

ROUTINE ORDERS

2137 CALGARY HIGHLANDERS CADET CORPS

ISSUED BY

MAJ J SUN

COMMANDING OFFICER

Last Order No. 8/17

Dated: 1 Oct 2017

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Dated: 1 Nov 2017

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PART 1
(Duties and Appointments)

1. DUTY ROSTER

Date	DutyO	Backup DutyO	Sr Duty NCO	Duty NCO	Duty NCO	Duty NCO
26 Oct	SLt Lataille	CI Scott	WO Zahlan	Sgt Sidhu H.	MCpl Torrez	Cpl Merheb
2 Nov	2Lt Jenner	CV Stein	WO Twan	Sgt Tailibayev	MCpl Lee	Cpl Small
9 Nov	Capt Ellis	CIV Van der Raadt	WO Bush	Sgt. Aldus	MCpl Ali	Cpl Stamp
16 Nov	SLt Lataille	CI Scott	WO Lagasse	Sgt. Brooke	MCpl Barlett	Cpl Struthers
23 Nov	2Lt Jenner	CV Anderson	WO McRae	Sgt. Harford	MCpl Drinkwalter	Cpl Thompson
30 Nov	Capt Ellis	CI Stein	WO Pavez	Sgt. Janick	MCpl Geswein	Cpl Van Hardereld
7 Dec	SLt Lataille	CV Van der Raadt	WO Poon, C	Sgt. Sidhu K.	MCpl Imrie	Cpl Walker

2. PARADE DRESS

Ref: Monthly Events Sheet, www.calgaryhighlanderscadets.com

Date	Activity	Dress
26 Oct	Training Night	Sports
29 Oct	Marksmanship/Drill Team	C5 (FTU) // C2A/H-2A
29 Oct	Poppy Sales	C1/H1
30 Oct	P&D/Biathlon	C2A/H-2A // Sports
2 Nov	Training Night	C2A/H-2A
4 Nov	Poppy Sales	C1/H1
5 Nov	Marksmanship/Drill Team	C5 (FTU) // C2A/H-2A
6 Nov	P&D/Biathlon	C2A/H-2A // Sports
9 Nov	Training Night	Sports
11 Nov	Remembrance Day	C1/H1
12 Nov	Marksmanship/Drill Team	C5 (FTU) // C2A/H-2A
13 Nov	P&D/Biathlon	C2A/H-2A // Sports
16 Nov	CO's Parade	C1/H1
19 Nov	Marksmanship/Drill Team	C5 (FTU) // C2A/H-2A
20 Nov	P&D/Biathlon	C2A/H-2A // Sports
23 Nov	Training Night	C1/H1
26 Nov	Marksmanship/Drill Team	C5 (FTU) // C2A/H-2A
27 Nov	P&D/Biathlon	C2A/H-2A // Sports
30 Nov	Training Night	C1/H1
3 Dec	Marksmanship/Drill Team	C5 (FTU) // C2A/H-2A
4 Dec	P&D/Biathlon	C2A/H-2A // Sports
7 Dec	Training Night	C1/H1

See CATO 46-01 for a full and detailed description of Dress.

3. PROMOTIONS

- a. Officers. NIL
- b. Cadets.

Cdt Brazhnyk, V to LCpl eff 19 Oct 2017
C/MWO Pavez, M to C/CWO eff 19 Oct 2017

4. APPOINTMENTS

- a. Officers. NIL.
- b. Cadets.

RSM – CWO Pavez, M
DSM – WO Poon, C
CSM – WO Nielsen, E
TBD – WO Lee, J

Dunkirk

PL WO – WO Lagasse, D
2IC – WO Small, J and Sgt Jancik, A
Marker – Sidhu, K
1 Sec – Talibayev
2 Sec – Trnavskis
3 Sec – Ali

Passchendale

PL WO – WO Kuhlwein, L
2IC – Sgt Poon, S

Marker – Sidhu, H
 4 Sec – Bartlett
 5 Sec – Harford
 6 Sec – Torrez/Haro

Walcheren

PL WO – WO Bergerman-Twan
 2IC – WO Gacayan, S and WO Aldus, C
 Marker – Meyer, C

Hochwald/P&D

PL WO – WO Zahlan, B
 2IC – WO Pavez, E
 Marker – WO McRae

c. Civilian Staff. NIL

5. AWARDS

a. Officers. NIL.

b. Cadets.

C/Cpl Romero – September Stickman

c. Civilian Staff.

PART 2

(Current Items)

6. ADDITIONAL TRAINING / EVENTS

a. Ref: Monthly Activities,

<http://www.calgaryhighlanderscadets.com/training/weeklyevents.pdf>

b. Yearly Calendar Reference:

DATE	ACTIVITY	TRAINING CATEGORY	TIMINGS	LOCATION	OIC
25 Oct	Walcheren Parade	Other	TBD	TBD	TBD
29 Oct	Poppy Tagging #1	Other	1100 – 1700hrs	Northland Mall	Maj Sun
4 Nov	Poppy Tagging #2	Other	1000 – 1700hrs	North Hill Mall	Maj Sun/CI Scott
11 Nov	Remembrance Day	DND Mandatory	0945 – 1200hrs	Cenotaph/264 Legion	Maj Sun
18 Nov	Range Day Prep	DND Mandatory	0830 – 1630hrs	TBD	SLt Lataille
18 Nov	Sports Day	DND Mandatory	0830 – 1630hrs	TBD	SLt Lataille
19 Nov	Range Day	DND Mandatory	0900 – 1500hrs	TBD	SLt Lataille

18 – 19 Nov	Music Concentration	RDA	TBD	Olds College	TBD
25 Nov	Operation Christmas Child	Other	0800 – 1200hrs	Samaritan's Purse	Maj Sun
1-3 Dec	Solo Prep (Alford Lake)	DND Optional	TBD	Mountain View Sport and Handicap Society Camp	Capt Ellis
14 Dec	People's Christmas Dinner	DND Mandatory	1730 – 2130hrs	Mewata	CI Craddock
4 Jan	Summer Training Presentation	Other	1830 – 2030hrs	Mewata	Capt Ellis/SLt Lataille
19-21 Jan	Solo FTX – selected cadets only	DND Optional	TBD	TBD	TBD
9 – 11 Feb	Para Selection	Other	TBD	TBD	TBD
3 Mar	Fitness Testing #2	DND Mandatory	TBD	TBD	TBD
9 – 11 Mar	P.A.L (Possession & Acquisition License)	DND Optional	TBD	TBD	TBD
15 – 16 Mar	Alpine Tour (Regional Expedition)	RDA			
22 Mar – 3 Apr	Public School Spring Break	Other			
30 Mar – 8 April	Catholic School Spring Break	Other			
31 Mar- 1 Apr	Nave Trek (joint with 2383) – Green, Reg and any new recruits who are 15 yrs and older	DND Mandatory	TBD	TBD	2383 RCACC
8 Apr	Vimy Parade	RDA	TBD	TBD	TBD
14 Apr	Range Day Prep	DND Mandatory	TBD	TBD	SLt Lataille
15 Apr	Range Day	DND Mandatory	TBD	TBD	SLt Lataille

21 Apr	St Julien Parade	Other	0900 – 1600hrs	Mewata	Maj Sun
28 Apr	Community Service	DND Mandatory	TBD	TBD	TBD
28 Apr	Lord Strathcona Drill Competition	RDA	TBD	TBD	TBD
5 May	Kozar Cup	RDA	TBD	TBD	TBD
5 May	SAT Range	DND Optional	TBD	TBD	TBD
11 – 13 May	Silver Star Expedition	RDA	TBD	TBD	TBD
12 May	Music Level Testing	RDA	TBD	TBD	TBD
17 May	Corps Photo Qualifications & Promotions Parade	DND Mandatory	1830 – 2115hrs	Mewata	SLt Lataille
18-20 May	Highland Challenge (joint with 2383, 3125 and 3016) – all star levels	DND Mandatory	TBD	TBD	TBD
24 May	Awards Dinner	Other	1800 – 2200hrs	TBD	PAC
2 – 3 June	Combined ACR (Annual Ceremonial Review)	DND Mandatory	Saturday 0800 – Sunday 1700hrs	Mewata Armouries	TBD
10 May	MS Walk	Other	0800 – 1300hrs	Prince's Island Park	Maj Sun
16 June	Gathering of the Clans	Other	TBD	Bowness Park	PAC
1 Sept	Calgary Highland Games	Other	TBD	Springbank Park of All Seasons	PAC

7. TAKEN ON STRENGTH

Cdt Lane, K eff 28 Sept 2017
Cdt Rodriguez Gill, E eff 5 Oct 2017
Cdt Rodriguez, R eff 5 Oct 2017
Cdt Moose, J eff 12 Oct 2017

Cdt Tran, J eff 12 Oct 2017
Cdt Pratomo, G eff 12 Oct 2017
Cdt Ledda, M eff 19 Oct 2017
Cdt Lartchenkov, A eff 19 Oct 2017

8. NON-EFFECTIVE STRENGTH

C/WO Erickson, D absent 32 days
C/MCpl Rechel-Wagner, S absent 52 days
C/Cpl Artezuela, K absent 39 days
C/MCpl Tallack-Papsdorf, T absent 52 days
C/MCpl Dmitrenco, A absent 52 days
C/Cpl Contois, L absent 52 days
C/Cpl Thompson, A absent 52 days
C/Cpl Daoud, R absent 52 days
Cdt Siddiqi, A absent 52 days
Cdt Labossiere, F absent 39 days

9. STRICKEN OFF STRENGTH

NIL.

10. PERSONNEL TRANSACTIONS

a. TRANSFERS.

- i. Officers. NIL
- ii. Civilian Instructors and volunteers. NIL
- iii. Cadets. NIL

b. ATTACHMENTS.

- i. Officers. NIL
- ii. Civilian Instructors and volunteers. NIL
- iii. Cadets.
 - (1) The following cadets are supporting 2509 until further notice:
 - (a) C/MWO Pavez, M
 - (2) C/WO Small is volunteering with Stoney Tribal Cadets until further notice.

c. ON LEAVE/TEMPORARY DUTY.

- i. Officers. NIL
- ii. Civilian Instructors and volunteers.

CI Humble, eff 26 Oct 2017 until further notice
- iii. Cadets.

McRae, C eff 26 Oct 2017 to 30 Nov 2017
Lee, J eff 1 Sept 2017 to 31 Dec 2017
Gacayan, S eff 1 Jan 2017 to 30 Jun 2017
Vela, A eff 1 Jan 2017 to 30 Apr 2017

11. STAFF AND VOLUNTEERS ON PAID OR VOLUNTEER DUTY

a. 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, Marksmanship on Tuesdays, as well as scheduled exercises:

- i. 2137 Staff:
 - (1) Maj Sun, Commanding Officer, Pipes & Drums Officer
 - (2) Capt Ellis, Deputy Commanding Officer, Biathlon Officer

- (3) SLt Lataille, Training Officer, Marksmanship Officer
- (4) 2Lt Jenner, Stores Officer;
- (5) CI Craddock, Master Cadet Star Level Officer;
- (6) CI Scott, Green Star Level Officer, First Aid Officer, Walcheren Platoon Commander

ii. Regional Staff: 2Lt Stubbs

iii. Primary Reserve:

- (1) Calgary Highlanders – MWO Downey

iv. Civilian Volunteers:

- (1) Mr. L Marten, Drum Instructor
- (2) Mr. A Miller, Pipe Instructor
- (3) Ms. D Lagasse (ID#06057), Administration Officer
- (4) Ms. C. Cruickshank (ID#06404), Recruiting Officer & Assistant Admin Officer
- (5) Mr. E Knight, Pipe Instructor
- (6) Mr. D. McKenzie, Assistant Stores Officer
- (7) Ms. E. Alfaro, Social Media Co-ordinator
- (8) Mr. J. Anderson (ID# ID#06053), Silver Star Level Officer, Dunkirk Platoon Commander;
- (9) Ms. K. Drummond, Tenor Instructor
- (10) Mr. C. Stein, Gold Star Level Officer, Passchendaele Platoon Commander, Field Stores Officer
- (11) Mr. E. Van Der Raadt (ID #06809), Red Star Level Officer

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

PART 3
(Notices and Changes)

12. PARADE ROUTINES FOR THURSDAYS

- a. Effective 3 Oct 13, the Thursday night training schedule has been amended to the following:

Time	Activity
1815	Arrival of cadets
1815 – 1840hrs	Cadets to sign attendance sheets upon arrival
1830hrs	CSM forms-up Parade
1840hrs	All cadets entering Mewata after this time are to sign the late platoon attendance sheet and form up next to the Canadian flag
1840hrs	Platoon WO's are given their platoons attendance sheet <ul style="list-style-type: none"> • They are ONLY required to match the number of names on the sheet to the number of bodies in their platoon • They are NOT to re-take attendance Duty O is responsible for counting late platoon
1845hrs	Attendance numbers should be confirmed by this time
1845 – 1855hrs	Opening Parade & Inspection; Flag break <ul style="list-style-type: none"> • Suggest that each Platoon WO inspects their own platoon and the RSM pick one platoon each night to inspect
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/Platoon Commander's Time
2125hrs	Duty NCOs and duty section dismissed

The Duty Officer will be on the Parade Square starting at 1815hrs. S/he will collect the attendance sheets and drop them off with the AdminO upon completion. 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.

13. ACHIEVEMENTS AND AWARDS

- a. Top Southern Alberta Area Cadet Corps
- b. Top Army Cadet Corps in RCSU (NW)
- c. Platoon of the Month - Passcheneale

14. 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 cadets of this policy.

15. LEAVE OF ABSENCE PROCESS

- a. Cadets who wish to take a leave of absence will follow the process as outlined below:
- Cadet submits request for LOA in writing to PI Comd prior to going on leave
 - PI Comd sends request to CO with their recommendation (either approve/not approve request)
 - CO approves/not approves LOA and sends email confirmation to PI Comd and AdmO
 - PI Comd contacts cadet to return kit (if LOA is approved).
 - Cadet returns kit to StoresO.
 - StoresO lets PI Comd know kit has been returned.
 - StoresO brings completed Kit Issue card (showing that kit has been returned) to AdmO.
 - AdmO puts Kit Card into Pers File and marks cadet as LOA (or deactivates them) in Fortress.
 - When cadet returns, cadet must see PI Comd first to initiate return process:
 - AdmO reactivates cadet and updates all records in Fortress.
 - AdmO gives Kit Card to StoresO.
 - StoresO issues kit back to cadet.
 - Cadet starts parading with unit.

16. CLARIFICATION OF CADET DRESS POLICY

- a. Cadets will wear their headdress, in uniform, even if they are wearing a civilian jacket.
- b. Those cadets with a cadet parka, are to wear the cadet parka when in uniform.
- c. Cadets that do not have a cadet parka are to report to Supply for sizing and issue.

17. HIGHLAND KIT PROCESS

- a. Effective immediately, a new process for obtaining Highland Kit has been published. Document has been posted to the Corps' website under Training Info>Cadet Resources>Glen & Kilt Test Resources.
- b. Summary of process is as follows:

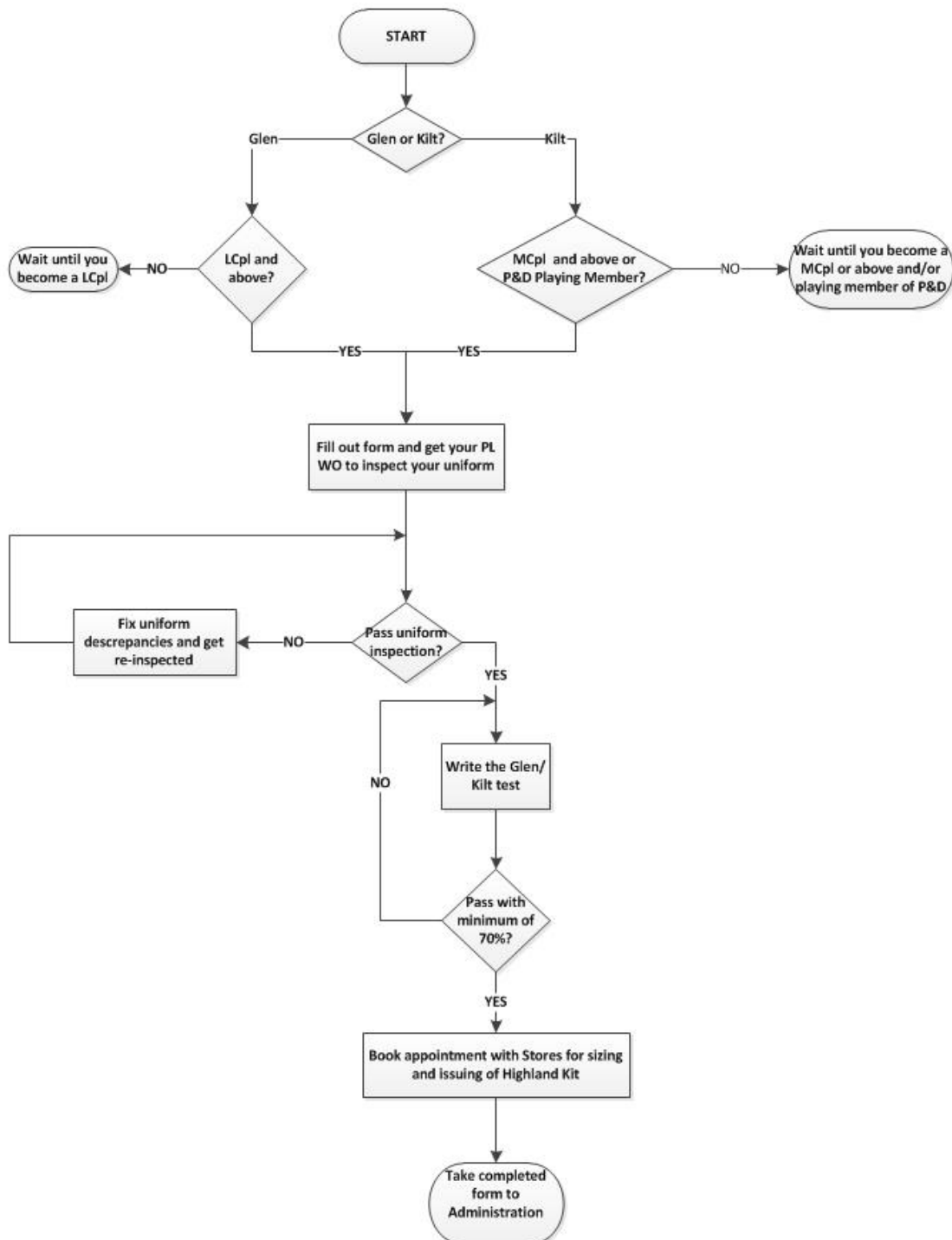


2137 Calgary Highlanders

Royal Canadian Army Cadet Corps



Glen and Kilt Process



//original signed//

J Sun
Maj
CO
2137 RCACC

Dist List

Action
All Pers

Info
League
PAC
ACO
RCSU (NW)