



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

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

**RO # 3 – 21**

**01 March 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-Mar	Lt Ali	CV Clark	N/A	N/A	N/A
09-Mar	Lt Harper	OCdt Hovenden	N/A	N/A	N/A
16-Mar	Lt Fung	Pte Dang	N/A	N/A	N/A
23-Mar	Lt Petrucci	CV Perez	N/A	N/A	N/A
30-Mar	Lt Pecore	CV Weir	N/A	N/A	N/A
06-Apr	Lt Ali	CV Clark	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 <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

### 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-Mar	Full Dress Uniform (DEUs)
09-Mar	Field Training Uniform (FTU)
13-Mar	Field Training Uniform (FTU)
16-Mar	Field Training Uniform (FTU)
23-Mar	Field Training Uniform (FTU)
30-Mar	Field Training Uniform (FTU)
06-Apr	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	Erin	02-Feb
Farwana	Mohammed	10-Feb
Aimable	Christine	22-Feb

Mahfoud	Haroun	01-Mar
Black	Syren	01-Mar

**SOS:**

<u>Last Name</u>	<u>First Initial</u>	<u>SOS Date</u>
Cordero	F	11-Feb
Lin	J	16-Feb

**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>
NGTA Senior Cadet Advisory	Nayiga	K	26-Feb
NGTA Senior Cadet Advisory	Haidry	M	26-Feb
Cadet Correspondent Course	Nayiga	K	19-Feb
Cadet Correspondent Course	Lee	E	19-Feb

**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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