



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



R.O. #01 -2016/2017

Dated: 04 Oct 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 2130 hrs.
- c. Sunday the OOD shall open the building by 1145 hrs and secure the building at 1730 hrs.
- d. If you are unavailable, arrange for someone to cover your duties and advise the Trg O.**

2. Training Times:

Event/Item	Timing (complete by)	Responsibilities
OOD Arrives, POOD Arrives	1800 hrs	Rounds completed, Office, Log, Lights
All Remaining Cadets Arrive	1800 - 1815 hrs	Time for huddles/meetings
<i>O Group – Officers, CIs, CVs</i>	<i>1815 hrs – 1830 hrs</i>	<i>All Staff</i>
Attendance	1820 hrs	DPOs
Muster and Inspection	1830 hrs	OOD, , Coxswain, POOD, 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 and Duty Bugler
Sunset	2100 hrs	OOD
Announcements/Handouts	2105 hrs	OOD, Cox'n, All Staff
Liberty Boat, OOD Rounds	2115 hrs	OOD
<i>Debrief – Officers, CIs, CVs</i>	<i>2115 hrs – 2145 hrs</i>	<i>All Staff</i>
NOTE: Please refrain from holding meetings or huddles following Sunset – use the 1800 -1815 time.		

3. Duty Schedule (Tuesdays and Sundays):

October 2016	Event	OOD/OIC	POOD	QM	Yoeman National	Yoeman Prep	Duty Division	Dress Cadets
Sat Oct 1, Sun Oct 2	Tag Weekend	Lt(N) Vos	n/a	n/a	n/a	n/a	n/a	C2
Tues Oct 4	Ceremonial Divisions	SLt Baer	PO2 Aszalos	TBD	TBD	TBD	Halifax	C1
Sun Oct 9	Optional Training	SLt King	PO2 Aszalos	TBD	TBD	TBD	Halifax	Corps T Shirt
Tues Oct 11	Mandatory Training	NCdt Torre Franca	PO1 O'Keefe	TBD	TBD	TBD	Kingston	C4
Sun Oct 16	Optional Training	CI Dallas	PO1 O'Keefe	TBD	TBD	TBD	Kingston	Corps T Shirt
Tues Oct 18	Mandatory Training	Lt(N) Lavigne	PO2 Hockley	TBD	TBD	TBD	Protecteur	C4
Sun Oct 23	Biathlon Training Day	TBD	TBD	TBD	TBD	TBD	Protecteur	C4
Tues Oct 25	Mandatory Training	SLt Baer	PO2 Millistver	TBD	TBD	TBD	Victoria	C4
Sun Oct 30	Optional Training	NCdt Torre Franca	PO2 Millistver	TBD	TBD	TBD	Victoria	Corps T Shirt

Part II – Personnel

1. Officers and Instructors

Commanding Officer (CO)	Lt (N) Vos
Executive Officer (XO)	TBD
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)	TBD
Guard Officer	TBD
Band Officer (Band O)	TBD
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	TBD
Victoria Divisional 2IC	TBD
Kingston Divisional Officers (Div O)	CI Dallas
Kingston Divisional Petty Officer	TBD
Kingston Divisional 2IC	TBD
Halifax Divisional Officers (Div O)	CV Beaton
Halifax Divisional Petty Officers	TBD
Halifax Divisional 2IC	TBD
Protecteur Divisional Officers (Div O)	Lt(N) Lavigne
Protecteur Divisional Petty Officers	TBD
Protecteur Divisional 2IC	TBD

4. Cadet Updates

Surname	First Name	Taken On Strenth Date (TOS)
Rivard	Elizabeth	9/6/2016
Pinter	Michael Joseph David	9/6/2016
Clavet	Gabriel Robert Keith	9/6/2016
Davenport	Simon Thomas	9/6/2016
Lutsyk	Vasyl	9/20/2016
Marple	Carolyn	9/20/2016
Seewald	Oliver Quevillon	9/20/2016
Perez	Sofia	9/20/2016
Villeneuve	Ryan Ronald	9/20/2016
DesJardines	Ryan	9/27/2016
Escobar	Juana Lucia	9/27/2016
Hadraawi	Muna	9/27/2016

Surname	First Name	Struck Off Strentgth Date (SOS)
Daley	Taylor	2016-09-27
Kuchma	Marlee Renae Dawn	2016-09-27
Davey	Emmarae	2016-09-27
Masseo	Nathan Andrew	2016-09-27
Leung	Owen Alexander	2016-09-27
Mathes Murphy	Tristan Francis K	2016-09-27
Murphy	Tavin Loyd A	2016-09-27
Chabot	Dawson John	2016-09-27
Mason	Zack	2016-09-27
Nagel	Malakae Andreas	2016-09-27

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 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, ID nametags jeans/shorts/pants
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 attire 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, jeans/shorts/pants	COURAGEOUS Golf shirts, ID nametags jeans/shorts/pants	COURAGEOUS Golf shirts, ID nametags jeans/shorts/pants
Sports, outdoor activities	Appropriate sports attire	COURAGEOUS Golf or collared shirts, unless participating in sports	COURAGEOUS Golf or collared shirts, unless participating in sports activities
Tag Days	Cadets in C2 (ribbons)	Golf shirt/collared shirt with business casual and ID nametags	Golf shirt/collared shirt with business casual and ID nametags

Part IV – Notices/Announcements

1. **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.
2. **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.

3. 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.

4. Upcoming Events 2016 - 2017

Mark your calendars for the year's events below and plan to attend as often as possible.

Sept 30, Oct 1, Oct 2	Tag Days Fundraising	All cadets and staff
Tues Oct 4	Ceremonial Divisions Parade	All cadets and staff
Sun Oct 23	Biathlon Training Day	All cadets and staff
Nov 11	Remembrance Day Parade	All cadets and staff
Nov 18, 19, 20	Nautical Training Weekend	All cadets and staff
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

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