



CORPS ROUTINE ORDERS

Issued By
Major Eric Edelswärd CD
Commanding Officer

105 Royal Canadian Army Cadet Corps (7th Regt, Tor)

RO # 5 – 20

01 October 2020

PART 1 – ADMINISTRATION

1. DUTY

A full listing of the Duty Staff Tasks are to be found at the Terms Of Reference (TOR), under Resources on the Corps Website. Duty Staff are expected to be familiar with their respective TORs.

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>
06-Oct	Lt Pecore	CV Weir	C/Sgt Bukhari	C/MBdr Hovenden	C/MBdr Ghani
13-Oct	Lt Harper	CV Hovenden	C/Sgt Ghani	C/MBdr Omer	C/MBdr Pattersen
20-Oct	Lt Fung	Pte Dang	C/Sgt Bocarro	C/MBdr Mu	C/MBdr Rotim
27-Oct	Lt Petruzzi	Pte Perez	C/Sgt Haidry	C/MBdr Premkumar	C/MBdr Xavier
03-Nov	Lt Ali	CV D'Souza	C/Sgt Newall	C/MBdr Momba	C/MBdr Zhang

DUTY NCM TASKS / SCHEDULE

Due to the COVID 19 PHM's and until further notice the Duty of NCM's is temporarily suspended.

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 Report to the Duty Officer for taskings to prepare the building for opening
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 1: 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 st Period
1935-2005	2 nd Period
2005-2020	Break
2020-2050	3 rd Period
2055-2105	Final Parade
2105-2115	Building Clean-up / Dismissal
2115-2130	Duty Rounds
2130~	Building Closed

EVENTS OF THE MONTH

Training Calendars will be published on the Corps Media platforms in the beginning of October.

DRESS OF THE DAY

As specified by the RSM, weekly. All Personnel must check the Corps Facebook website weekly for direction.

*Note 2: If Cadet Dress uniform is unavailable = White dress shirt / Black dress pants / Black Shoes

*Note 3: Even in the Virtual Environment during all Cadet activities, including virtual lessons, all personnel will wear their Uniform, i.e. the Dress of the Day. This is as per direction from BGen D. B. Cochrane, the Commander of our Formation.

<u>Date</u>	<u>Dress of the Day</u>
06-Oct	Field Training Uniform (FTU)
13-Oct	Field Training Uniform (FTU)
15-Oct	Full Dress Uniform
20-Oct	Field Training Uniform (FTU)
27-Oct	Field Training Uniform (FTU)
03-Nov	Full Dress Uniform

PART II – PERSONNEL

3. HEADQUARTERS

Maj E. Edelswärd is the Corps' CO
Lt S. Pecore is the Corps' DCO, Training Officer and Unit and Area UPAR
C/CWO C. Tang is the Corps' Regimental Sergeant Major
Lt M. Ali is the Corps' Silver Star Level Coordinator and Recruiting Officer
Lt B. Fung is the Corps' Virtual Training Lesson Coordinator, Standards Officer, RSO, Camp Coordinator and Marksmanship Coach
Lt N. Harper is the Corps' Administration Officer and RSO
Lt M. Petruzzi is the Corps' Green Star Level Coordinator
Pte K. Dang is a Red Star Level Officer
Pte D. Perez is the Corps' Gold Star Level Coordinator, Sports Officer
CI L. Worsley, is the Corps' Band Officer / Director and Assistant Administration Officer
CV B. Clark is the Corps' Supply Officer /Corps Quartermaster Stores and Adjutant
CV R. D'Souza is the Corps' Master Cadet Training Advisor,
CV B. Hovendon is the Red Star Level Coordinator
CV M. Weir-Cotnoir is the Corps' Fire Warden / Safety Officer, COVID-19 Safety Officer, Assistant Supply Officer and Green Star Level Officer
C/MWO D. Metha is the Corps' Drill Sergeant Major
Corps' Drum Major – Vacant, TBD
C/CWO N. Brotohusodo is the Corps' Training Sergeant Major and a Corps Cadet Correspondent
Corps' Administration Sergeant Major – Vacant, TBD
Corps' Quartermaster Sergeant Major – Vacant, TBD
MBdr A. Newall is a Corps Cadet Correspondent
CV R. D'Souza is the Corps' Support Committee President
CV N. Patterson is the Corps' Support Committee Treasurer and IT Networks Coordinator
CV W. Xavier is a Corps Support Committee Secretary
CV T. Hoang is the Corps' Canteen Coordinator and a Corps Support Committee Director
CV C. Thomas is a Corps Support Committee Director
CV C. Xavier is a Corps Support Committee Director
CV F. Capuano is a Corps Support Committee Member
Mr. K. Pecore is the Corps' Webmaster

4. PERSONNEL TASKINGS

To be promulgated upon issuance of the Hybrid Training Plan and the Virtual Training Plan.

5. PERSONNEL CHANGES

TOS:

<u>Last Name</u>	<u>First Name</u>	<u>TOS Date</u>
Lee	Sean	30 Sept 20
Mahal	Guneet	29 Sept 20
Mandl	Zhmuro	30 Sept 20
Reddy	Sean	30 Sept 20

Siatka	Sebastian	30 Sept 20
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SOS:

<u>Last Name</u>	<u>First Initial</u>	<u>SOS Date</u>
Jayakumar	Sathvik	29 Sept 20
Yu	Andrew	29 Sept 20

TRANSFERS:

<u>Last Name</u>	<u>First Initial</u>	<u>Gaining Unit</u>	<u>Trans Date</u>
NA			

PROMOTIONS:

<u>New Rank</u>	<u>Last Name</u>	<u>First Initial</u>	<u>Date</u>
Bdr	Abdou	A	29 Sept 20
MBdr	Grewal	R	10 Sept 20
MBdr	Hovenden	A	10 Sept 20
MBdr	Salman	L	10 Sept 20
MBdr	Turner	A	10 Sept 20
Sgt	Newell	A	19 Sept 20
Sgt	Sivapatham	A	20 Sept 20
WO	Maitland	T	19 Sept 20
WO	Nayiga	K	19 Sept 20

LOA:

<u>Last Name</u>	<u>First Name</u>	<u>Rank</u>	<u>Effective Date</u>
NA			

APPOINTMENTS:

<u>Appointment</u>	<u>Last Name</u>	<u>First Initial</u>	<u>Date</u>
N/A			

AWARDS:

<u>Award</u>	<u>Last Name</u>	<u>First Initial</u>	<u>Date</u>
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N/A			
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NOTE 4: Due to the disruption to the 2019-20 Cadet Training Year, several activities were postponed or cancelled. One activity which will be rescheduled into the Hybrid Training Plan and the Virtual Training Plan is an in-person parade which will be primarily for presentation of the 2019-20 Level and rank Badge presentation and annual Medal, Trophy and Awards and the introduction of Staff and of Senior Appointments. The Parade will be in compliance with the PHM's restrictions on the date of the parade.

6. PERIODIC ITEMS

NIL

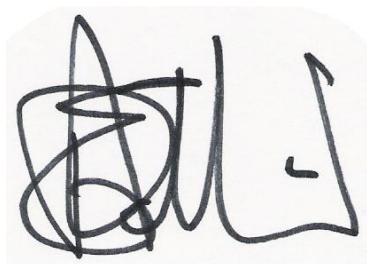
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Issued By
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Commanding Officer

105 Royal Canadian Army Cadet Corps (7th Regt, Tor)

RO # 5 – 20

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Major Eric Edelswärd

Commanding Officer, 105 Royal Canadian Army Cadet Corps (RCACC)
 Department of National Defence / Government of Canada
 Eric.Edelsward@cadets.gc.ca / Tél: 416-577-3743

Commandant, 105 Corps de royaux Cadets de l'Armée canadienne (CCRAC)
 Ministère de la Défense nationale / Gouvernement du Canada
 Eric.Edelsward@cadets.gc.ca / Tél: 416-577-3743