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Last Order: 201809
Dated: 01 Sept 2018

This Order: 201810
Dated: 01 Oct 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	October 4 th	October 11 th	October 18 th	October 25 th
OOD	Lt(N) Buchanan	2LT Nauffts	A/Slt Joliffe	Lt(N) Buchanan
POOD	PO2 Painaga	PO2 Latajka	PO2 Evans	PO2 Salois
Messenger	LS Lambert	LS Zhang	MS Latajka	MS Schroh, Z
Quarter Master	LS Traimany	LS Davenport	MS Dontu	LS Campbel
Duty Division	WINDSOR	GRILSE	CORNERBROOK	CHICOUTIMI

Thursday October 4th, 2018

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

Thursday October 11th, 2018

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

Thursday October 18th, 2018

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

Thursday October 25th, 2018

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

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Primary Duties:

Commanding Officer – Lt(N) Nadine Buchanan
Executive Officer – Vacant
Training Officer – A/SLt Joliffe
Administration Officer – Mrs. Latajka
Assistant Administration Officer – Ms. Looye
Supply Officer – 2Lt Nautts
Assistant Training Officer – Mrs. Comrie
Marksmanship/Biathlon Coach / Support Staff - 2Lt Nautts
Duke of Ed / Support Staff – Mrs. Voisin
Maternity Leave – Lt(N) Sharp

Secondary Duties:

Divisional Officers: TBA
Marksmanship Officer: TBA
Biathlon Officer: TBA
First Aid: Mrs. Latajka, ASLt Joliffe

- 1. UNIT STRENGTH**
 - a. Unit Authorized Quota: 70 Cadets and 6 Staff
 - b. Cadets Taken on Strength: 23
 - c. Cadets Struck off Strength: 7
- 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
13 October 2018	Leadership Day	0830 – 1600	135 Southland Drive – Delta Hotel	Lt(N) Buchanan
14 October 2018	Biathlon Practice	1800-2000	Centennial Parkcade	2Lt Nauffts
21 October 2018	Biathlon Practice	1800-2000	Centennial Parkcade	2Lt Nauffts
27 October 2018	Biathlon Competition	1800-2000	COP	2Lt Nauffts

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