

2137 Calgary Highlanders Army Cadet Corps

1087-20

21 August 2009

Distribution List

COMMANDING OFFICER'S DIRECTIVE – 2009/2010 TRAINING YEAR

Refs:

- A. CATO 40-01
- B. PAI 500.01

1. BACKGROUND

This document outlines my expectations, in addition to the training and activities planned for the 2137 Calgary Highlanders Army Cadet Corps for the 2009/2010 training year.

2. STRATEGIC OBJECTIVES

a. Commanding Officer's Intent

2137 will continue to focus its efforts on being a strong "Army" Cadet Corps and implementing a program that fully engages all cadets both in the field and in the classroom. We will work to encourage the Senior NCOs to take more ownership by playing an active role in developing the training activities for the corps. 2137 has strong support from the Parent's Advisory Committee, as well as the Calgary Highlanders Regiment. In order to enhance our program, to develop the leadership skills of our Junior NCOs, to prepare our Senior NCOs for senior leadership duties, and to provide variety to the cadets, we will leverage the resources from the PAC and the Regiment.

b. Primary Goals of 2009/2010 training year

iii. Retention of senior cadets by:

- 1. Providing them with opportunities to assist and develop activities, weekend and one-day field training exercises that align with the cadet training program
- 2. Placing them in roles (both in Garrison and on Exercise) with significant responsibility and provide them with the guidance/training required to carry out the duties successfully

iv. Instill sense of pride in all cadets through:

- 1. The continuation of the monthly Platoon of the Month, cumulating in the year end Hill 70 award
- 2. Use of platoon activities (like Spit n' Shine, movie nights), competitions, sport days

- 3. Joint FTXs with other Cadet Coros
- v. Provide quality instruction that fully engages all cadets through the use of Alternative Methods of Instruction for all star levels
- vi. Provide more opportunities to shoot by having 2 range days a year and SAT once a month
- vii. Better utilization of Regiment personnel to provide instruction for SAT, senior NCO development, lesson instruction (both in the classroom, in the field, and in drill)
- viii. Continue developing FTXs that focus on Platoon and section movements, building on bushcraft, fieldcraft, and survival skills
- ix. Continue to recruit new cadets to maintain an average of 60 parading cadets by:
  - 1. Advertising in local communities, through word of mouth, and at select children-oriented events, such as the Calgary Highland Games
- x. Provide a program that is fun, dynamic, and engaging through:
  - 1. One-day FTXs that focus on teamwork, physical activity, and leadership skills (such as rock-climbing, sports day at Leisure Centre, leadership development days, HEROES program, etc.)
  - 2. Leveraging the resources of the Regiment in stimulating an interest in the Canadian Forces (supervised training/demonstration with weapons and other military equipment)
- xi. Continue to provide a multitude of optional activities for cadets including Massed Calgary Pipes & Drums, Biathlon and drill team

c. Mission Statement for Training

- i. Context: We ended the 2008/2009 training year with 65 effective cadets and a small group of senior cadets. I anticipate that our group of senior cadets will be even smaller this year and there will be more junior cadets who will need to take on more senior roles in order to fill the gaps. Because more junior cadets are filling these roles, it is important to ensure they all receive the proper training to do their job. We will continue to work with the Regiment to mentor our cadets and prepare them for their future roles as RSM, CSM, DSM, Platoon WOs, Section Commanders and 2ICs.

It has taken three years to build our cadet unit strength to what it is today. In order to maintain our current size and to increase our crop of senior cadets, we will run another aggressive recruiting program. We were highly successfully in garnering interest and sign-ups in youths at the Calgary Highland Games, so once again, we will be recruiting at the Games. With such a large number of cadets in the unit, it is important that we maintain the interest of these cadets as they grow with the program.

- ii. Training Focus and Priorities: With the introduction of the new Green and Red Star program, alternate methods of instruction will continue to be a huge part of ensuring the cadets gain practical hands-on experience in their lessons. This past year, we have also developed a 5-week long recruiting program that is aimed at easing the transition of cadets into Green Star who join after

September. We will continue with this program this year. The Red Stars will focus on more building the skills required to be section 2ICs and becoming more proficient in the field. Due to the large number of Silver Stars this year, we will focus on providing more opportunities for them to develop their leadership skills and to have a say in developing their training program. This is the level where a large majority of our cadets choose to leave the program because they are bored. So, by providing the cadets with the opportunity to take an active role in deciding what activities they want to do, it will give them accountability and ownership. The Gold Star program will be run for the entire length of the training year, focusing on teaching alternate methods of instruction and providing the cadets with multiple opportunities to teach classroom and drill lectures in preparation for NSCE. Since Map and Compass is also a skill that requires additional practice, we will incorporate practical Map and Compass on all FTXs. To continue building esprit de corps and to gain a different perspective in training, we will have several joint FTXs with other Calgary Army Cadet units.

iii. Weekly Mandatory Training

The corps will maintain 3 platoons, 2 for returning cadets and the 3<sup>rd</sup> one for new recruits, who will graduate into the other platoons on the recommendation of the Platoon WO. By year-end, the recruit platoon will fold itself in with the remaining 2 platoons.

Regular training nights are scheduled for Thursday evenings from 1830 – 2105hrs at Mewata Armouries in Calgary. There are three (3) 30-minute periods of instruction each Thursday evening.

The Army Cadet training program is divided into star levels and is an integral part of a cadet's experience. Therefore, the star level program will be our main focus:

- Level Officers: Four to five staff members will have secondary assignments as Star Level Officers and will primarily manage the resourcing and the delivery of the Star program.
- Cadet Instructor: NSCE qualified cadets will be used as a training assistant to the Level Officers primarily as a resource for instruction.
- Continuous improvement: All staff are expected to perform and participate to their competence level. Through feedback, additional training courses, etc, all staff will enhance their own abilities.

iv. Directed, Supported Optional, and Optional Training

1. Directed activities
  - a. Public parade with the Regiment
2. Directed Optional training

- a. Pipes & Drums
    - Continue joint band efforts with 3125 RCACC and 538 RCACS
    - Work towards tri-service band
    - Continue to hire a minimum of two instructors per week
    - Continue to collaborate with Regimental Pipes and Drums
  - b. Biathlon
    - Continue joint training efforts with 2509 RCACC
    - Continue to offer program to all cadets, focusing on giving them the basic experience and instruction in the sport
  - c. Marksmanship
    - Offer 2 range days, one at beginning and one towards the end of the year
    - Offer multiple days of SAT sessions to senior cadets
  - d. Standard First Aid for Silver and Gold Stars
  - e. Emergency First Aid for Green and Red Stars
  - f. Duke of Edinburgh's program
    - To be run by an outside resource
3. Optional training
- a. Drill team
  - b. Patrolling and reccee (supported by the Regiment)
  - c. Regular recreational sports nights and special fitness centre night
  - d. Corps mess dinner

NOTE: Cadets will only be permitted to participate in Optional Training if they are fully participating in the mandatory training program.

v. Affiliated Unit Training

We will continue to work with the Regiment to provide us with more instructional capability, specifically in mentoring our cadets and preparing them for their future roles as RSM, CSM, DSM, Platoon WOs, Section Commanders and 2ICs. Stimulating an interest in the Canadian Forces is one of the aims of the cadet movement. To achieve this goal, we will continue to collaborate with the Regiment in providing opportunities for our senior cadets to be included in Regimental Exercises and ceremonial events of the Regiment. This will depend on Regimental resources and taskings. The Pipes and Drums of the corps will also continue to play with the Regimental Pipes and Drums on Regimental occasions.

vi. Key Activities

4. Field Training Exercises
  - a. Fall FTX: 16 – 18 Oct 09
  - b. Hunter Education FTX: 16 – 18 Jan 10

- c. Winter FTX: 19 – 21 Feb 10
  - d. Map and Compass FTX: 20 – 22 Mar 10
  - e. Adventure Joint FTX: 9 – 11 Apr 10
5. One-day activities
- a. Fall FTX Prep: 26 Sept 09
  - b. Range Day Prep #1: 3 Oct 09
  - c. Range Day #1: 4 Oct 09
  - d. SAT: 26 Oct 09
  - e. Spit and Shine Movie Night #1: 30 Oct 09
  - f. Remembrance Day: 11 Nov 09
  - g. First Aid Training: 14/15 Nov 09
  - h. SAT: 23 Nov 09
  - i. HEROES program: 28 Nov 09
  - j. Christmas Dinner: 14 Dec 09
  - k. SAT: 25 Jan 10
  - l. Spit and Shine Movie Night #2: 5 Feb 10
  - m. Valentine's for Vets: 13 Feb 10
  - n. SAT: 1 Mar 10
  - o. HEROES program: 13 Mar 10
  - p. Orienteering: 17 Apr 10
  - q. SAT: 19 Apr 10
  - r. Range Day Prep #2: 25 Apr 09
  - s. Range Day #2: 26 Apr 09
  - t. Mess Diner: 28 May 10
  - u. ACR: 30 May 10
  - v. SAT: 7 Jun 10

3. UNIT ROUTINE AND COMMUNICATION

a. Parade night

Regular training nights are scheduled on Thursday evenings from 1830 to 2115hrs at Mewata Armouries in Calgary. The parade night schedule is listed below and is also posted on the Training Board at the top of the stairs and in MROs. To ensure the parade nights run more smoothly and efficiently, the following schedule has been slightly amended from previous years and will take effect immediately:

Arrival of cadets	1815 – 1830hrs
Opening Section Period	1830 – 1845hrs
Opening Parade & Inspection	1845 – 1855hrs
Move to Period 1	1855 – 1900hrs
Period 1	1900 – 1930hrs
Move to Period 2	1930 – 1935hrs
Period 2	1935 – 2005hrs
<b>Break</b>	<b>2005 – 2020hrs</b>
Period 3	2020 – 2050hrs
Closing Parade	2050 – 2105hrs
Unit O-Group	2105 – 2115hrs

Opening Section Period will be used by Section Commanders to deal with uniform issues, take attendance, and to inspect uniforms of section members. The Duty Officer will be present for the duration of Opening Section Period and Opening Parade. S/he will collect the attendance sheets and drop them off with the AdminO. Opening Parade and Inspection will start promptly at 1845hrs. There will be various individuals tasked with presiding over Opening Parade and performing the inspection. These individuals are listed in MROs.

Unit O-Group will be used to hand out the Weekly Event sheet and for any targeted announcements for optional training groups.

b. Commanding Officer's Parade

CO's Parade will be held on the first Thursday parade night of every month. Officers will be on parade. The DCO will command the parade and the CO will inspect.

c. Unit staff meeting

The unit staff meeting will be held on the second Monday of every month (unless otherwise directed). All unit staff are expected to attend. The unit staff meeting will take place at Mewata Armouries, in the Card Room, from 1830 – 2030hrs.

4. EXPECTATIONS

a. General

As the Commanding Officer, I will be placing four general expectations on all staff:

- Teamwork: work together, share the workload, help each other out  
Too often, 20% of the staff ends up doing 80% of the work. We are all here for one reason - the CADETS. We want to provide all youths that join the program the best experience of their lives. This is a life-changing program and by sharing the workload and helping one another out, it will mitigate burnout and resentment and help us be at our best so that we can provide the best to the cadets.
- Accept responsibility; do your job
- Learn from your mistakes
- Have fun



J Sun  
Captain  
Commanding Officer

Annex

Annex A Unit Organization Chart

Distribution List

All corps staff  
Sponsor  
PAC  
League Rep  
ACO (Army)

# Annex A Unit Organization Chart

