



Royal Canadian Sea Cadet Corps **COURAGEOUS** Monthly Routine Orders



R.O. #02 -2016/2017

Dated: 01 Nov 2016

Part I – Administration

1. Duty Personnel: (Tuesdays and Sundays)

- a. Tuesday the OOD shall arrive NLT 1800 hrs to open the building and complete rounds.
- b. Tuesday the OOD shall also complete night rounds and secure the building at 2145 hrs.
- c. Sunday the OOD shall open the building by 1145 hrs and secure the building at 1730 hrs.

2. Training Times:

| Event/Item | Timing | Responsibilities |
|---|----------------------------|---------------------------------------|
| OOD Arrives, POOD Arrives | 1800 hrs | Rounds completed, Office, Log, Lights |
| All Remaining Cadets Arrive | 1800 - 1810 hrs | Time for huddles/meetings/briefings |
| Duty Party Muster, halyards | 1810 – 1815 hrs | OOD, POOD, QM |
| <i>O Group – Officers, Cls, CVs</i> | <i>1815 hrs – 1830 hrs</i> | <i>All Staff and CPOs</i> |
| Attendance | 1820 hrs | DPOs |
| Divisional Inspection | 1825 hrs | OOD, , Coxswain, POOD, Duty Bugler |
| Duty Party to Halyards and QM | 1835 hrs | QM, Yeoman, National, Ensign |
| 5 Mins to Colours, Officers' Call | 1840 hrs | Prep, OOD, Duty Bugler |
| Colours | 1845 hrs | OOD, Coxswain |
| All Hands to Classes | 1855 hrs | OOD, POOD |
| Period 1 | 1900 – 1930 hrs | OOD, POOD and Duty Bugler |
| Period 2 | 1935 – 2005 hrs | OOD, POOD and Duty Bugler |
| Stand Easy | 2005 – 2020 hrs | OOD, Canteen POs/CPOs |
| Period 3 | 2020 – 2050 hrs | OOD, POOD and Duty Bugler |
| Muster and Duty Watch (Rounds) | 2050 hrs | OOD, POOD, Duty Bugler and Division |
| Sunset | 2100 hrs | OOD, Ship's Company |
| Announcements/Handouts | 2105 hrs | OOD, Cox'n, All Staff |
| Liberty Boat, OOD Rounds | 2110 hrs | OOD, POOD, Duty Division |
| <i>Debrief – Officers, Cls, CVs</i> | <i>2115 hrs – 2145 hrs</i> | <i>All Staff</i> |
| Please refrain from holding meetings or huddles following Sunset – use the 1800 -1815 time. | | |

3. Duty Schedule (Tuesdays and Sundays):

| Date | Event | OOD | POOD | Quarter Master | Duty Division | Dress Cadets |
|-------------|-------------------------------|-------------------|----------------|----------------|---------------|----------------|
| Tues Nov 1 | Ceremonial Divisions | SLt King | PO2 Millistver | MS Fay A | Halifax | C1 |
| Tues Nov 8 | Sports Night | NCdt Torre Franca | CPO2 O'Keefe | MS Garas | Protecteur | Sports |
| Sun 13 | Optional Training | NCdt Torre Franca | PO2 Hockley | N/A | Teams | Corps T Shirts |
| Tues Nov 15 | Fitness Test Night | CI Dallas | PO2 Hockley | MS Fay L | Kingston | Sports |
| Tues Nov 22 | Training Night | Lt(N) Lavigne | PO2 Aszalos | MS Fay K | Victoria | C4 |
| Tues Nov 29 | Training Night | SLt Baer | PO2 Millistver | MS Ahmed | Halifax | C4 |
| Sun Dec 4 | Optional Training | SLt Baer | PO2 Aszalos | N/A | Teams | Corps T Shirts |
| Tues Dec 6 | Training Night | SLt King | PO2 O'Keefe | MS Garas | Protecteur | C4 |
| Sun Dec 11 | Optional Training | SLt King | PO2 Hockley | N/A | Teams | Corps T Shirts |
| Tues Dec 13 | Training Night | Ncdt Torre Franca | PO2 Hockley | MS Fay L | Kingston | C4 |
| Sun Dec 18 | Optional Training | NCdt Torre Franca | PO2 Millistver | N/A | Teams | Corps T Shirts |
| Tues Dec 20 | Ceremonial Divisions & Dinner | CI Dallas | PO2 Aszalos | MS Wood | Victoria | C1 |

NOTE: Yeoman for Prep, Ensign and National Flag will be selected from the Duty Division.

3. Upcoming Events

November is a time of numerous Remembrance Day Services, Parades and Ceremonies taking place in and around London. As a cadet unit, it is very important for us to participate as a show of support to our Veterans, Legions and Associations. Understanding busy family schedules we ask that cadets attend the London Remembrance Day Parade as a priority and participate in as many other events as possible while balancing school, family and other obligations.

Secondary School Community Service Hours: We are tracking attendance at the Remembrance Day parades and ceremonies so that cadets may record the community service hours they participate in (cadets are to see their Divisional Officer when they need their form completed and attendance will be verified).

Dress for Parades – clarification: For all parades, cadets need to be dressed in their C1 Uniform (full parade dress uniform), black pants and tunic, gunshirt, white cap, lanyard, polished boots, cadet winter parka, plain black (issued) gloves and wool socks for warmth and to prevent blisters (can be worn over a thin pair of cotton socks if wool is a concern). In cold temperatures, cadets may wear their issued black cadet toques to and from locations and bring their white top to wear during parades. It is a good idea to always keep the toque and gloves in the parka pockets so they are available when needed. Cadets who have not yet been issued a uniform can wear civilian clothing with a warm coat, hat and gloves.

Health Cards and Medication: Cadets must have their valid Ontario Provincial Health Card with them in the event they require medical attention during a cadet activity.

| Date | Event | Time | Event Details | Dress | OOD / OIC |
|----------------------------------|---|-------------------|--|--|------------------|
| Sat Nov 5 | Community - Byron Legion Remembrance Day Parade | 1230 - 1430 | Cadets to meet at the Royal Canadian Legion, 1276 Commissioners Road, Byron. Parade forms up at 1230 hrs, lunch is provided for cadets after the parade. Parents to pick up cadets at 1430 hrs. <i>2 Community Service Hours</i> | Cadets: C1 Staff 1A | SLt King |
| Sun Nov 6 | Community - Port Stanley Legion Remembrance Day | 0930 - 1400 | Cadets to meet at HMCS PREVOST for Bus departure at 0930. Parade starts at 1040 hrs, service is at 1100 hrs. Legion provides lunch for cadets and the bus will arrive back at HMCS PREVOST at 1400 hrs. <i>4 Community Service Hours</i> | Cadets: C1 Staff 1A | Lt(N) Vos |
| Sun Nov 6 | Community - Western Fair Agriplex Fundraiser | 0900 - 1200 | 6 cadets will be selected to assist with event cleanup at the Western Fair Agriplex. Cadets to meet at the Western Fair Agriplex at 0900 hrs and will be finished by 1200 hrs. <i>3 Community Service Hours</i> | Corps T Shirts | Lt(N) Lavigne |
| Fri Nov 11 | Community - Remembrance Day Colours | 0730 - 0900 | Cadets to meet at HMCS PREVOST. <i>1.5 Community Service Hours</i> | Cadets: C1 Staff 1A | Lt(N) Vos |
| Fri Nov 11 | Community - Remembrance Day London | 1000 - 1300 | Cadets to meet at the London Delta Armouries Hotel parking lot (Dundas and Waterloo) at 1000 hrs. Community Service Hours will be signed-off for this event. Cadets will be dismissed following the parade and service at the London Cenotaph. <i>3 Community Service Hours</i> | Cadets: C1 Staff 1A | CI Dallas |
| Fri Nov 11 | Community - Parkwood Remembrance Day | 1300 - 1500 | 4 cadets will be selected to assist Veterans in wheelchairs to get through the halls and elevators at Parkwood Hospital to the Auditorium to attend the Remembrance Day Service. <i>2 Community Service Hours</i> | Cadets: C1 Staff 1A | NCdt Torrefranca |
| Fri Nov 18 - Sun Nov 20 | Nautical Training Weekend | TBD | Our Nautical Training Weekend is being held at the Lambton Centre. Bus transportation is provided. This is a mandatory training weekend that all cadets need to attend to complete Phase Training and Promotion this year. | Cadets: C4 Staff: NCD Civilian per kit list | SLt King |
| Sun Nov 27 | CPO1 Merit Boards | TBD | CPO1 Merit Review Board Interviews for CPO2 Cadets are being held at PREVOST. | Cadets: C2 Staff: No 1 | Lt(N) Lavigne |

Part II – Personnel

1. Officers and Instructors

| | |
|--|------------------------------------|
| Commanding Officer (CO) | Lt (N) Vos |
| Executive Officer (XO) | Lt(N) Lavigne |
| Training Officer (Trg O) | SLt King |
| Assistant Training Officer (A Trg O) | CV Beaton |
| Supply Officer (Sup O) | NCdt Torrefranca |
| Assistant Supply Officer | CI Dallas |
| Administration Officer (Adm O) | CV Robinson |
| Unit Cadet Conflict Management Advisor (UCCMA) | Lt (N) Lavigne |
| Deck Officer (Deck O) | SLt Baer |
| Guard Officer | CV Lindup |
| Range Safety Officers (RSO) | Lt(N) Lavigne, SLt King, Lt(N) Vos |

2. Chief Petty Officers and Petty Officers

| | |
|---|-----|
| Coxswain (Cox'n) | TBD |
| Regulating Petty Officer (RPO) | TBD |
| Training Chief Petty Officer (Trg CPO) | TBD |
| Chief Boatswain (Bos'n) | TBD |
| Supply Petty Officers (Supp POs) | TBD |
| Corps' Gunnery (Drill) Petty Officer | TBD |
| Administration Petty Officers (Adm POs) | TBD |

3. Divisional Staff

| | |
|---|------------------|
| Victoria Divisional Officers (Div O) | NCdt Torrefranca |
| Victoria Divisional Petty Officer | PO2 Aszalos |
| Victoria Divisional 2IC | TBD |
| Kingston Divisional Officers (Div O) | CI Dallas |
| Kingston Divisional Petty Officer | PO2 Hockley |
| Kingston Divisional 2IC | TBD |
| Halifax Divisional Officers (Div O) | CV Beaton |
| Halifax Divisional Petty Officers | PO2 Millistver |
| Halifax Divisional 2IC | TBD |
| Protecteur Divisional Officers (Div O) | Lt(N) Lavigne |
| Protecteur Divisional Petty Officers | PO2 O'Keefe |
| Protecteur Divisional 2IC | TBD |

4. Cadet Updates

a. Bravo Zulu (congratulations) to the following cadets who have received rank promotions:

| Surname | Promoted to Rank | Promotion Date |
|-------------------|----------------------------------|----------------|
| Hales | Ordinary Seaman | 10/25/2016 |
| Macdonald-Stewart | Ordinary Seaman | 10/4/2016 |
| Hales | Ordinary Seaman | 10/25/2016 |
| Clark | Able Seaman | 10/18/2016 |
| Otto | Able Seaman | 10/4/2016 |
| Kell | Able Seaman | 10/11/2016 |
| O'Keefe | Chief Petty Officer Second Class | 10/25/2016 |
| Robinson | Leading Seaman | 10/5/2016 |
| Garas | Master Seaman | 10/5/2016 |
| Fay | Master Seaman | 10/18/2016 |
| Fay | Master Seaman | 10/18/2016 |
| Fay | Master Seaman | 10/18/2016 |
| Wood-Lalonde | Master Seaman | 10/18/2016 |
| Hales | Ordinary Seaman | 10/25/2016 |
| Macdonald-Stewart | Ordinary Seaman | 10/4/2016 |
| Hales | Ordinary Seaman | 10/25/2016 |
| Aszalos | Petty Officer Second Class | 10/11/2016 |
| Millistver | Petty Officer Second Class | 10/18/2016 |
| Hockley | Petty Officer Second Class | 10/11/2016 |

b. The following cadets have joined the Corps (TOS) or left the Corps (SOS):

| Surname | Rank | Taken On Strength Date (TOS) |
|-------------------|-----------------|-------------------------------------|
| Clark | Able Seaman | 10/4/2016 |
| Macdonald-Stewart | Ordinary Seaman | 10/4/2016 |
| Garas | Master Seaman | 10/5/2016 |
| Garas | Master Seaman | 10/11/2016 |
| Hales | Ordinary Seaman | 10/25/2016 |
| Hales | Ordinary Seaman | 10/25/2016 |

| Surname | First Name | Struck Off Strength Date (SOS) |
|----------------|-------------------|---------------------------------------|
| Hockley | Chelsea Criss | 10/18/2016 |
| Burt-McCarty | Mackenzie | 10/04/2016 |
| Seewald | Oliver Quevillon | 10/18/2016 |

d. Divisional assignments are updated as outlined below:

| | | |
|-------------------|----------------------|-----------------------|
| Halifax | | |
| Ahmed | Fadumo | Master Seaman |
| Clark | Austin, Robert | Able Seaman |
| Clavet | Gabriel Robert Keith | Ordinary Seaman |
| Davenport | Simon Thomas | Ordinary Seaman |
| DesJardines | Ryan | Ordinary Seaman |
| Fay | Austin Edward Thomas | Master Seaman |
| Kell | Zoe | Able Seaman |
| Otto | Caleb Jeremy | Able Seaman |
| Perez | Sofia | Ordinary Seaman |
| Robinson | Derek Karl | Leading Seaman |
| Snyders | Grace, Isabella | Leading Seaman |
| Villeneuve | Ryan Ronald | Ordinary Seaman |
| Kingston | | |
| Doucet | Domminic George | Able Seaman |
| Fay | Lauryn Judith | Master Seaman |
| Hales | Winter Marie | Ordinary Seaman |
| Harvey | Sarah Lyn Beatrice | Able Seaman |
| Lutsyk | Vasyl | Ordinary Seaman |
| Macdonald-Stewart | Jeanesta Mat Rose | Ordinary Seaman |
| Marple | Carolyn | Ordinary Seaman |
| Molina | Diego Micheal | Leading Seaman |
| Pinter | Michael Joseph David | Ordinary Seaman |
| Riley | Brooklyn Sue | Leading Seaman |
| Shaw | Alexis | Leading Seaman |
| Yu | Joyce Jian Ming | Able Seaman |
| Victoria | | |
| Bruce | Alexandre | Leading Seaman |
| Escobar | Juana Lucia | Ordinary Seaman |
| Fay | Kiersten Eileen | Master Seaman |
| Garas | Rico Angelo | Master Seaman |
| Hadraawi | Muna | Ordinary Seaman |
| Hales | Dawson Daniel | Ordinary Seaman |
| Leon | Beverly | Able Seaman |
| Moore | Calib Alexander | Leading Seaman |
| Rivard | Elizabeth | Ordinary Seaman |
| St Aubin | Robyn Emily Marie | Able Seaman |
| Williams | Kyri Keyonthe | Leading Seaman |
| Wood-Lalonde | Avery | Master Seaman |
| Wooldridge | Jessica | Leading Seaman |
| Protecteur | | |
| Aszalos | Serena Chantel | Petty Officer 2 |
| Dallas | Sean Walter | Chief Petty Officer 2 |
| Davey | Chase | Chief Petty Officer 2 |
| Hockley | Shandi Rachael | Petty Officer 2 |
| King | Sophia Louise | Chief Petty Officer 2 |
| Millistver | Tristan | Petty Officer 2 |
| O'Keefe | Megan | Chief Petty Officer 2 |
| Parker | Curtis | Chief Petty Officer 2 |

Part III – Policy, Protocol and Updates

1. Reminder - Cadets need to attend most Tuesdays and weekend events to complete training requirements for rank promotions. Cadets can request to be marked 'excused' rather than 'absent' if unable to attend due to family or school commitments. **If an unexpected event or illness prevents cadets from attending please call the office 519 433-2933.** This is the only way other than through a Request Form (paper or online website submission) ahead of time to be marked excused.

2. Civilian coats are **not** to be worn over the uniform and cadets are responsible for your parka.

3. Supply requests:

- a. **Emergency supply exchanges** can be done Tuesday before Colours or right after Sunset.
- b. **Non-emergency supply exchanges** are done by appointment on Thursday evenings or Sundays. If cadets need to exchange items that require try-ons or fittings, talk to your Divisional Officer and fill out a request form so that an appointment time can be scheduled with Supply staff.
- c. **Supply is not open during Training on Tuesday evenings other than for new cadets.**
- d. New cadets will be scheduled for uniform fitting and issue appointments and will receive the parts we have available in stock (based on sizing). See your Divisional Officer for details.

4. Reminder to always check Routine Orders for what to wear. The table below outlines general guidelines to follow (unless something different is posted in ROs):

| Activity | Cadets | Officers/NCMs | Volunteers/CIs |
|--|--|--|---|
| Training / Weekends | C4 (Sea Trg Uniform) | 3B, or 3B with sweater or 3C (shirt, tie and sweater), or 5B (NCD) | COURAGEOUS Golf shirts, casual pant |
| Public Events, Dinners, some Training Events | C2 (ribbons) | 3B, or 3B with sweater or 3C (shirt, tie and sweater) | business casual with collared shirt (long or short sleeve, and/or tie to coordinate with officers/ncms) |
| Ceremonial Parades (summer dress) | C2A (gunshirts only) | 3B or whites | business casual with short sleeve collared shirt |
| Ceremonial Parades (winter dress) | C1 (medals) | No1A (DEU with medals, no swords) | business attire/suit and tie |
| Designated Training / Weekends / Events | COURAGEOUS T-shirts, casual pant/short | COURAGEOUS Golf shirts, casual pant/short | COURAGEOUS Golf shirts, casual pant/short |
| Sports, outdoor activities | Appropriate sports attire | COURAGEOUS Golf or collared shirt, or sports attire | COURAGEOUS Golf or collared shirt, or sports attire |
| Tag Days | Cadets in C2 (ribbons) | Golf shirt/collared shirt with business casual | Golf shirt/collared shirt with business casual |

Part IV – Notices/Announcements

1. There have been numerous updates to the Corps Website www.londonseacadets.com - be sure to check the Calendar, Announcements, and Resources. A new Online Request Form has been added that cadets can submit for uniform/supply or any other Divisional request like attendance.

2. **Annual Cadet Medical Validation – The deadline for this annual validation is 30 Nov 16.**

- a. All cadets must complete an annual medical validation for training year 2016-17.
- b. The Annual Medical Validation is required according to the question **“Have there been any changes to the cadet’s physical, medical or psychological condition, including medication, since the last verification”**. If the response is 'Yes', a new Detailed Health Questionnaire (DHQ) is required. If the response is 'No' then a DHQ is not required.
- c. All DHQs must be printed from Fortress (the cadet administrative system). Only a parent or legal guardian that is identified in Fv2, or an 18-year-old cadet can answer the annual validation question “has anything changed” and/or complete, sign and submit a DHQ. The RCMLO requires the original copy of all DHQs to be sent by mail to RCMLO, RCSU Central, CFB Borden, Borden ON L0M 1C0. DHQs can no longer be faxed to the RCMLO office so it is imperative to get these completed before the Nov 30 deadline.

3. **Provincial Medical Insurance Validation** - We are going through the review process to ensure each cadet has valid and current provincial medical insurance on file (OHIP Expiry date). By policy, a cadet cannot be enrolled/ retained in the cadet program unless proof of medical insurance is provided and recorded in Fortress.

4. Fitness is the RCSU Central Public Affairs theme for October so we'll be taking photos and videos during our Biathlon Training day to submit to the Public Affairs Officer.

5. Looking ahead - 2016 - 2017 remainder of events for the training year:

| | | |
|----------------------|---------------------------|---------------------------|
| Sun Jan 15 | Marksmanship Training Day | All cadets and staff |
| Jan 21-22 | WOA Biathlon Competition | Biathlon Team |
| Sun Feb 5 | Sports Training Day | All cadets and staff |
| Sun Mar 12 | Orienteering Training Day | All cadets and staff |
| May 4- 7 | Spring Tag Days | All cadets and staff |
| May 7 | Battle of Atlantic Parade | All cadets and staff |
| June 3-4 | ACR Weekend | All cadets and staff |
| June 17-18 and 24-25 | Sailing Weekends | Selected cadets and staff |



Karl Vos
Lieutenant (N), CD
Commanding Officer

Distribution List

| Internal | External |
|--|--------------------|
| CO | Navy League Branch |
| TrgO | NLCC GLORIOUS CO |
| AdmO | CO HMCS PREVOST |
| Main bulletin board – all staff and cadets | XO HMCS PREVOST |
| Website – all staff and cadets | Cox'n HMCS PREVOST |
| File | RCNA |
| | NOAC |

Corps email: londonseacadets@gmail.com

Corps website www.lonconseacadets.com

Corps telephone: (519) 433-2933

Corps mailing address: Royal Canadian Sea Cadet Corps COURAGEOUS
c/o Her Majesty's Canadian Ship PREVOST
19 Becher Street London, Ontario, Canada N6C 1A4