

ROUTINE ORDERS

2137 CALGARY HIGHLANDERS CADET CORPS

ISSUED BY

MAJ J SUN

COMMANDING OFFICER

Last Order No. 10/18

Dated: 1 October 2018

This Order No. 11/18

Dated: 7 November 2018

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PART 1
(Duties and Appointments)

1. DUTY ROSTER

Date	DutyO	Backup DutyO	Sr Duty NCO	Jr Duty NCO	Flag Duty NCOs
1 Nov	2Lt Jenner	Capt Ellis	WO Harford	Sgt Fang	Cpl Pratomo Cpl Rodriguez Gill
8 Nov	Capt Ellis	Lt(N) Lataille	WO Bush	MCpl Struthers	Cpl Brazhnyk Cpl Ibarra- Montoya
15 Nov	Lt(N) Lataille	Lt(N) Ogilvie	WO Small	MCpl Ishtiaq	Cpl Taylor Cpl Ali
22 Nov	Lt(N) Ogilvie	CI Scott	Sgt Brooke	MCpl Hopman- Wideman	Cpl Rutgers Cpl Merheb
29 Nov	CI Scott	CI Stein	WO Gacayan	MCpl Imrie	Cpl Smith Cpl Lane
6 Dec	CI Stein	OCdt Cadotte	Sgt Lafon	MCpl Karwowski	Cpl Syed Bukhari Cpl Tang

2. PARADE DRESS

Ref: Corps Calendar, www.calgaryhighlanderscadets.com

Date	Activity	Dress
1 Nov	Training Night	C2A/H-2A/H3
4 Nov	Field of Crosses	C1/H-2A/H3
4 Nov	Poppy Tagging	C1/H-2A/H3
4 Nov	Marksmanship	FTU
4 Nov	Strategy Games	FTU/Civvies
5 Nov	Pipes and Drums	FTU
8 Nov	Training Night	C5
10 Nov	Poppy Tagging	C2A/H-2A/H3
11 Nov	Remembrance Day	C1/H1A/H3
12 Nov	Pipes and Drums	FTU
15 Nov	Sports Night	Sports
19 Nov	Pipes and Drums	FTU
22 Nov	Training Night	C2A/H-2A/H3
24 Nov	Sports Day	Sports
26 Nov	Pipes and Drums	FTU
29 Nov	CO's Parade	C1/H1/H3
30 Nov – 2 Dec	Survivor FTX	FTU

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

3. PROMOTIONS

a. Officers NIL

b. Cadets.

LCpl Deng Han, K. to Cpl , effective 25 Oct 2018
 LCpl Fedor, T. to Cpl, effective 25 Oct 2018
 LCpl Komonoski, L to Cpl, effective 25 Oct 2018
 LCpl McAllister, G to Cpl, effective 25 Oct 2018
 LCpl Reynolds, C to Cpl, effective 25 Oct 2018
 LCpl Shan, X to Cpl, effective 25 Oct 2018
 Cpl Maeckelburg, K to MCpl, effective 25 Oct 2018
 MCpl Small, C to Sgt, effective 25 Oct 2018
 MCpl Struthers, A to Sgt, effective 25 Oct 2018
 MCpl Fang, K to Sgt, effective 25 Oct 2018

4. APPOINTMENTS

a. Officers. NIL

b. Cadets.

- i. WO Jancik, A appointed Pipe Major, effective 25 Oct 2018

c. Civilian Staff. NIL

5. AWARDS

a. Officers NIL

b. Cadets

WO Poon, S – Stickman
 Weekend Warrior Bivouac FTX – Sgt Haro
 Dunkirk – Platoon of the Month (October)
 Paul – Fitness Excellence

Ledda – Fitness Gold
 Jancik – Fitness Gold
 Poon – Fitness Gold
 Fergusson – Fitness Gold
 Shan – Fitness Gold
 Tang – Fitness Gold
 Xiao – Fitness Gold
 Rhodes – Fitness Silver
 Scott – Fitness Silver
 Karowski – Fitness Silver
 McElroy – Fitness Bronze
 Rajesh – Fitness Bronze
 McAllister – Fitness Bronze
 Rodriquez Gill – Fitness Bronze
 Deng Han – Fitness Bronze
 Stamp, R – Fitness Bronze
 Lye – Fitness Bronze
 Dumolong – Fitness Bronze
 Reynolds – Fitness Bronze
 WO Janick – Master Cadet
 WO Pavez – Master Cadet
 WO Kuhlwein – Master Cadet
 WO Lagasse – Master Cadet
 WO Poon, S – Master Cadet
 MWO Poon, C – NSE I
 Sgt Fang – Glen

c. Civilian Staff. NIL

PART2
(Current Items)

6. ADDITIONAL TRAINING / EVENTS

a. Yearly Calendar Reference:

DATE	ACTIVITY	TRAINING CATEGORY	TIMINGS	LOCATION	OIC
11 Nov	Remembrance Day	DND Mandatory	TBD	4 th St Cenotaph	Maj Sun
15 Nov	Stage II Marksmanship	RDA	TBD	TBD	TBD
15 Nov	Fitness Testing	DND Mandatory	1830 – 2115hrs	Mewata Armouries	Training Team
24 Nov	Sports Day	DND Mandatory	TBD	TBD	TBD

30 Nov – 2 Dec	Survivor FTX	DND Optional	TBD	TBD	Training Tea,
30 Nov – 2 Dec	MUSCON	RDA	TBD	TBD	TBD
6 Dec	Summer Training Presentation	Other	1900 – 2000	GDR	Maj Sun
1 Dec	Operation Christmas Child Volunteering	Other	0900 - 1200	Samaritan's Purse	Maj Sun
7 – 9 Dec	Year 5 Worksop	DND Mandatory	TBD	TBD	TBD
13 Dec	People's Christmas Dinner	DND Mandatory	1830 – 2130hrs	Mewata Armouries	PAC/Master Cadets
18-20 Jan	Winter Indoctrination	DND Mandatory	TBD	Kananaskis Campgroud	Training Team
25-27 Jan	Stage III Biathlon	RDA	TBD	TBD	TBD
8-9 Feb	Para Selection	Other	TBD	TBD	TBD
23-24 Feb	First Aid	DND Mandatory	TBD	TBD	TBD
3-9 Mar	Stage IV Biathlon Championship	RDA	TBD	TBD	TBD
14-25 Mar	Alpine Tour (Regional Expedition)	RDA	TBD	TBD	TBD
16 Mar	Range Day Prep #2	DND Mandatory	TBD	TBD	TBD
17 Mar	Range Day #2	DND Mandatory	TBD	TBD	TBD
22 Mar - 1 April	Spring Break Public / Catholic School	Other			

9 Apr	Vimy Parade	RDA	TBD	TBD	TBD
12-14 Apr	Navigation Trek	DND Mandatory	TBD	Stoney Creek	TBD
12-14 Apr	Stage III Marksmanship	RDA	TBD	TBD	TBD
18 Apr	Fitness Testing #2	DND Mandatory	TBD	TBD	TBD
20 Apr	St. Julien Parade	Other	0900-1600hrs	Mewata	TBD
25 Apr	Corps Photo	Other	1900 – 1930	Mewata	Maj Sun
27 Apr	Community Service	DND Mandatory	TBD	TBD	TBD
4 May	Kozar Cup	RDA	TBD	TBD	TBD
3-5 May	Silver Star Expedition	RDA	TBD	TBD	TBD
10-12 May	Music Level Testing	RDA	TBD	TBD	TBD
16 May	Qualifications / Promotional Parade	DND Mandatory	1830-2115hrs	Mewata Armouries	TBD
16-26 May	Regional Expedition	RDA	TBD	TBD	TBD
23 May	Awards Dinner	Other	1800-2200hrs	TBD	PAC
30 May	ACR Practice	DND Mandatory	TBD	TBD	TBD
1-2 June	Combine ACR	DND Mandatory	Saturday 0800 - Sunday 1700hrs	Mewata Armouries	TBD
7-9 Jun	Highland Challenge	DND Mandatory	TBD	TBD	TBD
15 Jun	Gathering of the Clans	Other	0900 – 1400	Bowness Park	PAC

7. TAKEN ON STRENGTH

Name	Day	Month	Year
De Castro, Kobe	18	10	2018
Davary Diaz, Omid	4	10	2018
Cleverly, Damien William Randle	4	10	2018
Ironshirt, Cameron	11	10	2018
Scott, William Edward Brian	11	10	2018
Reeve, Alaina Ivy Mae	11	10	2018
Skiffington, Alexander	18	10	2018
Franco Flores, Alonso Isaac	11	10	2018
Franco Flores, Avril	11	10	2018
Robicheau, Jordan	18	10	2018

8. NON-EFFECTIVE STRENGTH

As of 7 November 2018:

Last Name	First Name	Since
Ali	Zainab	67 days
Bolanos	Saidh Ismael	67 days
Cortes Munoz	Miguel Angel	34 days
Donaldson	Kenzie May	55 days
Gacayan	Shann Kim	34 days
Geswein	Tristen Alexander	48 days
Gilbert – Scholefield	Vi-Ivy	34 days
Ginter	Luke Richard	48 days
Hoglo	Daniel Guerrero	34 days
Ibara-Montoya	Alison del Rosario	54 days
Katuku	Ed	41 days
Lane	Khallasandra A.I.	67 days
Lartchenkov	Anton	34 days
Moose	Joseph Walter James	34 days
Nansha	Israel	34 days
Rutgers	Iain MacKenzie	67 days
Schroter	Lance	62 days
Shehzad	Shehryar	41 days
Sidhu	Hardev	67 days
Tshamakeji	Glory Alende	67 days
Tshamakeji	MusauShekinah	67 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) C/WO Small and C/MCpl Small are volunteering with Stoney Tribal Cadets until further notice.

c. ON LEAVE/TEMPORARY DUTY.

- i. Officers.
 - (1) Lt(N) Lataille, On Leave, 17 – 25 Nov 2018
 - (2) Lt(N) Ogilvie, TD, 13 – 22 Nov, 2018
 - (3) CI Craddock, On Leave, 14 Nov – 1 Dec 2018
- ii. Civilian Instructors and volunteers. NIL
- iii. Cadets.
 - (1) Zahlan, B, LOA, 6 Sep – 30 Nov 2018
 - (2) Nielsen, E, LOA, 18 Oct – 12 Dec 2018

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 Sundays, Marksmanship on Sundays, as well as scheduled exercises:

i. 2137 Staff:

- (1) Maj Sun, Commanding Officer;
- (2) Capt Ellis, Deputy Commanding Officer, Biathlon Officer;
- (3) Capt Concannon, Standards Officer, Adjutant, Pipes and Drums Officer;
- (4) Lt(N) Lataille, Training Officer, Marksmanship Officer;
- (5) Lt(N) Ogilvie, Assistant Training Officer
- (6) 2Lt Jenner, Supply Officer;
- (7) OCdt Cadotte, Administration Officer,
- (8) CI Craddock, Master Cadet Star Level Officer;
- (9) CI Scott, Recruit/Green Star Level Officer, First Aid Officer;
- (10) CI Stein, Gold Star Level Officer;

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) Mr. E. Knight, Pipe Instructor;
- (4) Ms. D. Lagasse Assistant Administration Officer
- (5) Ms. C. Cruickshank (ID#06404), Recruiting Officer & Assistant

- Administration Officer;
- (6) Mr. D. McKenzie, Assistant Supply Officer;
 - (7) Ms. E. Alfaro, Social Media Co-ordinator, Assistant Supply Officer;
 - (8) Mr. J. Anderson (ID#06053), Silver Star Level Officer;
 - (9) Mr. E. Van Der Raadt (ID#06809), Red Star Level Officer

b. Events not listed above include FTXs and other events can be found in the corps' Google Calendar:

<https://calendar.google.com/calendar/embed?src=2137rcacc%40gmail.com&ctz=America%2FEdmonton>.

PART 3
(Notices and Changes)

12. PARADE ROUTINES FOR THURSDAYS

a. The Thursday night training schedule will be as follows:

Time	Activity
1815	Arrival of cadets
1815 – 1835hrs	Sr NCO Briefing (PI WO and SMs)
1835 – 1845hrs	Standing Staff Meeting
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
1830hrs	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 Platoon 2ICs to inspect and perform uniform evaluations
1845hrs	Attendance numbers should be confirmed by this time
1845 – 1855hrs	Opening Parade; Flag break; Inspection (if sufficient time); March Past; Advance in Review Order <ul style="list-style-type: none"> • Suggest that each Platoon WO/PI Comd 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
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 no later than 1845hrs. The Duty Officer will typically preside over Opening Parade and performing the inspection.

Unit O-Group will be used for any targeted announcements for optional training groups.

13. ACHIEVEMENTS AND AWARDS

NIL

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:
 - o Cadet submits request for LOA in writing to PI Comd prior to going on leave
 - o PI Comd sends request to CO with their recommendation (either approve/not approve request)
 - o CO approves/not approves LOA and sends email confirmation to PI Comd and AdmO
 - o PI Comd contacts cadet to return kit (if LOA is approved).
 - o Cadet returns kit to StoresO.
 - o StoresO lets PI Comd know kit has been returned.
 - o StoresO brings completed Kit Issue card (showing that kit has been returned) to AdmO.
 - o AdmO puts Kit Card into Pers File and marks cadet as LOA (or deactivates them) in Fortress.
 - o When cadet returns, cadet must see PI Comd first to initiate return process:
 - o AdmO reactivates cadet and updates all records in Fortress.
 - o AdmO gives Kit Card to StoresO.
 - o StoresO issues kit back to cadet.
 - o 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.
- d. All new recruits will wear a white (collared preferably) shirt, black pants, and black shoes until they are issued a uniform.
- e. If cadets are unable to wear the appropriate uniform, then they are to wear a white collared shirt, black pants, and black shoes and have their hair done appropriately.

17. CADET PARKA INSTRUCTIONS

- a. Your cadet issued parka is made up of 2 jackets: an inner fleece and the outer shell. At the request of Supply, do not break down your parka into separate components. The parka cannot be issued out to the next cadet if it is missing either of the pieces. It must be returned with BOTH the inner fleece and outer shell.

18. CRITERIA FOR STICKMAN AWARD

- a. Effective 1 Oct 2018, the following is the criteria for awarding the Stickman:

Criteria:

-The individual who receives the Stickman is first and foremost an exemplar to their peers. As such, they must demonstrate physical standards of excellence in Dress, Deportment and Fitness. More qualitatively, they must demonstrate superb leadership and mentoring over fellow cadets.

- The individual must have an excellent record of attendance, at both mandatory and optional training

-The individual must carry themselves with respect for their superiors, junior NCOs and officers. Excellence in all other areas will not be considered if the individual is not polite, kind or respectful.

-As an example to other cadets, it is important that they strive to achieve high levels of accomplishment, as such, participation at higher level training and CTCs and awards at that level will be taken into consideration.

-This cadet must consistently be on task, focused and prepared in all aspects of their training.

-This cadet must not have any form of corrective action being placed against them, such as red chits.

Selection:

Prior to the awards ceremony at COs parade, the RSM, CSM AND DSM will confer to choose a suitable candidate to be brought forward to the officer staff. The RSM will meet with all relevant officers and training staff to discuss the potential candidate(s). The final decision will lie with the Sr NCO Command Team. The cadet selected for this award must be the rank of Cpl and below.

Procedure:

Upon earning the Stickman award, the recipient must maintain these standards of excellence, and any failure to do so will result in the taking away of the award. This cadet must provide an example, and by virtue of earning the award gains an additional measure of responsibility.

While they have the award, they may wear the relevant bayonet and belt on all cadet uniforms at the corps level. It will not be worn to supplementary training or CTCs. Assessment periods will be on a monthly basis, starting at the former COs parade and ending only when the awards recipient is announced the following COs parade. The same individual may earn the award an unlimited number of times in a row, granted they deserve it.

19. CRITERIA FOR PLATOON OF THE MONTH

a. Effective 1 Oct 2018, the following is the criteria for awarding the Platoon of the Month:

Criteria:

-Attendance of all platoon members must exceed the other platoons, in both mandatory and optional training

-Coherence in duties, ex. End of night cleanup, organization during platoon meetings.

-Merit of individuals within this platoon. ex. awards, completion of optional training

-Highest standard of Drill, Dress and Deportment on and off the parade square

-Level of respect of platoon members towards the chain of command, ranks and officers

-High level of fitness within this platoon, as per assessments

-Consistent and genuine positive attitude towards training

-High level of preparedness, ex. wearing proper uniforms, being on time and ready for lessons

-This award is a reflection upon the quality of the Platoon commander, NCO IC and NCO 2IC, as such, these individuals must display a higher than normal level of excellence and commitment.

Selection:

Before the awards ceremony at COs parade, the RSM, CSM, AND DSM will confer to discuss possible platoon of the month. Upon reaching a consensus with supporting evidence, the RSM will confer with the CO and any other required adult staff to provide

input from the senior NCOs. The ultimate decision lies with the Sr NCO Command Team, who will receive the distinction of top platoon of the month.

Procedure:

-Top platoon will have their banner flown on the secondary flag pole for the following month until the next award.

-The assessment period will start at the awarding of one platoon of the month and continue until such time that the next COs parade, and award is decided upon.

20. 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:

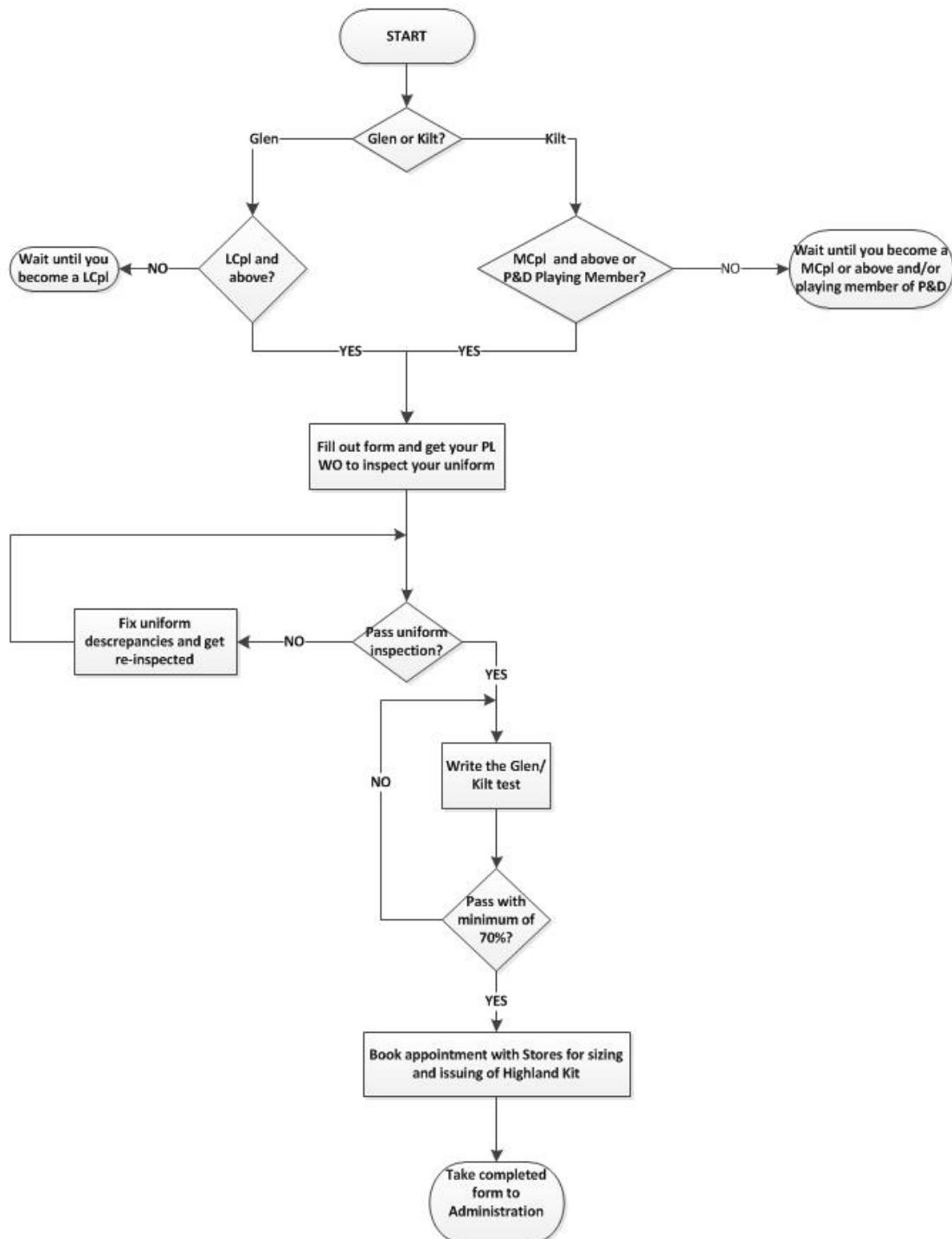


2137 Calgary Highlanders

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
ZTO
264 Legion