

ROUTINE ORDERS

2137 CALGARY HIGHLANDERS CADET CORPS

ISSUED BY

CAPTAIN JULIE SC SUN

COMMANDING OFFICER

Last Order No. 05/11
Dated 01 May 11

This Order No. 09/11
Dated 01 Sept 11

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PART 1
(Duties and Appointments)

1. DUTY ROSTER

Date	Duty O	Duty NCO	Duty Sect
08 Sept	Lt Peterson	TBD	1
15 Sept	2Lt Pellerin	TBD	2
22 Sept	OCdt McNeil	TBD	3
29 Sept	CI Cooper	TBD	4

Adm O

2. PARADE DRESS

Ref: Weekly Events Sheet, www.calgaryhighlanderscadets.com

Date	Activity	Dress
08 Sept	First night back/ Uniform exchange	Civvies
15 Sept	Open house	CO's
19 Sept	P&D First night back	Walking out

22 Sept	Training night	Walking out
24 Sept	Fall FTX Prep	Field
26 Sept	P&D	Walking out
29 Sept	Training night	Field

CO

3. PROMOTIONS

a. Officers
i. NIL

b. Cadets
i. NIL

Adm O

4. APPOINTMENTS

a. Officers
i. NIL

b. Cadets
i. NIL

c. Civilian Staff
i. NIL

PART 2
(Current Items)

5. ADDITIONAL TRAINING / EVENTS

Ref: Monthly Activities, <http://www.calgaryhighlanderscadets.com/training/weeklyevents.pdf>

Date: 24 Sept 11
Activity: Fall FTX Prep
Dress: Field
Timings: TBA
Location: Mewata Armoury
Info: Open to all cadets

Date: Oct 28-30 11
Activity: Fall FTX
Dress: Field Dress
Timings: TBD
Location: TBD
Info: Open to all cadets

Date: Thu, 19 Sept 11
Activity: Pipes & Drums,
Dress: walking out
Timings: 1830-2100 hrs.
Location: Mewata Armoury
Info: First night back, Open to all cadets

Date: Fri, Nov 11 11
Activity: Remembrance Day
Dress: CO's
Timings: TBD
Location: TBD
Info: Mandatory event

Date: Sat, 1 Oct 11
Activity: Range Prep #1
Dress; Field
Timings: TBA
Location: Mewata Armoury
Info: All cadets who wish to attend the range day must attend open to all cadets

Date: Sat Nov 12/13 11
Activity: First Aid Training
Dress: Field Dress
Timings: TBD
Location: TBD

Date: Sun, 2 Oct 11
Activity: Range Day,
Dress: Field Dress
Timings: TBA
Location: Steve Johnson Range
Info: Attended Range Prep Day

Date: 9-10 Dec 11
Activity: Hunter Education Training
Dress: Walking Out
Timings: 1830-1530
Location: Alfred Lake
Info: Mandatory for all cadets

Date; Thurs, Oct 8 11
Activity: Tri Services Cemetery Clean-up
Dress: TBD
Timings: TBD
Location: TBD
Info: Open to all cadets

Date: Thu, 3 Dec 11
Activity: Sports day #1,
Dress: Sports
Location: Mewata Armoury

Date: Thu, 15 Dec 11
Activity: Christmas Mess Dinner,
Dress: CO's Dress
Timings: TBA
Location: TBD
Info: Open to all cadets.

6. TAKEN ON STRENGTH

a.

Adm O

7. NON-EFFECTIVE STRENGTH

a. NIL

Adm O

8. STRICKEN OFF STRENGTH

a. NIL

Adm O

9. PERSONNEL TRANSACTIONS

a. TRANSFERS

i. NIL

b. ON LEAVE

i. Officers

(1) 2Lt C. Pellerin: 8, 22 and 29 Sept.

ii. Civilian Instructors and volunteers

(1) NIL

iii. Cadets

(1) NIL

Adm O

10. STAFF AND VOLUNTEERS ON PAID OR VOLUNTEER DUTY

i. The following Officers, Civilian Instructors and volunteers will attend either as paid staff or volunteers on Regular Parades on Thursdays, Pipes and Drums on Mondays, Drill Team on Mondays, as well as scheduled exercises as detailed below: Maj Craddock, Capt Sun, Capt Morris, Lt McCarthy, Lt Peterson, 2Lt Pellerin, 2Lt Stubbs, OCdt McNeil, MWO Downey, CI Cooper, and CV's Cadotte, Craddock, Devres, Jessen, Marten, Miller, and Warrington.

ii. Events not listed above include FTXs and other events scheduled in the Key Dates section found at the end of every Weekly Event sheet.

CO

PART 3
(Notices and Changes)

11. PARADE ROUTINES FOR THURSDAYS

- b. Effective 10 Sept 09, the Thursday night training schedule has been amended to the following:

Time	Activity
1815 – 1830hrs	Arrival of cadets
1830 – 1845hrs	Opening Section Period
1845 – 1855hrs	Opening Parade & Inspection; Flag break
1855 – 1900hrs	Move to Period 1
1900 – 1930hrs	Period 1
1930 – 1935hrs	Move to Period 2
1935 – 2005hrs	Period 2
2005 – 2020hrs	BREAK
2020 – 2050hrs	Period 3
2050 – 2105hrs	Closing Parade
2105 – 2115hrs	Unit O-Group
2125hrs	Duty NCOs and duty section dismissed

Opening Section Period will be used by Sect Comd and/or PI WO, and/or PI Comd 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.

CO

12. ACHIEVEMENTS AND AWARDS

- i. NIL

13. EXCUSED ABSENCES

- a. Cadets are reminded that absences can only be excused when the reason for absence is phoned into the corps, preferably in advance of the event. PI Comds are requested to remind their pls of this policy.

Adm O

14. PERSONAL INFORMATION VERIFICATION (PIVs)/HEALTH QUESTIONNAIRES (BHQ/DHQ)

- a. All PL Comds, Level Offrs, parents and cadets are reminded that PIVs and BHQ/DHQs are required back by 26 Sept 11

Adm O



Julie SC Sun
Capt
Commanding Officer

Dist List

Action
All Pers

Info
League
Sponsor
ACO
RCSU (Pra)