

ROUTINE ORDERS

2137 CALGARY HIGHLANDERS CADET CORPS

ISSUED BY

MAJ J SUN

COMMANDING OFFICER

Last Order No. 10/17

Dated: 1 Dec 2017

This Order No. 01/18

Dated: 1 Jan 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	Duty NCO	Duty NCO	Duty NCO
4 Jan	Capt Ellis	CV Anderson	WO Aldus	Sgt Vela	MCpl Karwowski	Cpl Abdul-Hadi
11 Jan	SLt Lataille	CV Stein	WO Twan	Sgt Ali	MCpl Lee, D.	Cpl Arevalo-Reyes
18 Jan	2Lt Jenner	CV Van der Raadt	WO Bush	Sgt Bartlett	MCpl Munkhchuluun	Cpl Arrogante
25 Jan	Capt Ellis	CI Scott	WO Lagasse	Sgt Brooke, P.	MCpl Poon, T.	Cpl Brooke, A.
1 Feb	SLt Lataille	CV Anderson	WO Neilsen	Sgt Harford	MCpl Shehzad	Cpl Castillo

2. PARADE DRESS

Ref: Monthly Events Sheet, www.calgaryhighlanderscadets.com

Date	Activity	Dress
4 Jan	Training Night	C2A/H-2A
7 Jan	Marksmanship Basic/Marksmanship Team	C5 (FTU)
8 Jan	P&D	Civvies
11 Jan	Training Night	C2A/H-2A
14 Jan	Marksmanship Basic/Marksmanship Team/Drill Team	C5 (FTU) // C2A/H-2A
15 Jan	P&D	Civvies
18 Jan	Training Night	C2A/H-2A
19-21 Jan	Solo Prep	C5 (FTU)
21 Jan	Marksmanship Basic/Marksmanship Team/Drill Team	C5 (FTU) // C2A/H-2A
22 Jan	P&D	Civvies
25 Jan	Training Night	C2A/H-2A
28 Jan	Marksmanship Basic/Marksmanship Team/Drill Team	C5 (FTU) // C2A/H-2A
29 Jan	P&D	Civvies
1 Feb	Training Night	C2A/H-2A

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

3. PROMOTIONS

a. Officers. NIL

b. Cadets.

LCpl Campbell, S to Cpl eff 14 Dec 2017

Cpl Liu to MCpl eff 14 Dec 2017

MCpl Torrez to Sgt eff 14 Dec 2017

MCpl Weeks to Sgt eff 14 Dec 2017

MCpl Pada to Sgt eff 14 Dec 2017

MCpl Vela to Sgt eff 14 Dec 2017

4. APPOINTMENTS

a. Officers. NIL.

b. Cadets. NIL.

c. Civilian Staff. NIL

5. AWARDS

a. Officers. NIL.

b. Cadets.

SERVICE MEDALS

5 years

Kuhlwein

Nielsen

4 years

Erickson

Lagasse

Poon

Pavez, E

Gacayan, K

MARKSMANSHIP

1st Marksman

Ali, Z

2nd Marksman

Vela

3rd Marksman

Romero

Jancik

4th Marksman

Lagasse

Kuhlwein

NSE

Level 1

Jancik

GLENS

Ishtiaq, F

Struthers

Haro

Stamp

Tailibayev

- c. Civilian Staff. NIL

PART 2
(Current Items)

6. ADDITIONAL TRAINING / EVENTS

- a. Ref: Monthly Activities:

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

- b. Yearly Calendar Reference:

DATE	ACTIVITY	TRAINING CATEGORY	TIMINGS	LOCATION	OIC
4 Jan	Summer Training Presentation	Other	1900 – 2000hrs	GDR	Capt Ellis
19-21 Jan	Solo FTX – selected cadets only	DND Optional	TBD	TBD	SLt Lataille
9 – 11 Feb	Para Selection	Other	TBD	TBD	TBD
14 Feb	Valentine's for Vets	DND Optional	TBD	TBD	TBD
3 Mar	Fitness Testing #2	DND Mandatory	TBD	TBD	TBD
3 Mar	Grand Highland Military Ball	DND Optional	TBD	Hyatt Regency	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	Nav Trek (joint with 2383) – Green, Red and any new recruits who are 15 yrs and older	DND Mandatory	TBD	TBD	2383 RCACC

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
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	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

7. TAKEN ON STRENGTH

C/Sgt Kinghorn, B eff 23 Nov 2017
Cdt Perry, R eff 23 Nov 2017
Cdt Ginter, L eff 30 Nov 2017

8. NON-EFFECTIVE STRENGTH

C/WO Lee, J absent 118 days
C/MCpl Drinkwalter, D absent 45 days
C/WO Gacayan, S absent 35 days
C/MCpl Karwowski, M absent 47 days
C/Sgt Meyer, C absent 42 days
C/Sgt Tailibayev, E absent 35 days
C/Sgt Sidhu, H absent 42 days
C/Cpl Castillo, E absent 35 days
C/LCpl Maeckelburg, K absent 39 days
C/MCpl Lee, D absent 35 days
C/LCpl Rebolledo, E absent 42 days
C/LCpl Brazhnyk, V absent 35 days
Cdt Chorley, R absent 35 days
Cdt Laboissiere, F absent 39 days
Cdt Rodriguez, R absent 56 days

9. STRICKEN OFF STRENGTH

Sidhu, K eff 30 Nov 2017
Tallack-Papsdorf, T eff 26 Oct 2017
Erickson, D eff 5 Oct 2017
Dmitrenco, A eff 26 Oct 2017
Daoud, R eff 26 Oct 2017
Siddiqi, A eff 30 Nov 2017
Thompson, A eff 26 Oct 2017
Rechel-Wagner, S eff 30 Nov 2017
Contois, L eff 26 Oct 2017
Artezuela, K eff 4 Jan 2018
Laudersmith, Q eff 30 Nov 2017
Pada, L eff 26 Oct 2017

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/MWO 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.
McRae, C eff 26 Oct 2017 to 30 Nov 2017
Lee, J eff 1 Sept 2017 to 31 Dec 2017
Gacayan, S eff 1 Jan 2017 to 30 Jun 2017
Vela, A eff 1 Jan 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 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
- (4) 2Lt Jenner, Stores Officer;
- (5) CI Craddock, Master Cadet Star Level Officer;
- (6) CI Scott, Green Star Level Officer, First Aid Officer, Walcheren Platoon Commander
- (7) 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, Assistant Stores Officer
- (8) Ms. E. Alfaro, Social Media Co-ordinator, Assistant Stores Officer
- (9) Mr. J. Anderson (ID#06053), Silver Star Level Officer, Dunkirk Platoon Commander;
- (10) Mr. E. Van Der Raadt (#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 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 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 - Passchenaale

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:

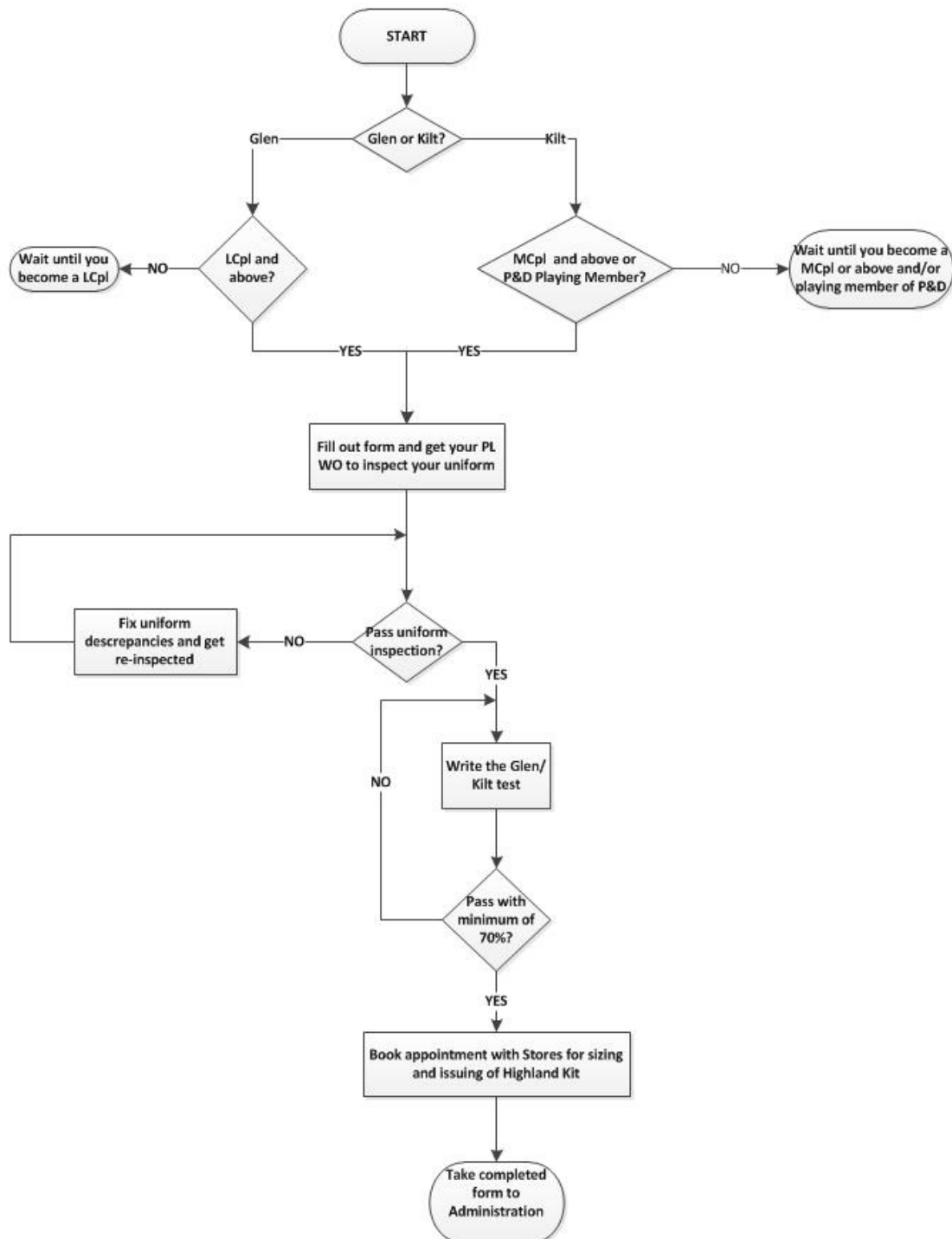


2137 Calgary Highlanders

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
ACO
RCSU (NW)