



Number: 03-2014/15

Date: 1 Jan 15

**2966 RCACC
ROUTINE ORDERS**

1. Duty Personnel

- a. Senior Duty Officer
 - 7 Jan 15 Lt(N) Reilly
 - 14 Jan 15 CV Andersen
 - 21 Jan 15 Capt Harry
 - 28 Jan 15 Lt(N) MacNeil
 - 4 Feb 15 Lt(N) Reilly
 - 11 Feb 15 CV Andersen
 - 18 Feb 15 Capt Harry
 - 25 Feb 15 Lt(N) MacNeil

- b. Senior Duty Cadet
 - 7 Jan 15 WO Czuba
 - 14 Jan 15 Sgt George
 - 21 Jan 15 Sgt Thomas
 - 28 Jan 15 Sgt Rouble
 - 4 Feb 15 Sgt Townsend
 - 11 Feb 15 MBdr Putney
 - 18 Feb 15 MBdr Kraus
 - 25 Feb 15 MBdr Johnson

- c. Junior Duty Cadet
 - 7 Jan 15 Not Allocated
 - 14 Jan 15 Bdr Sisler
 - 21 Jan 15 Bdr Harry
 - 28 Jan 15 Bdr Carthew
 - 4 Feb 15 Bdr Hoffman
 - 11 Feb 15 Bdr Held
 - 18 Feb 15 Bdr Hunt
 - 25 Feb 15 MBdr Kinsella

- d. Duty Platoon:
 - 7 Jan 15 Not Allocated
 - 14 Jan 15 Bravo / Charlie
 - 21 Jan 15 Alpha / Delta
 - 28 Jan 15 Bravo / Charlie
 - 4 Feb 15 Alpha / Delta
 - 11 Feb 15 Bravo / Charlie
 - 18 Feb 15 Alpha / Delta
 - 25 Feb 15 Bravo / Charlie

2. Dress

- a. CO's Parade, Inspections and Training Nights
 - (1) Officers - No. 1A
 - (2) Cadets - C1
 - (3) CI's - Suit/Dress

- b. Special Training Nights (Unless otherwise Ordered)
 - (1) Officers - No. 5
 - (2) Cadets - C-5
 - (3) CI's - As Ordered

- c. Admin Nights
- | | | | |
|-----|----------|---|----------------------|
| (1) | Officers | - | No. 5 as appropriate |
| (2) | Cadets | - | C5 |
| (3) | CI's | - | As Ordered |
- d. Sports Nights
- | | | | |
|-----|----------|---|------------------------------------|
| (1) | Officers | - | No. 5 or appropriate sports attire |
| (2) | Cadets | - | Issues sports attire |
| (3) | CI's | - | Appropriate sports attires |

3. Personnel

- a. The following officer appointments and positions are effective:
- | | | |
|---------------------------|---|-----------------------------|
| Commanding Officer | - | Lt(N) Reilly |
| Deputy Commanding Officer | - | Capt Harry |
| Training Officer | - | Capt Harry / CV Andersen |
| Administration Officer | - | Lt(N) Reilly |
| Supply Officer | - | Lt(N) MacNeil / CI MacNeil |
| Unit PSYR | - | Lt(N) MacNeil |
| Platoon Commander (all) | - | Lt(N) MacNeil / CV Andersen |
- b. The following cadet appointments and positions are effective:
- | | | |
|--------------------------|---|--------------|
| RSM | - | MWO Rowling |
| BSM | - | WO Czuba |
| Platoon Sergeant Major | - | Sgt Rouble |
| Alpha Platoon NCO | - | Sgt George |
| Alpha Platoon 2IC | - | MBdr Putney |
| Bravo Platoon NCO | - | Sgt Thomas |
| Bravo Platoon 2IC | - | MBdr Kraus |
| Flag Party Commander | - | Sgt Townsend |
| Flag Party 2IC | - | TBD |
| Delta Platoon NCO | - | Vacant |
| Supply NCO | - | Sgt Townsend |
| Training NCO | - | Sgt Rouble |
| Senior Instructing Cadet | - | Sgt Thomas |
| Cdt Adjutant (Admin) | - | Sgt George |
- c. The following training appointments and positions are effective:
- | | | |
|---------------------------|---|---------------------------------------|
| Green Star Instructor | - | Sgt George / Sgt Thomas / CV Andersen |
| Red Star Instructor | - | WO Czuba / Lt(N) Reilly |
| Silver Star Instructor | - | Lt(N) MacNeil / CI MacNeil |
| Gold Star Instructor | - | MWO Rowling / Lt(N) Reilly |
| Master Cadet Instructor | - | Capt Harry |
| Drill Instructor | - | Sgt George |
| Marksmanship Coach | - | Lt(N) Reilly |
| Marksmanship Team Captain | - | WO Czuba |
| Orienteering Coach | - | TBD |
| Orienteering Team Captain | - | TBD |
| Drill Coach | - | TBD |
| Drill Team Captain | - | TBD |
- d. It is the duty of all members of 2966 RCACC to recruit as many new entries as possible. Remember, the more cadets that the unit parades the better the unit is.

4. Promotions

- a. The following Cadet promotions are hereby made:
- | | | | |
|--------------|-------------|-------------|---------|
| Gnr Hewitt | Gnr Knutt | Gnr Laroque | Gnr Lee |
| Gnr Petersen | Gnr Elliott | Gnr Palman | |
- b. The following Officer promotions are hereby made:
None at this time

5. Duty

- a. All cadets and staff assigned to duties, as listed in RO or OpsOrd, are required to stand those duties until relieved by their replacement. All duty personnel shall wear Duty Staff brassards on their uniform identifying them as Duty Staff.
- b. If a person is not able to stand their shift for Duty Staff then it is their responsibility to find a replacement. The replacement staff member must be briefed, approved by the Senior Duty Officer and a notation made on Routine Orders prior to commencement of starting their watch.
- c. The Junior Duty Cadet shall keep the Duty Logbook on their person at all times while so employed in that position. The Logbook shall never be left unattended.
- d. All Duty Staff are required to have a time piece on their person. The Duty Staff shall complete a time check with all personnel at the start of their watch/shift.
- e. Duty Staff shall monitor/supervise: Breaks, meals, canteen, and provide a 5 minute warning prior to the completion of training classes and evolutions.

6. Training

- a. All cadets are expected to arrive with their star training manuals, pen/pencil, and notebook to every cadet training function they attend.
- b. All cadets must record their COMMUNITY SERVICE and PHYSICAL FITNESS for submission. Forms can be found on www.FortErieArmyCadets.com.
- c. All areas of instruction will be kept clean and clear of debris. Equipment issued and/or loaned must be returned to the training department after the end of the class.
- d. During physical fitness activities all cadets shall be dressed in appropriate sports attire.

7. Administration

- a. All CI and CV must wear their issued identification badge to all cadet activities. This order is being strictly enforced by DND/CAF and the Cadet Leagues of Canada.
- b. Any officer interested in applying for and RCIS course must have a CAF Cadet email account (*FIRSTNAME.LASTNAME@cadets.gc.ca*) and use that as their primary e-mail address for the course and application. Use of civilian e-mail account is not accepted and will result in the application being rejected.
- c. It is the individuals' responsibility to seek out an application for additional training (RCIS, CSTC, NDA, RDA, etc.). The corps will not seek out personnel to apply for courses. All fully completed applications will be handed into the DCO directly.
- d. RCSU Central publishes monthly RO's. The CO will distribute the RO's to the staff for their review. Questions are to be directed to the CO and not RCSU Central.
- e. All communication external to the cadet corps must be done through the Commanding Officer. No officer, staff member or cadet has authority to speak for the corps unless prior permission is granted by the CO. This includes contact with the RCSU Central or any of its detachments and/or training centres (i.e. CSTC, RCIS, CRGS, etc).

8. Supply

- a. Supply will be open for all cadets to make changes and request new uniform parts on Wednesday evenings. Ensure that you have your request into the Supply Department ASAP. The Supply Department is available for emergency issue by appointment.



- b. Cadets requiring a uniform exchange should see their Platoon Sgt ASAP to make arrangements. It is the individual cadets' duty to seek out the exchange before the item(s) becomes too small or unusable.
- c. Personnel may also use the online option located at www.forteriearmycadets.com to apply for uniform issue/exchange.
- d. All personnel must wear their parkas (if issued) during winter months. The use of non-issued jackets/parkas is prohibited. If you are not in possession of the required uniform parts for winter then forward your request ASAP.
- e. Cadets must wear their Field Training Uniforms when ordered to do so.
- f. Cadets are not authorized to wear their uniform (or any part thereof) outside of cadet functions.

9. Health and Physical Fitness

- a. Physical Fitness, Cadets – Cadets will participate in the physical fitness activities on 11 Feb 15.
- b. Physical Fitness, CAF – CAF members will be required to participate in the CAF FORCE Program. A plan is still in development at the LHQ level to implement the standard and record for all members. Sports nights/days shall be utilized to assist LHQ officers for this plan.
- c. Mental Health, Cadet – All cadets may seek out help by utilizing the Kids Help Phone at 800-668-6868.
- d. Mental Health, CAF – CAF members may access help for mental illness by calling the Member Assistance Program at 800-2687-7708

10. Notices

- a. The second Wednesday of every month is the monthly staff meeting. All personnel, Officer, staff and NCO, shall be expected to stay until 2200 hrs.
- b. All duty personnel must complete all their work prior to departure from any activity. All areas must be clean, all garbage collected, all stores placed in their proper locations, locks secured, and all paperwork completed and handed into the chain of command. There is no exception from this rule.
- c. Cadets are reminded that they are to have their rides pick them up NLT 2115 on Training Nights and 2100 on Administration Nights, unless otherwise directed.
- d. NCO's are reminded that they are on duty until 2115 and to have their rides pick them up NLT 2130 on Training Nights and 2100 on Administration Nights, unless otherwise directed.
- e. Please ensure that your parents/rides are on time, as we will ensure that you are ready to go home by these times.
- f. As per DND policy regarding members and cadet conduct, staff are directed not to provide rides for cadets during any training activity. If an emergency arises or transport for a cadet becomes an issue, staff must obtain the permission of the parents/guardians and the CO before any transport is authorized. Once permission is obtained then a minimum of two staff must be in the vehicle.
- g. Cadet personnel are prohibited from bringing knives, multi-tools, scissors or the like to any Cadet function. The corps will issue these items to personnel on an 'as needed' basis and will be accompanied by a safety briefing.

11. Announcements

a. Health Cards – All personnel must have their original health cards on them for every cadet activity. In the unlikely event of an emergency then the original health card must be presented to a recognized health professional for effective treatment. There is no leeway on this regulation.

12. Events

a. Competitions:
Marksmanship – 21 Feb 15 (0730-1700) St Catharines Armoury

b. Parades (Mandatory):
None at this time

c. Volunteering:
None at this time

d. Training Day/Weekend:
Winter FTX – 23-25 Jan 15, Optimist Club of Fort Erie

e. Complementary Training:
Marksmanship – 12 / 19 / 26 Jan 15 (1845-2100) Leisureplex
Marksmanship – 2 / 9 Feb 15 (1845-2100) Leisureplex

f. Mandatory Corps Events
None at this time

g. Inspections:
RCA – 11 Feb 2015

h. Staff Meetings:
7 Jan 2015

13. Corps History

In what year did the Air and Sea cadets stop wearing the green cadet uniform?
Answers shall be given to the TrgO

//Original Signed By://

T.J.E. Reilly, CD
Lt(N)
CO