                                                                                  |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | (insérez le grade et le nom), LE CADET<br>COMMANDANT DE<br>L'ESCADRON.<br>L'ESCADRON EST<br>PRÊT À ÊTRE PASSÉ<br>EN REVUE<br>GRADE/MADAME/<br>MONSIEUR. »   |                              | d'honneur, saluera et lui adressera la<br>parole de la manière suivante :                                                                                                                                                                    | derrière l'invité d'honneur avec le cmdt esc 51 à sa<br>droite. Tous devraient garder le pas de l'invité<br>d'honneur. Le groupe de revue saluera à chaque fois<br>qu'il passera devant ou derrière les drapeaux.<br><br>La Garde du drapeau demeure « au port » pendant la<br>revue.<br><br>La Musique joue des pièces de circonstance. |
| 50 |                                                                                                                                                             |                              |                                                                                                                                                                                                                                              | On completion of reviewing the rear rank, the<br>Cdt Comd will accompany the RO to review the Band.<br><br>Une fois le rang arrière passé en revue, le cdt cmdt<br>accompagnera l'invité d'honneur à passer en revue la<br>Musique.                                                                                                      |
| 51 |                                                                                                                                                             |                              |                                                                                                                                                                                                                                              | The Band will then be reviewed (front rank only). Upon<br>completion, the Reviewing Party will return directly to<br>the dais.<br><br>La Musique sera passée en revue (rang avant<br>uniquement). Une fois terminée, le groupe de revue<br>retournera directement à l'estrade d'honneur.                                                 |
| 52 | “PERMISSION TO<br>CARRY ON WITH THE<br>MARCH PAST<br>RANK/MA'AM/SIR?”<br><br>« PUIS-JE AVOIR LA<br>PERMISSION DE<br>DÉFILER<br>GRADE/MADAME/<br>MONSIEUR? » | Cdt Comd<br><br><br>Cdt cmdt | Once RO is back on the dais, Cdt Comd<br>requests permission to march past in<br>review.<br><br>Une fois l'invité d'honneur en position sur<br>l'estrade d'honneur, le cdt cmdt<br>demandera l'autorisation de défiler en<br>ordre de revue. | When permission is received, the Cdt Comd will salute,<br>about turn and return to his position in front of, and<br>facing, the squadron.<br><br>Ayant reçu l'autorisation, le cdt cmdt saluera, fera<br>demi-tour et reprendra sa place devant et face à<br>l'escadron.                                                                 |

## LE DÉFILÉ

J-15/30

| NO | COMMAND<br>COMMANDEMENT                                                                                                          | GIVEN BY<br>DONNÉ PAR                                     | ACTION<br>EXÉCUTION                                                                                                                                                                                                                                  | REMARKS<br>OBSERVATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                                                                                  |                                                           |                                                                                                                                                                                                                                                      | rang avant remplira la position en se déplaçant vers la droite (y compris le personnel surnuméraire).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 57 | 51 SQUADRON, IN<br>SUCESSION OF<br>FLIGHTS, EYES - RIGHT<br><br>ESCADRON 51, EN<br>SUCESSION PAR<br>SECTIONS, TÊTE À -<br>DROITE | Cdt Comd<br><br>Cdt cmdt                                  |                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 58 | NUMBER 1 FLIGHT,<br>EYES - RIGHT<br><br><br><br><br><br><br><br><br><br>SECTION 1, TÊTE à -<br>DROITE                            | No 1<br>Flt Comd<br><br><br><br><br><br><br>Cmdt<br>son 1 | Cdt Comd and Number 1 Flt Comd salute.<br><br>Number 1 Flight turn heads and eyes to<br>the right.<br><br><br><br><br><br><br><br><br><br>Le cdt cmdt et le cmdt son 1 saluent.<br><br>Les membres de la section tournent la<br>tête vers la droite. | Number 1 Flt Comd ensures command is given as<br>Cdt Comd reaches the appropriate point on the march<br>past line.<br><br>SWO maintains head and eyes to the front guiding<br>Number 1 Flight on march past line.<br><br>Flt Comd's individually order Eyes Right when they<br>reach the appropriate point.<br><br>Flag Party let fly on Number 2 Flt Comd's commands.<br><br>Cdt DComd reacts to last Flight Comd's words of<br>command.<br><br>The right markers and the Flag Party do not turn their<br>heads.<br><br>Le cmdt son 1 prend soin de donner son<br>commandement lorsque le cdt cmdt atteint l'endroit<br>approprié sur la ligne du défilé.<br><br>L'adjE garde la tête vers l'avant pour guider la<br>section 1 sur la ligne de défilé.<br><br>Les cmdt son ordonnent successivement le « tête à<br>droite » lorsqu'ils atteignent l'endroit approprié. |

| NO | COMMAND<br>COMMANDEMENT                                                                                                           | GIVEN BY<br>DONNÉ PAR                                         | ACTION<br>EXÉCUTION                                                                                                                                                                                                                               | REMARKS<br>OBSERVATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                                                                                   |                                                               |                                                                                                                                                                                                                                                   | <p><i>La Garde du drapeau « laisse flotter » sur les commandements du cmdt son 2</i></p> <p><i>Le cdt cmdtA s'exécute sur les commandements de la dernière section.</i></p> <p><i>Les guides de droite et la Garde du drapeau ne tournent pas leurs têtes.</i></p>                                                                                                                                                                                                                                        |
| 59 | 51 SQUADRON, IN<br>SUCCESSION OF<br>FLIGHTS, EYES -<br>FRONT<br><br><i>ESCADRON 51, EN<br/>SUCCESSION PAR<br/>SECTIONS - FIXE</i> | Cdt Comd<br><br><br><i>Cdt cmdt</i>                           |                                                                                                                                                                                                                                                   | <p>Given after passing dais.</p> <p><i>Donné une fois passé l'estrade d'honneur.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 60 | NUMBER 1 FLIGHT,<br>EYES - FRONT<br><br><br><br><br><br><br><i>SECTION 1 - FIXE</i>                                               | No 1<br>Flt Comd<br><br><br><br><br><br><i>Cmdt<br/>son 1</i> | <p>Cdt Comd and Number 1 Flt Comd cease salute.</p> <p>Number 1 Flight turn heads and eyes to the front.</p> <p><i>Le cdt cmdt et le cmdt son 1 cessent de saluer.</i></p> <p><i>Les membres de la section ramènent la tête vers l'avant.</i></p> | <p>Flt Comd's individually order Eyes Front as they reach the appropriate point.</p> <p>Flag Party recover flags on Number 2 Flt Comd's commands.</p> <p>Cdt DComd reacts to last Flt Comd's words of command.</p> <p><i>Les cmdt son ordonnent successivement le « fixe » lorsqu'ils atteignent l'endroit approprié.</i></p> <p><i>La Garde du drapeau reprend le drapeau sur les commandements du cmdt son 2</i></p> <p><i>Le cdt cmdtA s'exécute sur les commandements de la dernière section.</i></p> |
| 61 | BY THE LEFT                                                                                                                       | Cdt Comd                                                      | Cdt Comd wheels left at the appropriate point and squadron continues on.                                                                                                                                                                          | <p>Command is given just as Cdt Comd starts wheel.</p> <p>Cadets, who covered off a blank file in a flight, return to their original position by moving to the left.</p>                                                                                                                                                                                                                                                                                                                                  |

| NO | COMMAND<br>COMMANDEMENT                                                                                                                    | GIVEN BY<br>DONNÉ PAR                                                  | ACTION<br>EXÉCUTION                                                                                                                                                                                                                                                               | REMARKS<br>OBSERVATIONS                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | PAR LA GAUCHE                                                                                                                              | <i>Cdt cmdt</i>                                                        | <i>Le cdt cmdt fait une conversion à gauche au moment opportun et l'escadron suit.</i>                                                                                                                                                                                            | <i>Le commandement est donné lorsque le cdt cmdt amorce sa conversion.</i><br><br><i>Les cadets qui ont remplis des files creuses dans les sections reprennent leurs positions originales en se déplaçant vers la gauche.</i>                                                                                                                                                                                                                |
| 62 | 51 SQUADRON, MARK –<br>TIME<br><br>SQUADRON - COVER<br><br><i>ESCADRON 51,<br/>MARQUEZ LE - PAS</i><br><br><i>ESCADRON - COUVREZ</i>       | <i>Cdt Comd</i><br><br><br><br><br><br><br><br><br><br><i>Cdt cmdt</i> | 51 Squadron marks time, the remainder continue forward until they arrive at their positions and then mark time.<br><br><br><br><br><br><br><br><br><br><i>L'escadron 51 marque le pas, les autres troupes continuent d'avancer jusqu'à leurs positions, puis marquent le pas.</i> | <i>Cdt Comd will have returned to his command position facing the squadron before giving order.</i><br><br><i>Flight Markers and Flag Party members to dress off on appropriate markings.</i><br><br><i>Le cdt cmdt s'assurera d'avoir repris sa position de commandement face à l'escadron avant de donner l'ordre.</i><br><br><i>Les guides des sections et les membres de la Garde du drapeau s'alignent sur les marques appropriées.</i> |
| 63 | 51 SQUADRON, HALT<br><i>ESCADRON 51 - HALTE</i>                                                                                            | <i>Cdt Comd</i><br><br><i>Cdt cmdt</i>                                 | Squadron halts.<br><br><i>L'escadron s'arrête.</i>                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 64 | 51 SQUADRON,<br>ADVANCE, LEFT - TURN<br><br><br><br><br><br><br><br><br><br><i>ESCADRON 51, VERS<br/>L'AVANT, À GAUCHE,<br/>TOUR - NEZ</i> | <i>Cdt Comd</i><br><br><br><br><br><br><br><br><br><br><i>Cdt cmdt</i> | Squadron turns left.<br><br><br><br><br><br><br><br><br><br><i>L'escadron tourne à gauche.</i>                                                                                                                                                                                    | <i>Parade Appointments adopt in-line positions using 15 paces.</i><br><br><i>Flag Party assumes in-line position under direction of Flag Pty Comd.</i><br><br><i>Les nominations de parade adoptent la formation en 15 pas.</i><br><br><i>La Garde du drapeau adopte la position en ligne sous le commandement de son commandant.</i>                                                                                                        |
| 65 | 51 SQUADRON, OPEN<br>ORDER – MARCH<br><br><i>ESCADRON 51,<br/>OUVREZ LES RANGS -<br/>MARCHE</i>                                            | <i>Cdt Comd</i><br><br><br><br><br><br><br><br><br><br><i>Cdt cmdt</i> | Squadron opens ranks.<br><br><br><br><br><br><br><br><br><br><i>L'escadron ouvre les rangs.</i>                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                              |

| NO | COMMAND<br>COMMANDEMENT                                                                                                                                                                | GIVEN BY<br>DONNÉ PAR       | ACTION<br>EXÉCUTION                                                                                                                                                                                                                            | REMARKS<br>OBSERVATIONS                                                                                                                                                                                                                                                                                                                                                 |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 66 | FLAG PARTY, ORDER – FLAG<br><i>GARDE DU DRAPEAU,<br/>AU- PIED</i>                                                                                                                      | Cdt Comd<br><i>Cdt cmdt</i> | Flag Party orders flag.<br><i>Garde du drapeau vient « au pied. »</i>                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                         |
| 67 | 51 SQUADRON, INWARD – DRESS<br><i>ESCADRON 51, PAR LE<br/>CENTRE, ALI - GNEZ</i>                                                                                                       | Cdt Comd<br><i>Cdt cmdt</i> | Squadron dresses by the centre on the Flag Party.<br><i>L'escadron s'aligne par le centre sur la<br/>Gde Drapeau.</i>                                                                                                                          | Depending on number of personnel present on the day, dressing may be ordered by elbow or shoulder. Parade Appointments turn about and dress inwards.<br><i>Dépendamment du nombre de personnes présentes lors du rassemblement, on pourra effectuer l'alignement par le coude ou l'épaule. Les nominations de parade font demi-tour et s'alignent vers l'intérieur.</i> |
| 68 | 51 SQUADRON, EYES – FRONT<br><i>ESCADRON 51 - FIXE</i>                                                                                                                                 | SWO<br><i>AdjE</i>          | The squadron returns to "Attention."<br><i>L'escadron retourne au « garde-à-vous. »</i>                                                                                                                                                        | Parade Appointments turn about while squadron turns heads and eyes to the front.<br><i>Les nominations de parade font demi-tour alors que l'escadron ramène la tête vers l'avant.</i>                                                                                                                                                                                   |
| 69 | "PERMISSION TO CARRY ON WITH THE AWARDS PRESENTATIONS RANK/MA'AM/SIR?"<br><i>« PUIS-JE AVOIR LA PERMISSION DE CONTINUER AVEC LES REMISES DES RÉCOMPENSES GRADE/MADAME/ MONSIEUR? »</i> | Cdt Comd<br><i>Cdt cmdt</i> | The Cdt Comd advances in front of the RO, salutes and asks if he can proceed with the awards presentation.<br><i>Le cdt cmdt s'avancera devant l'invité d'honneur, saluera et lui demandera l'autorisation de continuer avec la cérémonie.</i> | When permission is received, the Cdt Comd will salute, about turn and return to his position in front of, and facing, the squadron.<br><i>Ayant reçu l'autorisation, le cdt cmdt saluera, fera demi-tour et reprendra sa place devant et face à l'escadron.</i>                                                                                                         |
| 70 | 51 SQUADRON, STAND AT - EASE<br><i>ESCADRON 51, EN PLACE RE - POS</i>                                                                                                                  | Cdt Comd<br><i>Cdt cmdt</i> | Squadron stands at "Ease."<br><i>L'escadron se place « en place repos. »</i>                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                         |
| 71 | 51 SQUADRON, STAND                                                                                                                                                                     | Cdt Comd                    | Squadron stands "Easy."                                                                                                                                                                                                                        | The RO may instruct the Cdt Comd to place the                                                                                                                                                                                                                                                                                                                           |

| NO | COMMAND<br>COMMANDEMENT                        | GIVEN BY<br>DONNÉ PAR | ACTION<br>EXÉCUTION                      | REMARKS<br>OBSERVATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----|------------------------------------------------|-----------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | – EASY<br><br><i>ESCADRON 51, RE -<br/>POS</i> | <i>Cdt cmdt</i>       | <i>L'escadron se place au « repos. »</i> | squadron at the “Stand Easy” position. After giving his command, Cdt Comd turns about, adopts the “Stand-at-Ease” and then the “Stand-Easy” positions. Authorization may also be granted for the squadron to sit on the evening.<br><br><i>L'invité d'honneur pourra ordonner au cdt cmdt de placer l'escadron à la position du « Repos. » Après ses commandements, le cdt cmdt fera demi-tour et adoptera la position du « En place repos » et du « Repos. » La permission pourrait être donnée à l'escadron de s'asseoir le jour même.</i> |

## PRESENTATIONS AND ADRESSES

## PRÉSENTATIONS ET ALLOCUTIONS

| NO | COMMAND<br>COMMANDEMENT | GIVEN BY<br>DONNÉ PAR | ACTION<br>EXÉCUTION                                                                                                                                                                                                                                                            | REMARKS<br>OBSERVATIONS |
|----|-------------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 72 |                         |                       | Presentations of awards will take place here.<br><i>Les récompenses seront remises à ce stage</i><br>Addresses will follow by the RO, CO 51 Sqn, and Chair SC (if required).<br><i>Les discours suivront par l'invité d'honneur, le cmdt esc 51 et le Prés CR (si requis).</i> |                         |

## THE NATIONAL ANTHEM

## L'HYMNE NATIONAL

| NO | COMMAND<br>COMMANDEMENT                             | GIVEN BY<br>DONNÉ PAR           | ACTION<br>EXÉCUTION                                                                | REMARKS<br>OBSERVATIONS                                                                                                                            |
|----|-----------------------------------------------------|---------------------------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 73 | 51 SQUADRON, ATTENTION<br><i>ESCADRON 51, GARDE</i> | Cdt Comd<br><br><i>Cdt cmdt</i> | Squadron comes to “Attention.”<br><br><i>L'escadron vient au « garde-à-vous. »</i> | Cdt Comd will have come to “Attention” and turned about before giving the command.<br><br><i>Le cdt cmdt aura auparavant adopté la position du</i> |

| NO | COMMAND<br>COMMANDEMENT                                                                                 | GIVEN BY<br>DONNÉ PAR           | ACTION<br>EXÉCUTION                                                                                                                                                                                                                                                                                                                              | REMARKS<br>OBSERVATIONS                                                                                                                                                                                                                                                                                                                                                                                 |
|----|---------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | À – VOUS                                                                                                |                                 |                                                                                                                                                                                                                                                                                                                                                  | « Garde à-vous » et fait demi-tour avant de donner son commandement.                                                                                                                                                                                                                                                                                                                                    |
| 74 | FLAG PARTY, CARRY – FLAG<br><br>GARDE DU DRAPEAU,<br>AU - PORT                                          | Cdt Comd<br><br>Cdt cmdt        | Flag Party carries flag.<br><br>La Garde du drapeau vient « au port. »                                                                                                                                                                                                                                                                           | Cdt Comd then turns about.<br><br>Le cdt cmdt fait demi-tour.                                                                                                                                                                                                                                                                                                                                           |
| 75 |                                                                                                         | Band Ldr<br><br>Chef<br>Musique | Band Leader moves forward in front of the squadron.<br><br>Le chef de musique s'avance devant l'escadron.                                                                                                                                                                                                                                        | Before the National Anthem begins, the Band Leader, or another person able to beat time, will come forward diagonally to the parade to help the cadets sing in time.<br><br>Avant que l'hymne national soit entonné, le chef de musique, ou toute autre personne apte à battre la mesure, doit se placer en diagonale devant les cadets afin de les aider à maintenir le rythme.                        |
| 76 | First notes of "O CANADA" played by Band."<br><br>Premières notes du « O CANADA » jouées par la Musique | Band Ldr<br><br>Chef<br>Musique | Band plays "O CANADA."<br><br>All Cadets sing the national Anthem.<br><br>During the National Anthem, Parade Appointments and Flag Party <u>SALUTE</u> .<br><br>La Musique joue le « Ô Canada. »<br><br>Les cadets chantent l'hymne national.<br><br>Pendant l'hymne national, les nominations de parade et la Garde du drapeau <u>SALUENT</u> . | All Cadets must sing the national Anthem.<br><br>All return to the position of "Attention" without word of command, after a standard pause, when the national Anthem is over.<br><br>Tous les cadets doivent chanter l'hymne national.<br><br>Tous reprennent la position du « garde-à-vous », sans mot de commandement, après avoir observé une pause réglementaire après la dernière note de musique. |
| 77 |                                                                                                         |                                 | Band Leader returns to his position with the Band.<br><br>Le chef de musique retourne à sa position avec la musique.                                                                                                                                                                                                                             | Cdt Comd shall wait for the Band Leader to adopt his position before giving any further orders.<br><br>Le cdt cmdt attendra que le chef de musique ait repris son poste avant de poursuivre.                                                                                                                                                                                                            |

## ADVANCE IN REVIEW ORDER

## L'AVANCÉ EN ORDRE DE REVUE

| NO | COMMAND<br>COMMANDEMENT                                                                                                                                                                        | GIVEN BY<br>DONNÉ PAR                                           | ACTION<br>EXÉCUTION                                                                                                                                                                                                                                                                                                  | REMARKS<br>OBSERVATIONS                                                                                                                                                                          |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 78 | 51 SQUADRON WILL<br>ADVANCE IN REVIEW<br>ORDER, BY THE<br>CENTRE, QUICK –<br>MARCH<br><br><i>L'ESCADRON 51<br/>AVANCERA EN ORDRE<br/>DE REVUE, PAR LE<br/>CENTRE, PAS<br/>CADENCÉ - MARCHE</i> | Cdt Comd<br><br><br><br><br><br><br><br><br><br><i>Cdt cmdt</i> | The squadron advances 15 (7) paces then complete the forward movement, bending the right knee and adopting the "Attention" position.<br><br><br><br><br><br><br><br><br><br><i>L'escadron avance de 15 (7) pas et complète le mouvement en pliant le genou droit et en adoptant la position du « garde-à-vous. »</i> | Dressing is by the centre.<br><br>Band plays appropriate music.<br><br><br><br><br><br><br><br><br><br><i>L'alignement se fait par le centre.<br/>La musique joue une pièce de circonstance.</i> |

## DEPARTURE OF THE DIGNITARIES

## LE DÉPART DES DIGNITAIRES

| NO | COMMAND<br>COMMANDEMENT                                                                            | GIVEN BY<br>DONNÉ PAR                                           | ACTION<br>EXÉCUTION                                                                                                                                                                                                                                                                                                      | REMARKS<br>OBSERVATIONS                                                                                                                                                                                |
|----|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 79 | 51 SQUADRON,<br>GENERAL SALUTE -<br>SALUTE<br><br><i>ESCADRON 51, SALUT<br/>GÉNÉRAL, SALU – EZ</i> | Cdt Comd<br><br><br><br><br><br><br><br><br><br><i>Cdt cmdt</i> | Parade Appointments and Flag Party salute.<br><br><br><br><br><br><br><br><br><br><i>Les nominations de parade et la Garde du drapeau saluent.</i>                                                                                                                                                                       | Flag bearers let fly the flags.<br><br>Band plays "General Salute."<br><br><br><br><br><br><br><br><br><br><i>Les porteurs de drapeaux laissent flotter.<br/>La Musique joue le « Salut général. »</i> |
| 80 |                                                                                                    |                                                                 | Parade Appointments and Flag Party cut their arms to the side after a standard pause after the last note of music.<br><br><br><br><br><br><br><br><br><br><i>Les nominations de parade et la Garde du drapeau viennent au « garde-à-vous » ayant observés une pause réglementaire après la dernière note de musique.</i> | Flag bearers recover the flags.<br><br>RO leaves the dais.<br><br><br><br><br><br><br><br><br><br><i>Les porteurs de drapeaux les reprennent.<br/>L'invité d'honneur quitte l'estrade d'honneur.</i>   |
| 81 | 51 SQUADRON,<br>GENERAL SALUTE -<br>SALUTE                                                         | Cdt Comd                                                        | Parade Appointments and Flag Party salute.                                                                                                                                                                                                                                                                               | Command given once Chair SC is in position on the dais.<br><br><br><br><br><br><br><br><br><br>Flag bearers let fly the flags.                                                                         |

| NO | COMMAND<br>COMMANDEMENT                  | GIVEN BY<br>DONNÉ PAR | ACTION<br>EXÉCUTION                                                                                                                                                                                                                                                               | REMARKS<br>OBSERVATIONS                                                                                                                                                                                       |
|----|------------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | ESCADRON 51, SALUT<br>GÉNÉRAL, SALU – EZ | Cdt cmdt              | Les nominations de parade et la Garde du drapeau saluent.                                                                                                                                                                                                                         | Band plays “General Salute.”<br>Commandement donné lorsque le Prés CR est en position sur l’estrade d’honneur.<br><br>Les porteurs de drapeaux laissent flotter.<br><br>La Musique joue le « Salut général. » |
| 82 |                                          |                       | Parade Appointments and Flag Party cut their arms to the side after a standard pause after the last note of music.<br><br>Les nominations de parade et la Garde du drapeau viennent au « garde-à-vous » ayant observés une pause réglementaire après la dernière note de musique. | Flag bearers recover the flags.<br><br>Chair SC leaves the dais.<br><br>Les porteurs de drapeaux les reprennent.<br><br>Le Prés CR quitte l’estrade d’honneur.                                                |

**MARCHING OFF THE FLAG****LE DRAPEAU EST RETIRÉ**

| NO | COMMAND<br>COMMANDEMENT                                                            | GIVEN BY<br>DONNÉ PAR                       | ACTION<br>EXÉCUTION                                                   | REMARKS<br>OBSERVATIONS                                                                                                                                                                                                                           |
|----|------------------------------------------------------------------------------------|---------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 83 | MARCH OFF THE FLAG<br><br>RETIREZ LE DRAPEAU                                       | Cdt Comd<br><br>Cdt cmdt                    |                                                                       | Once Reviewing Party has left parade area. Cdt Comd to turn about before giving order.<br><br>Lorsque le groupe de revue aura quitté le terrain de rassemblement. Le cdt cmdt aura pris soin de faire demi-tour avant de donner son commandement. |
| 84 | FLAG PARTY<br><br>GARDE DU DRAPEAU                                                 | Flag Pty<br>Comd<br><br>Cmdt<br>Gde drapeau | Cautionary command.<br><br>Commandement d’avertissement.              |                                                                                                                                                                                                                                                   |
| 85 | 51 SQUADRON, TO<br>YOUR FLAG - SALUTE<br><br>ESCADRON 51, AU<br>DRAPEAU, SALU - EZ | Cdt Comd<br><br>Cdt cmdt                    | Parade Appointments salute.<br><br>Les nominations de parade saluent. |                                                                                                                                                                                                                                                   |

| NO | COMMAND<br>COMMANDEMENT                                                                                                                              | GIVEN BY<br>DONNÉ PAR                               | ACTION<br>EXÉCUTION                                                                                                                                                                                                                                                                                              | REMARKS<br>OBSERVATIONS |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 86 | FLAG PARTY, BY THE<br>CENTRE, QUICK –<br>MARCH<br><br><i>GARDE DU DRAPEAU,<br/>PAR LE CENTRE, PAS<br/>CADENCÉ - MARCHE</i>                           | Flag Pty<br>Comd<br><br><i>Cmdt<br/>Gde drapeau</i> | Flag Party steps off <u>without letting fly the flag.</u><br><br>Band plays the first four and last four bars of "O Canada."<br><i>La Garde du drapeau se met en marche sans laisser flotter le drapeau.</i><br><br><i>La Musique joue les quatre premières et les quatre dernières mesures du « Ö Canada. »</i> |                         |
| 87 | FLAG PARTY, CHANGE<br>DIRECTION RIGHT,<br>RIGHT – FORM<br><br><i>GARDE DU DRAPEAU,<br/>CHANGEZ DE<br/>DIRECTION À DROITE,<br/>À DROITE FOR - MEZ</i> | Flag Pty<br>Comd<br><br><i>Cmdt<br/>Gde drapeau</i> | Flag Party forms to the right.<br><br><i>Garde du drapeau se forme vers la droite.</i>                                                                                                                                                                                                                           |                         |
| 88 | FOR - WARD<br><br><i>VERS L'A - VANT</i>                                                                                                             | Flag Pty<br>Comd<br><br><i>Cmdt<br/>Gde drapeau</i> | Flag Party moves forward towards right side of formation.<br><i>La Garde du drapeau s'avance vers le côté droit de la formation.</i>                                                                                                                                                                             |                         |
| 89 | COUNTER – MARCH<br><br><i>CONTRE - MARCHE</i>                                                                                                        | Flag Pty<br>Comd<br><br><i>Cmdt<br/>Gde drapeau</i> | Flag Party counter-marches to face review dais.<br><i>La Garde du drapeau effectue une contremarche de façon à faire face à l'estrade d'honneur.</i>                                                                                                                                                             |                         |
| 90 | FOR - WARD<br><br><i>VERS L'A - VANT</i>                                                                                                             | Flag Pty<br>Comd<br><br><i>Cmdt<br/>Gde drapeau</i> | Flag Party moves forward towards review dais.<br><i>La Garde du drapeau s'avance vers l'estrade d'honneur.</i>                                                                                                                                                                                                   |                         |
| 91 | MARK – TIME                                                                                                                                          | Flag Pty<br>Comd                                    | Flag Party marks time.                                                                                                                                                                                                                                                                                           |                         |

| NO | COMMAND<br>COMMANDEMENT                                                    | GIVEN BY<br>DONNÉ PAR                                  | ACTION<br>EXÉCUTION                                                                                                                      | REMARKS<br>OBSERVATIONS                                                                                                         |
|----|----------------------------------------------------------------------------|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
|    | MARQUEZ LE - PAS                                                           | <i>Cmdt<br/>Gde drapeau</i>                            | <i>La Garde du drapeau marque le pas.</i>                                                                                                |                                                                                                                                 |
| 92 | FLAG PARTY – HALT<br><br><i>GARDE DU DRAPEAU -<br/>HALTE</i>               | <i>Flag Pty<br/>Comd<br/><br/>Cmdt<br/>Gde drapeau</i> | <i>Flag Party halts.<br/><br/>La Garde du drapeau s'arrête.</i>                                                                          | <i>The command will be discreet.<br/><br/>Le commandement sera discret.</i>                                                     |
| 93 | 51 SQUADRON, ATTEN<br>– TION<br><br><i>ESCADRON 51, GARDE<br/>À – VOUS</i> | <i>Cdt Comd<br/><br/>Cdt cmdt</i>                      | <i>Parade Appointments return to position of<br/>"Attention."<br/><br/>Les nominations de parade reviennent au<br/>« garde-à-vous. »</i> | <i>Once Flag Party has left parade area.<br/><br/>Lorsque la Garde du drapeau aura quittée le terrain de<br/>rassemblement.</i> |

## THE DISMISS

## LE ROMPER

| NO | COMMAND<br>COMMANDEMENT                                                                                 | GIVEN BY<br>DONNÉ PAR                                 | ACTION<br>EXÉCUTION                                                                                                                                                             | REMARKS<br>OBSERVATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 96 | SQUADRON DEPUTY<br>COMMANDER<br><br><br><br><br><br><br><br><br><br><i>CADET COMMANDANT<br/>ADJOINT</i> | <i>Cdt Comd<br/><br/><br/><br/><br/><br/>Cdt cmdt</i> | <i>Cdt DComd answers "Sir/Ma'am " and<br/>reports to the Cdt Comd.<br/><br/><br/><br/><br/><br/>Le cdt cmdtA répond<br/>« Monsieur/madame » et se rapporte au<br/>cdt cmdt.</i> | <i>The Cdt Comd hands over the parade to the<br/>Cdt DComd.<br/><br/><br/><br/><br/>Cdt DComd takes two paces forward to assume<br/>Cdt Comd's former position, waits for Cdt Comd to<br/>march off the parade square, then turns about and<br/>faces the squadron.<br/><br/>Le cdt cmdt remet la parade au cdt cmdtA.<br/><br/>Le cdt cmdtA attend que le cdt cmdt ait quitté le terrain<br/>de rassemblement, avance de deux pas pour prendre<br/>la position du cdt cmdt, fait demi-tour et fait face à<br/>l'escadron.</i> |
| 97 | 51 SQUADRON, STAND<br>AT - EASE<br><br><i>ESCADRON 51, EN<br/>PLACE RE - POS</i>                        | <i>Cdt DComd<br/><br/>Cdt cmdtA</i>                   | <i>Squadron stands at "Ease."<br/><br/>L'escadron se place « en place repos. »</i>                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 98 | 51 SQUADRON, ATTEN                                                                                      | <i>Cdt DComd</i>                                      | <i>Squadron comes to "Attention."</i>                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| NO  | COMMAND<br>COMMANDEMENT                                                                                                                                  | GIVEN BY<br>DONNÉ PAR                                                    | ACTION<br>EXÉCUTION                                                                                                                                                       | REMARKS<br>OBSERVATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | – TION<br><i>ESCADRON 51, GARDE<br/>À – VOUS</i>                                                                                                         | <i>Cdt cmdtA</i>                                                         | <i>L'escadron vient au « garde à-vous. »</i>                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 99  | SQUADRON CADET<br>STAFF AND FLIGHT<br>COMMANDERS, FALL –<br>OUT<br><br><i>ÉTAT-MAJOR CADET ET<br/>COMMANDANTS DE<br/>SECTION, ROMPEZ LES<br/>- RANGS</i> | <i>Cdt DComd</i><br><br><br><br><br><br><br><br><br><br><i>Cdt cmdtA</i> | Parade Appointments march off.<br><br><br><br><br><br><br><br><br><br><i>Les nominations de parade quittent le<br/>terrain de rassemblement.</i>                          | Parade Appointments and Flt Comds march forward<br>off the parade square by the most direct route, turning<br>left or right in front of the spectators as required.<br><br>Flight 2ICs march around the left flank of their flights<br>and take up the vacated positions.<br><br><i>Les nominations de parade quittent le terrain de<br/>rassemblement par la ligne la plus directe, tournant à<br/>gauche ou à droite selon le cas devant les<br/>spectateurs.</i><br><br><i>Les cmdtA son contournent le flanc gauche de leur<br/>section respective et prennent place aux positions<br/>libérées.</i> |
| 100 | SQUADRON WARRANT<br>OFFICER<br><br><br><br><br><br><br><br><br><br><i>ADJUDANT<br/>D'ESCADRON</i>                                                        | <i>Cdt DComd</i><br><br><br><br><br><br><br><br><br><br><i>Cdt cmdtA</i> | SWO answers " <i>Warrant</i> " and reports to<br>the Cdt DComd.<br><br><br><br><br><br><br><br><br><br><i>L'adjE répond « adjudant » et se rapporte<br/>au cdt cmdtA.</i> | Cdt DComd hands over the parade to the SWO.<br><br>SWO waits for Cdt DComd to march off the parade<br>square, takes two paces forward to assume<br>Cdt DComd's former position, turns about and faces<br>the squadron.<br><br><i>Le cdt cmdtA remet la parade à l'adjE.</i><br><br><i>L'adjE attend que le cdt cmdtA ait quitté le terrain de<br/>rassemblement, avance de deux pas pour prendre la<br/>position du cdt cmdtA, fait demi-tour et fait face à<br/>l'escadron.</i>                                                                                                                         |
| 101 | 51 SQUADRON, STAND<br>AT - EASE<br><br><i>ESCADRON 51, EN<br/>PLACE RE - POS</i>                                                                         | <i>SWO</i><br><br><br><br><br><br><br><br><br><br><i>AdjE</i>            | Squadron stands at "Ease."<br><br><br><br><br><br><br><br><br><br><i>L'escadron se place « en place repos. »</i>                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 102 | 51 SQUADRON, ATTEN                                                                                                                                       | <i>SWO</i>                                                               | Squadron comes to "Attention."                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

| NO  | COMMAND<br>COMMANDEMENT                                                                                                                                              | GIVEN BY<br>DONNÉ PAR  | ACTION<br>EXÉCUTION                                                                                                                                                                                                        | REMARKS<br>OBSERVATIONS                                                                               |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
|     | – TION<br><i>ESCADRON 51, GARDE<br/>À – VOUS</i>                                                                                                                     | <i>AdjE</i>            | <i>L'escadron vient au « garde-à-vous. »</i>                                                                                                                                                                               |                                                                                                       |
| 103 | 51 SQUADRON, CLOSE<br>ORDER – MARCH<br><i>ESCADRON 51,<br/>FERMEZ LES RANGS –<br/>MARCHE</i>                                                                         | SWO<br><br><i>AdjE</i> | Squadron closes ranks.<br><br><i>L'escadron ferme les rangs.</i>                                                                                                                                                           |                                                                                                       |
| 104 | 51 SQUADRON, MOVE<br>TO THE RIGHT IN<br>COLUMN OF ROUTE,<br>RIGHT - TURN<br><i>ESCADRON 51, VERS<br/>LA DROITE, EN<br/>COLONNE DE ROUTE,<br/>À DROITE TOUR - NEZ</i> | SWO<br><br><i>AdjE</i> | Squadron turns right.<br><br><i>L'escadron tourne à droite.</i>                                                                                                                                                            | Flt 2ICs adopt formation using 15 paces.<br><br><i>Les cmdtA son adoptent la formation en 15 pas.</i> |
| 105 | 51 SQUADRON, BY THE<br>LEFT, QUICK - MARCH<br><br><i>ESCADRON 51, PAR LA<br/>GAUCHE, PAS<br/>CADENCÉ, - MARCHE</i>                                                   | SWO<br><br><i>AdjE</i> | Under the command of the SWO,<br>squadron leaves the parade area for<br>dismissal.<br><br><i>Sous le commandement de l'adjE,<br/>l'escadron se met en marche et quitte le<br/>terrain de rassemblement pour le romper.</i> | Band will play and exit last.<br><br><i>La Musique jouera et quittera en dernier.</i>                 |
| 106 | 51 SQUADRON, - HALT<br><i>ESCADRON 51 - HALTE</i>                                                                                                                    | SWO<br><br><i>AdjE</i> | Squadron halts.<br><br><i>L'escadron s'arrête.</i>                                                                                                                                                                         |                                                                                                       |
| 107 | 51 SQUADRON<br>ADVANCE, RIGHT –<br>TURN<br><i>ESCADRON 51, VERS<br/>L'AVANT, À DROITE<br/>TOUR - NEZ</i>                                                             | SWO<br><br><i>AdjE</i> | Squadron turns right.<br><br><i>L'escadron tourne à droite.</i>                                                                                                                                                            |                                                                                                       |
| 108 | 51 SQUADRON, DIS –<br>MISS                                                                                                                                           | SWO                    | Squadron dismisses.                                                                                                                                                                                                        |                                                                                                       |

| NO | COMMAND<br>COMMANDEMENT   | GIVEN BY<br>DONNÉ PAR | ACTION<br>EXÉCUTION         | REMARKS<br>OBSERVATIONS |
|----|---------------------------|-----------------------|-----------------------------|-------------------------|
|    | ESCADRON 51, ROM –<br>PEZ | AdjE                  | L'escadron rompt les rangs. |                         |

**ANNEX K****ANNEXE K****FLAG PARTY DRILL****EXERCICE MILITAIRE AVEC LE DRAPEAU**

References: A. Manual of Ceremonial, Reviews - Parades Cadet Corps/Squadrons Eastern Region Cadets, April 03

B. A-PD-201-000/PT-000 The CF Manual of Drill and Ceremonial, April 2001

C. A-AD-200-000/AG-000, The Honours, Flags and Heritage Structure of the CF

D. A-PD-202-001/FP-000, Band Instructions

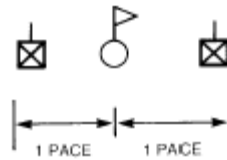
**INTRODUCTION**

1. A Flag Party on the parade square during a ceremonial function is of great importance because it is displaying "The pride of a unit" or country. On a large parade such as a Wing Parade, the Flag Party becomes a focus of attention for spectators as it is positioned separate from the main body of personnel.
2. When the national flag is carried on parade, it should be carried by a senior NCO.
3. An Air Cadet Squadron Banner may accompany the national flag on parade but the national flag will occupy the position of honour on the right.
4. Cadet flags (Air Cadet Squadron Banners) are not consecrated, and honours are not paid to them by members of the Canadian Forces (CF).
5. If the national flag only is being carried on parade, it is normally carried by a senior NCO and has no escort. It may be given escort if the troops on parade are armed. This of course will not be the case with cadets, as Air Cadets are not allowed to bear arms.
6. It must be noted that if the 51 Sqn banner is being carried on parade by itself, it is not entitled to, and shall not be attended by an escort(s).
7. A-PD-201-000/PT-000 requires a Flag Party to move into its position on parade through a series of forms and reversals.
8. Once the flag party is in position, it will act on the words of command by the parade commander.
9. Flag drill will be executed with a standard pause between movements.
10. During an inspection of cadets on parade, the flags will remain at the carry.
11. On the march, flags will always be carried at the slope, except when the Flag Party is on the parade ground or paying compliments, then, the flags will be at the carry.

**COMPOSITION**

12. There are two main configurations for flag parties at the squadron:

- a. Configuration where only one flag is being carried. This configuration is made up of:
  - (1) a Flag Bearer (one senior NCO), and
  - (2) two Flag Escorts (two junior NCOs).



(a) Lower ranks may be used to fill the positions of Flag Escorts, but this is not recommended unless absolutely necessary.

(b) The Flag Party is formed in line with the Flag Bearer (centre) and the Flag Escorts one pace to the left and right of the Flag Bearer respectively.

(c) An alternate configuration for a single Flag Party has been used at various bases throughout Air Command. In this case an additional Senior NCO (Guide) has been added, one pace to the rear of the Flag Bearer. This Guide acts as the controller of the party, ensuring proper dressing of the Flag Bearer and Escorts when marching and gives words of command.

b. Configuration where two flags being paraded. This configuration is made up of:

- (1) two Flag Bearers (two senior NCOs),
- (2) a senior Flag Escort known as the Flag Party Commander (senior NCO), and
- (3) two Flag Escorts (two junior NCOs).



## DUTIES

13. Flag Bearer. Flag Bearers are appointed to carry, handle and protect the flags.

14. Flag Escorts. The mission of the Flag Escort is to safeguard the flags. This mission stems from the days when unit flags were flown during battle.

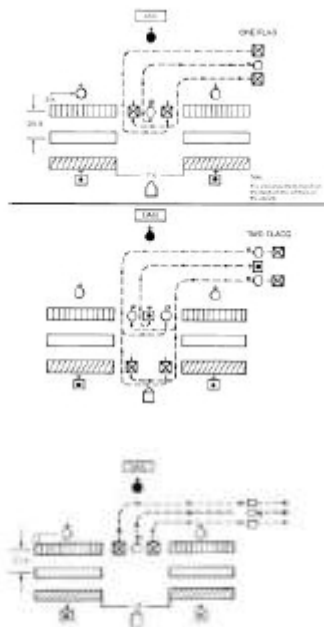
15. Flag Orderlies. When flags are moved "Cased" to a ceremonial parade, one orderly per flag must be designated to assist each Flag Bearer in the Uncasing and Casing of the flag (Refer to A-PD-201-000/PT-000 for details).

**DRILL - SINGLE FLAG CONFIGURATION**

16. A Flag Party shall normally be fallen in on the left flank of the parade in preparation for the march on. On the command to march on the flag, the Flag Party would normally march across the parade square to the right flank of the parade, however, in order to save time, the Flag Party will move directly to its position centred in the parade formation. The procedures for a basic Flag Party are outlined below.

- a. One flag. When the Flag Party reaches its position on the right flank, the command, "Counter-March", will be given as the right foot is forward and on the ground. A counter march will be executed as follows:
  - (1) The Flag Bearer will execute an about turn on the march and mark time in position,
  - (2) simultaneously, the Flag Escorts will march in a spiral formation around and behind the Flag Bearer with the right side escort in the inner spiral and the left side escort on the outside spiral,
  - (3) upon reaching their position in line with the Flag Bearer, the escorts will automatically mark time in position, in step with the Flag Bearer, and
  - (4) the Guide will march around to the left of the Flag Bearer and to the rear at which time he will execute an about turn on the march, take position one pace directly behind the Flag Bearer and mark time.
- b. On the command "Flag Party - For – Ward", the Flag Party will act as ordered.
- c. Upon reaching the point on the parade square where it must make its turn towards its final position, the Flag Party will execute a Left Form as follows:
  - (1) On the command, "Change Direction Left, Left – Form", given as the right foot is forward and on the ground, the escort on the left flank executes a left turn on the march. Once the escort has completed the turn, the escort will march three paces forward and mark time in position,
  - (2) simultaneously, the Flag Bearer and Escort on the right flank shall oblique to the left, march forward and mark time in line with the directing escort, and
  - (3) the Guide, upon reaching the turning point, will execute a left turn on the march, march two paces forward and mark time in position in step with the remainder of the Flag Party.
- d. On the command, "For – Ward", the Flag Party will act as ordered
- e. When the Flag Party has reached a position at least behind the centre rank of the main body of troops, it shall execute another counter march and line up in the following manner:
  - (1) upon completion of the about turn on the march, the Flag Party Commander will order "For – Ward", the Flag Party will act as ordered with the Flag Bearer moving to a position in line with the front rank of the parade and then marking time,
  - (2) the Flag Escorts will complete the counter march and mark time in position, in line with the Flag Bearer, and

- (3) the Guide, upon completion of the about turn on the march, will march to a position, centred in line with the center rank, behind the flag bearer and mark time in position.
- f. On the Command, "Flag Party – Halt", the Flag Party will act as ordered.
- g. During the march-on, the parade commander will have ordered the Salute to the Flag. The Flag Escorts, upon halting, will observe the standard pause and adopt the Present Arms position (i.e. they salute).



### DRILL - TWO FLAGS (FLAG/BANNER) CONFIGURATION

17. Guidelines for drill for a two flag (flag/banner) Flag Party are outlined below:

- a. On the command "Counter – March", given as the right foot is forward and on the ground, a counter march will be executed as follows:
  - (1) The Senior Flag Escort/Flag Party Commander will execute an about turn on the march and mark time in position,
  - (2) simultaneously, the Flag Bearers will continue forward and counter march directly behind the Senior Flag Escort until they are in position, in line with the Senior Flag Escort,
  - (3) once in position, the Flag Bearers will mark time, in step with the Senior Flag Escort,
  - (4) following the Flag Bearers to the rear, the Flag Escorts will counter march directly behind the Flag Bearers until they are in line, one pace behind the Flag Bearers, and
  - (5) once in position behind the Flag Bearers, they will mark time in step with the remainder of the Flag Party.

- b. The Flag Party will then be given the Command “For – Ward” or “Halt” as required.
- c. For the two flags configuration, the left form is executed as follows:
  - (1) On the command, “Change Direction Left, Left – Form”, given as the right foot is forward and on the ground, the escort on the left flank (Junior Flag Bearer) executes a left turn on the march, marches three paces forward and marks time in position,
  - (2) simultaneously, the Senior Flag Escort and Senior Flag Bearer shall Oblique Left and march forward until they are in line with the directing escort and mark time in position,
  - (3) the Flag Escorts shall continue forward until they have reached the turning point and at that time the escort on the left flank will execute a left turn on the march, march two paces and mark time in position, and
  - (4) simultaneously, the escort on the right flank shall Oblique Left until he is in line with the escort on the left and mark time in position.
- d. On the command “For – Ward” the Flag Party will act as ordered.
- e. When the Flag Party has reached a position behind the rear rank of the main body of troops, it shall execute another counter march and line up in the following manner:
  - (1) upon completion of the counter march, the Flag Party Commander will order “For – Ward”, the Flag Party will act as ordered with the Flag Party Commander and Flag Bearers moving to a position in line with the front rank of the parade and then marking time,
  - (2) the Flag Escorts will complete the counter march and mark time in position, in line with the Rear rank of the parade, and
- f. On the Command, “Flag Party – Halt”, the Flag Party will act as ordered.
- g. During the march-on, the parade commander will have ordered the Salute to the Flag. The Flag Escorts, upon halting, will observe the standard pause and adopt the Present Arms position (i.e. they salute).

## WORDS OF COMMAND

18. When the Flag Party is operating independently (during march on/off) words of command will be given by the Guide or Senior Flag Escort (depending on configuration of the Flag Party).

19. During the parade, the Flag Party will move in accordance with the words of command of the parade commander.

20. Normally, if a Royal or State salute is required during the parade flags will be dipped. Flag Bearers shall "Let Fly" the flag/flags on the cautionary command "Salute". However, Cadets are not entitled to perform Royal or State salutes.

| ANNEX L                                                                                                                                                                                                                                                                                                                                                                                                               | ANNEXE L                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PROTOCOL DINNER                                                                                                                                                                                                                                                                                                                                                                                                       | DÎNER PROTOCOLAIRE                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>References: A. Functional Guide for Sponsoring Committees and Squadron COs<br/> B. A-AD-265-000/AG-001 - CF Dress Instructions<br/> C. A-PD-202-001/FP-000 - Band Instructions<br/> D. CATO 14-22 - Marches and Calls<br/> E. ERCO 422 - Dress and Appearance - Cadets</p>                                                                                                                                         | <p>Références: A. Guide utilitaire pour les comités répondants et commandants d'escadrons<br/> B. A-AD-265-000/AG-001 - Instructions sur la tenue des FC<br/> C. A-PD-202-001/FP-000 - Instructions sur les musiques<br/> D. OAIC 14-22 - Marches et sonneries<br/> E. OCRE 422 - Tenue et apparence des cadets</p>                                                                                                                                            |
| <p>1. A Protocol Dinner for cadets and parents will be held at least once per year.</p>                                                                                                                                                                                                                                                                                                                               | <p>1. Un souper protocolaire pour les cadets et les parents se tiendra au moins une fois par année.</p>                                                                                                                                                                                                                                                                                                                                                        |
| <p>2. 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>2. 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>                                                                                                                                                                                                                         |
| <p>3. By custom and tradition the Protocol Dinner is considered to be a parade and as such, attendance is compulsory except for staff members and cadets excused by the CO..</p>                                                                                                                                                                                                                                      | <p>3. Par coutume et tradition, le souper protocolaire est considéré comme une parade et la présence de tous, autant le personnel de l'état-major que les cadets, est obligatoire à moins d'en avoir été excusé par le cmdt.</p>                                                                                                                                                                                                                               |
| <p>4. The Protocol Dinner is considered to be training and is the responsibility of the Trg O.</p>                                                                                                                                                                                                                                                                                                                    | <p>4. Le souper protocolaire est considéré comme de l'instruction, et l'O Instr en est responsable.</p>                                                                                                                                                                                                                                                                                                                                                        |
| <p>5. The Squadron Protocol Dinner will follow the format of an Air Force Mess Dinner "Dining In."</p>                                                                                                                                                                                                                                                                                                                | <p>5. Le souper protocolaire suivra le format d'un souper « Dining In » de la Force aérienne.</p>                                                                                                                                                                                                                                                                                                                                                              |
| <p>6. <u>Dress:</u></p>                                                                                                                                                                                                                                                                                                                                                                                               | <p>6. <u>Tenue :</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>a. Officers will wear mess dress if possible, if not dress 1A,</p> <p>b. CIs and any civilian guests will wear appropriate dress consistent with officers mess dress,</p> <p>c. Sr NCOs will wear cadet Mess Dress (C-8) consisting of:</p> <p>(1) shirt plain white, broadcloth, nylon or like material, soft front, standard turn down collar, double cuffs with plain gilt type cufflinks, or single cuffs,</p> | <p>a. Les officiers porteront la tenue de mess si possible, sinon la tenue 1A,</p> <p>b. Les ICs porteront une tenue équivalente à la tenue l'uniforme de mess si possible.</p> <p>c. Les s/off sup porteront la tenue de mess (C-8) des cadets :</p> <p>(1) chemise blanche, coton, nylon ou matériau similaire, devant mou, collet normal retourné, manchettes style mousquetaire avec des boutons de manchettes en or plaque ou des manchettes simples,</p> |

(2) tie, bow, black, square ends, and

(2) cravate noeud papillon, noire, bouts carrés, et

(3) other items of Air Cadet dress as prescribed,

(3) autres articles de la tenue des cadets tels qu'ordonnés.

Note: The provision of the black bow tie and white shirt will be on the initiative and at the expense of the individual Cadet.

Nota: Le port de la cravate style papillon et la chemise blanche seront de l'initiative et aux frais de chaque cadet.

d. Cadets will wear full uniform.

d. Les cadets porteront la tenue des cadets complète.

7. Protocol Dinner rules are found at Appendix 1.

7. Les directives pour le souper protocolaire se trouvent à l'appendice 1.

| APPENDIX 1                               | APPENDICE 1                                   |
|------------------------------------------|-----------------------------------------------|
| ANNEX L                                  | ANNEXE L                                      |
| CONDUCT OF THE 51 SQN<br>PROTOCOL DINNER | CONDUITE DU DÎNER PROTOCOLAIRE<br>DE L'ESC 51 |

## GENERAL

1. The Squadron Protocol Dinner is based on the Mess Dinner "Dining In" format. Mess Dinners provide an opportunity for mess members to meet on a formal but friendly occasion, allowing the CO or his guests to address the members as a group. By custom and tradition mess dinners are considered to be a parade and as such, attendance is compulsory except for members excused by the CO.
2. Guests at the dinner are the guests of all the mess members and it is the responsibility of all those present to see that the guests are entertained and not left to fend for themselves. Personal guests will not be invited to a mess dinner without the approval of the CO.
3. Introductions. Assume people do not know each other and introduce them. Remember this rule: introduce a younger person to older or more distinguished person, but regardless of age, always present the gentleman to a lady. Though someone might introduce you to a person of higher rank or higher position by first name, DO NOT USE IT unless the higher-ranking person gives you permission.

- a. When introducing your spouse (friend) to a person of the opposite gender (except Chiefs of State and very high Church dignitaries), say, Tom (Jennie), this is Colonel Jones.
- b. Introducing one lady to another: "Mrs Allen, may I present Mrs Smith," or "Carol, this is Mrs Smith."
- c. Introducing one officer (NCM) to another: (Present junior to senior) "Major Smith, this is Captain Jones."
- d. Introducing yourself to an officer (NCM) of equal or lesser rank: I am Captain Smith."  
(Extend your hand.)
- e. Introducing yourself to an officer (NCM) senior to you, "Sir, may I present myself? I am Captain Dover." Wait for the officer to extend his/her hand.

## 4. Things NOT TO DO during the dinner.

- a. smoke during the meal, even if held in a facility which allows smoking,
- b. commence a meal before the PMC (President of Mess Committee), who will likely pause until the head table has been served,
- c. discuss political or other controversial subjects,
- d. act in a boisterous manner,
- e. propose a toast,

- f. talk after the PMC summons attention until he has finished speaking, and
  - g. leave the table during the meal unless permitted to do so by the PMC.
- 5. When everyone is seated, all must remain seated. If anyone must leave the table for an urgent reason, he/she must ask permission to do so from the PMC.
  - 6. The PMC takes place at the right extremity of the Head Table with the Vice-PMC at the other extremity (failing that they take place as near to the Head Table as possible).
  - 7. Duties during the Dinner.
    - a. Host. The Squadron CO is normally the host of the dinner.
    - b. PMC. The PMC of the Dinner is normally the Cdt Comd.
    - c. VPMC. The VPMC of the Dinner is normally the Cdt DComd.
    - d. Guest of Honour. The Guest of Honour is invited to attend.
    - e. Master of Ceremony. The MC is normally a member of the Squadron staff.
    - f. Piper/Bugler. The Piper/Bugler is normally a member of the Band.

## ARRIVAL

- 8. The time of a function will always be given (e.g. "1900 for 1930 hrs" or "1930 for 2000 hrs"). You are required to be there by that time. There is no such thing as being sociably late. The expression 1900 hrs for 1930 hrs is not designed to give you flexibility. You are required to be there at 1900 hrs. This pre-dinner gathering is to enable members to meet and entertain guests, have a pre-dinner drink, and ascertain their position at the table from the seating plan that will be placed in the lounge or at the entrance to the dining room where every member can see it.
- 9. All members except honoured guests should look over the seating plan, usually posted near the dining room, and make sure they know where they are seated well before the move to the dining room is made. You should pay particular attention to the person who is seated to your right (left). As a general rule you should entertain the guest on your right (left) prior to going into dinner and see that he/she finds his/her seat. Similarly you should entertain this person during the dinner. At a "Dining In," where the members and their guests are present, each member should escort the guest to his left or right (ladies on the right) to their chairs and the lady is assisted in taking her seat
- 10. PMC, VPMC. Will be present from the opening time, 1800 hours, to welcome guests to the dinner.
- 11. MC. The MC will also be present from the opening time, 1800 hours, to brief guests on the protocol to be followed during the dinner.

## DINNER IN 15 MINUTES CALL (1830 hours)

- 12. Piper/Bugler. Will play six bars of appropriate music
- 13. PMC. Will announce "*Ladies and Gentlemen, dinner in fifteen minutes. Mesdames et messieurs le repas sera servi dans 15 minutes.*"

14. Main Body. Prepare to move into the Dining Room. Confirm seating arrangements prior to entering dining room. This is the last opportunity to answer the call of nature.

#### **DINNER IN FIVE MINUTES (1840 hours)**

15. Piper/Bugler. Will play six bars of appropriate music.

16. PMC.

- a. Will announce: "*Ladies and Gentlemen, please move into the Dining area. Mesdames et messieurs veuillez vous déplacer vers la salle à manger.*" The object here is to use the remaining five minutes to assign cadets and guests to their places before the Head Table is marched in.
- b. Will ensure the Head Table is assembled and remains behind along with the Piper.

17. VPMC. Will ensure cadets and guests are ushered, quickly and quietly, into the Dining area.

18. Main Body. Will move into the dinning area, cover off their assigned places, remain standing behind their chair and, keep quiet.

#### **DINNER**

19. Main Body. Will move into the dinning area, cover off their assigned places, remain standing behind their chair and, keep quiet Members and guests shall stand behind their chairs. The mess steward reports, sotto voce, to the PMC that "all members and guests are present, Sir

20. PMC.

- a. Will announce: "*Ladies and Gentlemen, the Head Table. Mesdames et messieurs la table d'honneur.*"
- b. Will ensure the Head Table properly covers off their assigned positions, and move to his position in the dining room.

21. Piper. Will pipe in the head table and then march to his position in the Dining Room.

22. Head Table. Will be organized in a fashion to allow them to approach the head table from the left led by the Piper and halt facing their nameplate.

#### **GRACE**

23. PMC. Once everyone at the Head Table is in position, the PMC raps the gavel once for silence, and will request that the Padre, the VPMC or another person say Grace. 51 Squadron traditionally request the youngest cadet present at the dinner to say Grace. The PMC will announce". "*(Leading Air Cadet XXXXX, would you say Grace please)*". Being asked to say Grace should not be a surprise, and a junior member requested to do so should confirm the appropriateness of their intended Grace with the PMC before the dinner.

24. LAC XXXXX. Will say: "*For what we are about to receive, we give thanks. Pour les bienfaits que nous allons recevoir, nous rendons grâce.*"

25. Diners. May sit once Grace has been completed.

## THE MEAL

26. The serving of food at a formal dinner should be in the nature of a ceremony. Without being stiff, there should be evidence of control over every aspect of service from start to finish.
27. The Head Table will always be served each course first. Serving the main body cannot start until all individuals at the Head Table have been served.
28. While the dishes of diners who have finished a course may be removed, the next course may not be brought in until the Head Table has finished the previous course and their dishes removed.
29. The meal is served in the following order:

- a. Soup
- b. Salad
- c. Entrée (Main Course)
- d. Dessert
- e. Appropriate drinks for toasts
- f. Coffee/Tea

**NOTE:** Wine will only be served to the officers, CIs and parents/guardians. No wine will be served to the cadets, even though they may be 18 years old, or to persons younger than 21 years old.

30. Still, the matter of eating in public is more important than many realize. You can very easily embarrass not only yourself but also your friends and particularly the CO. Though perhaps difficult to describe, it is, nevertheless, simple to follow:
  - a. Posture. One should always sit in an erect position, never loll or lounge or prop elbows on the table. When not occupied with knife and fork, the hands should rest in the lap. Elbows are kept close to the side at all times. The body should be approximately six inches from the table,
  - b. Manners. Drawing designs on the tablecloth with knife and fork, crumbling of bread, beating a tattoo on the table with the silverware, playing with the wine glasses, etc., are all in bad taste. Gentle manners and quietness in eating mark a well-bred person,
  - c. Napkin. The table napkin is partly unfolded, not in view of those present but on the lap, and laid flat across the knees. Never tuck it in front of your tunic. After the meal the napkin is not folded, but laid carelessly on the table,
  - d. Silverware. The silverware is laid out in the order in which it is to be used, working from the outside in. The knives to the right of the plate, the forks to the left with the dessert utensils and sometimes the soup spoon placed at the top.

- e. How to Use the Utensils. While less formality is now the norm, awareness of proper dining etiquette can help avoid embarrassment:

- (1) Soup is always taken from the side of the spoon. The motion of the spoon is from front to back of the plate. Never tip the plate to get the last drop, or blow on the soup to cool it,
- (2) If consommé or bouillon is served in a double handled cup, a teaspoon or bouillon spoon is used first. After part of the bouillon is consumed it is traditionally permissible to lift the cup to the lips with the right hand,
- (3) A knife is held in the right hand, cutting edge down, with the index finger extended along the back of the blade. (Never cut rolls with a knife, break rolls with the fingers),
- (4) The fork is held in the left hand, prongs down, to eat the food that the knife cuts. Vegetables may be eaten by holding the fork in the right hand, prongs up, or in the left hand, prongs down. In the latter case, the knife is used to help place food on the fork,
- (5) To indicate whether you have finished with a course, place the utensils together at 4 o'clock on the plate.
- (6) For desserts eaten with a spoon and fork, place utensils as for the meat course.
- (7) For desserts eaten with spoon only, place utensils as for the soup course,
- (8) Do not ask for seconds,
- (9) It is not polite to 'trade' food at a mess dinner, and
- (10) If something is placed in front of you that you do not like, do not refuse it. Leave it there. If you do not like it, do not eat it. It is not necessary to mash it up, nobody really cares whether you eat it or not.

## **AFTER THE MEAL**

31. After the dessert, everything that is on the tables is removed except for the following articles:

- a. the wineglass (officers, CIs and adults),
- b. the soft drink or water glass (cadets and non-adults), and
- c. the flowers.

## **THE LOYAL TOAST**

32. VPMC.

- a. Will signal the PMC all is ready for the Loyal Toast (i.e. everyone have charged (filled) their glass for the toast).

- b. Will signal the Band that the Loyal Toast is about to be proposed.
- 33. PMC.
- a. Will request the gavel (if not already in his possession).
- b. Will rap the gavel three times, rise, and will say in a loud clear voice :  
"Monsieur/madame le/la Vice-président/présidente, la Reine".
- 34. VPMC. The VPMC will rise and say: "Ladies and Gentlemen, The Queen of Canada."
- 35. Diners. All rise and hold their glass at chest height.
- 36. Band. Will play six bars of "God Save the Queen".
- 37. Diners
- a. All drink toast saying "God Bless Her" or "Dieu la bénisse" after "God Save the Queen" is finished.
- b. Once Head Table starts to sit down after the toast, so can the main body.

#### TOAST TO THE SQUADRON

- 38. PMC. Will wrap the gavel three times and say "Monsieur/madame le/la Vice-président/vice-présidente – l'escadron 51."
- 39. VPMC. Will rise and say: "Ladies and Gentlemen, 51 Squadron".
- 40. Diners. All members of the Squadron past or present, cadets, and male guests are required to rise for the toast. Ladies need not rise.
- 41. Band. Will play six bars of the appropriate music.
- 42. Diners.
- a. Drink the toast saying: "51 Squadron" or "escadron 51", after the music is finished.
- b. Diners may sit once the Head Table has started to.

#### TOAST TO THE NAVY

- 43. PMC. Will wrap the gavel three times and say ""Monsieur/madame le/la Vice-président/vice-présidente – la marine."
- 44. VPMC. Will rise and say: "Ladies and Gentlemen, the NAVY".
- 45. Diners. Any members of the Squadron past or present, cadets, and guests that are/were affiliated with or want to rise for the toast. Ladies need not rise.
- 46. Band. Will play six bars of the appropriate music.

47. Diners.

- a. Drink the toast saying: "NAVY", after the music is finished.
- b. Diners may sit once the Head Table has started to.

**TOAST TO THE ARMY**

42. PMC. Will wrap the gavel three times and say *"Monsieur/madame le/la Vice-président/vice-présidente – l'armée de terre."*

48. VPMC. Will rise and say: *"Ladies and Gentlemen, the ARMY"*.

49. Diners. Any members of the Squadron past or present, cadets, and guests that are/were affiliated with or want to rise for the toast. Ladies need not rise.

50. Band. Will play six bars of the appropriate music.

51. Diners.

- a. Drink the toast saying: "ARMY", after the music is finished.
- b. Diners may sit once the Head Table has started to.

**TOAST TO THE AIR FORCE**

52. PMC. Will wrap the gavel three times and say *"Monsieur/madame le/la Vice-président/vice-présidente – la force aérienne."*

53. VPMC. Will rise and say: *"Ladies and Gentlemen, the AIR FORCE"*.

54. Diners. Any members of the Squadron past or present, cadets, and guests that are/were affiliated with or want to rise for the toast. Ladies need not rise.

55. Band. Will play six bars of the appropriate music.

56. Diners.

- a. Drink the toast saying: "AIR FORCE", after the music is finished.
- b. Diners may sit once the Head Table has started to.

**COMFORT BREAK** (A ten-minute break will be granted at this time.)

57. PMC. Will rap the gavel three times and say: *"Ladies and Gentlemen, mesdames et messieurs, a short break will be taken. Nous prendrons maintenant une courte pause. Ensure you are re-seated in ten minutes. Assurez-vous d'être de nouveau assis dans dix minutes"*.

58. Diners. All rise and take advantage of the break.

COFFEE/TEA/JUICE

59. Upon return of the diners, coffee/tea/juice will then be served.

CHIEF COOK AND PIPER/BUGLER

60. PMC.

- a. Will instruct the staff to bring the Chief Cook and the piper/bugler to the Head Table.
- b. Will inform the staff what the CO, Honoured Guest, President of the Sponsoring Committee, and Chief Cook drink.

61. Staff.

- a. Will place two chairs to the rear of the Head Table between the CO and the President of the Sponsoring Committee.
- b. Will bring the Chief Cook and the piper/bugler to the Head Table.
- c. Will bring the drinks to the table on a tray and await the CO's instruction.
- d. Will remove the chairs when the Chief Cook and Piper/Bugler leave.

62. Diners. May clap politely in appreciation as the Chief Cook and the piper/bugler make their way to the Head Table.

63. CO. Will thank the Chief Cook and the piper/bugler and then the CO, Honoured Guest, President of the Sponsoring Committee and Chief Cook will have a brief talk and drink their drinks.

64. Chief Cook and the piper/bugler. Will excuse themselves after one drink.

65. Diners. May clap politely once again in appreciation as the Chief Cook and the piper/bugler leave the Head Table.

**INTRODUCING THE HEAD TABLE**

66. PMC. Will rap the gavel three times, rise, and request the MC to introduce the Head Table.

67. MC. Will introduce the Head Table starting from the right hand side of the head table.

68. Head Table. Each individual will stand up as he/she is introduced and then after a brief pause sit down.

**SPEECHES**

69. PMC.

- a. Will rap the gavel three times, rise, and introduce the Honoured Guest. This will include a short BIO of the individual.
- b. After the Honoured Guest finishes speaking, the PMC will introduce the Cadet Squadron Commander of 51 Squadron.

- c. After Cadet Squadron Commander has finished speaking, the PMC will introduce the Chair of the Sponsoring Committee.
- d. After the Chair of the Sponsoring Committee has finished speaking the PMC will introduce the Commanding Officer of 51 Squadron.

70. CO.

- a. Will thank the Honoured Guest for attending the dinner and give a token of appreciation from the Squadron.
- b. Will also thank the Dinner organisers for a fine job, if appropriate.
- c. Will also thank the guests attending the Dinner.
- d. Will say a few words for the occasion including any presentations.

### **PRESENTATIONS**

71. Presentations will occur here.

### **DEPARTURE OF HEAD TABLE**

72. PMC.

- a. After the CO's remarks, the PMC will advise the Piper that the Head Table will be departing.
- b. Once the Piper is in position, the PMC raps her gavel three times to quiet the room.

73. Piper. Goes to the right of the head table.

74. Diners. All rise.

75. Head Table. Rises, turns right and marches out headed by the piper.

76. Piper. Plays appropriate music.

77. Diners. Follow the Head table.

78. VPMC. Must stay at the dining table until the last diner has left.

79. MC. Will co-ordinate the rest of the evening activities as required.