



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 01/26

1085-11-1 (DCO)

January 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

Winter FTX

We will be conducting our winter FTX on 17 January 2026 at the Trenton Cadet training Center (TCTC) this will be parent drop off; all cadets are expected to arrive NLT 0730hrs

Directions to the TCTC

1. Use the main gate off HWY 2 (tell the Guard you are going to the cadet training Center)
2. Take the first right and follow the road to the end,
3. There will be a gate that you will drive through with a parking lot on the left-hand side keep going until you go over the bridge, please note that the speed limit is 10 Km/h past this gate and the MP's patrol regularly.

Area Directed Activity (ADA)

There will be a sport and fitness ADA on 25 January 2026 Additional information will be sent out closer to the date with timings. Registration has closed.

Marksmanship competition

Members of the marksmanship team will be participating in the Zone 18 Marksmanship competition on 28 Feb 2026 this will be held at the Southside Gym at CFB Trenton more information to follow with timings closer to the date.

Summer Training Meeting

On 26 January 2026 we will be conducting a summer training information meeting for all cadets and parents this will go over the courses available to the cadets. All the information for the courses available can be found at the following link [In-person summer courses - Canada.ca](#). All parents are asked to arrive NLT 1810hrs this will take about an hour to an hour and half.

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

The following awards were given out at our Christmas Mess Dinner;

Cap Badge

Cpl Andrulenas

Gold level badges

Sgt Bayer-Brooks, C
Sgt Bayer-brooks, E
WO Bourgeois
WO Cormier
WO Letourneau
Sgt Nicholl
MCpl Theobald
WO Weese

Cdt Medal of Merit Roger bar

WO Weese

Promotions

LCpl

Bloor
Snair

Cpl

Andrulenas

Sgt

Losingor-Meisel

WO

- Bourgeios
- Cormier
- Letourneau
- Weese

ADMINISTRATION

Detailed Health Questionnaires

4. All Cdts 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). 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

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
- b. 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 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/Green Star –
Sgt Cormier,
Sgt Bourgeois;
- b. Red Star:
Sgt Weese;
Sgt Letourneau;
Sgt Losingor- Meisl
- c. Silver Star:
MCpl Nicholl
MCpl 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](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 Cdt's 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 or any other formal event.

Sept- Somme Platoon
 Oct- Cassino Platoon
 Nov-Somme Platoon
 Dec- Not Awarded

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 – Capt Fitzgerald & 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);
MWO Adair (Standard);
Sgt Bourgeois (Standard);
Sgt Weese (Standard);
Sgt 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 - CWO Adair;
CSM – WO Weese
DSM – Sgt Letourneau
Weese
- b. Fp Cdr - Sgt Nicholl;
Flag – MCpl Southwell;
Sr Grd -LCpl Lynch
- c. Cassino Pl Cdr WO Cormier
Cassino Pl WO -MCpl Losingor
- d. Somme Pl Cdr - Sgt Bourgeois
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 - CWO Adair;

b. DCO – Lt McInroy

CSM –WO Weese

DSM – WO Letourneau

c. Trg O – 2Lt Neale;

Ops O - Lt McInroy;

Trg WO- WO Weese

LTO Green- CV Scott

LTO Red Star- CV Thorn

LTO Silver/Gold Star - CV Mack;

d. Admin O - Lt McInroy;

e. Sup O - CV Scott, CV Goyer;

C.S. Fitzgerald, CD

Captain

Commanding Officer

Dist List

2818 RCACC (All Pers)