

ROUTINE ORDERS

2137 CALGARY HIGHLANDERS CADET CORPS

ISSUED BY

MAJ M NOVAK

COMMANDING OFFICER

Last Order No. 14/16

Dated: 1 March 2017

This Order No. 14/16

Dated: 1 April 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
30 Mar	Maj Novak	CI Scott	Sgt Poon, S	Cpl Proulx	Cpl Ramcharan-Bigelow	LCpl Poon
6 Apr	CI Scott	2Lt Jenner	Sgt Small	Cpl Ramcharan-Bigelow	Cpl Sidhu, K	LCpl Shezhad, M
13 Apr	2Lt Jenner	2Lt Pawelko	Sgt Zahlan	Cpl Sidhu, K	Cpl Tallack-Papsdorf	LCpl Small
20 Apr	2Lt Pawelko	Capt Sun	WO Bergerman-Twan	Cpl Tallack-Papsdorf	Cpl Torrez	LCpl Sorrell (Cathcart)
27 Apr	Capt Sun	Maj Novak	WO Lee	Cpl Torrez	Cpl Tshamakeji, G	LCpl Tse
4 May	Maj Novak	CI Scott	WO McRae	Cpl Tshamakeji, G	MCpl Ali	LCpl Tshamakeji, E

2. PARADE DRESS

Ref: Monthly Events Sheet, www.calgaryhighlanderscadets.com

Date	Activity	Dress
2 Apr	Optional Training (drill, flag party)	FTU
3 Apr	Optional Training (band, biathlon)	FTU/Sports
6 Apr	Training Night	FTU
8 Apr	Vimy Parade	DEU/C1'S
9 Apr	Optional Training (drill, flag party)	FTU
10 Apr	Optional Training (band, biathlon)	FTU/Sports
13 Apr	Training Night	Sports
20 Apr	Training Night	FTU
23 Apr	Optional Training (drill, flag party)	FTU
24 Apr	Optional Training (band, biathlon)	FTU/Sports
27 Apr	Training Night	DEU/C1's
30 Apr	Optional Training (drill, flag party)	FTU

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

3. PROMOTIONS

a. Officers. NIL

b. Cadets.

- i. C/Cdt Abdul-Hadi, L to LCpl, effective 23 Mar 17
- ii. C/LCpl Ahmed, A to Cpl, effective 23 Mar 17
- iii. C/MCpl Bush, F to Sgt, effective 23 Mar 17
- iv. C/LCpl Carmell, N to Cpl, effective 23 Mar 17
- v. C/Cdt Contois, L to LCpl, effective 23 Mar 17
- vi. C/Cpl Dmitrenco, A to MCpl, effective 23 Mar 17
- vii. C/Cdt Fortier, M to LCpl, effective 23 Mar 17
- viii. C/MCpl Gacayan, S to Sgt, effective 23 Mar 17
- ix. C/LCpl Istiaq, Z to Cpl, effective 23 Mar 17
- x. C/Cdt Kehler, A to LCpl, effective 23 Mar 17
- xi. C/LCpl Lee, D to Cpl, effective 23 Mar 17
- xii. C/WO Pawelko, N to MWO, effective 23 Mar 17
- xiii. C/Cpl Sidhu, K to MCpl, effective 23 Mar 17
- xiv. C/LCpl Cathcart, S to Cpl, effective 23 Mar 17
- xv. C/Cdt Stamp, R to LCpl, effective 23 Mar 17
- xvi. C/Cpl Tallack-Papsdorf, T to MCpl, effective 23 Mar 17
- xvii. C/Cdt Thompson, A to LCpl, effective 23 Mar 17
- xviii. C/Cdt Walker, J to LCpl, effective 23 Mar 17
- xix. C/Cdt Wittgruber, N to LCpl, effective 23 Mar 17
- xx. C/Sgt Zahlan, B to WO, effective 23 Mar 17

4. APPOINTMENTS

a. Officers. NIL.

b. Cadets. NIL

c. Civilian Staff. NIL

PART 2
(Current Items)

5. 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 Mar – 3 Apr	Battlefield Tour	Optional	TBA	Various	Capt Sun
31 Mar – 02 Apr	Nav FTX	DND Mandatory	TBA		TBA
9 Apr	Battle of Vimy Ridge Commemoration	DND Mandatory	TBA		TBA
22 Apr	St Julien Parade	DND Optional	TBA	Mewata	TBA
29 Apr	Lord Strathcona Drill Competition	DND Optional	TBA		TBA
4 May	Change of Command Parade	DND Mandatory			
6 May	Kozar Cup Drill	DND Optional	TBA		TBA
11 May	Corps Year-End Awards Dinner	DND Mandatory	TBA	TBA	TBA
19 – 22 May	Adventure FTX	DND Optional	TBA		TBA
27 – 29 May	Quad Highlanders Corps ACR	DND Mandatory	TBA	Mewata	TBA
2-4 Jun	Silver Star Expedition	RDA (Mandatory for Silver Stars)	TBA		TBA
18 Jun	Orienteering and & Year End BBQ	DND Optional	TBA	Glenmore Park	TBA
7 July	Calgary Stampede Parade	DND Optional	TBA		TBA
2 Sept	Calgary Highland Games	DND Optional	TBA		TBA

6. TAKEN ON STRENGTH

Cdt D Arrogante, effective 2 Mar 17
 Cdt S Campbell, effective 2 Mar 17
 Cdt J Davis, effective 23 Feb 17
 Cdt J Ledgerwood, effective 2 Mar 17
 Cdt B Liu, effective 16 Mar 17

Cdt V Lye, effective 9 Mar 17
 Cdt E Rebolledo, effective 23 Mar 17
 Cdt R Samuels, effective 2 Mar 17
 Cdt A Struthers, effective 9 Mar 17

7. NON-EFFECTIVE STRENGTH

As of 23 Mar 2017:

Last Name	First Name	Rank	Days Absent
Artezuela	Kianna Selena	Cpl	since 35 day(s)
Balachova	Evelyn	Cdt	since 98 day(s)
Betcheke	Kathy Julienne	Cpl	since 42 day(s)
Infante-Mendoza	Andrea Vaeria	Cdt	since 98 day(s)
Karwowski	Mason	MCpl	since 42 day(s)
Kehler	Alexander Joseph Quintin	Cdt	since 56 day(s)
Kuhlwein	Luke Tyler	Sgt	since 42 day(s)

8. STRICKEN OFF STRENGTH

Last Name	First Name	Last Day of Membership
NIL		

9. PERSONNEL TRANSACTIONS

a. TRANSFERS.

- i. Officers.
 - (1) Maj M Novak, CISS, eff 5 May 16.
- 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,
 - (b) C/Sgt Erickson
 - (2) The following cadets are supporting the Recce Course hosted by 2554:
 - (a) C/Sgt Erickson
 - (b) C/WO Ward
 - (3) The following cadets are participating in the Recce Course hosted by 2554:
 - (a) C/Cpl Sidhu, H
 - (b) C/Cpl Sidhu, K
 - (c) C/WO Nielsen, W
 - (d) C/WO Bergerman-Twan, L
 - (e) C/MCpl Jancik

(4) C/Sgt Small is volunteering with Stoney Tribal Cadets until further notice.

c. ON LEAVE/TEMPORARY DUTY.

i. Officers. NIL

ii. Civilian Instructors and volunteers.

(1) CV Heather Malone has ceased parading until further notice, effective 16

Feb 17.

iii. Cadets.

(1) Munkchuluun, S LOA 13 Nov 16 – 1 Sept 17

(2) Zahlan, S LOA 29 Sept 16 – 30 Jun 17

(3) Kuhlwein, L LOA 9 Feb 17 – 13 Apr 17

10. 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 Novak, Commanding Officer;

(2) Capt Sun, Administration Officer, Deputy Commanding Officer;

(3) 2Lt Pawelko, Training Officer;

(4) 2Lt Jenner, Supply Officer;

(5) CI Scott, Course Officer, First Aid Officer.

ii. Regional Staff: 2Lt Stubbs

iii. Primary Reserve:

(1) Calgary Highlanders – MWO Downey

iv. Civilian Volunteers:

(1) Mr. D Jessen, Inventory Control Officer

(2) Mr. L Marten, Drum Instructor

(3) Mr. A Miller, Pipe Instructor

(4) Ms. D Lagasse, Assistant Administration Officer, ID#06057

(5) Mr. B Trnavskis, Assistant Sup O

(6) Ms. N Humble, Course O, Pipes and Drums O, Drill Team Coach

(7) Mr. J Anderson, Course O, Marksmanship Coach

(8) Ms. C. Cruickshank, Recruiting O, ID#06404

(9) Mr. C Stein, Field Stores Officer

(10) Mr. G Jancik, Assistant Supply Officer

(11) Mr. I. McCarthy, Pipe Instructor

(12) Mr. E Knight, Pipe Instructor

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)

11. 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.

12. ACHIEVEMENTS AND AWARDS

C/MCpl Ali, Z – Kilt
 C/MCpl Rechel-Wagner, S – Kilt
 C/MCpl Trnavskis, C – Kilt
 C/MCpl Ramcharan-Bigelow, R – Kilt
 C/MCpl Ramcharan-Bigelow, R – Glen

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 cadets of this policy.

14. 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.

15. 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.

16. 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:

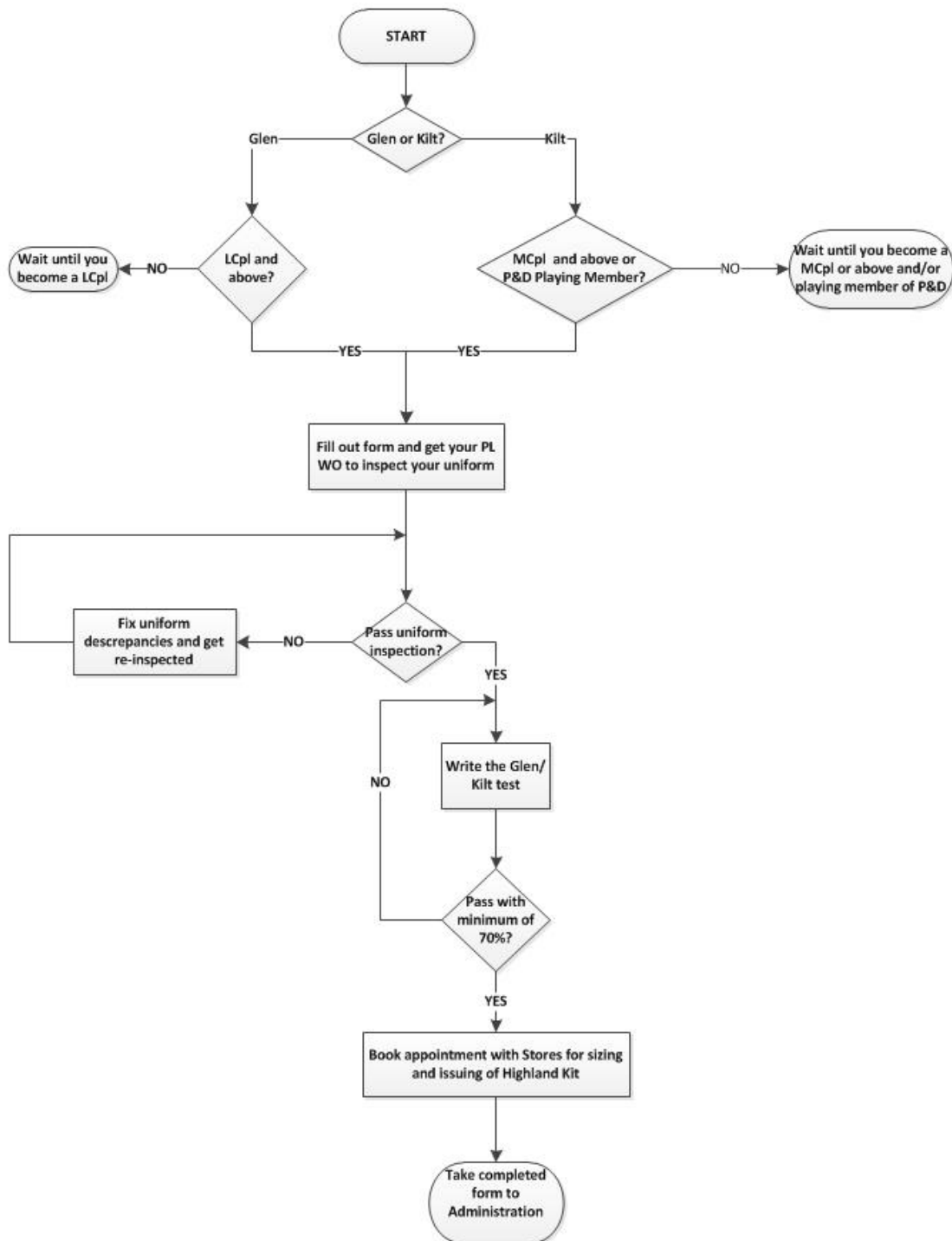


2137 Calgary Highlanders

Royal Canadian Army Cadet Corps



Glen and Kilt Process



//original signed//

M Novak
Maj
CO
2137 RCACC

Dist List

Action
All Pers

Info
League
PAC
ACO
RCSU (NW)