



TABLE OF CONTENTS

1. NOTICE OF REFERENCE..... 1

2. UNIT TRAINING 1

3. DRESS, DUTIES AND APPOINTMENTS 1-2

4. UNIT STRENGTH 3

5. VOLUNTEERS 3

6. REGULAR/PRIMARY RESERVE FORCE PERSONNEL 3

7. CAREER TRANSACTIONS 3

8. APPOINTMENTS/TERMINATION OF CIVILIAN INSTRUCTOR 3

9. LEAVE OF ABSENCE 3

10. CADET PROMOTIONS/APPOINTMENTS 3

11. CADET TRANSFERS 3

12. MOVEMENTS/TEMPORARY DUTY 3

13. GENERAL INTEREST AND EVENTS 3

14. COMMANDING OFFICER’S ITEMS..... 3

APPENDIX 1 – SCHEDULE OF EVENTS 4

APPENDIX 2 – PERIODIC ITEMS..... 4

Last Order: 201804
Dated: 01 Apr 2018

This Order: 201805
Dated: 01 May 2018

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	May 3 rd	May 10 th	May 17 th	May 24 th	May 31 st
OOD	NCdt Joliffe	A/SLt Bakker	Lt(N) Sharp	A/SLt Froggatt	NCdt Joliffe
POOD	PO2 Latajka	PO2 Deuel	PO2 Taylor	PO2 Salois	PO2 Nolan
Messenger	AB Voisin	MS Wang	MS Clark	LS Ellaschuk	LS Holmes
Duty Division	GRILSE	CHICOUTIMI	CORNERBROOK	WINDSOR	GRILSE

Thursday May 3rd, 2018

Officers: C1
CI's/CV's: Business Attire
Cadets: C1

Thursday May 10th, 2018

Officers: C4
CI's/CV's: Business Attire
Cadets: C4

Thursday May 17th, 2018

Officers: C4
CI's/CV's: Business Attire
Cadets: C4

Thursday May 24th, 2018

Officers: C4
CI's/CV's: Business Attire
Cadet: C4

Thursday May 31st, 2018

Officers: PT
CI's/CV's: Business Attire
Cadet: PT

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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: 1
- c. Cadets Struck off Strength: 0

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
5 May 2018	Orienteering	09:00 – 16:00	16606 Bow Bottom Trail SE, Calgary AB	NCdt Joliffe
5 May 2018	Music Level Testing	10:00 – 16:00	HMCS TUCUMESH – 1820 24 ST SW, Calgary Alberta	
6 May 2018	Battle of the Atlantic	10:00 – 12:00	The Military Museums, 4520 Crowchild Trail SW, Calgary, AB T2T 5J4, Canada	A/SLt Froggatt
11 May 2018 to 13 May 2018	Nautical Weekend	18:00 – 16:00	Rocky Mountain Cadet Training Center	N/Cdt Jolliffe
20 May 2018	Dill & ACR Preparations – Boot Polishing	12:00 – 16:00	The Military Museums, 4520 Crowchild Trail SW, Calgary, AB T2T 5J4, Canada	A/SLt Froggatt

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