

Regional Cadet Support Unit (Prairie)  
PO Box 17000 Stn Forces  
Winnipeg MB R3J 3Y5

1085-20-3 (ACO (Army) Saskatoon)

22 Sep 10

Distribution List

OPERATION ORDER –ACO (ARMY)  
SASKATOON PROFESSIONAL  
DEVELOPMENT WEEKEND (10-12 SEP 10)

Refs: A. CATO 41-01 Army Cadet Program Outline  
B. CATO14-06 Training Trips  
C. CATO 13-12 Supervision of Cadets  
D. RCSU (Pra) GSOM  
E. RCSU (Pra) RO 10/01

#### SITUATION

1. Saskatoon ACO Group requires highly qualified, well-trained, and professional junior officers and cadet NCOs to carry out the task of most effectively training cadets IAW ref A. The Corps Management process has identified areas of corps activity where additional professional development for CIC, CI, TV, and cadet NCO staff would assist corps in better achieving the RCSU Prairie mission.

#### MISSION

2. IAW Ref B, Saskatoon ACO Group will conduct a professional development exercise for junior officers and cadet NCOs from 8 – 10 Oct 10, and will achieve the following objectives:
- a. Provide a through review of IT for Junior Officers/Cadet NCOs in light of the CPU;
  - b. Provide a refresher on leadership and management techniques to Junior Officers/Senior Cadet NCOs;
  - c. Provide level appropriate leadership and management training to Junior Officers, and Gold and Silver level cadets;
  - d. Provide an opportunity for attending corps to prepare structure and training management for the 10/11 training year; and

- e. Set a high standard of leadership, management, and instruction within the ACO Group for the training year.
3. Attachments – NCOs training Phase III/IV, Silver/Gold Star, Level 3/4/5, program qualified NCOs, and Offr/Civ from corps as fols:
- a. Saskatoon Army ACO Group Corps – 328, 390, 572, 2271, 2293, 2537, 2815, 3071;
  - b. 45 RCSCC;
  - c. 2370 RCACC; and
  - d. 553 RCACS.

## EXECUTION

### General Outline

4. The exercise will be conducted in six phases as fols:
- a. Phase One: Staff O-Group, Site Prep, and Setup – 1600 - 1900 hrs 8 Oct10;
  - b. Phase Two: Intake – 1900 – 1930 hrs 8 Oct 10;
  - c. Phase Three: Training Block 1 – 1930 hrs 8 Oct 10 – 1900 hrs 9 Oct;
  - d. Phase Four: Swimming – 1930 – 2100 hrs 9 Oct 10;
  - e. Phase Five: Training Block Two - 2100hrs 9 Oct 10 – 1200hrs 10 Oct 10; and
  - f. Phase Six: Dismissal, Instructor / Staff O-Group & Debrief – 1200 – 1300 hrs 10 Oct 10.

### Groupings and Taskings

#### Groupings

- 5. Comd Group: OC Ex, Ex RSM, 2IC Ex, Ex Adj.
- 6. Line Staff Group: OC Trg, Ex CSM, Pl Comds, Pl 2ICs, Sect Comds, Instrs.
- 7. HQ Group (with sub-Groups):
  - a. HQ Comd Group – 2IC Ex, HQ SM;

- b. Admin Group – Ex Admin O, Ex Admin WO, Ex Clks, Ex PAff O; and
  - c. Log Group - Ex Log O, Ex QMS, Ex Storesmen.
8. Training Group: Trg candidates to be grouped by corps, Officer/NCO status, star level, assigned platoon, as listed at Annex A. Detailed groups will be provided during intake.

### Taskings

9. All taskings IAW schedule at Annex A.
10. Phase 1 - Staff O-Group, Site prep/setup:
- a. Comd Group – Conduct orders group;
  - b. Line Staff Group – Provide participant information sheets to attendees;
  - c. Log Group – Prepare all stores;
  - d. Admin Group – Confirm attendance, prepare Admin materials; and
  - e. Trg Group – Prepare for ex IAW participant information sheet.
11. Phase 2 – Intake:
- a. Comd Group – Command and supervise activity, conduct briefings;
  - b. Line Staff Group – Supervise, ensure all pers meet timings;
  - c. Log Group – Prepare all stores, manage any uniform deficiencies;
  - d. Admin Group – Conduct intake Admin, ensure all pers accounted for; and
  - e. Trg Group – As directed.
12. Phase 3 – Training Block One:
- a. Comd Group – Command and supervise activity, task supervision as required incl fire piquet and duty staff;
  - b. Line Staff Group – Control all timings and activity at Coy and Pl level, deliver trg IAW Annex A;
  - c. Log Group – Manage stores; manage any uniform deficiencies, feed as required;
  - d. Admin Group – Ensure all pers accounted for; and

- e. Trg Group – Trg as directed.
13. Phase 5 – Training Block Two:
- a. Comd Group – Command and supervise activity, task supervision as required including fire piquet and duty staff;
  - b. Line Staff Group – Control all timings and activity at Coy and Pl level, assign supervision for the pool, prepare and staff an alternate activity for non-swimmers;
  - c. Log Group – Manage stores; manage any uniform deficiencies, feed as required;
  - d. Admin Group – Ensure all pers accounted for; and
  - e. Trg Group – Trg as directed.
14. Phase 6 – Release:
- a. Comd Group – Order release of pers, direct cleanup, conduct debrief meeting with all staff;
  - b. Line Staff Group – Provide pers to supervise cleanup and dismissal;
  - c. Log Group – Manage cleanup and stores rtn;
  - d. Admin Group – Ensure all pers accounted for; and
  - e. Trg Group – As directed.

### Coordinating Instructions

15. Timings:
- a. A detailed training and exercise schedule is attached at annex A.
  - b. Attending corps should arrive NLT 1900hrs 8 Oct 10. Pers will depart NLT 1200hrs 10 Oct 10.
16. Routes & Boundaries:
- a. A map to the training site is attached at annex B.
  - b. Emergency Evacuation Route – CITY HOSPITAL 701 Queen St – PHONE: 655-8230:

- (1) Head north on Idylwyld Dr toward 31<sup>st</sup> St E - .5 km;
  - (2) Turn right at 33<sup>rd</sup> St E – 1.2 km; and
  - (3) Turn right at 7<sup>th</sup> Ave N – 0.9 km.
- c. Boundaries as follows:
  - (1) No pers to leave trg site without OC Ex or Ex Admin O authorization; and
  - (2) On-site boundaries to be delineated in Intake Brief.
17. RVs – Staging RV is Sgt. Hugh Cairns VC Armoury, 930 Idylwyld Dr. N, Saskatoon.
18. Supervision will be as follows:
  - a. OC Ex and Ex RSM responsible for overall supervision and ensuring ratios IAW Ref C;
  - b. 2IC Ex and HQ SM responsible for supervision of HQ activity;
  - c. Ex Adj and Ex RSM shall be responsible for the department of all offrs/cadets respectively;
  - d. Ex Trg O and Ex CSM will ensure all trg sites are adequately supervised;
  - e. Instructors will supervise assigned classes;
  - f. Ex RSM will detail a fire piquet, in one hour intervals, to consist of one staff and two training cadets. OC HQ to identify two duty officers per night to spot check fire piquet activity and be avail in sleeping areas for any issues raised by fire piquet.
19. Training Preparation – Training preparation requirements follows:
  - a. Concept of ex requires that each attending cadet prepare an actual class for delivery IAW the home corps CUTP. Corps Trg Os dir to ensure OC Ex receives an upcoming class within the local training schedule for each attending cadet to teach. Silver Star cadets will prepare a class, but can be deployed as Assistant Instructors at the discretion of local Trg Os; in this case they should be teamed with an attending Gold Star NCO; and
  - b. Concept of ex requires preparation of delivery of TORs to cadets and staff. Corps COs should be prepared to provide TORs to attending cadets.

## SERVICE SUPPORT

20. Mat – All required mat will be provided by 2293 RCACC. Ex Log O to manage and issue mat onsite.
21. Med – Serious medical emergencies will be evacuated to City Hospital (see para 15 for route). The FAid O will be assigned during the intake brief and minor First Aid to be undertaken onsite. Trauma pack to be provided and available from 2293 RCACC stores.
22. Rats – Fresh rats or catered meals to be coordinated by OC Ex with Sponsor Committee 2293/3071 IAW Ref E. Vegetarian options avail on request. Rations required as fols:
  - a. Snack - Friday Night, Saturday Afternoon, and Saturday Night;
  - b. Breakfast - Saturday and Sunday;
  - c. Lunch - Saturday, Bagged Lunch for Travelling Corps Sunday; and
  - d. Supper - Saturday.
23. Accn – Will be classrooms / parade square at the Hugh Cairns Armoury. Male/female accn for cadets will be provided. Pers are to bring sleeping bag/air mattress, or make arrangements with CQMS 2293 RCACC to draw sleeping bags.
24. Dress & Pers Kit:
  - a. Officer/adult:
    - (1) Naval – NCD;
    - (2) Land and Air – CADPAT; and
    - (3) Civ – Casual (slacks/collared shirt during trg hours);
  - b. Trg dress for Cadets will be C-2B (Headdress, dress shirt, pants, boots) or PT strip as directed;
  - c. After-hours dress is civ for all ranks under dir of Ex RSM;
  - d. All pers will have uniform and civ jackets and wear them when appropriate;
  - e. Where possible, cadets should be issued an extra dress shirt for this exercise; and
  - f. Personal kit list attached at annex C.

25. Ablutions – Latrines, sinks, and shower are available onsite. Male / Female shower usage schedule to be completed by HQ SM.
26. Fin as fols:
- a. Tpt, rations and swimming to be charged to 4295AB C120 GL as applicable IO 214392; and
  - b. No wages beyond Class A corps envelope are auth.
27. Tpt as fols:
- a. Local tpt PMV. One DND staff car from Saskatoon pool to be kept avail as emergency/support veh;
  - b. Tpt to be arranged by RCSU (Pra) for departure 8 Oct 10:
    - (1) Prince Albert – Saskatoon (390 RCACC) - charter bus dep PA Armoury 1700 hrs;
    - (2) Watson – Saskatoon (572, 2271, 2815 RCACCs) - charter bus dep Watson 1700 hrs, dep Humboldt Legion 1730 hrs;
    - (3) Regina – Saskatoon (2370 RCACC) - 8 pax rental dep Regina Armoury 1600 hrs,
    - (4) Davidson – Saskatoon (553 RCACS) – PMC dep Davidson 1730 hrs;
    - (5) North Battleford – Saskatoon (2537 RCACC) – 8 pax rental dep Army Cadet Hall 1700 hrs; and
    - (6) Rtn bus to be booked for all locs dep Hugh Cairns Armoury 1215 hrs 10 Oct 10.
28. Emergency Procedures as fols:
- a. Safety – All activity will meet the direction at ref. D;
  - b. Immediate Action:
    - (1) All injuries or emergencies, perceived or real, regardless of severity are to be brought to the attention of the nearest officer and, where necessary, to the attention of the FAid O;

- (2) OC Ex to be immediately informed and to take charge, acting at all times with the advice of the FAid O;
  - (3) Evacuation of casualties to City Hospital at the discretion of the OC Ex in consultation with FAid O;
- c. First Aid Pt – TB identified in Intake Brief; and
  - d. Fire Form Up Pt – TB identified in Intake Brief along with fire equipment pts.

### COMMAND AND SIGNALS

- 29. Officer Taskings and Chain of Command Succession:
  - a. OC Ex – Capt RF Feist;
  - b. 2IC Ex – Capt LA Proznick;
  - c. OC Trg – Capt BPO Feist;
  - d. Further comd to be taken by snr offr present;
  - e. Ex Admin O – 2Lt TR Harris; and
  - f. Further taskings to be delineated by OC Ex NLT 1 Oct 10.
- 30. NCO Taskings: To be delineated by OC Ex NLT 1 Oct 10.
- 31. Site HQ – Site HQ is Hugh Cairns Army Cadet corps office.
- 32. Contact Pers/ Telephone Numbers are as fols:
  - a. Site HQ: (306) 934-8542;
  - b. OC Ex – Capt RF Feist: (306) 241-6932; and
  - c. Ex Admin O/Planning OPI – 2Lt TR Harris: (306) 280-7964.
- 33. Attendee Rtns – Attendee rtns are to be provided to ACO Saskatoon at [robert.feist@forces.gc.ca](mailto:robert.feist@forces.gc.ca) using the form at Annex D NLT 1800 hrs 25 Sep10.

B.H. Kiecker  
Maj  
OIC Army Trg

## Annexes

Annex A	Detailed Schedule
Annex B	Map
Annex C	Participant Information Sheet
Annex D	Attendee Signup

## Dist List

### Action

45 RCSCC  
328 RCACC  
390 RCACC  
572 RCACC  
2271 RCACC  
2293 RCACC  
2370 RCACC  
2537 RCACC  
2815 RCACC  
3071 RCACC  
553 RCACS  
RCSU (Pra) Log O  
RCSU (Pra) Tn O  
Sponsor Committee 2293/3071

### Information

Trg Svcs O  
Sup Svcs O  
Fin Svcs O  
OIC Sea Trg  
OIC Army Trg  
OIC Air Trg  
OIC Common Trg  
PAffO  
ACO (Sea) SK  
ACO (Army) Regina  
ACO (Air) SK East

Annex A  
 1085-20-1(ACO Saskatoon)  
 22 Sep 10

DETAILED SCHEDULE

Note – A finalized schedule with Instr taskings will be issued NLT 2 Oct 10.

<b>FRIDAY</b>				
	<i>Silver Star</i>	<i>Gold Star</i>	<i>Subaltern</i>	<i>Staff</i>
1900 – 1930	Intake			
1930 – 1945	Parade and Inspection			
1945 – 2015	Intake Briefing			
2015 – 2100	<b>D&amp;R of an NCO at the MCpl/Sgt level</b> – Discuss positional terms of reference for Sect 2IC, Sect Comd, Clerks, and Storesmen, and how they interact with other positions in the corps <b>LED BY A CDT SGT MAJ</b>	<b>D&amp;R of an NCO at the Sgt/WO level</b> – Discuss positional terms of reference for PI WO, CClk, CQMS, and Stds WO, how they interact with other positions in the corps <b>LED BY A CDT SGT MAJ</b>	<b>Officer Briefing</b>	
2100 – 2130	<b>Social Issues at the Section level-</b> Discuss social issues which could affect cadets within the Section, and how leadership at the Section level could mitigate those issues <b>LED BY AN OFFR WITH YOUTH DEV/SOCIOLOGY, 2 x SNR NCOs to SIT IN</b>	<b>NSCE Briefing</b> – Review the requirements for NSCE Prep <b>LED BY AN NSCE QUAL NCO</b>		
2130 – 2200		<b>Social Issues at the corps level -</b> Discuss social issues which could affect cadets within the corps, and how leadership at the Section, Platoon, and Corps level could mitigate those issues <b>LED BY AN OFFR WITH YOUTH DEV/SOCIOLOGY</b>		
2200 – 2300	Free Time/Uniform Prep/Mug Up			
2300 – 0630	Silent Hours			



<b>SATURDAY</b>				
	<i>Silver Star</i>	<i>Gold Star</i>	<i>Subaltern</i>	<i>Staff</i>
0700 – 0800	Reveille, Ablutions			
0800 – 0830	Breakfast			
0830 – 0900	Parade and Inspection			
0900 – 1000	<b>Silver EO 309.06</b> - QSP/IG Usage & Class Format in the CPU <b>LED BY AN OFFR</b>	<b>Silver EO 309.06</b> - QSP/IG Usage & Class Format in the CPU <b>LED BY AN OFFR</b>	<b>Training Management and the QSP/IG</b> – Definition of what activity within a corps is required to properly manage training in the QSP/IG in light of the CPU, use of NCOs as instructors, trg evaluators, and clerks to free up offr staff <b>LED BY A TRG O</b>	
1000 – 1030	<b>Drill Class Structure</b> – QSP/IG Usage and Class Format of a Drill Class <b>LED BY A CDT SGT MAJ</b>	<b>Drill Class Structure</b> – QSP/IG Usage and Class Format of a Drill Class <b>LED BY A CDT SGT MAJ</b>		
1045 – 1130	<b>Silver EO 309.05</b> – Instructional Aids <b>TAG TAUGHT BY AN OFFR/SNR NCO</b>	<b>Silver EO 309.05</b> – Instructional Aids <b>TAG TAUGHT BY AN OFFR/SNR NCO</b>	<b>Building Staff Sustainability</b> – Discussion on growing and building a strong and effective staff within the corps – one that does not fall apart when one or two key players move on <b>LED BY A CO</b>	
1130 – 1200	<b>Concurrent Activity</b> – Available concurrent activities to keep cadets from getting bored <b>TAUGHT BY A SNR NCO</b>	<b>Alternative Methods of Instruction</b> – AMIs for use in the CPU <b>TAG TAUGHT BY AN OFFR/SNR NCO</b>	<b>Admin and Supply Procedures</b> – Review of Admin and Supply procedures within a corps; use of NCOs within the Admin and Supply cells and the ability of NCO staff to free up officer staff <b>LED BY EXPERIENCED OC HQ OR ADMIN/SUP OFFR</b>	
1200 – 1300	Lunch			
1300 – 1330	<b>Approachability</b> - Discussion on Approachability at the Section Level <b>TAUGHT BY A SNR NCO</b>	<b>Management at the Platoon/Cell Level</b> – Management and leadership of other NCOs within a Coy, including NCO versus Offr responsibilities in each		

		area <b>TAUGHT BY A CO or DCO</b>	
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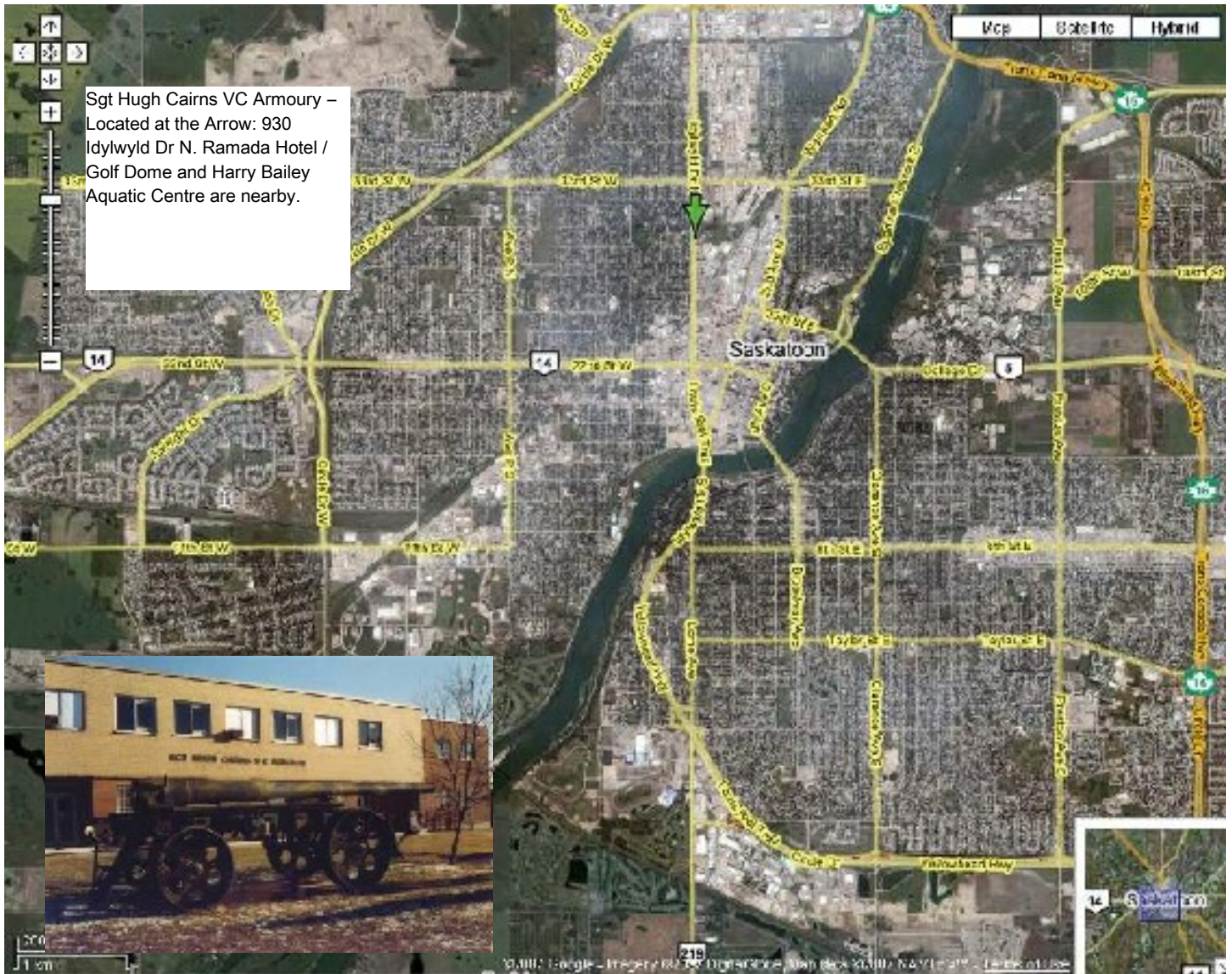
1330 – 1400	<b>Alternative Methods of Instruction</b> – AMIs for use in the CPU <b>TAG TAUGHT BY AN OFFR/SNR NCO</b>	<b>Concurrent Activity</b> – Available concurrent activities to keep cadets from getting bored <b>TAUGHT BY A SNR NCO</b>	<b>Unit Structure and positional Terms of Reference</b> – Staff will review TORs by position and prepare to deliver them to their cadets <b>LED BY ACO</b>	
1400 – 1600	<b>Prepare a Lesson</b> – Each NCO will prepare a Green Star lesson for actual delivery at the home corps <b>FACIL BY ALL STAFF</b>	<b>Prepare a Lesson</b> – Each NCO will prepare a Green Star lesson for actual delivery at the home corps <b>FACIL BY ALL STAFF</b>		
1600 – 1630	<b>Effective Personal Correction</b> – How to effectively correct cadets at the Sect level <b>LED BY A CDT SGT MAJ</b>	<b>Effective Personal Correction</b> – How to effectively correct cadets at the PI or Cell level <b>LED BY A CDT SGT MAJ</b>	<b>TOR Prep</b> – Prep for TOR delivery Sunday AM	
1630 – 1700	<b>Discussion on Recruiting Strategies</b> – Small groups with mbrs of each attending corps and each rank level to discuss best methods of cadet and staff attraction <b>LED BY 1 ASSIGNED OFFR PER GROUP</b>			
1700 – 1800	<b>Physical Training and Physical Training Leadership</b> – Conduct a PT session to include stretching and small team games. All pers to participate. <b>LED BY CLI PE&amp;RT/BAC F&amp;S GRADUATES</b>			
1800 – 1900	Supper			
1900 – 2100	Recreational Activity - Swimming or Sports			
2100 – 2300	Free Time/Uniform Prep			
2300 – 0700	Silent Hours			

<b>SUNDAY</b>				
	<i>Silver Star</i>	<i>Gold Star</i>	<i>Subaltern</i>	<i>Staff</i>
0700 – 0830	Reveille, PT, Ablutions			
0830 – 0900	Breakfast			
0900 – 0930	<b>Discussion on Cadet Retention</b> - Small groups with mbrs of each attending corps and each rank level to discuss why cadets leave the program, and how individuals at every level can stem the tide <b>LED BY 1 ASSIGNED OFFR AND NCO PER GROUP</b>			
0930 – 1030	<b>TORs (By Corps)</b> – Staff of attending corps to deliver and review TORs with their attendees <b>LED BY CORPS OFFICERS/SGT MAJs</b>			
1030 – 1045	Debrief	Debrief	Debrief	Debrief
1045 – 1130	Building Cleanup			
1130 – 1200	Closing Parade and Dismissal			

\*\* 1/6<sup>th</sup> of each class will be dedicated to a break. I.e. 30 min classes include a 5 minute break, 60 min classes include a 10 minute break, etc.

Annex B  
1085-20-1(ACO Saskatoon)  
22 Sep 10

MAP



Annex C  
1085-20-1(ACO Saskatoon)  
22 Sep 10

## PARTICIPANT INFORMATION SHEET – PROFESSIONAL DEVELOPMENT WEEKEND

**Reporting for ex 8 Oct 10 (Saskatoon):** You are required to be at the Hugh Cairns Armoury NLT 1900hrs

**Reporting for ex 8 Oct 10 (External):** You are required to be at:

Regina Cadets: the Regina Armoury NLT 1545hrs  
Davidson Cadets: Davidson Esso 1715 hrs  
Naicam, Wadena Cadets: Watson Esso NLT 1645 hrs  
Humboldt Cadets: Humboldt Legion NLT 1715 hrs  
Prince Albert Cadets: Prince Albert Armoury NLT 1650 hrs  
North Battleford Cadets: Army Cadet Hall NLT 11650 hrs

**\*\*All pers are to eat before they come, or bring a bagged lunch/money for supper en route. No supper will be provided or funded Friday night.**

### **PERSONAL KIT LIST**

1. Sleeping Bag and Pillow (An outer bag may be drawn from 2293 RCACC stores)
2. Air Mattress, cot, or suitable mat to sleep on (a limited number of gym mats avail)
3. Cadets - C2 dress (with extra shirt if possible) – tunics not required
4. Officers – Garrison uniform (CADPAT/ NCD)
5. Civilian clothing for travel, Friday night, Saturday night, and travel home
6. Socks / Underwear
7. Boot polishing kit
8. Ironing board / iron (get together with a few people – max 1 per 7 pers)
9. Towel
10. Jacket, sweater or fleece
11. PT Clothing (Cadet issued or equivalent)
12. Running shoes
13. Swimsuit and towel (if desired)
14. Ablution kit (toothbrush/paste, face cloth, soap, deodorant etc)
15. Females – Hair accessories as required
16. Males – shaving kit
17. Sleep attire
18. Water bottle
19. Hot beverage mug
20. Pen and paper (notebook style)
21. Items for training aid creation (if desired –i.e. crayons, markers)

IAW CATO 13-06, all pers are auth to retain personal cell phones for the duration of this Ex. They must be set to vibrate and no texting is auth during training hours. No insurance is expressed or implied for cellphones or any other valuables brought to this event.

### **QUESTIONS**

Staff (and parent contact during ex) - contact the ACO Army Saskatoon, Capt Feist - 1-877-707-4476 - Option 1.

Within corps, contact the fol pers:

328 RCACC – 2Lt McInnes – 221-6327  
390 RCACC – Capt Lavigne – 763-0605  
572 RCACC – Capt Beaurivage – 231-9228  
2271 RCACC – Capt Proznick – 576-2243  
2293 RCACC – 2Lt Beaudin – 280-7378

2537 RCACC – Capt Weikle – 398-2434  
2370 RCACC – Capt Haines – 596-7342  
2815 RCACC – CI Andersen – 874-7074  
3071 RCACC – 2Lt Chow – 381-7988  
553 RCACS – 2Lt Klenk – 963-2037

Should you be unable to contact your corps representative, please contact the ACO.

### **PREPARATION**

Each Silver and Gold Star cadet must be assigned one class to teach back at the home corps in the months of October or November. Preparation will occur on this exercise.

