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Last Order: 201709
Dated: 01 Sept 2017

This Order: 201710
Dated: 01 Oct 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	October 5th	October 12 th	October 19 th	October 26 th
OOD	A/SLt Froggatt	A/SLt Bakker	Lt(N) Sharp	NCdt Joliffe
POOD	PO2 Deuel	PO2 Halarewich		PO2 Nolan
Messenger	LS Blackburn	LS Clark		LS Doucet
Duty Division	WINDSOR	GRILSE		CHICOUTIMI

Thursday October 5th 2017

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

Thursday October 12th 2017

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

Thursday October 19th 2017

Officers: PT
Cl's/CV's: PT
Cadets: PT

Thursday October 26th 2017

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

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Primary Duties:

Commanding Officer – Lt(N) Nadine Buchanan
Executive Officer – Lt(N) Jenna Sharp
Training Officer – Lt(N) Jenna Sharp
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: 56 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
01 October 2017	Marksmanship	0900-1100	608 – 9 th Ave	Lt(N) Buchanan
14 October 2017	Amazing Race	0900	TBA	Lt(N) Sharp
15 October 2017	Marksmanship	0900-1100	608 – 9 th Ave	Lt(N) Buchanan
22 October 2017	Marksmanship	0900-1100	608 – 9 th Ave	Lt(N) Buchanan
28 October 2017	Navy Days	0900	Military Museum	A/SLt Brad 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