



CORPS ROUTINE ORDERS
Issued By
Major R. Eric I. Edelswärd, CD
Commanding Officer

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

RO # 2 – 21

01 February 2021

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>
02-Feb	Lt Ali	CV Clark	N/A	N/A	N/A
09-Feb	Lt Harper	OCdt Hovenden	N/A	N/A	N/A
16-Feb	Lt Fung	Pte Dang	N/A	N/A	N/A
23-Feb	Lt Petruzzi	CV Perez	N/A	N/A	N/A

NOTE 1: In-Person Duty Tasks and Responsibilities will again be included in these Orders when In-Person activities are authorized by Formation and PHO.

2. TRAINING

NIGHTLY VIRTUAL TRAINING SCHEDULE

1850-1900	Personnel Login
1900- 1905	Opening Parade / Attendance / Announcements
1905-1935	1st Period
1935-1940	Break
1940-2010	2nd Period
2010	Formal Training Ends
2015	Break-out Meetings (As Required)

NIGHTLY IN-PERSON 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

Operation Frosty – Winter Prep Exercise from 13 February to 21 February, 2021.
Joint Parade Night with 223 RCACC on 23 February 2021.

DRESS OF THE DAY

As specified by the RSM, weekly.

*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.

*Note 4: All Personnel must check the Corps Facebook website weekly for direction as changes may occur from the listing noted below.

<u>Date</u>	<u>Dress of the Day</u>
02-Feb	Field Training Uniform (FTU)
09-Feb	Field Training Uniform (FTU)
13-Feb	Field Training Uniform (FTU)
16-Feb	Field Training Uniform (FTU)
23-Feb	Field Training Uniform (FTU)
02-Mar	Full Dress Uniform (DEUs)

PART II – PERSONNEL

3. HEADQUARTERS AND APPOINTMENTS

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, Master Cadet Level Coordinator and Marksmanship Coach
Lt N. Harper is the Corps' Administration Officer and RSO
Lt M. Petruzzi is the Corps' Green Star Level Coordinator
OCdt B. Hovenden is the Red Star Level Coordinator and Adult Staff PMC.
Pte K. Dang is a Red Star Level 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 D. Perez is the Corps' Gold Star Level Coordinator, Sports Officer
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
WO T. Maitland is a Regional RSM Committee Member and Cadet Mess PMC
WO K. Nayiga is the Cadet Mess Secretary
Sgt A. Newall is a Corps Cadet Correspondent and the Cadet Mess VPMC
MBdr E. Cummings is the Cadet Mess Treasurer
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

As detailed by the CO or Trg O WRT OIC assignments and 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>
Sweetnam	Erinn	29-Jan

SOS:

<u>Last Name</u>	<u>First Initial</u>	<u>SOS Date</u>
Zhang	S	12-Jan

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>
NA			

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>
NA			

AWARDS:

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

PART III – MISCELLANEOUS

6. PERIODIC ITEMS

NIL

A handwritten signature in black ink, appearing to read 'Edelswärd', with a stylized initial 'E'.

R. E. I. Edelswärd
Major

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