



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 05/26

1085-11-1 (DCO)

May 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

On 1-3 May 2026, we will be conducting Tag Day, a fundraiser that provides the corps with funds to participate in activities outside of regular Monday training;

The meeting and departure point will be the Belleville Armoury 187 Pinnacle st;

The dress for the weekend will be C3, cadets are encouraged to bring their outer part of their parka in case of rain, and water bottle (only issued kit will be worn unless you were not issued an item as of yet);

Lunch will be provided for the cadets;

If there are any allergies, please inform Lt Mcinroy, lunch will be 1200-1300 each day;

Parents are required to drive their cadets to and from the tagging locations and bring them back for lunch. If that is not possible, please contact Mrs. Adair

chairsc@bellevillearmycadets.com

A signup sheet was distributed, if a cadet did not sign up, they are still required to attend, please email Lt Mcinroy so we can assign you a shift;

The OPI for this weekend is Lt Mcinroy if you have any questions, please contact him via email David.mcinroy@cadets.gc.ca;

Timings will be as follows.

Friday 1800-2030

Saturday 0830-1600

Sunday 0830-1600

Silver and gold star Expedition (CES)

The silver and gold star cadets will ne attending the CES on 1-3 May 2026, they will be exempt from tag day, the following cadets will be attending;

Sgt Bayer-Brooks E

Cpl Snair

MCpl Andrulenas

Sgt Losingor- Meisel

The kitlist was sent out on 20 April to all cadets attending, the bus will be picking up at the armoury at the following times;

Depart Friday 1800hrs- Arrive NLT 1730hrs

Arrive Sunday 1700hrs

Oshawa Tank Museum

We will be going to the Oshawa Tank Museum on 23 May 2026, this trip will be part of the cadets training covering the CAF Famil portion, there is no cost for cadets to attend, however there will be a signup sheet available until 11 May 2026, as we need to submit final numbers to the museum and to order lunch for the day.

Timings-

Cadets arrive- 0830hrs

Depart armoury 0900hrs

Arrive in Oshawa- 1030hrs

Depart Oshawa- 1600hrs

Arrive at Armoury-1730hrs

Dress- C5 FTU's

There is a gift shop and cadets may bring money but the cadet is responsible for their own money.

Awards dinner Setup

We require cadets to assist with setting up for the awards dinner on 29 May 2026 we will be starting at 1730hrs and will likely go until 2100hrs any and all cadets are allowed to sign up, a sign up sheet will be available until 25 May 2026.

Awards dinner

The date will be 30th May 2026 at the Belleville Armories with doors opening at 1600hrs and dinner starting at 1700hrs;

Parents and guests are welcome to attend;

There will be no cost for the Cadets. Parents and guests the cost will be \$45.00 per person, Payable to the support committee in Cash, E-Transfer& debit or credit;

The dress will be for cadets will be C2 and for CAF members NO 2# or NO 2B CAF, suit and ties for civilians.

The deadline to book tickets is May 4 2026 please make E-transfers to donations@bellevillearmycadets.com (Auto Deposit enabled) in the memo spot please include your cadets first and Last name aswell as how many tickets are needed.

Annual Ceremonial Review prep day

We will be conducting an SCR prep day on 7 June 2026, this prep day is for the cadets to do a final rehearsal of the parade as well as setup for the parade, Lunch will be provided, please let 2Lt Neale Know if there are any dietary restrictions.

Timings- 0900hrs-1600hrs

Dress- Appropriate Civilian attire

Lunch is provided.

Annual Ceremonial Review (ACR)

On 8 June we will conduct our ACR, this is the final parade of the training year for the cadets to show off to their friends and family what they have accomplished throughout the training year, there will also be awards handed out to some cadets that were nominated for them.

The parade will begin at 1900hrs, the Reviewing Officer (RO) will be LCol J Brown Commanding Officer of the Canadian Army Advanced Warfare Center, Parents and guests are asked to be seated NLT 1845hrs, there will be light refreshments following the parade.

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- LCpl Lynch

Oct- MCpl Southwell

Nov- MCpl Flynn

Dec- Cpl Andrulenas

Jan- Not Awarded

Feb-

Mar-Cpl Bakes

Apr- TBA

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 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);
 - 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 Cormier,
WO Bourgeois;
- b. Red Star:
WO Weese;
Sgt Letourneau;
Sgt Losingor- Meisl
- c. Silver Star:
Sgt Nicholl
Sgt Bayer-Brooks, E

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 UTP 2025 - 2026 - .xlsx](#)

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.

Sept- Somme Platoon
Oct- Cassino Platoon
Nov-Somme Platoon
Dec- Not Awarded
Jan- Not Awarded
Feb- Somme Platoon
Mar- CassinoPlatoon

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 & Sgt Cormier
Oct – 2Lt Neale & Bourgeois
Nov – CV Mack & Sgt Letourneau
Dec -CV Thorn & Sgt Weese
Jan -CV Scott & CWO Adair
Feb – CV Goyer & WO Weese
Mar – Lt McInroy & WO Cormier

Apr – Lt McInroy & WO Bourgeois
May – 2Lt Neale & WO Letourneau
June – CV Mack & WO Weese

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 Bourgeois & MCpl Bayer-Brooks C
Oct – Sgt Letourneau & MCpl Bayer-Brooks E
Nov – Sgt Weese & MCpl Losingor-Meisel
Dec – Sgt Bourgeois & MCpl Nicholl
Jan – WO Cormier & MCpl Nickel
Feb – WO Bourgeois & MCpl Southwell
Mar – WO Letourneau & Sgt Bayer-Brooks C
Apr – WO Weese & Sgt Bayer-Brooks E
May – WO Cormier & Sgt Losingor-Meisel
Jun – WO Weese & Sgt Nicholl

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)
CV Mack (Standard);
CV Scott (Standard);
CWO Adair (Standard);
WO Bourgeois (Standard);
WO Weese (Standard);
WO Cormier (Standard);

j. ARMI;
WO Weese

k. FSI;
CWO Adair;
WO Cormier

COMMAND AND SIGNALS

Parade Positions

17. 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 – WO Weese;

CSM – WO Bourgeois
DSM – WO Cormier

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

c. Cassino Pl Cdr- WO Letourneau
Cassino Pl MCpl Southwell

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

E. Arras Pl Cdr -Sgt 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 – WO Weese;

b. DCO – Lt McInroy
CSM –WO Bourgeois
DSM – WO Cormier

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

d. Adm O - Lt McInroy;

e. Sup O - CV Scott;

C.S. Fitzgerald, CD

Captain
Commanding Officer

Dist List
2818 RCACC (All Pers)