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Last Order: 201809
Dated: 01 Sep 2018

This Order: 201809
Dated: 01 Sep 2018

ADMINISTRATION

1. NOTICE OF REFERENCE UPDATES

- a. Regional RO's posted on SharePoint - Regional Cadet Support Unit (PAC)
- 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	Duty Officer	Sr. Duty NCO	Jr. Duty NCO	Duty Flight
4 Sept	N/A			
11 Sept	Lt(N) Looye	ALL WO2s	ALL FSgts	All
18 Sept	Capt Ketchum	FSgt Pottumutu	FCpl Brown	Lancaster Flt
25 Sept	Capt Ketchum	FSgt Pottumutu	FCpl Brown	Lancaster Flt

Tuesday, 4 Sept 2018

Officers : 3B
NCMs : Dress of the Day/5
CVs : Business Attire
Cadets : Civilians with Squadron T-Shirt

Tuesday, 11 Sept 2018 (Squadron Open House)

Officers : 3B (Open House Staff), 5 (Remaining Staff)
NCMs : Dress of the Day/5
CVs : Business Attire
Cadets : C3B (Summer Dress)

Tuesday, 18 Sept 2018 (Change of Command Parade)

Officers : 1A
NCMs : 1A
CVs : Business Attire
Cadets : C1

Tuesday, 25 Sept 2018

Officers : PT Gear
NCMs : PT Gear
CVs : PT Gear
Cadets : PT Gear with Squadron T-Shirt

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Primary Duties:

Commanding Officer – Lt(N) Courtney Looye
Deputy Commanding Officer – Vacant
Training Officer – Captain Alex Osborne
Standards Officer – Lt Nahall Fallah
Assistant Standards NCM – Sgt Stephane Lajeunesse
Administration Officer – Captain Mandart Chan, CD
Special Training Officer – Captain Aidan Ketchum
Supply NCM – MS Guillaume Vallee
New Cadet Liaison – PO2 Greg McArthur
Level 4 Instructor – PO2 Graham Williams
Level 5 Instructor – MCpl Hans Brasche

Secondary Duties:

Ground School Instructor / Orienteering - Mr. Nathaniel Ralphs
Band Officer / Drill Team Officer – Capt Mandart Chan, CD
Marksmanship Officer: Lt(N) Courtney Looye
Biathlon Officer: Captain Carrie Johnston, CD

1. UNIT STRENGTH

- a. Unit Authorized Quota: 56 Cadets and 6 Staff
- b. Cadets Taken on Strength: 0
- c. Cadets Struck off Strength: 0

2. VOLUNTEERS

- a. NIL

3. REGULAR/PRIMARY RESERVE FORCE PERSONNEL

- a. 3

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:

Date	Activity – Training Category	Timings	Location	OIC
1 Sept 2018	Sr. NCO Welcome Back Day	0900-1700	Albert Head CTC / Downtown	Capt Osborne
8 Sept 2018	West Shore Chili Cook Off	0930-1430	Belmont School	Lt(N) Looye
16 Sept 2018	Gliding	0700-1700	Belmont School	Capt Chan
23 Sept 2018	UrbanCity Challenge	0900-1630	TBA	Capt. Osborne
27 Sept 2018	Spencer Middle School Family Resource Centre	1730-1930	Spencer Middle School	PO2 McArthur
29 Sept 2018	Tour HMCS Regina	0930-1500	Main Gate Esquimalt Dock Yard	Lt Fallah

APPENDIX 2 – PERIODIC ITEMS

Security Policy: As per CATO 23-07 Para 6a all Civilian volunteers must wear their 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//

C.K Looye
Lieutenant (Navy)
Commanding Officer