

ROUTINE ORDERS

2137 CALGARY HIGHLANDERS CADET CORPS

ISSUED BY

MAJ J SUN

COMMANDING OFFICER

Last Order No. 04/18

Dated: 1 Apr 2018

This Order No. 05/18

Dated: 1 May 2018

CONTENTS

PART 1

(Duties and Appointments)

1. [DUTY ROSTER](#)
2. [PARADE DRESS](#)
3. [PROMOTIONS](#)
4. [APPOINTMENTS](#)

PART 2

(Current Items)

5. [ADDITIONAL TRAINING / EVENTS](#)
6. [TAKEN ON STRENGTH](#)
7. [NON-EFFECTIVE STRENGTH](#)
8. [STRICKEN OFF STRENGTH](#)
9. [PERSONNEL TRANSACTIONS](#)
10. [STAFF AND VOLUNTEERS ON PAID OR VOLUNTEER DUTY](#)

PART 3

(Notices and Changes)

11. [PARADE ROUTINES FOR THURSDAYS](#)
12. [INDIVIDUAL ACHIEVEMENTS AND AWARDS](#)
13. [EXCUSED ABSENCES](#)
14. [LEAVE OF ABSENCE PROCESS](#)
15. [CLARIFICATION OF CADET DRESS](#)
16. [HIGHLAND KIT PROCESS](#)

PART 1
(Duties and Appointments)

1. DUTY ROSTER

Date	DutyO	Backup DutyO	Sr Duty NCO	Jr Duty NCO	Flag Duty NCOs
3 May	CI Stein	2Lt Jenner	WO Poon	MCpl Small	Cpl Walker & Cpl Wittgruber
10 May	2Lt Jenner	SLt Lataille	WO Small	MCpl Cortez-Munoz	Cpl Abdul-Hadi & Cpl Arevalo-Reyes
17 May	SLt Lataille	Capt Concannon	WO Zahlan	MCpl Cuncannon	Cpl Arrogante & Cpl Brazhnyk
24 May	Capt Concannon	Capt Ellis	Sgt Ali	MCpl Drinkwalter	Cpl Brooke & Cpl Castillo
31 May	Capt Ellis	CI Scott	Sgt Bartlett	MCpl Geswein	Cpl Chua & Cpl Fergusson
7 Jun	CI Scott	CI Stein	Sgt Brooke	MCpl Haro	Cpl Graza & Cpl Hoglo

2. PARADE DRESS

Ref: Corps Calendar, www.calgaryhighlanderscadets.com

Date	Activity	Dress
3 May	Sports	Sports
7 May	Pipes & Drums Rehearsal	Civvies
10 May	Training Night	C2A/H-2A/H3
14 May	Pipes & Drums Rehearsal	Civvies
17 May	COs/Qualifications Parade & Kit Check	C5 (FTU)
18 – 20 May	FTX Highland Challenge	C5 (FTU)
24 May	Year End Awards Dinner	C1/H1/H3
28 May	Pipes & Drums Rehearsal	Civvies
31 May	Corps Photo & ACR Rehearsal	C1/H1/H3
1 Jun	Calgary Corps Movie night	Civvies
2 Jun	1292 ACR & Mess Dinner (P&D only)	C1/H1/H3
3 Jun	Highlander Corps ACR	C1/H1/H3

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

3. PROMOTIONS

- a. Officers. NIL
- b. Cadets.
 - Cdt Hopman-Wideman, L to LCpl eff 19 Apr 2018
 - LCpl Ali, Z to Cpl eff 19 Apr 2018
 - LCpl Taylor, R to Cpl eff 19 Apr 2018
 - Cpl Hoglo, D to MCpl eff 19 Apr 2018
 - Cpl Poon, T to MCpl eff 1 Sept 2018

4. APPOINTMENTS

- a. Officers. NIL
- b. Cadets.
 - i. C/MWO Twan, L to RSM eff 19 Apr 2018
 - ii. C/MWO Nielsen, E to CSM eff 19 Apr 2018
 - iii. C/MWO Poon, C to DSM eff 19 Apr 2018
- 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
4 – 6 May	Silver Star Expedition (Group #1)	RDA	TBD	TBD	TBD
5 May	Music Level Testing	RDA	TBD	TBD	TBD
5 May	Kozar Cup	RDA	TBD	TBD	TBD
11 – 13 May	Silver Star Expedition (Group #2)	RDA	TBD	TBD	TBD
12 May	Music Level Testing	RDA	TBD	TBD	TBD
17 May	Qualifications & Promotions Parade & Kit Check	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	Executive Inn	PAC
31 May	Corps Photo	Other	1830 – 2115hrs	Mewata	Maj Sun
1 – 3 Jun	Silver Star Expedition (Group #3)	RDA	TBD	TBD	TBD
1 Jun	Calgary Corps Movie Night	Other	TBD	Mewata	TBD
2 Jun	1292 ACR (P&D only)	Other	TBD	TMM	TBD
3 June	Combined ACR (Annual Ceremonial Review)	DND Mandatory	0800 - 1700hrs	Mewata Armouries	2383 RCACC
9 – 10 Jun	Summer Squirmish	Other	0800 – 1900hrs	TMM	Maj Sun
10 June	MS Walk	Other	0800 – 1300hrs	Prince's Island Park	Maj Sun
16 June	Gathering of the Clans	Other	TBD	Bowness Park	PAC
23 Jun	Breakfast at the Bridge (Flag Party only)	Other	TBD	Calgary Zoo	TBD
1 Sept	Calgary Highland Games	Other	TBD	Springbank Park of All Seasons	PAC

7. TAKEN ON STRENGTH


Cdt Gilbert-Scholefield, V eff 19 Apr 2018

8. NON-EFFECTIVE STRENGTH

Last Name	First Name	Rank	Notice	Deadline
<input type="text"/>	<input type="text"/>	<input type="text"/>	Absence for More than 30 Days	
Lee	Jay	WO	is absent	since 45 day(s)
Drinkwalter	Danielle	MCpl	is absent	since 59 day(s)
Nambokinena	Dzheyms (James)	Cpl	is absent	since 45 day(s)
White	Brock Adam	Sgt	is absent	since 45 day(s)
Castillo	Elmy	Cpl	is absent	since 45 day(s)
Rebolledo	Emmanuel	LCpl	is absent	since 45 day(s)

9. STRICKEN OFF STRENGTH

2137 Calgary Highlanders, Royal Canadian Army Cadet Corps



List of Cadets Struck off Strength

CIN	Last Name	First Name	Last Day of Membership	Status	Current Corps/Sqn
1228049	Pavez	Marcello Alberto	2018-04-22	Inactive	RCACC 2137
1622559	Sorrell (Cathcart)	Stacey Lee	2018-04-05	Inactive	RCACC 2137
1864271	Bhatt	Om	2018-04-05	Inactive	RCACC 2137
1631525	Fortier	Matthew Joel	2018-04-18	Inactive	RCACC 2137
1624960	Lee	Jamie	2018-04-20	Inactive	RCACC 2137
1742808	Arevalo-Reyes	Valerie	2018-04-12	Inactive	RCACC 2137

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. NIL
- ii. Civilian Instructors and volunteers. NIL
- iii. Cadets.

Lee, J eff 1 Sept 2017 to 31 Dec 2017
Gacayan, S eff 1 Jan 2017 to 30 Jun 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
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:
 - 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:

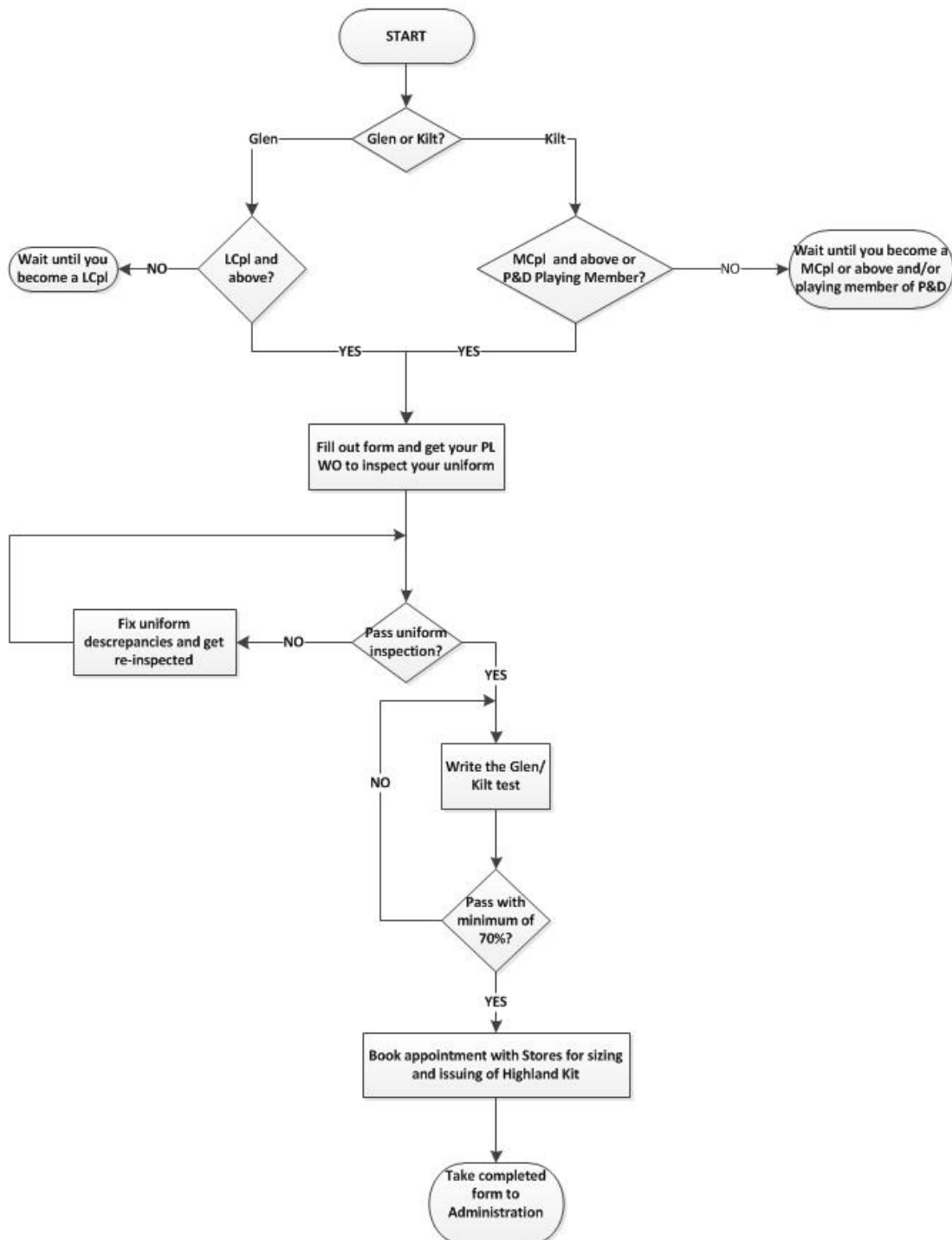


2137 Calgary Highlanders

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