



**CORPS MONTHLY ROUTINE ORDERS**

**Issued By  
Captain Eric Edelswärd CD  
Commanding Officer**

**105 Royal Canadian Army Cadet Corps (7<sup>th</sup> Regt, Tor)**

**RO # 11 – 19**

**01 November 2019**

**PART 1 – ADMINISTRATION**

1. DUTY

**ROSTER**

<u>Date</u>	<u>Duty Officer</u>	<u>Altn Duty Officer</u>	<u>Sr Duty NCO/M</u>	<u>Duty NCM</u>	<u>Duty NCM</u>
05-Nov-19	Lt. Percore	CV Weir	Gill, S	Zhang	Abdel Ghafar
12-nov-19	2Lt. Petruzzi	CV Wiens	Ibrahim, Q	Abdullah, A	Akinbola, O
19-Nov-19	Lt. Harper	CV Perez	Jayakumar, S	Al Aswad, Y	Anand, A
26-Nov-19	Lt. Fung	CV Clark	Karijkar, A	Chacko, J	Desai, A
03-Dec-19	Lt. Percore	CV Weir	Kim, H	Dobhal, V	Ghani, H

**DUTY NCM TASKS / SCHEDULE**

1815 hrs Set up duty table and canteen table, confirm class rooms are unlocked,  
 1830 hrs Ensure all cadets sign in, do a head count,  
 1845 hrs Instruct all cadets into the gym for Opening Parade,  
 1915 hrs Headcount of all cadets (including the RSM),  
 2000 hrs Give attendance to AdmO with confirmed numbers,  
 2015 hrs Give 5 minute warning to Cadets for end of break,  
 2050 hrs Call all cadets down for Final Parade, and  
 2115 hrs Confirm all classrooms are clean, empty all garbage bins inside building.

**SR. DUTY NCO/M TASKS / SCHEDULE**

1815 hrs Ensure Duty NCM's are present and are aware of the tasks for Duty  
 Report to CV Clark in QM for duty taskings  
 2115 hrs Pass on to Duty NCM's pertinent information relayed during Closing Parade  
 2115 hrs Physically walk through all classrooms and ensure they are suitable for locking  
 and report status to Duty Officer.

**DUTY OFFICER TASKS / SCHEDULE**

1815 hrs Open key press and physically walk through the SCCC, including washrooms, noting any  
 deficiencies. Unlock classrooms, periodic check in with Duty personnel.  
 2120 hrs Confirm all classrooms are clean, empty all garbage bins inside building. Lock the key  
 press and ensure all filing cabinets are locked and secure

**NOTE: STAR LEVEL CO-ORDINATORS:** are responsible for ensuring that their respective classrooms are returned to the same condition that they found it at the beginning of the training night (Including all windows closed)

**2. TRAINING**

**NIGHTLY TRAINING SCHEDULE**

1800 ~	Building Opens
1830-1845	Cadets Arrive
1845-1850	Training Briefing
1850-1900	Opening Parade/Attendance
1900-1935	1 <sup>st</sup> Period
1935-2005	2 <sup>nd</sup> Period
2005-2020	Break
2020-2050	3 <sup>rd</sup> Period
2055-2105	Final Parade
2105-2115	Building Clean-up / Dismissal
2115-2130	Duty Rounds
2130~	Building Closed

**EVENTS OF THE MONTH**

<u>Date</u>	<u>Time</u>	<u>Activity</u>
03-Nov-19	0900 - 1200	ANAVETS Remembrance Day Parade
10/11-Nov-19	2100 - 0900	Overnight Vigil
11-Nov-19	1030-1130	Streetsville Remembrance day Parade
19-Nov-19	1845-2100	Fitness Test
23-Nov-19	0800-1700	Paul Bawden Shoot
29/31-Nov-19	0900-1600	PO513 Senior Cadet Workshop

Full Details available on Corps Website

**DRESS OF THE DAY**

05-Nov-19	C1A
12-Nov-19	C5 (Field Training Uniform)
19-Nov-19	Athletic Clothing
26-Nov-19	C5 (Field Training Uniform)
03-Dec-19	C1A

**\*Note 1: If Cadet Dress uniform is unavailable = White dress shirt / Black dress pants / Black Shoes**

See Monthly Optional Activity Report & Calendar

## **PART II – PERSONNEL**

### **3. HEADQUARTERS**

Major E. Edelswärd is the Corps' CO  
Lt B. Fung is the Corps' DCO, Training Officer, RSO, and Marksmanship Coach  
Lt N. Harper is the Corps' Green Star Coordinator,  
Lt S. Pecore is the Corps' Master Cadet Coordinator, PAFFO, A/TrgO, Admin Mentor  
2Lt M. Petruzzi is the Corps' Gold Star Coordinator  
CI L. Worsley, is the Corps' Band Officer  
CV M. Weir-Cotnoir is the Corps' Admin O, Fire Warden/Safety Officer  
CV D. Perez is the Corps' Silver Star Coordinator, SportsO  
CV S. Wiens Corps' Red Star Coordinator  
CV B. Clark is the Corps' SupO/CQMS, ADJT  
CV M. Clark is the Corps A/CQMS  
CV Abdelmagid is the Corps' Band Instructor  
CV Tran is the Corps' Band Instructor  
CV R. D'Souza is the Corps' support committee President  
CV Patterson is the Corps' support committee Treasurer  
CV C. Thomas is the Corps' support committee Director  
CV F. Capuano is the Corps' support committee Director  
CV T. Hoang is the Corps' Canteen Coordinator  
CV C. Xavier is the Corps' support committee Director  
CV W. Xavier is the Corps' support committee Director

### **4. PERSONNEL CHANGES**

#### **TOS:**

<u>Last Name</u>	<u>First Name</u>	<u>TOS Date</u>
Burgher	Elijah	22-Oct-19
Bukhari	Syed Umer	15-Oct-19
Guo	Zheng	08-Oct-19
Sun	Lavender	08-Oct-19
Nijhawan	Raniya	22-oct-19
Chitta	Sradaha	28-Oct-19
Cummings	Emilia	28-Oct-19
Proude-Cicccone	Amy-Leigh	28-Oct-19

#### **SOS:**

<u>Last Name</u>	<u>First Initial</u>	<u>SOS Date</u>
Mallyon	L	29-Oct-19

Morden	A	29-Oct-19
Shyam	N	29-Oct-19
Tang	M	29-Oct-19

**TRANSFERS:**

<u>Last Name</u>	<u>Gaining Unit</u>	<u>Trans Date</u>
None		

**PROMOTIONS:**

<u>New Rank</u>	<u>Last Name</u>	<u>First Initial</u>	<u>Date</u>
None			

**LOA:**

<u>Last Name</u>	<u>First Name</u>	<u>Rank</u>	<u>Effective Date</u>
Capuano	Julian	Sgt	
Okafor	Joshua	Mbd	

**APPOINTMENTS:**

<u>Appointment</u>	<u>Last Name</u>	<u>First Initial</u>	<u>Date</u>
Nil			

**AWARDS:**

<u>Award</u>	<u>Last Name</u>	<u>First Initial</u>	<u>Date</u>
Nil			

**PERIODICAL:**

Terms of Reference

1.2.1 Senior Duty Non-Commissioned Officer and / or Non-Commissioned

Member

1.2.2 Full Title Of Position: Senior Duty Non-commissioned Officer and / or Non-Commissioned Member

1.2.3 Abbreviated Title: Sr. Duty NCO/M

1.2.4 Typical Rank: Warrant Officer, Sergeant

1.2.5 Responsible To: Duty Officer and Canteen Officer

1.2.6 Responsible For: Duty Cadets and Canteen

1.2.7 General listing of Duties:

1. Responsible for ensuring that the Duty desk (w/chairs) is set up;
2. Sign-in Nominal Roll and Duty Book are picked up from the Admin O;
3. Ensure that all classrooms are opened at the start of the trg night, and closed at the end of it;
4. Ensure Duty Cdts are present and are aware of the tasks for Duty;
5. Oversee Duty Cdts in their duties (including set up of attendance sign in sheet, set up of Duty tables and chairs);
6. Is responsible for complete and correct attendance recording procedures;
7. Assists in the setup of the parade square at the beginning of the Parade Night and ensure teardown at the end of the Parade Night; (Placement of Parade Markers and National Flag)
8. Assists the CanteenO in the setup, running and teardown of the canteen;
9. Maintains accurate control of canteen funds;
10. Assist in running the Canteen in accordance with direction from the CanteenO;
11. Run canteen in the event the CanteenO is absent;
12. Oversee the operation of the Cdt Canteen and Kit shop, including maintenance of books, securing product, and setting procedures in consultation with / under supervision of the CanteenO;
13. Report any inventory requirements to CanteenO for replenishment
14. In conjunction with the Level Coordinators, ensure that all classes are clean and tidy at the end of training, including ensuring classroom and office garbage pails and recycling are emptied;
15. Will attend the Trg night Final Parade and report or pass on to Duty Cdts pertinent information relayed during Closing Parade. The Duty NCO/M will not fall in with the Corps, but will be supernumerary, standing just inside of the door to the Parade Square.
16. Physically walk through all classrooms and ensure they are suitable for locking and report status to Duty Officer.
17. Responsible for getting any material from classes missed for themselves and the Duty Cadets from the TSM.
18. Carry out all other duties assigned by the DutyO.

### **1.3.1 Duty Cadet (Duty Cdt)**

1.3.2 Full Title Of Position: Duty Cadet

1.3.3 Abbreviated Title: Duty Cdt

1.3.4 Typical Rank: Cadet, Gunner, Bombardier, Master Bombardier

1.3.5 Responsible To: Sr. Duty NCO/M

1.3.6 Responsible For: Not Applicable

1.3.7 General listing Of Duties:

1. Responsible for ensuring that the Duty desk (w/chairs) is set up and Sign-in Nominal Roll (w/pen) and Duty Book are available;
2. Assist the Sr. Duty NCO/M with completing the set-up and tear down of the parade square or other training areas;
3. Ensuring garbage and recycling in Corps Administration Office and Quartermaster Stores are taken out at the end of the Parade Night;
4. Responsible for complete and correct attendance procedures by having every Cadet sign in;
5. Assist Sr. Duty NCO/M in their tasks as required, ensuring that there is always one individual posted at the Duty desk;
6. Escort all visitors to the Corps Administration Office and report them there;
7. Responsible for getting any material from classes missed from the Sr. Duty NCO/M; and
8. Carry out all other duties as assigned by the Sr. Duty NCO/M or DutyO.

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