



2818 HASTINGS AND PRINCE EDWARD REGIMENT ROYAL CANADIAN ARMY  
CADET CORPS ROUTINE ORDERS

*Issued by*  
*Captain C.S. Fitzgerald, CD*  
*Commanding Officer*

ROUTINE ORDER NO 01/25

1085-11-1 (CO)

March 25

Dist List

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**UPCOMING EVENTS**

Winter FTX

1. We will be doing a winter field training exercise (FTX);
  - a. The FTX will be on 22 Mar 25 at hrs 0730-1600;
  - b. The Dress will be C5
  - c. The location is Vanderwater Conservation Area;
  - d. Transportation will be the responsibility of the parent to drop off and pick up;

**AWARDS**

Cadet of the Month

2. The Cdt of the Month is to recognize Cdts from the rank of Cdt to Master Corporal (MCpl) who meet the criteria of a good well-rounded Cdt, demonstrating good leadership, drill dress and deportment. It is presented by the Commanding Officer on Recruit Gradation Parades;

- a. The followings have received the award;  
Jan 25 – MCpl Nickle, MCpl Nicholl  
Feb 25- LCpl Watkinson

## **COURSE OPPORTUNITIES**

### Summer Training

3. Cadets are encouraged to apply for summer training opportunity's;
  - a. Courses are only offered for second year/ Red Star and up cadets;
  - b. Speak to the Trg O and Admin O for more information;
  - c. Applications have now closed those that have applied will be contacted if an offer is give to them;

## **ADMINISTRATION**

### Detailed Health Questionnaires

4. All Cdts are required to complete the detailed health questionnaires (DHQ) to inform the regional medial liaison officer (RMLO) of any changes to the members medical status that may place limitations to the Cdt's involvement within the CJCR;
  - a. The DHQ document will be distributed by the Admin O to the member. The member will return the document in a sealed envelope back to the Admin O or mail it out themselves and inform the Admin O that it has been shipped;
  - b. Information on DHQ's can be found at CANCDTGEN 029/20 at:  
<https://www.canada.ca/en/department-national-defence/services/cadets-junior-canadian-rangers/cjcr-policy/cancdtgens/2013-2020/cancdtgen029-20.html>.
  - c. On direction from the CoC, if Cdts do not submit their DHQ's once received they will be suspended from training until it is received and approved by the Regional Medical Liaison Officer (RMLO).

### Annual Validations

5. All Cdts are required to complete the annual validation form (AVF) to inform the Corps of any changes to the member's information;
  - a. If any medical changes have taken place since the last AVF, the Admin O will distribute a DHQ to the member;
  - b. If any personal information has changed since the last AVF, The Admin O will update it in Fortress as soon as possible;
  - c. At any point, if a cadet's medical or personal information has changed, the cadet will report it to the Admin O to have either an ADF or DHQ completed;
  - d. Information on AVF can be found at CANCDTGEN 030/20 at:  
<https://www.canada.ca/en/department-national-defence/services/cadets-junior-canadian-rangers/cjcr-policy/cancdtgens/2013-2020/cancdtgen030-20.html>.

### Absence

6. The following are instructions for a member of the corps that is or will be absent for any activity that they have committed to attend and for mandatory training;

- a. If absent the member will call the orderly room (OR) NLT 30 minutes before the event takes place. If possible, in advance of the required event, if there is no answer the member will leave a voicemail with their rank, first, and last name, and contact number;
- b. The member is also required to inform their supervisor, this will require the member to contact their platoon commander (Pl Cdr) and the OR NLT 30 minutes before training commences;
- c. The OR's phone number is 613-966-2123.

### Attendance

7. The purpose of completing the nominal roll is to ensure that the member gets credit for attending training / events and to ensure in case of an emergency that all persons are accounted for;
  - a. All Pl Cdrs and the flag party commander (FP Cdr) will do a nominal roll once all Cdts have fallen in on parade. They will keep a record for themselves and pass a copy on to the company sergeant major (CSM);
  - b. The CSM will ensure that all nominal rolls are correct from all Pl Cdrs and the Fp Cdr and will pass up to the regimental sergeant major (RSM). The CSM will be completing the nominal roll for all Sr appointments that include the Pl WO's, Pl Cdr's, and FP Cdr;
  - c. The RSM will do the nominal roll for the CSM and DSM, and his/herself and add to the list provided by the CSM. Once all are complete, the RSM will pass along to the Admin O, keeping a copy for themselves.

## **SUPPLY**

### Initial Issue

8. Upon joining the corps, each cadet will be issued an army cadet uniform in a timely manner. This will consist of both ceremonial and training dress;
  - a. At the discretion of the Sup O, they will set up appointments for each new member to be issued ceremonial and training dress through the training warrant (Trg MWO).

### Exchanges

9. Cdts that require uniform exchanges are to seek out the exchange as quickly as possible to ensure they will comply with all dress standards as set out in CJCR Dress Instructions;
  - a. Cdts that require exchanges are to inform their Pl Cdr as soon as possible. The Pl Cdr will liaise with the Sup WO to assign an appointment for the Cdt to exchange their uniform;
  - b. Information on the CJCR uniforms can be found at CANCDTGEN 011/22 at: <https://www.canada.ca/en/department-national-defence/services/cadets-junior-canadian-rangers/cjcr-policy/cjcr-dress-instructions.html>

## **TRAINING**

### Instructors

10. The following are the level instructors for the 24/25 training year. Positions are based on qualifications and experience to ensure that the cadets get the best possible experience and knowledge in the level program;
  - a. Recruit-MWO Goyer

- b. Green Star – WO Clark
- b. Level Instructors  
MWO Scott;  
WO Adair;  
WO Goyer;  
WO Clarke;

### Training Schedule

11. Monday's training routine for all members of the corps is as follows, instructors will not deviate from the template unless approved by the DCO or the RSM;

- a.  
Building opens at 1745hrs  
Cdts arrive at 1800hrs  
Parade Fall in at 1815hrs  
Period one from 1855hrs - 1925hrs  
Break from 1925hrs - 1930hrs  
Period 2 from 1930hrs - 2000hrs  
Break from 2000hrs - 2015hrs  
Period 3 from 2015hrs - 2045hrs  
Closing Parade from 2050hrs - 2115hrs  
Cdts Dismissal at 2120hrs  
Duty NCM dismissal at 2130hrs  
O Grp from 2130hrs - 2145hrs  
Building Secured at 2200hrs

b. Link to the current training schedule [Copy of 2818 RCACC UTP 2024 2025 COPY.xlsx](#)

### Cell Phones

12. The following cell phone and electronic device regulations will be applied during all cadet activities;

- a. Device use will only be permitted during breaks and/or upon the direction of the CoC;
- b. The Cadet Corps does not assume any responsibility for the damage to or loss of any devices;

### Dress

13. The dress standards are to ensure a common understanding and professionalism when in uniform. The CJCR has laid out the types of dress and the standards for wearing the uniform to ensure that each member takes pride in their uniform and brings a sense of pride and respect in representing the King, Country, CJCR, and 2818 RCACC. As of 01Dec 22 new Cdt dress instructions have been released;

- a. The standard work dress for cadets is training dress C5, for CAF members it's No 5 Operational;
- b. CO's parade (the last Monday of each month) dress for cadets will be C1A. For CAF members the dress will be No 1A With Medals;
- c. Recruit Grad Parades Dress will be C1A, white belts, lanyards, and white gloves will be worn by the appropriate cadets with parade positions.
  - 24 April 2025
  - ACR 09 June 2025
- d. When the corps is taking part in parades such as Remembrance Day, and Santa Claus parades the dress for cadets will be C1A. Jackets, gloves and toques may be worn

due to weather. CAF Members' dress will be No 3 With Medals, overcoat, gloves, toque or Yukon hat may be worn due to weather;

e. During any public events other than parades such as the Legion Poppy campaign, or Tag Day the dress for cadets will be C3, Jackets, gloves and toque may be worn due to weather. CAF Members' dress will be No 3B or 3C, parka, Canex jacket, gloves, toque or Yukon hat and winter boots may be worn due to weather;

f. References can be found at <https://www.canada.ca/en/department-national-defence/services/cadets-junior-canadian-rangers/cjcr-policy/cjcr-dress-instructions.html>

### Inter Platoon Competition

14. Inter Platoon Competition is to ensure the Cdts and Platoons strive to be the best as possible;
  - a. Inter-Platoon Competition/Cadet of the Month (MCpl & Below). 2818 RCACC will conduct an inter-platoon competition and a Cdt of the month competition from Oct to May each year. Each platoon will be marked on their dress, deportment, drill, general Cdt knowledge, training session attendance, and general Cdt expectations. Cadets will be marked on dress, deportment, attendance and overall conduct;
  - b. Dress - each Cdt will be inspected during formal parades and informally each week. The scores (out of 10) remain individual for the Cdt of the month competition and are added together per platoon for the platoon competition;
  - c. Deportment - each Cdt will be assessed points for their platoon or lose points for their platoon for exceptional conduct or infractions. 2 pts per exceptional behaviour and -2 pts per infraction. These points go towards platoon of the month and cadet of the month;
  - d. Drill - each Pl will be assessed a score during the march past. Max of ten points per march past. This score goes towards the platoon of the month competition;
  - e. General cadet knowledge - two cadets from each platoon will be asked a General Cadet Knowledge (GCK) or Routine Orders (ROs) question each Monday evening (training occurrence). A correct answer will have 5 points awarded to the Pl score. There are no points awarded or removed for wrong answers. The questions asked will be from the RO's or will be rank level specific;
  - f. Training session attendance- each Pl will receive a score out of ten for each training session. 5 points for each cadet absent, who did not call in for leave, will be deducted for each session;
  - g. The Pl points will be tabulated during each month. Individual Cdt scores will also be tabulated during each month and reset after the CO's parade;
  - h. The Pl with the highest points will be awarded top Pl of the month and awarded the CO's pennant to carry for the following month;
  - i. The Cdt (MCpl & below) with the highest point score will be awarded the Cdt of the month and is presented with a unit coin on each recruit graduation parade of any other formal event.

### **DUTY OFFICERS & NCM'S**

#### Duty Staff

15. The following is the duty list for all Offr's, CV's & non-commissioned members (NCMs). All officers will be assigned by the CO, the RSM will assign all cadet duties;

- a. The Duty Officer (Dty Offr) will be automatically responsible for all tasks to be completed. The Dty NCM will be assigned duties to assist the Dty Offr;
- b. The Duty staff will be responsible for ensuring the building is clean and free from garbage. Ensuring all Cdts have been picked up and that no Cdts are left behind. Checking that bathrooms are clean and up to standard. Turning off all the lights and locking all the doors as well as securing all loose unit kit;
- c. The Duty Offr will also be responsible for taking closing parade and hosting the O Grp at the end of the night;
- d. The Duty runs from the first to the last day of each month;
  - Sept -
  - Oct -
  - Nov -
  - Dec -
  - Jan -
  - Feb - Lt Bernier & CWO Scott;
  - Mar - 2Lt McInroy & WO MacDonnald;
  - Apr - CV Mack & MWO Adair;
  - May - CV Thron & WO Clarke;
  - June - 2Lt Neale & MWO Goyer;

## **CANTEEN STAFF**

### Canteen Duty List

16. The following is a list of canteen staff. The canteen staff will be responsible for providing canteen to all Cdts during break periods;
  - a. The canteen staff will be responsible to the SSC during their duty;
  - b. They will be responsible for dispensing drinks, food and handling money;
  - c. The following is the list for each month;
    - Sept -
    - Oct -
    - Nov -
    - Dec -
    - Jan -
    - Feb - WO Adair & MCpl Cormier
    - Mar - Sgt Phillips & MCpl Bourgeois
    - Apr - WO Clarke & MCpl Nicholl
    - May - WO MacDonald & MCpl Gentile
    - Jun - WO Goyer & MCpl Weese

## **QUALIFICATIONS**

### Specific Qualifications

17. The following are qualifications held by the staff and cadets. These do not reflect all qualifications each person may have but place emphasis on qualifications that are relevant to unit operations;
  - a. 404's;
    - Capt Fitzgerald (A1/B1) (B11) (3 Ton) (T1) (G11-G13) (F1);
    - Lt Bernier (A1/B1);
    - 2Lt McInroy (A1/B1);
    - MWO Dunne (A1/B1);
  - b. RSO;
    - Capt Fitzgerald (AR);

2Lt Mcinroy (AR);

c. CWL  
Capt Fitzgerald;

d. Ont Inst;  
Capt Fitzgerald;

e. Phase;  
2Lt Mcinroy;

f. Sentinel;  
Capt Fitzgerald;  
MWO Dunne;  
2Lt Mcinroy;

g. First Aid;  
Capt Fitzgerald (Standard) (BLS) (Psy);  
MWO Dunne (Standard);  
CV Mack (Standard);  
MWO Scott (Standard);  
WO Adair (Standard);  
WO MacDonald (Standard);  
Sgt Dunne (Standard);  
MCpl Bourgeois (Standard);  
MCpl Weese (Standard);  
MCpl Cormier (Standard);

h. DCI;  
Sgt Dunne;

i. ARMI;  
WO Goyer;

j. FSI;  
WO Adair;

## COMMAND AND SIGNALS

### Parade Positions

18. The following are the parade appointments for the 24/25 training year. All positions have now been filled, congratulations to anyone who was selected for a parade appointment;

a. RSM - CWO Scott;  
CSM – MWO Goyer;  
DSM – MWO Adair

b. Fp Cdr - Sgt Dunne;  
Flg - MCpl Cormier;  
Sr Grd - MCpl Weese;

c. Cassino Pl Cdr - WO Clark;  
Cassino Pl WO -MCpl Bayer-Brooks, E;

d. Somme Pl Cdr - WO MacDonald;  
Somme Pl WO - MCpl Bourgeois

E. Arras Pl Cdr -Sgt Phillips;

Arras Pl WO – MCpl Nicholl

Chain of Command

19. The following is the chain of command (CoC) for the corps for the 24/25 training year;

a. CO - Capt Fitzgerald;  
RSM - CWO Scott;

b. DCO - Lt Bernier;  
CSM - MWO Goyer;  
DSM – MWO Adair

c. Trg O - Lt Bernier;  
Ops O - 2Lt McInroy;  
Trg MWO- MWO Goyer  
LTO Green/Red Star- 2Lt Neale;  
LTO Silver/Gold Star - CV Mack;

d. Admin O - 2Lt McInroy;  
Cadet Correspondent - Sgt Dunne;

e. Sup O - CV Thron;  
Sup WO - WO MacDonald;

f. Std O - MWO Dunne  
Std MWO- MWO Adair

C.S. Fitzgerald, CD  
Captain  
Commanding Officer

Dist List  
2818 RCACC (All Pers)