

709 RCACC

8 September 25

## **OPERATIONS ORDER**

### **ADMINISTRATION NIGHT**

#### **SITUATION**

1. This is a mandatory component of the LHQ training year that will allow the corps to have the most updated information from our cadets.

#### **MISSION**

2. To ensure all cadets have up-to-date information in FORTRESS and can transition into the training year smoothly.

#### **EXECUTION**

##### **3. General Concept**

- a. CMND Intent: Under the leadership and coaching of the Officer Staff and RSM, Red, Silver, Gold, and Master Cadets will complete their annual validation forms with the addition of parental consent before the start of the cadet training year.

- b. Scheme of Maneuver:

1. ) All cadets shall complete their annual validation forms with an Officer staff assisting them through the process when needed.

- c. Main Effort: Maximum participation from all parties must be evident to provide the efficient running of the evening.

- d. End State: All cadets will have completed annual validation forms and be ready to work through the new training year.

##### **4. General Outline**:

- a. Phase 1. Adv Pty Setup;
- b. Phase 2. Conduct Annual Validation Training and "What to Expect";
- d. Phase 4. Tear down and clean up;
- e. Phase 5. Debrief and dismiss.

##### **5. Scope of Training**:

- a. ALL STAR LEVELS:

i. Phase training

6. Groupings: Phase 1: Red, Silver, Gold and Master Cadets will concurrently work through the annual validation process with their parents.

7. Tasks: See Annex A

8. Coordinating Instructions:

a. Timings: See Annex B

## **SERVICE & SUPPORT**

9. Dress/ Pers Kit: Cadets and officer staff will wear (FTU)

10. Corps Stores: See Annex C

11. Facilities: FYA 660 Fleet St

12. Water: Cadets shall bring a reusable water bottle with them. Water fountains are also accessible for cadets.

13. Medical:

a. MINOR- First Aid Locally

b. SIGNIFICANT- First Aid Locally and Trans to Hospital

c. MAJOR- Call 911

14. Ex Appointments:

a. OPI- Lt. Monteleone

b. Duty O- Lt. Monteleone

c. 2IC- CI. Lt. Magtira/ CV. Davis

A.Monteleone

Lt.

AdminO

Annex A- Task Matrix

Annex B- Timetable

Annex C- Corps Stores List

Annex D- Parade Square Set

Up

## **ANNEX A**

### **ADMIN NIGHT**

**DATE: 08 SEPT 25**

### **TASK MATRIX**

1. OPI (Lt. Monteleone)
  - a. Overview of evening runs smoothly.
  - b. Support and assist RSM.
  - c. Input AV at the end of then night with CV. Davis
  
2. TrgO (Capt. Ash)
  - a. Discuss training with cadets before they leave
  - b. Answer any star level related question
  
3. CO (Lt (N). Vu)
  - a. Meet with existing parents and cadets.
  
4. DCO (Lt. Magtira)
  - a. General Safety Officer.
  - b. Assist with the overview of the returning cadet station.
  
5. Cl. Chan
  - a. In charge of the set up/ tear down of parade square with assistance from cadet NCO's.
  
6. CV. Gazzellone
  - a. In charge of speaking to parents about committee and recruiting drivers
  
7. Cl. Lowry
  - a. Stores with the assistance of a female NCO.
  - b. Will assist in uniform collection/ measurements for returning cadets.
  
8. Lt. Magtira
  - a. Assist in the inputting AV into fortress.
  
9. CV. Davis
  - a. Assist in the inputting AV into fortress.
10. RSM

- a. First point of contact for cadets and direct cadets to appropriate stations.
  - i. Take attendance of cadets.
  - ii. will hold a briefing “what to expect”/ summer training debrief after returning cadets have all finished their paperwork.

**ANNEX B**

**ADMIN NIGHT**

**8 SEPT 25**

**TIMETABLE**

<b>Timings</b>		<b>Action Additional Comments</b>
1815-1830	1. Officer staff arrives 2. Set up tables for AV verification	1. OIC- Cl. Chan will be in charge of the set up. 2. officers/ cadets will assist 3. Lt. Monteleone will debrief on what setup will look like
1835-1945	1. Annual validation process 2. Cl. Lowry will assist with uniform inquiries at this time 3. Capt. Ash will talk to cadets	
1950-2010	BREAK	
2015-2050	1. RSM will lead summer training debrief/ team building with senior NCO	1. Tear down will be conducted at this time 2. Annual validation forms will be collected and handed to Lt. Monteleone
2050-2100		Closing Parade led by the CO
2100- 2115	Officer Debrief	Led by CO/ RSM

## **ANNEX C**

### **ADMIN NIGHT**

**8 SEPT 25**

#### **STORES LIST**

##### **FYA**

1. Pens
2. Highlighters
3. Uniform measurement/exchange equipment
4. Bookmarks/ magnets (anything 709 related that can be handed out to parents/ cadets)
5. Chairs
6. Tables
7. Printer
8. Laptop (2-3)

#### **ADDITIONAL SUPPLIES**

1. Annual Validation Forms
2. New recruitment forms
3. DHQ
4. Cadet Code of Conduct
5. Uniform loan form for new cadets
6. Remind How-To

## **ANNEX D**

### **ADMIN NIGHT**

**18 SEPT 24**

**PARADE LAYOUT**

Please see Lt. Monteleone