

ROUTINE ORDERS

2137 CALGARY HIGHLANDERS CADET CORPS

ISSUED BY

MAJ J SUN

COMMANDING OFFICER

Last Order No. 02/18

Dated: 1 Feb 2018

This Order No. 03/18

Dated: 1 Mar 2018

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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
1 Mar	Capt Concannon	CV Anderson	WO Small, J	Sgt Lafon	MCpl Cortez Munoz	Cpl Hoglo
8 Mar	Capt Ellis	CV Van der Raadt	WO Zahlan	Sgt Pada	MCpl Cuncannon	Cpl Lee, J.
15 Mar	CI Scott	CV McKenzie	WO Aldus	Sgt Shehzad	MCpl Geswein	Cpl Lye
22 Mar	CI Stein	CI Scott	WO Twan	Sgt Sidhu, H.	MCpl Imrie	Cpl Merheb
29 Mar	2Lt Jenner	CI Stein	WO Bush	Sgt Tailibayev	MCpl Ishtiaq	Cpl Nambokinena
5 Apr	SLt Lataille	2Lt Jenner	WO Jancik	Sgt Torrez	MCpl Karwowski	Cpl Smith

2. PARADE DRESS

Ref: Corps Calendar, www.calgaryhighlanderscadets.com

Date	Activity	Dress
1 Mar	Training Night	C5 (FTU)
4 Mar	Drill Team	C5 (FTU)
5 Mar	Pipes & Drums Rehearsal	Civvies
8 Mar	Training Night	C2A/H-2A
11 Mar	Marksmanship and Drill Team	C5 (FTU)
12 Mar	Pipes & Drums Rehearsal	Civvies
15 Mar	Training Night	C2A/H-2A
18 Mar	Marksmanship and Drill Team	C5 (FTU)
19 Mar	Pipes & Drums Rehearsal	Civvies
22 Mar	Training Night – COs Parade	C1/H1/H3
25 Mar	Marksmanship and Drill Team	C5 (FTU)
26 Mar	Pipes & Drums Rehearsal	Civvies
29 Mar	Training Night – Kit Check	C5 (FTU)
30 Mar- 1 Apr	Nav Trek FTX	C5 (FTU)

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

3. PROMOTIONS

a. Officers. NIL

b. Cadets.

- Cdt Rutgers, I to LCpl eff 15 Feb 2018
- Cdt Arevalo-Reyes, V to LCpl eff 15 Feb 2018
- Cdt Ali, Z to LCpl eff 15 Feb 2018
- Cdt Hawke, D to LCpl eff 15 Feb 2018
- Cdt Taylor, R to LCpl eff 15 Feb 2018
- Cdt Shan, X to LCpl eff 15 Feb 2018
- Cdt Graza, G to LCpl eff 15 Feb 2018
- Cdt Komonoski, L to LCpl eff 15 Feb 2018
- Cdt Laboissiere, F to LCpl eff 15 Feb 2018
- C/LCpl Brazhnyk, V to Cpl eff 15 Feb 2018
- C/LCpl Smith, A to Cpl eff 15 Feb 2018
- C/LCpl Lye, V to Cpl eff 15 Feb 2018
- C/Cpl Tshamakeji, G to MCpl eff 15 Feb 2018
- C/MCpl White, B to Sgt eff 15 Feb 2018
- C/Sgt Janick, A to WO eff 15 Feb 2018

4. APPOINTMENTS

a. Officers. NIL

b. Cadets. NIL

c. Civilian Staff. NIL

5. AWARDS

a. Officers. NIL.

b. Cadets. NIL.

c. Civilian Staff. NIL

PART 2
(Current Items)

6. ADDITIONAL TRAINING / EVENTS

a. Yearly Calendar Reference:

DATE	ACTIVITY	TRAINING CATEGORY	TIMINGS	LOCATION	OIC
3 Mar	Grand Highland Ball	Other	1630 – 2000hrs	Hyatt Regency	Capt Ellis
9 – 11 Mar	P.A.L (Possession & Acquisition License) - POSTPONED	DND Optional	TBD	TBD	TBD
11 Mar	Bottle Drive Flyer handout	Other	1330 – 1600hrs	North Hill Mall	CI Stein

15 – 26 Mar	Alpine Tour (Regional Expedition) (selected cadets only)	RDA			
17 Mar	Pre NavTrek Review	Other	0900 – 1700hrs	Mewata	SLt Lataille
18 Mar	Bottle Drive	Other	1000 – 1500hrs	North Hill Mall	CI Stein
22 Mar – 3 Apr	Public School Spring Break	Other			
30 Mar – 8 April	Catholic School Spring Break	Other			
31 Mar- 1 Apr	Nav Trek (joint with 2383) – Green, Red and any new recruits who are 15 yrs and older	DND Mandatory	TBD	Camp Howard	Capt Concannon
7 Apr	Vimy Parade	RDA	TBD	The Military Museums	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/Capt Ellis
28 Apr	Community Service	DND Mandatory	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	Camp Howard	Capt Concannon
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	2383 RCACC
10 June	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 Smith, A eff 15 Feb 2018
Cdt Bhatt, O eff 15 Feb 2018
Cdt* Besspalov, Z eff 15 Feb 2018

8. NON-EFFECTIVE STRENGTH

C/WO Lee, J absent 179 days
C/WO Aldus, C absent 39 days
C/Sgt Meyer, C absent 75 days
C/Sgt Kinghorn, B absent 75 days
C/Sgt Sidhu, H absent 75 days
C/Sgt White, B absent 40 days
C/MCpl Lee, D absent 40 days
C/Cpl Nambokinena, D absent 75 days
C/Cpl Lee, J absent 40 days
C/Cpl Connors, M absent 54 days
C/Cpl Campbell, S absent 73 days
Cdt Chorley, R absent 75 days
Cdt Laboissiere, F absent 100 days
Cdt Rodriguez, R absent 117 days
Cdt Perry, R absent 89 days
Cdt Schroter, L absent 33 days

9. STRICKEN OFF STRENGTH

Cdt Shehzad, M eff 01 Feb 2018
C/WO McRae, C eff 08 Feb 2018

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/CWO 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.
 - Cpl Arevalo-Reyes, D eff 29 Jan 18 until 19 Mar 18
 - Cdt Arevalo-Reyes, V eff 29 Jan 18 until 19 Mar 18
 - Lee, J eff 1 Sept 2017 to 31 Dec 2017
 - Gacayan, S eff 1 Jan 2017 to 30 Jun 2017
 - Vela, A eff 1 Feb 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 Sundays, Marksmanship on Sundays, as well as scheduled exercises:
 - i. 2137 Staff:
 - (1) Maj Sun, Commanding Officer; Pipes and Drums Officer
 - (2) Capt Ellis, Deputy Commanding Officer, Biathlon Officer;
 - (3) Capt Concannon, Operations Officer, Assistant Pipes and Drums Officer;
 - (4) SLt Lataille, Training Officer, Marksmanship Officer;
 - (5) 2Lt Jenner, Supply Officer;
 - (6) CI Craddock, Master Cadet Star Level Officer;
 - (7) CI Scott, Green Star Level Officer, First Aid Officer, Walcheren Platoon Commander;
 - (8) CI Stein, Gold Star Level Officer, Passchendaele Platoon Commander, Field Stores 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. K. Drummond, Tenor Instructor;
 - (5) Ms. D Lagasse (ID#06057), Administration Officer;
 - (6) Ms. C. Cruickshank (ID#06404), Recruiting Officer & Assistant Administration Officer;
 - (7) Mr. D. McKenzie, Clothing Stores Officer;
 - (8) Ms. E. Alfaro, Social Media Co-ordinator, Assistant Clothing and Field Stores

- Officer;
- (9) Mr. J. Anderson (ID#06053), Silver Star Level Officer, Dunkirk Platoon Commander;
 - (10) Mr. 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/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 no later than 1845hrs. The Duty Officer will typically preside over Opening Parade and performing the inspection.

Unit O-Group will be used for Platoon Commander's to touch base with their platoons, reiterate upcoming events/activities, 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 (February) - Passchendaele

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:

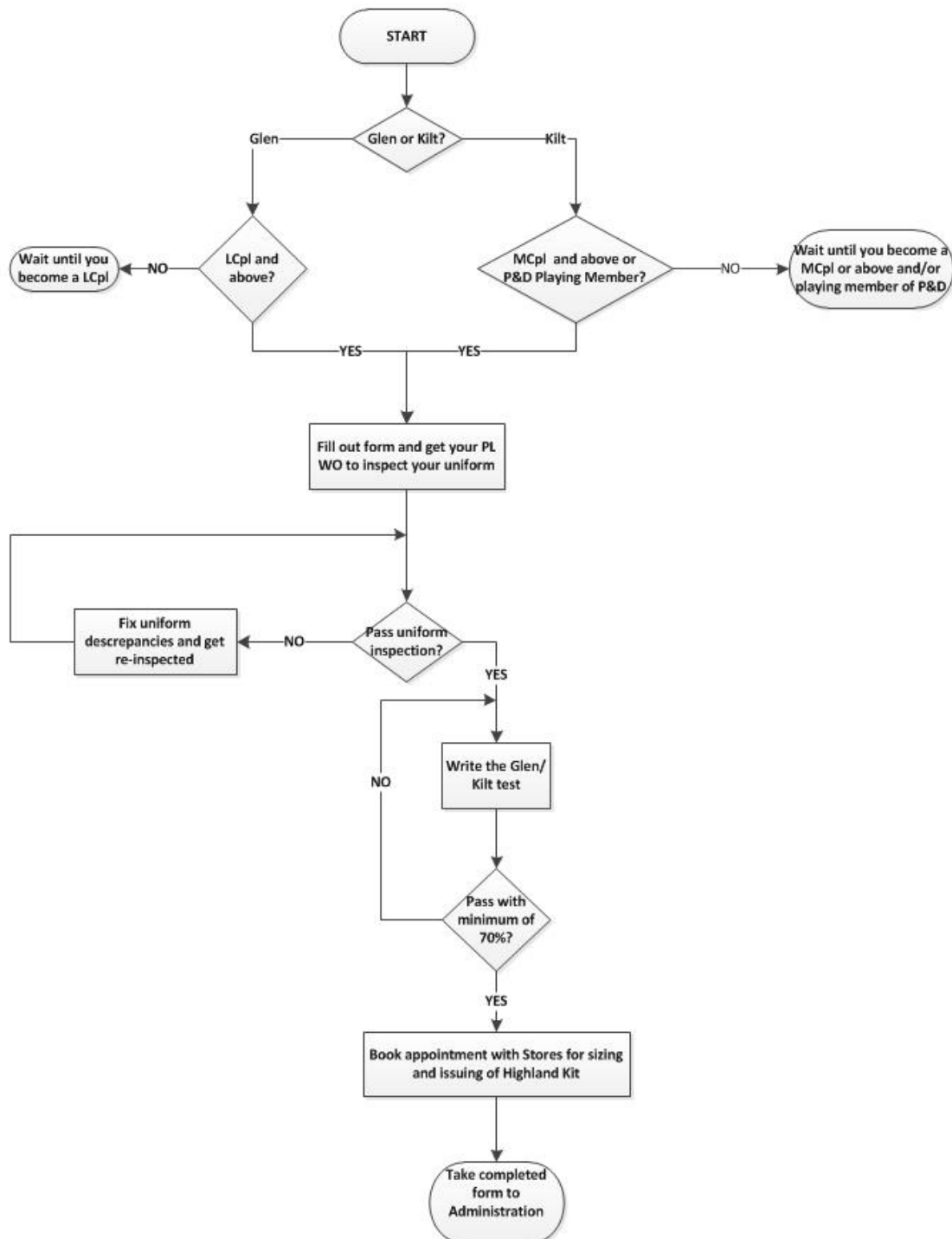


2137 Calgary Highlanders

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
ZTrgO
264 Legion