



**THE AIR CADET LEAGUE OF CANADA
BRITISH COLUMBIA PROVINCIAL COMMITTEE
ADMINISTRATIVE MANUAL**

**Section 1
Preface**



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Editorial Note:

***The following was included in the first issue of this manual
and is retained for historic purposes only!***

FOREWORD

In an ongoing effort to provide information to the Squadron Sponsoring Committees, League Members and the Officers, the Executive of the Provincial Committee have undertaken a project to update the “Blue Book” or what we will now refer to as the:

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The original “Blue Book” was first conceived in the early 1990’s by the Directors of the Provincial Committee who recognized a need for instructions, guidelines and information to be readily available to the various levels of League and Committee members.

To all those Directors, Committee Members and Military personnel who assisted in the preparation of the first manual, I extend my deep appreciation for a job well done. I also want to thank the staff and Directors who have continued to provide manual updates. Over the years, this manual has been a key reference point for all those involved with the successful running of the squadrons throughout the province.

Moving forward, the present directors recognized the need to upgrade the manual and to publish a revised version. In these times of “electronic information”, we will also include the manual as a component of our website. Publishing the manual on the website will also make the manual accessible to more committee members.

The manual is a “living document” and will undergo changes and revisions as required. The goal is to update the manual once per year, effective September 1 of each year. However, this does not preclude us from providing revisions during the year if a significant change is required.

Hopefully the revised format will provide key information to all those that are involved with the Air Cadet Program.

President
British Columbia Provincial Committee



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ABBREVIATIONS

The following is a list of abbreviations that are referred to within this manual.

ACICO	Area (Cadet Instructor Cadre) Officer assigned to provide guidance and assistance to the Military staff within a Wing
ACL	Air Cadet League of Canada
BCPC	British Columbia Provincial Committee
CDS	Chief of Defence Staff
CFB	Canadian Forces Base
CHAP	Cadet Harassment and Abuse Prevention
CIC	Cadet Instructor Cadre – the term applied to the officers involved in the Air Cadet Program
CO	Commanding Officer
CO RCSU	A senior military officer who is in charge of Cadet Operations within the province (also called the RCO or Regional Cadet Officer)
DCDTS	Director of Cadets
DND	Department of National Defence
DNDHQ	Department of National Defence Headquarters
GSIRP	Glider Structural Inspection Repair Program – a structured program to maintain and upgrade the Glider aircraft fleet owned by the Air Cadet League
LSIRP	L-19 Structural Inspection Repair Program – a structured program to maintain and upgrade the L-19 aircraft fleet owned by the Air Cadet League
MOA	Memorandum of Agreement between the Department of National Defence and the Air Cadet League. .
MOU	Memorandum of Understanding between the Air Cadet League and the Soaring Association of Canada
MRO's	Monthly Routine Orders published by the squadron, which defines the activities of a squadron for the coming month.
NCM	Non Commissioned Member – an air cadet who holds a rank of



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	Corporal or above. Replaces the term Non Commissioned Officer
NCO	Non Commissioned Officer – former term for an NCM
PAC Region	The military organization responsible for cadet operations within the Province (RCSU)
RCAOP's O	Regional Cadet Air Operations Officer located at CFB Comox who is in charge of all cadet flying programs within the province
RCMA	Regional Cadet Music Advisor
RCSU	Regional Cadet Support Unit located in Victoria (PAC Region)
RGS	Regional Gliding School which is located at CFB Comox
RO	Reviewing Officer who presides over a Squadron Annual review
SIRP	Structural Inspection Repair Program
SSC	Squadron Sponsoring Committee
SO2 Air	Staff Officer2 – reports to the CO RCSU
UHRA	Unit Human Rights Advisor
VCDS	Vice Chief of Defence Staff
Wing	The province is divided into eight geographical areas called "wings".



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MANUAL LOCATION

This electronic manual is available via the Air Cadet League of Canada, British Columbia Provincial Committee Website:

www.bc.aircadetleagueofcanada.ca

This electronic manual is a living document, please refer to the Website for the latest version.

Suggestions and comments can be forwarded to the BCPC

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