



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

*Issued by
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Commanding Officer*

ROUTINE ORDER NO 09/26

1085-11-1 (DCO)

15 September 26

Dist List

Table of Contents

- UPCOMING EVENTS
- AWARDS
- APPOINTMENT
- SUPPORT COMMITTEE
- ADMINISTRATION
- SUPPLY
- TRAINING
- DUTY OFFICER & NCO
- CANTEEN
- SUPERVISORS
- QUALIFICATIONS
- COMMAND AND SIGNALS

UPCOMING EVENTS

Tag Day

We will be conducting Tag day on 2-4 October 2026, the timings will be:

Friday 1730-2100hrs

Saturday 0830-1700

Sunday 0830-1700

There will be a signup sheet posted at the side of the parade square until 21 Sept 2026.

Cadets are required to sign up for 1 full day, if you would like to do more you are welcome to sign up, if a cadet signs up they are responsible for showing up if there is a reason why they cant they must call the Office at 613-966-2123.

The dress will be C3, for new cadets their green T-shirt will be the dress.

Parents are required to drive their cadets to and from the tagging locations each day as we are not able to transport them, Lunch will be provided for cadets that are staying a full day on Saturday and Sunday.

An email will be sent out closer to the date to all parents and cadets.

Bushcraft FTX

We will be conducting a bushcraft FTX on 24 Oct 2026, this will be held at Vanderwater Conservation Area, a bus will be provided.

Cadets need to meet at the Armoury NLT 0600hrs as the bus will depart at 0630hrs , lunch will be provided.

A signup sheet will be available until 19 Oct 2026

Dress will be C5 FTU's

More information will be sent out in an email closer to the date.

AWARDS

Cadet of the Month

1. 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 announced at the Commanding Officers Parade each month and presented by the Commanding Officer on Recruit Graduation Parades;

Sept- TBD on the CO's Parade

ADMINISTRATION

Detailed Health Questionnaires

4. All Cdts who are required to complete the detailed health questionnaires (DHQ) to inform the regional medical 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 AVF 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 clear 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.

Cancellation of training nights:

Should there be a need to cancel the training night we will proceed to online training, cadets will receive a MS Teams link to join the online training night NLT 1700hrs on that day. These cancellations can include but not limited to: Inclement Weather, Building Unavailable Short Staffing.

Attendance

6. 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 Cds 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);
 - 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

7. 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. All cadets will be sized on their 2nd Monday

- b. Cadets will be issued their FTU's at four weeks and their dress uniform one week before their recruit graduation.

Exchanges

- 8. 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 O to assign an appointment for the Cdt to exchange their uniform;
 - b. All exchanges will be a 1 for 1 exchange you will not leave any items with the Sup O unless you have been given a replacement item
 - c. The Dress instructions can be found at the following link
<https://www.canada.ca/en/department-national-defence/services/cadets-junior-canadian-rangers/cjcr-policy/cjcr-dress-instructions.html>

TRAINING

Instructors

- 9. The following are the level instructors for the 25/26 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/Green Star –
WO Bayer-Brooks E
 - b. Red Star:
TBD
 - c. Silver Star:
TBD

Training Schedule

- 10. 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 [2818 RCACC Training Plan](#)

Cell Phones

- 11. 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

- 12. 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;
- c. Recruit Grad Parades Dress will be C1A, white belts, lanyards, and white gloves will be worn by the appropriate cadets with parade positions.
- 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

13. 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

14. The following is the duty list for all Offr's, CV's & non-commissioned members (NCMs). All officers will be assigned by the DCO;
- 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 – Lt McInroy & MWO Cormier
Oct – 2Lt Neale & MWO Bourgeois
Nov – CV Mack & Sgt Bayer-Brooks, C

Dec -Lt Mcinroy & Sgt Theobald
Jan -CV Scott & WO Bayer-Brooks, E
Feb – CV Mack & Sgt Flynn
Mar – 2Lt Neale & MWO Cormier
Apr – CV Mack & Sgt Nicholl
May – 2Lt Neale & Sgt Southwell
June – Lt Mcinroy & WO Bayer-Brooks, E

CANTEEN STAFF

Canteen Duty List

15. The following is a list of canteen staff. The canteen staff will be responsible for providing canteen to all Cdts during break periods, 1925hrs & 2000hrs;

- a. The canteen staff will be responsible to the SSC during their duty;
- b. They will be responsible for setup, dispensing drinks, food and handling money and tear down at the discretion of the support committee;
- c. The following is the list for each month;
Sept – Sgt Flynn & MCpl Letourneau
Oct – Sgt Andruleanas & MCpl Deroy
Nov – Sgt Bayer-Brooks, C & MCpl Hernandez
Dec – Sgt Nicholl & MCpl Letourneau
Jan – WO Bayer-Brooks, E & MCpl Lynch
Feb – WO Losingor-Meisel & MCpl Snair
Mar – Sgt Southwell & MCpl Bakes
Apr – Sgt Flynn & MCpl Deroy
May – Sgt Theobald & MCpl Lynch
Jun – Sgt Bayer-Brooks, C & MCpl Hernandez

QUALIFICATIONS

Specific Qualifications

16. 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) (B3) (T1) (G11-G13) (F4);

Lt McInroy (A1/B1);

b. RSO;
Capt Fitzgerald (AR);

Lt Mcinroy (AR);

c. CWL
Capt Fitzgerald.;

d. Ont Inst;
Capt Fitzgerald;

e. Phase;
Lt Mcinroy;

f. Sentinel;
Capt Fitzgerald;
Lt Mcinroy;

g. First Aid;
Capt Fitzgerald (Standard) (BLS) (Psy);
Lt Mcinroy (Standard)

h. ARMI;
MWO Weese

i. FSI;
MWO Cormier

j. ETL;
Sgt Flynn

k. D&C Instructor
Sgt Southwell

COMMAND AND SIGNALS

Parade Positions

17. The following are the parade appointments for the 26/27 training year. All positions have now been filled, congratulations to anyone who was selected for a parade appointment;

- a. RSM – WO Weese;
CSM – WO Bourgeois
DSM – WO Cormier

- b. Fp Cdr - Sgt Nicholl;
Grd – LCpl Dumont;
Sr Grd -LCpl Lynch

- c. Cassino Pl Cdr- Vacant
Cassino Pl Sgt Southwell

- d. Somme Pl Cdr – WO Losingor-Meisel
Somme Pl WO – Sgt Bayer-Brooks, C

- E. Arras Pl Cdr -WO Bayer-Brooks E

Chain of Command

- 18. The following is the chain of command (CoC) for the corps for the 25/26 training year;
 - a. CO - Capt Fitzgerald;
RSM – MWO Weese;

 - b. DCO – Lt McInroy
CSM –MWO Bourgeois
DSM – MWO Cormier

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

 - d. Adm O - Lt McInroy;

 - e. Sup O - CV Scott;

C.S. Fitzgerald

C.S. Fitzgerald, CD

Captain

Commanding Officer

Dist List

2818 RCACC (All Pers)