

ROUTINE ORDERS
2137 Calgary Highlander Cadet Corps

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Date 2 Dec 24
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ITEMS

PART I – DUTIES AND APPOINTMENTS

274/24 DUTY ROSTER

Date	DutyO	Sr Duty NCO	Jr Duty NCO	Flag Duty NCOs
5 Dec	Capt Ellis	WO Blotski	MCpl Smith-Venegas	Cpl Au Cpl Balde, Majariou
12 Dec	Capt Keane	Sgt Boucher	MCpl Vash	Cpl Balde, Mamadou Cpl Chavez-Garcia
19 Dec	Cap Sun	Sgt Halleran	MCpl Afayoui	Cpl Clarke Cpl Ghebreyohannes

275/24 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
Adaya	Dora		2024-11-07 0:00
Bernier	Maksim Lukas		2024-11-21 0:00
Cimafranca	Vince Jhanlee		2024-11-02 0:00
Dudley	Dane		2024-11-14 0:00
Tran	Christina		2024-11-28 0:00
Whitney	Clayton		2024-11-07 0:00

276/24 APPOINTMENTS

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

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NIL

The following cadets have been appointed to the following positions:

- a. Boucher, Nathan, Sgt, 1 Section, Dunkirk, Section Commander, effective 28 Nov 2024
- b. Nautiyal, Andrew, Cpl, 2 Section, Dunkirk, Section Commander, effective 28 Nov 2024
- c. Matti, Nina, MCpl, 3 Section, Dunkirk, Section Commander, effective 28 Nov 2024
- d. Bareham, Rillian, MCpl, 4 Section, Dunkirk, Section Commander, effective 28 Nov 2024
- e. Clark, Joshua, Cpl, 1 Section, Amiens, Section Commander, effective 28 Nov 2024
- f. Naugle, Willow, MCpl, 2 Section, Amiens, Section Commander, effective 28 Nov 2024
- g. Ishtiaq, Masuma, MCpl, 3 Section, Amiens, Section Commander, effective 28 Nov 2024
- h. Ibrahim, Mohamed, Sgt, 4 Section, Amiens, Section Commander, effective 28 Nov 2024
- i. Smtih-Venegas, Kingston, MCpl, 1 Section, Passchendaele, Section Commander, effective 28 Nov 2024
- j. Halleran, Dawson, Sgt, 2 Section, Passchendaele, Section Commander, effective 28 Nov 2024
- k. Niu, Ziyu, Cpl, 3 Section, Passchendaele, Section Commander, effective 28 Nov 2024
- l. Jiao, Tianqi, MCpl, 4 Section, Passchendaele, Section Commander, effective 28 Nov 2024
- m. Bowers, Ethan, MCpl 1 Section, Walcheren, Section Commander, effective 28 Nov 2024
- n. Ducharme, Tristan, MCpl, 2 Section, Walcheren, Section Commander, effective 28 Nov 2024
- o. Barrows, Elliot, MCpl, 3 Section, Walcheren, Section Commander, effective 28 Nov 2024
- p. Martinez Martinez, Cesia, MCpl, 4 Section, Walcheren, Section Commander, effective 28 Nov 2024

PART 2 – CURRENT ITEMS

277/24 ADDITIONAL TRAINING / EVENTS

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

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DATE	ACTIVITY	TRAINING CATEGORY	TIMINGS	LOCATION	OIC
1 Dec 2024	Joint Marksmanship with 604	Optional	1730-2115hrs	Mewata	TBD
3 Dec 2024	Joint Marksmanship with 604 (Team Try-Outs)	Optional	1730-2115hrs	Mewata	TBD
8 Dec 2024	Joint Marksmanship with 604	Optional	1730-2115hrs	Mewata	Capt Dunnill-Jones
12 Dec 2024	Veterans' Association Food Bank	Community Service	1230 – 1500hrs	Veteran's Association Food Bank	Capt Ellis
15 Dec 2024	Joint Marksmanship with 604	Optional	1730-2115hrs	Mewata	Capt Dunnill-Jones & Capt Ellis
5 Jan 2025	Joint Marksmanship with 604	Optional	1730-2115hrs	Mewata	TBD
12 Jan 2025	Joint Marksmanship with 604	Optional	1730-2115hrs	Mewata	TBD

278/22 EXCUSED ABSENCE PROCESS

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.

279/24 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.

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- 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

280/24 PERSONNEL TRANSACTIONS

PROMOTIONS

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

a. NIL

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
Aleksanyan	Daniel	Cdt	since 93 day(s)
Carmona Grajales	David Santiago	LCpl	since 82 day(s)
David	Amandio	Cpl	since 68 day(s)
Dear	Parker	WO	since 54 day(s)
Djuidje Fopa	Ange Abigaelle	Cdt	since 93 day(s)
Elballushi	Mohamed	LCpl	since 93 day(s)
Fakory	Celina	MCpl	since 93 day(s)
Gonzalez	Jacobo	MCpl	since 93 day(s)
Hu	Kydus	Cdt	since 40 day(s)
Khalil	Lucinda	MCpl	since 93 day(s)
Liu	Carl	LCpl	since 46 day(s)
Lynch	Gabriel	LCpl	since 82 day(s)
Malterer	Isabella Soares Guevara	Cdt	since 93 day(s)
Markon	Lucas Jonathan Isaac	Cpl	since 93 day(s)
Martin-Redmond	Ember Rayne	Sgt	since 47 day(s)
McIntosh	Caleb Jonathan	WO	since 47 day(s)
Michael	Essey	Cpl	since 54 day(s)
Queen	Victoria	WO	since 93 day(s)
Ramayo Ramirez	Miguel de Jesus	Cdt	since 54 day(s)

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Sami	Muhammad Ayyan	Cdt	since 93 day(s)
Sandhu	Shnaya	Cdt	since 54 day(s)
Siddiqui	Mahammod Abdullah	Cdt	since 93 day(s)
Sirelkhatim	Mohtedi	LCpl	since 46 day(s)
Surani	Ramin	Cpl	since 93 day(s)
Tahir	Muhammad Nahyan	Cdt	since 93 day(s)
Tesfaye	Beka	Cdt	since 40 day(s)
Vaughan	Caraline Micheline Therese	MCpl	since 61 day(s)
Vilkhu	Prabhroop Singh	Cdt	since 93 day(s)
Vuong	Archer Tait	Cdt	since 93 day(s)
Wright	Hunter	LCpl	since 40 day(s)
Zawaski	Kaitlyn	Cdt	since 93 day(s)
Wright	Hunter	LCpl	since 40 day(s)
Zawaski	Kaitlyn	Cdt	since 93 day(s)

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. NIL

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. Blotski, Jaxon, WO, 21 Nov 2024, TBD
b. Kong, Elkan, MCpl, 1 Sept 2024, 30 November 2024
c. Whitecap, S, MCpl, 3 Oct 2024, TBD
d. Whitecap, W, MCpl, 3 Oct 2024, TBD

281/24 PARADE ROUTINES FOR THURSDAYS

1. Thursday night training schedule will be as follows:

Time	Activity
1745 – 1800hrs	Arrival of cadets

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1800 – 1820hrs	Cadets to hang up coats; Sec Cmdrs and PI WO do uniform inspections; PI Comd to spend time with their platoons
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 formPI 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 itIf 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 assistancePI WO tasks platoon cadet to return the attendance to Duty Desk NLT 1830hrsDuty 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.

282/24 AWARDS AND RECOGNITION

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

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- a. November Platoon of the Month: Passchendaele
- b. November Pte Harry Brown Award: Cpl Chavez-Garcia
- c. November Sgt Arthur Knight Award: WO Moser

283/24 PARADE DRESS

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

Date	Activity	Dress
1 Dec	Marksmanship	C5 (FTUs)
2 Dec	Pipes and Drums	C5 (FTUs)
5 Dec	COs Parade	C1/C1H
8 Dec	Marksmanship	C5 (FTUs)
9 Dec	Pipes and Drums	C5 (FTUs)
12 Dec	Parade Night	C5 (FTUs)
15 Dec	Marksmanship	C5 (FTUs)
16 Dec	Pipes and Drums	C5 (FTUs)
19 Dec	Field Mess Dinner	C1/C1H
5 Jan	Marksmanship	C5 (FTUs)
6 Jan	Pipes and Drums	C5 (FTUs)
9 Jan	Parade Night	C5 (FTUs)
12 Jan	Marksmanship	C5 (FTUs)
13 Jan	Pipes and Drums	C5 (FTUs)
16 Jan	Parade Night	C5 (FTUs)
20 Jan	Pipes and Drums	C5 (FTUs)
24 Jan	Parade Night	C5 (FTUs)
27 Jan	Pipes and Drums	C5 (FTUs)
30 Jan	Parade Night	C5 (FTUs)

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PART IV – GENERAL INTEREST AND SOCIAL EVENTS

NIL

J Sun

Capt

A/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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