



Number: 03-2017/18

Date: 1 Jan 18

**358 RCSCC SIR ISAAC BROCK  
ROUTINE ORDERS**

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1. Duty Personnel

a. Officer of the Day

2 Jan 18	No Duties
9 Jan 18	CI Brauweiler
16 Jan 18	CI Mitchell
23 Jan 18	CI Sullivan
30 Jan 18	Lt(N) Reilly
6 Feb 18	PO1 Cotterill
13 Feb 18	CI Brauweiler
20 Feb 18	CI Mitchell
27 Feb 18	CI Sullivan
6 Mar 18	PO1 Cotterill
13 Mar 18	CI Brauweiler
20 Mar 18	CI Mitchell
27 Mar 18	CI Sullivan

b. Petty Officer of the Day

2 Jan 18	No Duties
9 Jan 18	PO1 Harris
16 Jan 18	PO1 Cardona
23 Jan 18	PO2 Leach
30 Jan 18	PO2 Papenfuss
6 Feb 18	PO1 Harris
13 Feb 18	PO1 Cardona
20 Feb 18	PO2 Leach
27 Feb 18	PO2 Papenfuss
6 Mar 18	PO1 Harris
13 Mar 18	No Duties
20 Mar 18	PO2 Leach
27 Mar 18	PO2 Papenfuss

c. Quartermaster

2 Jan 18	No Duties
9 Jan 18	PO2 Leach
16 Jan 18	LS May
23 Jan 18	AB Kavanaugh (PO2 Leach)
30 Jan 18	PO1 Papenfuss
6 Feb 18	PO2 Papenfuss
13 Feb 18	LS May (PO2 Leach)
20 Feb 18	AB Kavanaugh (PO2 Leach)
27 Feb 18	AB McCarthy (PO2 Leach)
6 Mar 18	PO2 Leach
13 Mar 18	No Duties
20 Mar 18	AB Kavanaugh
27 Mar 18	AB McCarthy

d. Yeoman (Canadian Flag)

2 Jan 18	No Duties
9 Jan 18	No Duties
16 Jan 18	No Duties
23 Jan 18	No Duties
30 Jan 18	No Duties
6 Feb 18	AB Stevenson
13 Feb 18	OS Gray
20 Feb 18	AB Sands
27 Feb 18	AB Bajao
6 Mar 18	AB Donaldson



13 Mar 18	No Duties
20 Mar 18	AB Sweet
27 Mar 18	LS Emerick

e. Ensign (Outer Halyard)

2 Jan 18	No Duties
9 Jan 18	No Duties
16 Jan 18	No Duties
23 Jan 18	No Duties
30 Jan 18	No Duties
6 Feb 18	LS Emerick
13 Feb 18	AB Stevenson
20 Feb 18	OS Gray
27 Feb 18	AB Sands
6 Mar 18	AB Bajao
13 Mar 18	No Duties
20 Mar 18	AB Donaldson
27 Mar 18	AB Sweet

f. Messenger (Prep)

2 Jan 18	No Duties
9 Jan 18	No Duties
16 Jan 18	No Duties
23 Jan 18	No Duties
30 Jan 18	No Duties
6 Feb 18	LS Emerick
13 Feb 18	AB Sweet
20 Feb 18	AB Stevenson
27 Feb 18	OS Gray
6 Mar 18	AB Sands
13 Mar 18	No Duties
20 Mar 18	AB Bajao
27 Mar 18	AB Donaldson

g. Duty Division:

2 Jan 18	No Duties
9 Jan 18	Ships Company
16 Jan 18	Ships Company
23 Jan 18	Ships Company
30 Jan 18	Ships Company
6 Feb 18	Ships Company
13 Feb 18	Ships Company
20 Feb 18	Ships Company
27 Feb 18	Ships Company
6 Mar 18	Ships Company
13 Mar 18	Ships Company
20 Mar 18	Ships Company
27 Mar 18	Ships Company

h. Training Location:

2 Jan 18	No Cadets
9 Jan 18	Our Lady of Fatima (Sports Night)
16 Jan 18	Royal Canadian Legion 418 (Cooking Night)
23 Jan 18	Royal Canadian Legion 418 (Movie Night*)
30 Jan 18	Royal Canadian Legion 418 (Camp Info Night)
6 Feb 18	Our Lady of Fatima (CD's)
13 Feb 18	Our Lady of Fatima (Sports Night)
20 Feb 18	Our Lady of Fatima
27 Feb 18	Our Lady of Fatima
6 Mar 18	Our Lady of Fatima (CD's)
13 Mar 18	No Cadets



20 Mar 18  
27 Mar 18

Our Lady of Fatima  
Our Lady of Fatima  
*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       |
| A/Administration Officer | - | CI Sullivan        |
| Supply Officer           | - | Lt(N) Tremblay     |
| A/Supply Officer         | - | CI Mitchell        |
| UCCMA                    | - | Lt(N) Reilly       |
| Security Officer         | - | PO1 Cotterill      |
| Divisional Officer (all) | - | PO1 Cotterill      |
| Public Relations Officer | - | Lt(N) Tremblay     |
- 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)       | - | PO2 Bajao               |
| Storesman             | - | PO1 Harris              |
| Chief Training PO     | - | PO1 Cardona             |
| Shipswriter           | - | A/PO2 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             |
| Marksmanship Coach        | - | Lt(N) Reilly               |
| Marksmanship Team Captain | - | TBD                        |



Orienteering Coach	-	Lt(N) Reilly
Orienteering Team Captain	-	PO1 Papenfuss
Drill Coach	-	Lt(N) Reilly
Drill Team Captain	-	TBD
Band Officer	-	CI Sullivan
Band PO	-	PO1 Cardona

#### 4. Promotions

- a. The following Cadet promotions are hereby made:
- |          |              |          |             |
|----------|--------------|----------|-------------|
| AB Bajao | AB Donaldson | AB Sweet | AB McCarthy |
| AB Sands | AB Stevenson |          |             |
- b. The following Officer promotions are hereby made:  
None at this time

#### 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, CTC, 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. WINTER DRESS – Winter dress in now in effect until 1 Apr 2018.

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.

m. PROTOCOLS – It is vital that all staff and cadets ensure that CCO and Naval Protocols are followed at all times. Members shall use appropriate naval protocols at all times and ensure they are being followed at all times. Questions may be addressed to the Divisional Officer.

## 11. Announcements

a. Stand by for information on a permanent home for the corps. It may require alteration to ROs.

## 12. Events

a. Ceremonial Divisions:

January	Not held for this month
February	6 Feb 18
March	6 Mar 18

b. Parades:  
None at this time

c. Volunteering:  
None at this time



- d. Training Day / Weekend:  
On-Water Weekend: Completed  
Mandatory Trg Day#1: Completed (Marksmanship)  
Mandatory Trg Day#2: TBD (Nautical)  
Complimentary Trg Day#1: TBD (Sports)  
Complimentary Trg Day#2: TBD (IT/Leadership)  
Winter Camping: 12-14 Jan 18 (Optional)  
Officer Training Workshop: 3 Feb 18  
SIDC: (TBD) April 18  
Sail Weekend: 9 & 10 Jun 18
- e. Complementary Training:  
Marksmanship Practices: 14 / 21 / 28 Jan, 4 / 11 / 18 Feb 2018  
Band Practices: 10 / 17 / 24 / 31 Jan, 7 / 14 / 21 / 28 Feb, 7 / 21 / 21 / 28 Mar 2018  
Drill Practices: TBD
- f. Competitions:  
Orienteering Competition: Completed  
Marksmanship Competition: 3 Mar 2018  
Band Competition: 28 Apr 2018  
Drill Competition: 28 Apr 2018
- g. Mandatory Corps Events:  
None at this time
- h. Staff Meetings:  
January 24 Jan 2018  
February 14 Feb 2018  
March 7 Mar 2018
- i. Deadlines:  
CTC Adult Staff Application: 10 Jan 18  
Deconfliction (TrgO): 31 Jan 18  
Exchange/Deployment Apps: 31 Jan 18  
West Coast (March) Deployment: 31 Jan 18  
Lord Strathcona Medal: 1 Feb 18  
CTC Applications: 28 Feb 18  
RCL Medal of Excellence: 1 Mar 18
- j. Zone Inspection/Visits  
AEA Visit: 30 Jan 18
- k. Stand Downs:  
March Break 12-16 March 2018

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

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

“I have read Corps Routine Orders and will comply with its directives, duties and information”

	Name	Signature
1	Bajao, Aaron	
2	Bajao, Rosanne	
3	Cardona, Aaron	
4	Cardona, Ariadna	
5	Donaldson, Sheldon	
6	Emrick, Colin	
7	Gray, Destiny	
8	Harris, Tam	
9	Kalybaba-Sweet, Colbey	
10	Kavanagh, Daniel	
11	Leach, Janessa	
12	Leach, Joshua	
13	McCarthy, Quniton	
14	Martires, Angelo	
15	May, Alyssa	
16	Papenfuss, Nathan	
17	Papenfuss, Sarah	
18	Sands, Avery	
19	Stevenson, Alexis	
20		
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27		
28		
29		
30		
	Lt(N) Tremblay	-----
	Lt(N) Reilly	
	CI Brauweiler	
	CI Mitchell	
	CI Sullivan	
	PO1 Cotterill	
	MWO George (2966)	
	MWO Long (68)	