

2137 Calgary Highlanders Army Cadet Corps

1087-20

22 May 2017

Distribution List

COMMANDING OFFICER'S DIRECTIVE – 2016/2017 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 2017-2018 training year.

2. STRATEGIC OBJECTIVES

a. CO's Intent

2137 will continue to re-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 2016/2017 training year

a. Retention of senior cadets by:

- a. Providing them with opportunities to assist and develop activities, weekend and one-day field training exercises that align with the cadet training program
- b. 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
- c. Taking Silver Stars and above to the nation's capital as a national Citizenship tour during Spring Break of 2018/2019
- d. Take 10 – 12 cadets on a Battlefield Tour during Spring Break of 2019/2020
- e. Senior NCO only FTX

b. Instill sense of pride in all cadets through:

- a. Re-introduction of the monthly Platoon of the Month, cumulating in the year end Hill 70 award
- b. Re-introduction of the monthly 'Stickman' award
- c. Use of platoon activities (like Spit n' Shine, movie nights), competitions, sport days
- d. Joint FTXs with other Cadet Corps
- e. Standardize Highland dress across all 4 Highland cadet corps
- f. Participate in parades with the Regiment (Walcheren, St Julien)

- c. Instill sense of pride in all staff through:
 - a. Encouraging as many uniformed staff to be in Highland kit
 - b. Encourage staff to attend Walcheren and St Julien Mess Dinners and the Grand Highland Ball (look to have these partially subsidized by the PAC)
 - d. Look to Region to assist with staffing up the officer corps (need to bring in at least 2 more qualified and experienced officers [either Lieutenants or Captains] to mentor the existing Junior officers and to disperse work load)
 - e. Email and monthly staff meetings will be the primary sources of communication amongst the staff
 - f. Consider using group chat (either through What's App, Google Hangouts) as an alternate method to keep staff updated/pass on information quickly
 - g. Meet with all staff on individual basis twice in the training year to review individual and corps performance
 - h. Yearend staff meeting to do a review of past training year and look for areas of improvements and areas of continuation
 - a. Solicit feedback from cadets and from staff
 - i. Find alternate methods of cash flow by working with the PAC and selecting three smaller fundraisers to generate corps monies. These funds will go towards the operational expenses of the corps. We will continue to use Casino Funds for capital expenditures. We will continue volunteering for Stampeder's Game Concessions.
- c. Mission Statement for Training
- i. Provide quality instruction that fully engages all cadets through the use of Alternative Methods of Instruction for all star levels. To assist with properly training our Senior cadets, we will hold a weekend workshop/FTX that will go over leadership training/corps specific expectations, terms of references, teaching techniques, goals of the Senior cadet group, and general team-building. This weekend workshop/FTX should be completed in September.
 - ii. Provide more opportunities to shoot by having 2 range days a year (one in October, one in April)
 - iii. Provide more opportunities for cadets to be active by having one sports night each month, 2 of these sport nights must encompass the Fitness Test (one in November and one in April). Sports nights will generally be the third Thursday of each month.
 - iv. Incorporate different sports activities for sports nights: Intro to Hip-Hop, JiuJitsu, Ultimate Frisbee, biking/running/walking, geocaching/orienteering, etc.
 - v. Provide opportunities for cadets to wear 3 orders of dress each month:
 - i. First Thursday – Field
 - ii. Second Thursday – Field
 - iii. Third Thursday – Sports
 - iv. Fourth Thursday – CO's

If there are more than 4 weeks of training in a month, Field dress can be duplicated.
 - vi. Provide volunteer opportunities to develop citizenship and building a sense of community: serve a meal with Feed the Hungry/the Drop-In Centre, Operation Christmas Child, Toy Mountain
 - vii. Better utilization of Regiment personnel to provide instruction for senior NCO development, lesson instruction (both in the classroom, in the field, and in drill), specifically focusing on Drill, Dress, and Deportment
 - viii. Provide Master Cadets with advanced leadership training (ie. Myers-Briggs, Strengths Assessment, coaching skills, etc)
 - ix. Continue developing FTXs that focus on Platoon and section movements, building on bushcraft, fieldcraft, and survival skills
 - a. Add Solo Survival Pre-course and Solo FTX to training plan
 - x. Continue to recruit new cadets to maintain an average of 80 parading cadets by:

- a. Advertising in local communities, through word of mouth, and at select children-oriented events, such as the Calgary Highland Games
 - b. Advertise 2 Open Houses (one in September and one in January), so that the public can ask questions and view a typical training night
 - xi. Provide a program that is fun, dynamic, and engaging through:
 - a. One-day FTXs that focus on teamwork, physical activity, and leadership skills (such as rock-climbing, sports day at Leisure Centre, leadership development days, etc.)
 - b. Leveraging the resources of the Regiment in stimulating an interest in the Canadian Forces (supervised training/demonstration with weapons and other military equipment, SAT training)
 - xii. Provide opportunities for certification (not limited to the following):
 - a. PAL
 - b. Standard/Emergency/Wilderness First Aid
 - c. Discover Scuba/PADI Open Water Diver
- d. Directed, Supported, and Optional Training
- Continue to provide optional activities for cadets including Massed Calgary Pipes & Drums, Drill Team/Flag Party, and Fitness/Biathlon. Pipes and Drums and Drill Team will continue to rehearse on Mondays. Biathlon/Marksmanship will practice on Sundays. We are looking to develop synergies with other units and will not limit our optional training to just our corps. We will look to leverage officers and staff from other units in Calgary to assist in running each of these programs and welcome cadets from those units to join as well.
- i. Goals for the Massed Pipes & Drums:
 - a. 3 public performances in the training year (Fall, Highland Ball, Spring)
 - b. Send minimum 2 – 3 cadets to Honour Band
 - c. Select music pieces that will encompass Music Level Testing, repertoire from the Regimental Pipes and Drums, and music pieces that meet the criteria for Grade 5 Pipes and Drums band
 - d. Compete in 1 Highland Games as a Grade 5 Band
 - e. Become a feeder band for the Regimental Pipes and Drums
 - ii. Goals for the Drill Team/Flag Party
 - a. Compete and place in top 3 of Lord Strathcona Drill Competition
 - b. Complete and place in top 3 of the Kozar Cup
 - c. Works towards competing in a national drill competition?
 - iii. Goals for Biathlon/Marksmanship:
 - a. Develop 2 teams: one for competition and one for recreation/fitness
 - b. Field a competing team/individuals for provincial competition
 - c. Field a competing team/individuals for national competition

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

iv. 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.

v. Key Activities

The following is a list of the planned activities for the upcoming training year. It is broken down into 3 key sections – weekend training activity; one-day training; and regionally directed activities. The dates for these activities are not set in stone and may be shifted around depending on facility availability.

a. Field Training Exercises

- i. Sr's Leadership Development weekend: 15 – 17 Sept (joint with 2383)
- ii. Fall FTX: 6 - 8 Oct (joint with 2383)
- iii. Solo Prep: 1 – 3 Dec (Alford Lake)
- iv. Solo: 19 – 21 Jan 2018
- v. Nav Trek: 30 Mar – 1 Apr 2018 (joint with 2383)
- vi. Highland Challenge: 18 - 20 May 2018 (joint with 2383, 3016, 3125)

b. One day activities

- i. Fall FTX Prep: 22 Sept
- ii. SAT: 21 Oct, but see if we can get a SAT operator to come in 1 Monday a month – I have added additional days for SAT in case we can't get an operator in once a month
- iii. Range Day Prep #1: 18 Nov
- iv. Sports Day: 18 Nov
- v. Range Day #1: 19 Nov
- vi. Walcheren Parade: 25 October
- vii. Poppy Day #1: 28/29 Oct (TBC)
- viii. Poppy Day #2: 4/5 Nov (TBC)
- ix. Remembrance Day: 11 Nov
- x. Fitness Testing #1: 2 Nov
- xi. Operation Christmas Child Volunteering: 9/16 Dec (TBC)
- xii. People's Christmas Dinner: 14 Dec
- xiii. PAL: 9 – 11 Mar 2018
- xiv. Fitness Testing #2: 5 Apr 2018
- xv. St Julien: 21 Apr 2018
- xvi. Range Day Prep #2: 14 Apr 2018
- xvii. Range Day #2: 15 Apr 2018
- xviii. Community Service: 28 Apr
- xix. SAT: 5 May 2018
- xx. Corps Photo & Qualifications/Promotions Parade: 24 May 2018
- xxi. Awards Dinner: 31 May 2018
- xxii. Combined ACR: 1 – 3 Jun 2018 (8 – 10 Jun 2018)
- xxiii. MS Walk: 10 Jun 2018?
- xxiv. Gathering of the Clans: 16 Jun 2018

c. Regionally directed activities

- i. Yukon Gold Rush (National Expedition): 6 – 19 Sept
- ii. Army Cadet Challenge: 29 Sept – 1 Oct 2017
- iii. Rocky Mountain Climb (Regional Expedition): 16 – 24 Sept 2017
- iv. Gold Star Expedition: 29 Sept – 1 Oct 2017
- v. Mantario Trek (Regional Expedition): 30 Sept – 15 Oct 2017
- vi. Music Concentration: 24 – 26 Nov 2017
- vii. Lord Strat Sports Comp: 2 Dec 2017
- viii. Para Selection: 9 – 11 Feb 2018

- ix. Alpine Tour (Regional Expedition): 15 – 26 Mar 2018)
- x. Honour Band: 30 Mar – 8 Apr 2018
- xi. Vimy Parade: 8 Apr 2018
- xii. Lord Strat Drill Comp: 28 Apr 2018
- xiii. Kozar Cup: 5 May 2018
- xiv. Silver Star Expedition: 11 – 13 May 2018
- xv. Music Level Testing: 12 May 2018
- xvi. Yukon Paddle (Regional Expedition): 18 – 28 Aug 2018

d. Other key dates

- i. Public School Spring Break: 22 Mar – 3 Apr 2018
- ii. Catholic School Spring Break: 30 Mar – 8 Apr 2018

3. UNIT ROUTINE AND COMMUNICATIONS

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.

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
Break 2005 – 2020hrs
 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 for Platoon Commanders/Platoon Warrants to pass additional information and for any targeted announcements for optional training groups/other activities.

b. Commanding Officer's Parade

CO's Parade will be held on the last Thursday parade night of every month (unless otherwise directed). Officers will be on parade. The CO will take command of the parade, fall the officers in, and the CO will inspect add others to Reviewing Party as required.

c. Unit Staff Meeting

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

4. EXPECTATIONS

As the Commanding Officer, I will be placing five general expectations on all staff and cadets:

- Teamwork – work together; help each other out; there is no “I” in team
- Accept responsibility; be accountable for your actions; do your job
- Learn from your mistakes
- News early – don’t care if it’s good, bad or neutral; keep the relevant people informed so that we can act accordingly
- Have fun

A handwritten signature in black ink, appearing to read "J Sun". The signature is written in a cursive, flowing style.

J Sun
Major
Commanding Officer
2137 RCACC