



Number: 01-2017/18

Date: 15 Aug 17

**358 RCSCC SIR ISAAC BROCK  
ROUTINE ORDERS**

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1. Duty Personnel

- a. Officer of the Day
  - 5 Sep 17 Lt(N) Reilly
  - 12 Sep 17 Lt(N) Reilly
  - 19 Sep 17 CI Brauweiler
  - 26 Sep 17 CI Mitchell
  - 3 Oct 17 Lt(N) Reilly
  - 10 Oct 17 CI Sullivan
  - 17 Oct 17 CI Brauweiler
  - 24 Oct 17 CI Mitchell
  - 31 Oct 17 No Duties
  
- b. Petty Officer of the Day
  - 5 Sep 17 PO1 Cardona
  - 12 Sep 17 PO1 Harris
  - 19 Sep 17 PO1 Cardona
  - 26 Sep 17 PO1 Harris
  - 3 Oct 17 PO1 Papenfuss
  - 10 Oct 17 PO1 Cardona
  - 17 Oct 17 PO1 Harris
  - 24 Oct 17 PO1 Cardona
  - 31 Oct 17 No Duties
  
- c. Quartermaster
  - 5 Sep 17 MS Leach
  - 12 Sep 17 PO2 Papenfuss
  - 19 Sep 17 MS Leach
  - 26 Sep 17 MS Leach
  - 3 Oct 17 LS May
  - 10 Oct 17 MS Leach
  - 17 Oct 17 LS May
  - 24 Oct 17 MS Leach
  - 31 Oct 17 No Duties
  
- d. Yeoman
  - 5 Sep 17 No Duties
  - 12 Sep 17 No Duties
  - 19 Sep 17 LS Thrasher
  - 26 Sep 17 LS May
  - 3 Oct 17 LS Emerick
  - 10 Oct 17 AB Martires
  - 17 Oct 17 LS Thrasher
  - 24 Oct 17 LS May
  - 31 Oct 17 No Duties
  
- e. Messenger
  - 5 Sep 17 No Duties
  - 12 Sep 17 No Duties
  - 19 Sep 17 LS Emerick
  - 26 Sep 17 AB Martires
  - 3 Oct 17 LS Thrasher
  - 10 Oct 17 LS May
  - 17 Oct 17 LS Emerick
  - 24 Oct 17 AB Martires
  - 31 Oct 17 No Duties
  
- f. Duty Division:



5 Sep 17	Ships Company
12 Sep 17	Ships Company
19 Sep 17	Port Division
26 Sep 17	Starboard Division
3 Oct 17	Ships Company
10 Oct 17	Port Division
17 Oct 17	Starboard Division
24 Oct 17	Port Division
31 Oct 17	No Duties

g. Training Location:

5 Sep 17	RCL Branch 418
12 Sep 17	RCL Branch 418
19 Sep 17	RCL Branch 418
26 Sep 17	RCL Branch 418
3 Oct 17	Our Lady of Fatima (CD's)
10 Oct 17	Our Lady of Fatima (Uniform Night)
17 Oct 17	Our Lady of Fatima (Sports Night)
24 Oct 17	Our Lady of Fatima
31 Oct 17	No Cadets

*Our Lady of Fatima is subject to change on short notice*

2. Dress

a. CD's, Inspections:

(1)	Officers	-	No. 1A
(2)	Cadets	-	C-1
(3)	CI's	-	Suit/Dress

b. Training Nights (Unless otherwise Ordered):

(1)	Officers	-	No. 5
(2)	Cadets	-	C-4
(3)	CI's	-	As Ordered

c. Admin Nights:

(1)	Officers	-	No. 5 as appropriate
(2)	Cadets	-	C-4
(3)	CI's	-	As Ordered

d. Sports Nights:

(1)	Officers	-	No. 5 or appropriate sports attire
(2)	Cadets	-	Issues sports attire
(3)	CI's	-	Appropriate sports attires

3. Personnel

a. The following officer appointments and positions are effective:

Commanding Officer	-	Lt(N) Tremblay
Executive Officer	-	Lt(N) Reilly
Training Officer	-	Lt(N) Reilly
A/Training Officer	-	CI Wray-Brauweiler
Administration Officer	-	Lt(N) Reilly
Supply Officer	-	Lt(N) Tremblay
UCCMA	-	Lt(N) Reilly
Divisional Officer (all)	-	Lt(N) Reilly
Public Relations Officer	-	Lt(N) Tremblay
Instructor	-	CI Mitchell
		CI Sullivan

b. The following cadet appointments and positions are effective:

Cox'n	-	CPO2 Leach
RPO	-	PO1 Papenfuss



Chief Boatswains Mate	-	PO1 Papenfuss
DPO (Port)	-	PO2 Papenfuss
DPO (Starboard)	-	MS Bajao
Storesman	-	PO1 Harris
Chief Training PO	-	PO1 Cardona
Shipswriter	-	MS Leach
Staff Cadet Advisor	-	MWO George (2966 RCACC)
Staff Cadet Advisor	-	MWO Long (68 RCACC)

c. The following training appointments and positions are effective:

Phase 1 Instructor	-	CI Mitchell / MWO Long
Phase 2 Instructor	-	CPO2 Leach / CI Sullivan
Phase 3 Instructor	-	CI Brauweiler / MWO George
Phase 4 Instructor	-	Lt(N) Reilly
Phase 5 Instructor	-	Lt(N) Tremblay
Drill Instructor	-	TBD
Marksmanship Coach	-	Lt(N) Reilly
Marksmanship Team Captain	-	TBD
Orienteering Coach	-	TBD
Orienteering Team Captain	-	TBD
Drill Coach	-	TBD
Drill Team Captain	-	TBD
Band Officer	-	TBD
Band PO	-	TBD

#### 4. Promotions

a. The following Cadet promotions are hereby made:

CPO1 Cardona	CPO2 Leach	PO1 Papenfuss	PO1 Harris
PO1 Cardona	PO2 Papenfuss	MS Leach	MS Bajao
LS May	LS Thrasher	LS Emerick	AB Martires

b. The following Officer promotions are hereby made:  
ASlt Ries

#### 5. Duty

a. All cadets and staff assigned to duties, as listed in RO or OpsOrd, are required to stand those duties until relieved by their replacement.

b. If a person is not able to stand their shift for Duty Staff then it is their responsibility to find a replacement. The replacement staff member must be briefed, approved by the OOD and a notation made on Routine Orders prior to commencement of starting their watch.

c. The Quartermaster shall keep the Duty Logbook on their person at all times while so employed in that position. The Logbook shall never be left unattended.

d. All Duty Staff are required to have a time piece on their person. The Duty Staff shall complete a time check with all personnel at the start of their watch/shift.

e. Duty Staff shall monitor/supervise: Stand Easy, meals, canteen, and provide a 5 minute warning prior to the completion of training classes and evolutions.

#### 6. Training

a. All cadets are expected to arrive with their pen/pencil and notebook to every cadet training function they attend.

b. All cadets must record their COMMUNITY SERVICE and PHYSICAL FITNESS for submission.



- c. All areas of instruction will be kept clean and clear of debris. Equipment issued and/or loaned must be returned to the training department after the end of the class.
- d. During physical fitness activities all cadets shall be dressed in appropriate sports attire.
- e. There are various Regional / National Directed Activities. Interested cadets are to seek out the TrgO to see if they qualify and apply for the activity.

## 7. Administration

- a. All CI and CV must wear their issued identification badge to all cadet activities. This order is being strictly enforced by DND/CAF and the Cadet Leagues of Canada.
- b. Any officer interested in applying for and RCIS course must have a CAF Cadet email account (*FIRSTNAME.LASTNAME@cadets.gc.ca*) and use that as their primary e-mail address for the course and application. Use of civilian e-mail account is not accepted and will result in the application being rejected.
- c. It is the individuals' responsibility to seek out an application for additional training (RCIS, CSTC, NDA, RDA, etc.). The corps will not seek out personnel to apply for courses. All fully completed applications will be handed into the XO directly.
- d. RCSU Central publishes monthly RO's. The CO will distribute the RO's to the staff for their review. Questions are to be directed to the CO and not RCSU Central.
- e. All communication external to the cadet corps must be done through the Commanding Officer. No officer, staff member or cadet has authority to speak for the corps unless prior permission is granted by the CO. This includes contact with the RCSU Central or any of its detachments and/or training centers (i.e. CTC, RCIS, CRGS, etc).

## 8. Supply

- a. Ensure that you have your request into the Supply Department ASAP if you need a replacement or issue. The Supply Department is available for emergency issue by appointment.
- b. Cadets requiring a uniform exchange should see their DPO ASAP to make arrangements. It is the individual cadets' duty to seek out the exchange before the item(s) becomes too small or unusable.
- c. All personnel must wear their parkas during winter months. The use of non-issued jackets/parkas is prohibited. If you are not in possession of the required uniform parts for winter or they do not fit forward your request ASAP.
- d. Cadets are not authorized to wear their uniform (or any part thereof) outside of cadet functions.

## 9. Health and Physical Fitness

- a. Physical Fitness, Cadets – Cadets will participate in the physical fitness activities on the second Tuesday of every month (unless otherwise informed).
- b. Physical Fitness, CAF – CAF members will be required to participate in the CAF FORCE Program. A plan is still in development at the LHQ level to implement the standard and record for all members. Sports nights/days shall be utilized to assist LHQ officers for this plan. Officers attending Summer Training or BOTC / OCT or EOTC will be required to participate in Force Testing
- c. Mental Health, Cadet – All cadets may seek out help by utilizing the Kids Help Phone at 800-668-6868.

d. Mental Health, CAF – CAF members may access help for mental illness by calling the Member Assistance Program at 800-2687-7708

## 10. Notices

- a. SUMMER DRESS – Summer dress is now in effect until 1 Nov 2017.
- b. DUTY TO REPORT – If a cadet or staff member witnesses or is a victim of harassment and/or abuse then they have a Duty to Report. The system has protocols in place to protect and assist a member that has been the victim of such. Failure to report shall be deemed as support of and shall be treated the same as the offender.
- c. CELLULAR PHONES – All personnel are to keep their cell phones out of site and on mute during all cadet activities. The purpose of cell phones is to keep emergency communication with an intended individual. If it is not an emergency it shall not be used.
- d. HEALTH CARDS – All personnel must have their original health cards on them for every cadet activity. In the unlikely event of an emergency then the original health card must be presented to a recognized health professional for effective treatment. There is no leeway on this regulation.
- e. WINTER WEATHER – From 1 November 2017 to 1 April 2018, the Corps Emergency Notification protocol is in effect. Due to severe weather, the corps may need to cancel operations in a short period of time. If required, the CO will be the final authority. Facebook, Twitter, the corps webpage and the Divisional Callout System will be implemented.
- f. STAFF MEETINGS – The second Tuesday of every month is the monthly staff meeting. All personnel, Officer, staff and NCO, shall be expected to stay until 2130 hrs.
- g. CLEANLINESS – All duty personnel must complete all their work prior to departure from any activity. All areas must be clean, all garbage collected, all stores placed in their proper locations, locks secured, and all paperwork completed and handed into the chain of command. There is no exception from this rule.
- h. RIDES – Cadets are reminded that they are to have their rides pick them up NLT 2130 on Training Nights and 2100 on Administration Nights, unless otherwise directed.
- i. NCO RIDES – NCO's are reminded that they are on duty until 2130 and to have their rides pick them up NLT 2130 on Training Nights and 2100 on Administration Nights, unless otherwise directed.
- j. RIDES POLICY – As per DND policy regarding members and cadet conduct, staff are directed not to provide rides for cadets during any training activity. If an emergency arises or transport for a cadet becomes an issue, staff must obtain the permission of the parents/guardians and the CO before any transport is authorized. Once permission is obtained then a minimum of two staff must be in the vehicle.
- k. CUTTING INSTRUMENTS – Cadet personnel are prohibited from bringing knives, multi-tools, scissors or the like to any Cadet function. The corps will issue these items to personnel on an 'as needed' basis and will be accompanied by a safety briefing. Approval may be sought from the CO (or Activity OIC) for Sr Cadets to possess a multi-tool proving they have received a safety briefing.
- l. RECRUITING – It is the duty of all members of 358 RCSCC to recruit as many new entries as possible. Remember, the more cadets that the unit parades the better the unit is.

## 11. Announcements

- a. ASlt Ries has moved to New Brunswick to continue his education. The corps wishes him fair winds in his future.



- b. CI Mitchell has transferred from 23 RCACS to 358 RCSCC. Welcome aboard!
- c. CI Sullivan has begun volunteering with 358 RCSCC and has an extensive background in the CCO. Welcome aboard!

12. Events

- a. Ceremonial Divisions:  
3 Oct 17
- b. Parades:  
None at this time
- c. Volunteering:  
None at this time
- d. Training Day / Weekend:  
On-Water Weekend: 23-24 Sep 2017
- e. Complementary Training:  
Orienteering Practices: 7 Oct 2017  
Marksmanship Practices: TBD  
Band Practices: 27 Sep, 4 / 11 / 18 / 25 Oct 2017  
Drill Practices: TBD
- f. Competitions:  
Orienteering Competition: 21 Oct 2017  
Marksmanship Competition: 3 Mar 2018  
Band Competition: 28 Apr 2018  
Drill Competition: 28 Apr 2018
- g. Mandatory Corps Events:  
Open House: 12 Sep 2017  
Tag Days: 15 and 16 Sep 2017  
RCL Poppy Sales: 28 and 29 Oct 2017
- h. Staff Meetings:  
5 Sep 2017  
10 Oct 2017
- i. Stand Downs:  
31 Oct 2017

**//Original Signed By://**

J. Tremblay, CD  
Lieutenant (Navy)  
Captain  
358 RCSCC