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Last Order: 201704  
Dated: 01 Apr 2017

This Order: 201705  
Dated: 01 May 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

Date	03 May	10 May	17 May	24 May	31 May
OOD	A/SLt Froggatt	Lt Scharfenberger	A/SLt Bakker	Lt Scharfenberger	A/SLt Bakker
POOD	PO2 Squires	PO2 Johnston	PO2 Sonderman	PO2 Elias	PO2 Twidale
Messenger	LS Chockalingam	LS Hidalego	LS Hoople	LS Jennings	LS Mendes
Duty Division	CORNER BROOK	GRILSE	CHICOUTIMI	WINDSOR	CHICOUTIMI

- c. Dress

#### Wednesday 03 May 2017

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

#### Wednesday 10 May 2017

Officers: No. 5  
CI's/CV's: Business Attire  
Cadets: C4 (STU's)

#### Wednesday 17 May 2017

Officers: No. 5  
CI's/CV's: Business Attire  
Cadets: C4 (STU's)

#### Wednesday 24 May 2017

Officers: No. 5  
CI's/CV's: Business Attire  
Cadets: C4 (STU's)

#### Wednesday 31 May 2017

Officers: Sports  
CI's/CV's: Sports  
Cadets: Sports

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d. Unit Appointments

Primary Duties:

Commanding Officer – Lt(N) Nadine Buchanan  
Executive Officer – Lt(N) Courtney Looye  
Training Officer – SLt Jenna Sharp  
Assistant Training Officer – Lt Anna Scharfenberger  
Administration Officer – A/SLt Bryce Bakker  
Supply Officer – A/SLt Brad Froggatt  
Marksmanship/Biathlon Coach / Support Staff - Mr. Tuor-Howe  
Duke of Ed / Support Staff - Mr. Squires Duke of Ed / Support Staff

Secondary Duties:

Divisional Officers: Lt Anna Scharfenberger, A/SLt Bryce Bakker and A/SLt Froggatt  
Marksmanship Officer: Mr. Tuor-Howe  
Biathlon Officer: Mr. Tuor-Howe  
First Aid: SLt Jenna Sharp, Lt Anna Scharfenberger and A/SLt Bryce Bakker

**1. UNIT STRENGTH**

- a. Unit Authorized Quota: 60 Cadets and 7 Staff
- b. Cadets Taken on Strength: 2
- 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

<b>Date</b>	<b>Activity – Training Category</b>	<b>Timings</b>	<b>Location</b>	<b>OIC</b>
6 May 2017	Orienteering Day	1000-1400	Fish Creek Park	Mr. Tuor-Howe
7 May 2017	Battle of Atlantic	0900 – 1100	4520 Crowchild Trail	SLt Sharp
13 May 2017	Up the Creek with a Paddle	0830- 1600	Bowness Park	SLt Sharp
26 -28 May 2017	Sail Weekend	1800 – 1600	SASC	SLt Sharp

## **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