

**ROUTINE ORDERS**

**2137 CALGARY HIGHLANDERS CADET CORPS**

ISSUED BY

CAPTAIN JULIE SC SUN

COMMANDING OFFICER

Last Order No. 09/09  
Dated 1 Oct 09

This Order No. 10/09  
Dated 1 Nov 09

---

CONTENTS

PART 1

(Duties and Appointments)

1. DUTY OFFICER
2. DUTY JUNIOR NCO AND SECTION
3. DUTY SENIOR NCO
4. PARADE DRESS
5. PROMOTIONS
6. AWARDS
7. APPOINTMENTS

PART 2

(Current Items)

8. TRAINING / EVENTS
9. TAKEN ON STRENGTH
10. STRICKEN OFF STRENGTH
11. PERSONNEL TRANSACTIONS
12. ON LEAVE
13. STAFF AND VOLUNTEERS ON PAID OR VOLUNTEER DUTY

PART 3

(Notices and Changes)

14. PARADE ROUTINE FOR THURSDAYS
15. PARADE STATE/ATTENDANCE
16. DUTY NCO AND SECTION ISSUES
17. CHANGES TO LOCAL DRESS REGULATIONS FOR OFFICERS
18. INDIVIDUAL ACHIEVEMENTS AND AWARDS
19. FIRE HAZARD RISK AT MEWATA
20. CIC 100<sup>th</sup> ANNIVERSARY
21. PARADE NIGHT TIMINGS

PART 1  
(Duties and Appointments)

1. DUTY OFFICER

The duty Officer will serve a period of 2 weeks. On termination of each night of duty, the Duty Officer will staple the Duty NCOs report to his/her own and FILE after completion in the Commanding Officer's inbox/mailbox. It is the Duty Officer's accountability to find a replacement and advise the DCO who that replacement is PRIOR to Thursday.

5 Nov	OCdt Pellerin
12 Nov	2Lt Peterson
19 Nov	2Lt Peterson
26 Nov	Capt Morris
3 Dec	Capt Morris

2. JUNIOR DUTY NCO

Duties as assigned on the Duty NCO sheet. Duty section is the section that s/he is a member of. Cadets unable to fulfill their responsibilities are to advise the Corps RSM by Tuesday of that week. The RSM/CSM will designate a replacement and will contact the Duty Officer before parade to advise him/her of the replacement.

5 Nov	Cpl Tarraran
12 Nov	Cpl Colleaux
19 Nov	Cpl Colleaux
26 Nov	Cpl Bennett
3 Dec	Cpl Bennett

3. SENIOR DUTY NCO

The Cadet assigned as Senior Duty NCO will report to the Duty Officer for any additional instructions. The Senior Duty NCO will take a nominal roll sheet to a table at the main door by 1815 hours and will ensure that every Cadet signs in as s/he arrives. S/He will supervise the Junior Duty NCO in the performance of his/her duties and supervise the cadet assigned to Flag duty. S/He will also supervise any Cadets who arrive after the Platoons are on Parade, will form them in a file at the edge of the parade square and inspect their uniforms during Platoon inspections. S/He will report the total number of cadets on parade to the CSM before the CSM takes the Parade. Immediately after the Opening parade s/he will convey the nominal roll to the CSM so that the CSM can complete the parade state. After closing parade the Senior Duty NCO will again supervise the Duty NCO and will personally ensure that no garbage, cans etc are left, including on the stands. The Senior Duty NCO will ensure that the Duty NCO completes his/her checklist and will report to the Duty Officer prior to his/her own departure.

5 Nov	Sgt Morris
12 Nov	Sgt Stein
19 Nov	Sgt Stein
26 Nov	WO Murray
3 Dec	WO Murray

4. PARADE DRESS

5 Nov	CO
12 Nov	Walking Out
19 Nov	Sports
26 Nov	Field
3 Dec	CO

## 5. PROMOTIONS

### a. Officers

i. NIL

### b. Cadets

i. Sgt Stein, C

ii. Sgt Colby

## 6. AWARDS

### a. Weekend Warrior

i. Cdt Gabriel, L

### b. Platoon of the Month

i. Passchendaele

### c. The Stickman Award

i. LCpl VanDerRaadt

## 7. APPOINTMENTS

### a. Officers

i. NIL

### b. Cadets

i. NIL

### c. Civilian Staff

i. NIL

## PART 2 (Current Items)

## 8. TRAINING / EVENTS

a. 3 Nov Halloween skate - Lloyds Leisure Centre

b. 7-8 Nov - Biathlon

c. 11 Nov Remembrance Day Services

- Cenotaph
- Royal Canadian Legion, Branch 264
- Kerby Centre
- Museum of the Regiments

d. 14-15 Nov First Aid Training – Mewata Armouries

e. 23 Nov SAT Training – Mewata Armouries

f. 28 Nov Heroes – Mewata Armouries

## 9. TAKEN ON STRENGTH

a. Gabriel, L: effective 15 Oct 2009

b. Henning, C: effective 08 Oct 2009

c. Parry-Jenner, D: effective 15 Oct 2009

d. Pederson, S: effective 15 Oct 2009

## 10. STRICKEN OFF STRENGTH

a. Cervera M: effective 19 Oct 2009

b. Dingman, D: effective 22 Oct 2009

c. Gao, K: effective 08 Oct 2009

d. Xu, S: effective 15 Oct 2009

## 11. PERSONNEL TRANSACTIONS

a. NIL

## 12. ON LEAVE

### a. Officers

2Lt Andrews, M: effective 10 Sept 09

b. Civilian Instructors and volunteers

NIL

c. Cadets

NIL

13. 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 and Biathlon on Saturdays or Sundays as well as scheduled exercises as detailed below:
- i. Maj Craddock, Capt Sun, Capt Morris, 2Lt Peterson, WO Downey, OCdt Pellerin and CV's Langford, Craddock, Makinson, Warrington, Cooper, Jednorogg, Sharpe, Giles, Miller, Marten, and Bennett.
  - 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.
  - iii. Officers will record their attendance weekly on pay sheets and the pay sheets will be passed in and coordinated through the Adm O to the CO NLT the first week of the following month. Officers who are NOT managing their own pay documents promptly are delaying the pay for those who are. Volunteers are asked to record attendance as well so that we may track the multitude of hours that you put in on the Cadets behalf and may be rewarded for in some later life or hopefully in the present one.

PART 3

(Notices and Changes)

14. PARADE ROUTINES FOR THURSDAYS

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

<b>Time</b>	<b>Activity</b>
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, flag down, march-off
2105 – 2115hrs	Unit O-Group
2125hrs Duty	NCOs and duty section dismissed

Opening Section Period will be used by Section Commanders and/or Platoon Warrants, and/or Platoon 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. We will use the following schedule for Opening and Closing parades:

Week	Opening parade	Closing parade
COs parade	<ul style="list-style-type: none"> <li>• CSMs parade</li> <li>• No officers on parade</li> <li>• Supervised by Duty Officer</li> </ul>	<ul style="list-style-type: none"> <li>• COs Parade</li> <li>• Officers on Parade               <ul style="list-style-type: none"> <li>○ Sr Platoon Commander will take over from the CSM and fall in officers</li> </ul> </li> </ul>
Regular parades	<ul style="list-style-type: none"> <li>• CSM turns parade over to Platoon Commanders               <ul style="list-style-type: none"> <li>○ Sr Platoon Commander takes over and falls in officers</li> </ul> </li> <li>• Platoon Commanders inspect platoons</li> <li>• CSM accompanies Platoon Commander of their choice</li> </ul>	CSM turns parade over to Duty Officer
Sports night / Special parades	<ul style="list-style-type: none"> <li>• CSM turns parade over to Platoon Commanders               <ul style="list-style-type: none"> <li>○ Sr Platoon Commander takes over</li> </ul> </li> <li>• Platoon Commanders inspect platoons</li> <li>• CSM accompanies Platoon Commander of their choice</li> </ul>	CSM turns parade over to Duty Officer

15. PARADE STATE/ATTENDANCE

- b. All attendance will be recorded in Fortress by the Administration Officer.
- c. Attendance for regular parade nights will be recorded by Platoon and under the supervision of the PL WOs and PL Commanders and/or Duty Officer. The following staff members must receive a copy of the attendance NLT 1915hrs on Thursdays:
  - (1) Duty Officer
  - (2) Administration Officer
- d. Attendance for Optional Training activities will be recorded by the IC and turned into the inbox of the Administration Officer before the conclusion of the activity.
- e. The Corps CSM will complete a Parade State for each Thursday training night and turn in a copy to the Administration Officer and the CO before Break.

16. DUTY NCO AND SECTION ISSUES

- a. A reminder that the duty section is the section that the Duty NCO is a part of. The Duty NCO is to see that the whiteboard and tripod are clean and are taken up to and down from the main entrance to Mewata (opposite Commissionaires Desk) so that messages can be left for Cadet parents by the CO, AdmO, LHQ StoresO, FTX StoresO or TrgO. Duty NCO is to ensure that a marker and cloth accompany the board. These must be returned to the Orderly Room each night before departure of the Duty NCO.

17. CHANGES TO LOCAL DRESS REGULATIONS FOR OFFICERS

- a. The Corps Officers will follow the custom of the Regiment with respect to dress. Therefore Dress H-3 will replace 3C for events at the Corps only. H-3 consists of Kilt, shirt, tie, Green Lovatt hose, purse sporran and DEU with ribbons. This will replace 3C with sweater for those occasions (winter dress) at LHQ, Regimental functions or on functions supervising Cadets. For events and parades that are CIC events or when Cadets are not present 3C will be worn when authorized.
- b. The 100<sup>th</sup> Anniversary of the CIC occurs in 2009. All Officers will ensure that they are wearing CIC slip-ons rather than the CANADA slip-ons that were previously available. While CIC slip-ons may not always be available, CIC tabs that can be sewn on to existing slip-ons can be obtained at clothing stores at ASU.

18. INDIVIDUAL ACHIEVEMENTS AND AWARDS

- a. Sgt White, D chosen as top cadet in the Cadet Leader Instructor Pipes and Drums course at VACSTC this summer. Bravo Zulu for a job well done!
- b. MCpl Stein, C chosen as top cadet in this platoon in the Basic Expedition Course at VACSTC this summer. Bravo Zulu for a job well done!
- c. Pte Van der Raat, E chosen as top cadet in 17 Platoon in the first intake of General Training Cadets at VACSTC this summer. Bravo Zulu for a job well done!

19. FIRE HAZARD RISK AT MEWATA

- a. This is a heritage building and staff must make every effort to ensure that they pay attention to fire hazards and to comply with building regulations. Staff should ensure that any visitors smoking outside use the ashtrays provided.

20. CIC 100<sup>TH</sup> ANNIVERSARY

- a. The 100<sup>th</sup> anniversary of what is now the Cadet Instructor's Cadre begins in March 2009 and that various national, regional and local activities will mark the anniversary.

21. PARADE NIGHT TIMINGS

- a. Paid establishment staff are reminded that the regular parade hours are from 1830-2130 on Thursdays and staff should make every effort to be on time. Until the Flag is lowered and Cadets are dismissed, ALL Officers are tasked with cadet supervision and should not depart without the concurrence of the DCO or CO. In particular the Duty Officer must ensure an arrival well before 1800 as they are in charge of supervision of Cadets. Cadets arrive many times right at 1800 (or earlier) due to the transportation needs of their families. Completion of duties calls for presence in extended hours either before or after these times and this is the reality of the Corps. The reality is that many of us will need to be there between 1800 and 2200. We all recognize that many staff put in far more hours on other nights to complete their responsibilities but late arrivals and early departures put an unfair burden on other staff. If there are special circumstances that require variances in timings on occasions we will make every effort to accommodate as we all have other responsibilities in our lives.



Julie SC Sun  
Capt  
Commanding Officer

Dist List

Action  
All Pers

Info  
League  
Sponsor  
ACO  
RCSU (Pra)