

ROUTINE ORDERS

2137 CALGARY HIGHLANDERS CADET CORPS

ISSUED BY

MAJ J SUN

COMMANDING OFFICER

Last Order No. 16/16

Dated: 1 Aug 2017

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Dated: 1 Sept 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
14 Sept	SLt Lataille	CI Humble	Sgt Aldus	Sgt Kuhlwein	MCpl Vela	Cpl Abdul-Hadi
21 Sept	2Lt Jenner	CI Stein	Sgt Bush	Sgt Poon	Sgt Sidhu, K	Cpl Castillo
28 Sept	Capt Ellis	CI Anderson	Sgt Gacayan	Sgt Janick	MCpl Cathcart	Cpl Daoud
5 Oct	SLt Lataille	CI Scott	Sgt Kinghorn	Sgt Trnavskis	MCpl Pada	Cpl Haro

2. PARADE DRESS

Ref: Monthly Events Sheet, www.calgaryhighlanderscadets.com

Date	Activity	Dress
7 Sept	First Training Night Back for Returning Cdts	FTU
14 Sept	Training Night/Open House	FTU
15-17 Sept	Sr's Leadership Development Weekend	FTU
18 Sept	Optional Training (Pipes & Drums)	FTU
21 Sept	CO's Parade	C1's
23 Sept	Fall FTX Prep	FTU
25 Sept	Optional Training (Pipes & Drums)	FTU
28 Sept	Training Night	Sports
5 Oct	Training Night	FTU
6-8 Oct	Fall FTX	FTU

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

3. PROMOTIONS

a. Officers. NIL

b. Cadets.

- Cdt Li, K to LCpl, effective 7 Sept 17
- Cdt Arrogante, D to LCpl, effective 7 Sept 17
- C/LCpl Arrogante, D to Cpl, effective 14 Sept 17
- Cdt Struthers, A to LCpl, effective 7 Sept 17
- C/LCpl Struthers, A to Cpl, effective 14 Sept. 17
- Cdt Lye, V to LCpl, effective 7 Sept 17
- Cdt Liu, B to LCpl, effective 7 Sept 17

Cdt Rebolledo, E to LCpl, effective 7 Sept 17
 Cdt Ishtiaq, F to LCpl, effective 7 Sept 17
 Cdt Ferguson to LCpl, effective 7 Sept 17
 C/LCpl Daoud to Cpl, effective 7 Sept 17
 C/LCpl Thompson, A to Cpl, effective 7 Sept 17
 C/Cpl Imrie, L to MCpl, effective 7 Sept 17
 C/Cpl Torrez, J to MCpl, effective 7 Sept 17
 C/Cpl Geswein, T to MCpl, effective 7 Sept 17
 C/Cpl Ishtiaq, Z to MCpl, effective 7 Sept 17
 C/Cpl Cathcart, S to MCpl, effective 7 Sept 17
 C/Cpl Lee, D to MCpl, effective 7 Sept 17
 C/MCpl Tranavskis, C to Sgt, effective 7 Sept 17
 C/MCpl Sidhu, H to Sgt, effective 7 Sept 17
 C/MCpl Sidhu, K to Sgt, effective 7 Sept 17
 C/MCpl Lafon, T to Sgt, effective 7 Sept 17
 C/MCpl Brooke, P to Sgt, effective 7 Sept 17
 C/Sgt Gacayan, S to WO, effective 7 Sept 17
 C/Sgt Bush, F to WO, effective 14 Sept 17
 C/Sgt Pavez, E to WO, effective 7 Sept 17

4. APPOINTMENTS

a. Officers.

- i. Capt Ellis, M appointed Deputy Commanding Officer and Biathlon Officer, effective 7 Sept 17
- ii. SLt Lataille, S appointed Training Officer, Gold Star Level Officer, and Marksmanship Officer, effective 1 Sept 17

b. Cadets.

C/MWO Pavez, M to RSM, effective 7 Sept 17

c. Civilian Staff.

- i. CV Anderson, J appointed Platoon Commander, effective 7 Sept 17
- ii. CV McKenzie, D appointed Assistant Stores Officer, effective 7 Sept 17
- iii. CV Lagasse, D appointed Administration Officer, effective 1 Sept 17
- iv. CV Cruickshank, C appointed Assistant Administration Officer and Recruiting Officer, effective 1 Sept 17
- v. CV Alfaro, E appointed Social Media Co-ordinator, effective 7 Sept 17
- vi. CI Scott, G appointed Green Star Level Officer and Platoon Commander, effective 7 Sept 17
- vii. CI Stein, C appointed Red Star Level Officer and Platoon Commander, effective 7 Sept 17
- viii. CI Humble, N appointed Silver Star Level Officer and Platoon Commander, effective 7 Sept 17
- ix. CI Craddock, R appointed Master Cadet Level Officer/Sr NCO Development Officer, effective 7 Sept 17

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
2 Sept	Calgary Highland Games	DND Optional	0900 – 1700hrs	Springbank Park of All Seasons	Maj Sun
9 Sept	Bottle Drive	Other	0800 – 1400hrs	North Hill Mall	Maj Sun
15-17 Sept	Sr. Leadership Development Weekend (joint with 2383) – MCpls' and above	DND Optional	TBD	TBD	Maj Sun/Capt Ellis/SLt Lataille
16 – 24 Sept	Rocky Mountain Climb	RDA	TBD	TBD	TBD
23 Sept	Fall FTX Prep	DND Mandatory	TBD	TBD	SLt Lataille
29 Sept – 01 Oct	Army Cadet Challenge	RDA	TBD	TBD	TBD
29 Sept – 01 Oct	Gold Star Expedition	RDA	TBD	TBD	TBD
6-8 Oct	Fall FTX (joint with 2383) – all star levels	DND Mandatory	TBD	TBD	TBD
20 Oct	1917 Victories Gala	Other	TBD	Telus Convention Centre	TBD
21 Oct	SAT Range (??)	Other	TBD	TBD	TBD
25 Oct	Walcheren Parade	Other	TBD	TBD	TBD
28 – 29 Oct	Poppy Tagging #1	Other	TBD	TBD	TBD
2 Nov	Fitness Testing	DND Mandatory	TBD	TBD	TBD
4 – 5 Nov	Poppy Tagging #2	Other			
11 Nov	Remembrance Day	DND Mandatory	TBD	TBD	TBD
18 Nov	Range Day Prep	DND Mandatory	TBD	TBD	TBD

18 Nov	Sports Day	DND Mandatory	TBD	TBD	TBD
19 Nov	Range Day	DND Mandatory	TBD	TBD	TBD
24 – 26 Nov	Music Concentration	RDA	TBD	TBD	TBD
1-3 Dec	Solo Prep (Alford Lake)	DND Optional	TBD	TBD	TBD
2 Dec	Lord Strathcona Sports Competition	RDA	TBD	TBD	TBD
9 Dec (Or Dec 16)	Operation Christmas Child	Other	0800 – 1200hrs	Samaritan's Purse	Maj Sun
14 Dec	People's Christmas Dinner	DND Mandatory	TBD	TBD	TBD
4 Jan	Summer Training Presentation	Other	TBD	TBD	TBD
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

6. TAKEN ON STRENGTH

NIL

7. NON-EFFECTIVE STRENGTH

NIL

8. STRICKEN OFF STRENGTH

NIL

9. PERSONNEL TRANSACTIONS

a. TRANSFERS.

i. Officers. NIL

ii. Civilian Instructors and volunteers. NIL

iii. Cadets.

(1) C/MCpl Ramcharan-Bigelow, R to 2509 RCACC, effective 7 Sept 2017

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

(b) C/WO Erickson, D

(2) 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. NIL

iii. Cadets. NIL

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 Sun, Commanding Officer;

(2) Capt Ellis, Deputy Commanding Officer; Biathlon Officer

(3) SLt Lataille, Training Officer; Marksmanship Officer, Gold Star Level Officer

(4) 2Lt Jenner, Stores Officer;

(5) CI Craddock, Master Cadet Star Level Officer;

- (6) CI Scott, Green Star Level Officer; Platoon Commander, First Aid Officer
- (7) CI Humble, Silver Star Level Officer; Platoon Commander
- (8) CI Anderson, Platoon Commander;
- (9) CI Stein, Red Star Level Officer; 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. K Drummond, Tenor Drum Instructor
 - (4) Mr. I. McCarthy, Pipe Instructor
 - (5) Mr. E Knight, Pipe Instructor
 - (6) Ms. D Lagasse, Administration Officer, ID#06057
 - (7) Ms. C. Cruickshank, Recruiting Officer, ID#06404
 - (8) Mr. D. McKenzie, Assistant Stores Officer
 - (9) Ms. E. Alfaro, Social Media Co-ordinator

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

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:
 - 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.

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:

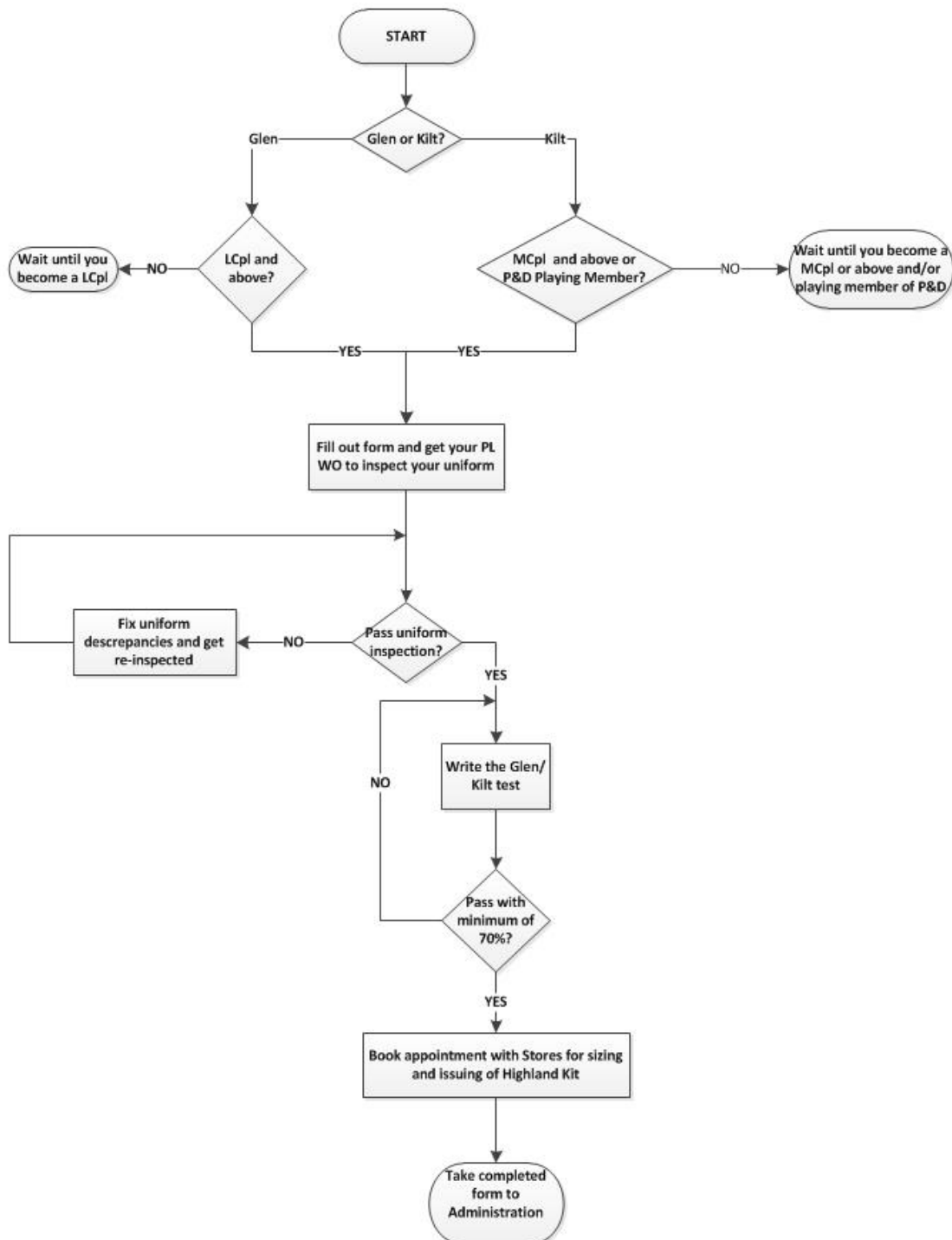


2137 Calgary Highlanders

Royal Canadian Army Cadet Corps



Glen and Kilt Process



//original signed//

J Sun
Maj
CO
2137 RCACC

Dist List

Action
All Pers

Info
League
PAC
ZTO
RCSU (NW)