

PROTECTED A

ROUTINE ORDERS
2137 Calgary Highlander Cadet Corps

RO# 3/24
Date 7 Mar 24
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ITEMS

PART I – DUTIES AND APPOINTMENTS

204/24 DUTY ROSTER

Date	DutyO	Sr Duty NCO	Jr Duty NCO	Flag Duty NCOs
7 Mar	Capt Keane	Sgt Blotski	MCpl Brown	Cpl Afyaoui
14 Mar	Capt Sun	Sgt Blotski	MCpl Gonzalez	Cpl Baig
21 Mar	CI Scott	Sgt Blotski	MCpl Halleran	Cpl Bareham
4 Apr	Lt Dunnill-Jones	Sgt Blotski	MCpl Khalil	Cpl Boucher

205/24 ENROLLMENTS/TRANSFERS

The following members have been **enrolled/transferred to** 2137 RCACC (read in four columns: Surname, First Name, Unit, Effective Date):

Last Name	First Name	Unit	Effective Date
Bernier	Bella		15 Feb 2024
Joy	Ev		29 Feb 2024
Kaut	Paul		29 Feb 2024
Kaut	Sebastian		29 Feb 2024
Malterer	Isabella		8 Feb 2024
Sun	Ari		15 Feb 2024
Tinios	Alex		8 Feb 2024

206/24 APPOINTMENTS

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The following staff have been **appointed to/remains in** the following positions:

NIL

The following cadets have been appointed to the following positions:

- a. WO Dear, Parker, Acting Amiens Platoon Warrant Officer, effective 29 Feb 2024
- b. Moser, Robert, Sgt, Acting Passchendaele Platoon Warrant Officer, effective 29 Feb 2024
- c. Ruiz, Francisco, Sgt, Acting Walcheren Platoon Warrant Officer, effective 29 Feb 2024

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PART 2 – CURRENT ITEMS

207/24 ADDITIONAL TRAINING / EVENTS

The following table lists all additional training activities and events that take place outside of our LHQ training night:

DATE	ACTIVITY	TRAINING CATEGORY	TIMINGS	LOCATION	OIC
1 – 10 Mar	Alpine Edition	Optional	TBD	TBD	TBD
3 Mar	Pre-Para Training	Optional	1600 – 1800hrs	Mewata	TBD
10 Mar	Pre-Para Training	Optional	1600 – 1800hrs	Mewata	TBD
10 Mar	Friendly Fire (Marksmanship)	Optional	1744 – 2115hrs	Mewata	Lt Dunnill-Jones
16 – 17 Mar	RDA Music Clinic	Optional	TBD	TBD	TBD
17 Mar	Pre-Para Training	Optional	1600 – 1800hrs	Mewata	TBD
24 Mar	Range Day	Optional	0800 – 1630hrs	Mewata	Lt Dunnill-Jones
24 – 30 March	SPRING BREAK STAND DOWN				
27 Mar	Regimental Birthday	CAF Famil	1830-2030hrs	Mewata	Capt Ellis
12 – 14 Apr	NAV FTX	Mandatory	1730 – 0000hrs	TBD	Capt Keane
27 Apr	St Julien's Parade	CAF Famil	0900 – 1600hrs	Mewata	Capt Ellis
11 May	RDA Music Level Testing	Optional	TBD	TBD	TBD
11 May	Community Service Cemetery Clean-up	Citizenship	0900 – 1530hrs	Veteran's Section, Queen's Park Cemetery	Capt Keane
30 May	Year End Mess Dinner	CAF Famil	1730 – 2230hrs	TBD	Capt Williams
TBD	Highland Challenge	Optional	TBD	TBD	Lt Jenner
8 Jun	ACR/Change of Command Parade	Mandatory	TBD	TBD	Capt Ellis

208/22 EXCUSED ABSENCE PROCESS

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Cadets are reminded that absences can only be excused when the reason for absence is phoned into the corps or submitted through the online 'Absence Reporting Form', preferably in advance of the event. PI Comds are requested to remind their cadets of this policy.

209/24 LEAVE OF ABSENCE PROCESS

Cadets who wish to take a leave of absence will follow the process as outlined below:

- a. Cadet submits request for LOA in writing to PI Comd prior to going on leave
- b. PI Comd sends request to CO with their recommendation (either approve/not approve request).
- c. 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).
- d. Cadet returns kit to SupO.
- e. SupO lets PI Comd know kit has been returned.
- f. SupO brings completed Kit Issue card (showing that kit has been returned) to AdmO.
- g. AdmO puts Kit Card into Pers File and marks cadet as LOA (or deactivates them) in Fortress.
- h. When cadet returns, cadet must see PI Comd first to initiate return process.
- i. AdmO reactivates cadet and updates all records in Fortress.
- j. AdmO gives Kit Card to SupO.
- k. SupO issues kit back to cadet.
- l. Cadet starts parading with unit.

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PART III – PERIODIC ITEMS

210/24 PERSONNEL TRANSACTIONS

PROMOTIONS

The following members have been promoted (read in Four columns: Last Name, First Name, Promoted Rank, Effective Date):

- a. Bowors, Isaac, LCpl, 29 Feb 2024
- b. Bowors, Jaden, LCpl, 29 Feb 2024
- c. Chang, Jone, LCpl, 29 Feb 2024
- d. Chavez Garcia, Rebecca, LCpl, 29 Feb 2024
- e. Ducharme, Tristan, LCpl, 29 Feb 2024
- f. Elballushi, Mohamed, LCpl, 29 Feb 2024
- g. Iyegbu, Ifechukwude, LCpl, 29 Feb 2024
- h. Liu, Carl, LCpl, 29 Feb 2024
- i. Markon, Lucas, LCpl, 29 Feb 2024
- j. On, Alec, LCpl, 29 Feb 2024
- k. García Guerra, Felipe, LCpl, 29 Feb 2024
- l. Kratochvil, Lukas, LCpl, 29 Feb 2024
- m. LeBlanc, Radek, LCpl, 29 Feb 2024
- n. Martinez Martinez, Cesia, LCpl, 29 Feb 2024
- o. Nautiyal, Andrew, LCpl, 29 Feb 2024
- p. Obiuwevbi, Dasha, LCpl, 29 Feb 2024
- q. Ribí, Cameron, LCpl, 29 Feb 2024
- r. Sunderland, Craig, LCpl, 29 Feb 2024
- s. Thind, Hargon, LCpl, 29 Feb 2024
- t. Vaughan, Caraline, LCpl, 29 Feb 2024
- u. Roessel, Zachary, Sgt, 29 Feb 2024

NON-EFFECTIVE STRENGTH

The following members are non-effective from 2137 RCACC (read in four columns: Last Name, First Name, Rank, # of days):

Last Name	First Name	Rank	Is absent
Meszaros Gergely	Alex	Cdt	135 days
Huynh	Dang	Cdt	129 days
Siddiqui	Mahammod	Cdt	122 days
Das	Debangi	Cdt	115 days
Wassilaskus	Noah	Cdt	101 days
Pennett	Elwood	Cdt	94 days

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Nigusie	Yafet	Cdt	94 days
Johnson	Ariona	Cpl	87 days
Hadden	Maggie	Cdt	87 days
Hadden	Noah	Cdt	87 days
Hadden	Seth	Cdt	87 days
Mohammadi	Murtaza	Cdt	87 days
High-Caron	Kingston	LCpl	52 days
Surani	Ramin	Cpl	49 days
Vilkhu	Prabhroop	Cdt	49 days

STRICKEN OFF STRENGTH

The following members have been stricken off strength from 2137 RCACC (read in four columns: Last Name, First Name, Effective Date):

- a. Arrogante, Duane, 12 Feb 2024
- b. Le, Gia Khanh, 21 Feb 2024
- c. Lye, Victoria, 5 Mar 2024

LEAVE OF ABSENCE

The following members are on an approved Leave of Absence from 2137 RCACC (read in four columns: Last Name, First Name, Rank, Start Date, Expected End Date):

- a. Queen, Victoria, WO, 14 Feb 2024, 30 Apr 2024
- b. Thind, Hargon, LCpl, 14 Feb 2024, 30 Apr 2024
- c. Sulaiman, Zainab, WO, 14 Mar 2024 – 14 Apr 2024

211/24 PARADE ROUTINES FOR THURSDAYS

1. Thursday night training schedule will be as follows:

Time	Activity
1745 – 1800hrs	Arrival of cadets
1800 – 1820hrs	Cadets to hang up coats; Sec Cmdrs and PI WO do uniform inspections; PI Comd to spend time with their platoons

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1820	Duty NCO places out Late Platoon Sign-In sheet; cadets arriving from this time onwards fall into late platoon <ul style="list-style-type: none"> All cadets entering Mewata after this time are to sign the late platoon attendance sheet and form up to the left of the Platoon flag pole
1820 – 1830hrs	<ul style="list-style-type: none"> Attendance sheets go to PI WOs for roll-call; 2IC carries on with inspections; Upon completing roll call, PI WO asks if there is anyone present whose name was not called; PI WO will attempt to resolve discrepancies (ie. Accidentally fell into wrong platoon, were moved from Walcheren after attendance form created, etc); PI WO adds name to attendance form PI WO does head count to confirm the number of cadets on parade matches the number of cadets marked present (inc self); PI WO writes that number on the attendance form and puts their initials beside it If the number of cadet on parade does not match the number of cadets marked present, repeat roll call and head count; if still discrepancy, request CSM assistance PI WO tasks platoon cadet to return the attendance to Duty Desk NLT 1830hrs Duty NCO is responsible for counting late platoon
1830 – 1855hrs	Opening Parade; Flag break; Inspection (if sufficient time); March Past; Advance in Review Order; Announcements <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
1900 – 1930hrs	Admin Clerk delivers attendance to AdminO
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 – PI Comd/WO to reiterate closing parade announcements and any other updates
2115 – 2130hrs	Duty Platoon complete tasks
2130hrs	Duty NCOs and duty section dismissed

2. The Duty Officer and the Admin Clerk will be on the Parade Square starting at 1800hrs. The Admin Clerk will collect the attendance sheets and drop them off with the AdminO upon completion. Opening Parade and Inspection will start no later than 1830hrs. The Duty Officer will typically preside over Opening Parade and perform the inspection.

212/24 AWARDS AND RECOGNITION

The following members/platoons have been awarded and/or recognized with the following:

- a. February Platoon of the Month: Dunkirk Platoon
- b. February Pte Harry Brown Award:

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- c. February Sgt Arthur Knight Award: WO Tennant

The following cadets have been awarded their First Aid:

- a. Baig, M, LCpl, effective 11 Feb 2024
- b. Bareham, R, Cpl, effective 11 Feb 2024
- c. Farmisaran, J, Cpl, effective 11 Feb 2024
- d. Gonzalez, J, MCpl, effective 11 Feb 2024
- e. Ibrahim, M, MCpl, effective 11 Feb 2024
- f. Imrie, A, WO, effective 11 Feb 2024
- g. Ishtiaq, M, Cpl, effective 11 Feb 2024
- h. MacLeod, I, MCpl, effective 11 Feb 2024
- i. Matti, I, Cpl, effective 11 Feb 2024
- j. Monaghan, S, Cpl, effective 11 Feb 2024
- k. Ritchie, A, Sgt, effective 11 Feb 2024
- l. Sunderland, K, WO, effective 11 Feb 2024
- m. Swift, H, MCpl, effective 11 Feb 2024
- n. Toor, K, MCpl, effective 11 Feb 2024
- o. Wang, A, MCpl, effective 11 Feb 2024

213/24 PARADE DRESS

See table below for all corps activities and associated order of dress. For information on what each orders of dress entails, please reference the "2137 Calgary Highlanders Orders of Dress" document and CJCR Dress Instructions.

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Date	Activity	Dress
4 Mar	Pipes & Drums	C5 (FTUs)
7 Mar	Training Night	C3H/C3A (Walking Out)
11 Mar	Pipes & Drums	C5 (FTUs)
14 Mar	Training Night	C5 (FTUs)
18 Mar	Pipes & Drums	C5 (FTUs)
21 Mar	COs Parade (CWO Ishtiaq & WO Tang Age Out)	C1/C1H (CO's)
1 Apr	Pipes & Drums	C5 (FTUs)
4 Apr	Training Night	C5 (FTUs)
8 Apr	Pipes & Drums	C5 (FTUs)
11 Apr	Parade Night	C5 (FTUs)
15 Apr	Pipes & Drums	C5 (FTUs)
18 Apr	Training Night	C5 (FTUs)
22 Apr	Pipes & Drums	C5 (FTUs)
25 Apr	Training Night – CORPS PHOTO	C1/C1H (CO's)
29 Apr	Pipes & Drums	C5 (FTUs)
2 May	Training Night	C5 (FTUs)
6 May	Pipes & Drums	C5 (FTUs)
9 May	Training Night (WO Imrie Age Out)	C5 (FTUs)
13 May	Pipes & Drums	C5 (FTUs)
16 May	Training Night	C5 (FTUs)
23 May	ACR Practice	C5 (FTUs)
27 May	Pipes & Drums	C5 (FTUs)
30 May	Year End Awards Dinner	C1/C1H (CO's)
3 Jun	Pipes & Drums	C5 (FTUs)
6 Jun	ACR Practice	C5 (FTUs)
8 Jun	ACR & Change of Command Parade	C1/C1H (CO's)
10 Jun	Pipes & Drums	C5 (FTUs)
13 Jun	Final Training Night	Civvies

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PART IV – GENERAL INTEREST AND SOCIAL EVENTS

NIL

Mark Ellis
M Ellis
Capt
CO
2137 RCACC

Dist List

Action

All Pers

Info

Southern Zone Army Cadet League
Support Committee
ZTO (Calgary 2)
264 Royal Canadian Kensington Legion

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