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Last Order: 201711
Dated: 01 Nov 2017

This Order: 201712
Dated: 01 Dec 2017

ADMINISTRATION

1. NOTICE OF REFERENCE UPDATES

- a. Regional RO's posted on Regional Cadet Support Unit (NW)'s Intranet.
- b. CATO Changes posted in the National File Repository

2. UNIT TRAINING (EXCLUDING PARADE NIGHTS)

- a. See Appendix 1 – Schedule of events

3. DRESS, DUTIES AND APPOINTMENTS

- a. Daily Routine – As per Departmental Training Schedule
- b. Duty Schedule
- c. Dress
- d. Unit Appointments

Date	December 7 th	December 14 th	December 21 st
OOD	A/Slt Froggatt	A/Slt Bakker	Lt(N) Sharp
POOD	PO2 Miller	PO2 Nolan	
Messenger	OS Rana	LS Smith	
Duty Division	WINDSOR	GRILSE	

Thursday December 7th, 2017

Officers: No. 1
Cl's/CV's: Business
Cadets: C1

Thursday December 14th, 2017

Officers: No. 5
Cl's/CV's: Business
Cadets: C4

Thursday December 21st, 2017

Officers: C2
Cl's/CV's: Formal
Cadets: C2 (Bow Tie with white collared shirt and tunic)

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Primary Duties:

Commanding Officer – Lt(N) Nadine Buchanan
Executive Officer – Lt(N) Jenna Sharp
Training Officer – Lt(N) Jenna Sharp
Assistant Training Officer - NCdt Jolliffe
Administration Officer – A/SLt Bryce Bakker
Assistant Administration Officer – Mrs. Latajka
Supply Officer – A/SLt Brad Froggatt
Marksmanship/Biathlon Coach / Support Staff - TBA
Duke of Ed / Support Staff - Mr. Squires

Secondary Duties:

Divisional Officers: TBA
Marksmanship Officer: TBA
Biathlon Officer: TBA
First Aid: Lt(N) Jenna Sharp and A/SLt Bryce Bakker

- 1. UNIT STRENGTH**
 - a. Unit Authorized Quota: 67 Cadets and 6 Staff
 - b. Cadets Taken on Strength: 8
 - c. Cadets Struck off Strength: 4
- 2. VOLUNTEERS**
 - a. 2
- 3. REGULAR/PRIMARY RESERVE FORCE PERSONNEL**
 - a. NIL
- 4. CAREER TRANSACTIONS**
 - a. NIL
- 5. APPOINTMENTS/TERMINATION OF CIVILIAN INSTRUCTORS**
 - a. NIL
- 6. LEAVE OF ABSENCE**
 - a. NIL
- 7. CADET PROMOTIONS/APPOINTMENTS**
 - a. NIL
- 8. CADET TRANSFERS**
 - a. NIL
- 9. MOVEMENTS/TEMPORARY DUTY**
 - a. NIL
- 10. GENERAL INTEREST AND EVENTS**
 - a. NIL
- 11. COMMANDING OFFICER'S ITEMS**
 - a. NIL

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APPENDIX 1 – SCHEDULE OF EVENTS

Category of training:

UAO – Unit CO Approved Optional Training

RAO – RCSU Approved Optional Training

DND – DND Supported Mandatory/Complimentary Training

Date	Activity – Training Category	Timings	Location	OIC
21 December 2017	Mess Dinner	6:30pm – 9:00pm	4520 Crowchild Trail SW	Lt(N) Buchanan

APPENDIX 2 – PERIODIC ITEMS

Security Policy: As per CATO 23-07 Para 6a all Civilian volunteers must wear their Navy League ID badges when at cadet events, parade nights, exercises. Adults or any former cadets having business with the Officers must leave as soon as their business is done. Parents, Adults or any former cadets are allowed to watch colours and sunset. Please see the CO if you have any questions

//Signed//

N.L. Buchanan
Lieutenant (Navy)
Commanding Officer