



## CORPS ROUTINE ORDERS

Issued By  
 Capt Pecore  
 Commanding Officer

105 Royal Canadian Army Cadet Corps  
 (7<sup>th</sup> Toronto Reg't, RCA)

RO # 01-24

1 January 2024

### PART 1 – ADMINISTRATION

#### 1. DUTY ROSTER

<u>Date</u>	<u>Duty Officer</u>	<u>Altn Duty Officer</u>	<u>Sr Duty NCO/M</u>
2 Jan 2024	Stand Down, No Training		
9 Jan 2024	CI Pecore	CV Brotohusodo	WO Philip
16 Jan 2024	Lt Hovenden	CV Weir	WO Reddy
23 Jan 2024	Capt Fung	CV Maitland	WO Zhang
30 Jan 2024	CI Brar	CV Pecore	WO Zhou

#### **DUTY SM TASKS /SCHEDULE**

1815 hrs	Set up duty/screening table and canteen table, confirm classrooms are unlocked,
1830 hrs	Ensure all cadets sign in/complete screening
1845 hrs	Instruct all cadets to Star level classrooms,
1915 hrs	Headcount of all cadets (including the Regimental Sergeant-Major)
1930 hrs	Set up of Canteen supplies and cashbox
2000 hrs	Give attendance to AdmO with confirmed numbers,
2015 hrs	Give 5 minute warning to Cadets for end of break,
2030 hrs	Put away canteen supplies and make note of inventory
2050 hrs	Ensure all classes are finished, and
2100 hrs	Confirm all classrooms are clean, empty all garbage bins inside building.

#### **DUTY OFFICER TASKS / SCHEDULE**

1815 hrs	Open key press and physically walk through the SCCC, including washrooms, noting any deficiencies. Unlock classrooms, periodic check in with Duty personnel.
2110 hrs	Confirm all classrooms are clean, empty all garbage bins inside building. Lock the key press and ensure all filing cabinets are locked and secure.

**NOTE: STAR LEVEL CO-ORDINATORS:** are responsible for ensuring that their respective classrooms are returned to the same condition that they found it at the beginning of the training

night. Everything to be wiped down with Lysol wipes and high touch point surfaces wiped down. (Including all windows closed).

## 2. TRAINING

### NIGHTLY TRAINING SCHEDULE

1815 ~	Building Opens
1830-1845	Cadets Arrive
1845-1850	Training Briefing
1850-1900	Class Attendance
1900-1935	1 <sup>st</sup> Period
1935-2005	2 <sup>nd</sup> Period
2005-2020	Break
2020-2050	3 <sup>rd</sup> Period
2050-2100	Final Announcements in Class/Dismissal
2100-2110	Building Clean-up
2110-2120	Duty Rounds
2120~	Building Closed

### EVENTS OF THE MONTH

<u>Date</u>	<u>Time</u>	<u>Activity</u>	<u>Dress</u>
20 Jan 2024	08:00 – 16:00	Unit Sports Day	Fitness gear, e.g., corps t-shirt, shorts, sneakers

### DRESS OF THE DAY

As specified below. All Personnel must check the Corps Facebook website weekly for changes as posted by the RSM.

9 Jan	Cadets – C5 (Field Training Uniform*) – Officers - CADPAT
16 Jan	Cadets – C5 (Field Training Uniform*) – Officers - CADPAT
23 Jan	Cadets – C5 (Field Training Uniform*) – Officers - CADPAT
30 Jan	Cadets – C5 (Field Training Uniform*) – Officers - CADPAT

\*Note 1: If Cadet uniform is unavailable = White dress shirt / Black dress pants / Black Shoes

## PART II – PERSONNEL

### 3. HEADQUARTERS

Capt S. Pecore is the Corps' CO and Area UPAR

Capt B. Fung is the Corps' DCO, Training Officer, RSO, Summer Training Coordinator & Marksmanship Coach

Lt M. Petruzzi is the Corps' Supply Officer, and RSO

Lt B. Hovenden is the Corps' Administration Officer and Band Officer

CV M. Weir-Cotnoir is the Corps' Asst Admin Officer, Asst Supply Officer, Safety Officer and Fire Warden  
 CI C. Pecore is the Corps' Drill Instructor and Drill Team Coach  
 TBC is the Corps' Green Star Coordinator  
 CI T. Maitland is the Corps' Red Star Coordinator  
 CI S. Brar is the Corps' Silver Star Coordinator and Mess Committee Chair  
 CV A. Brotohusodo is the Corps' Gold Star Level Coordinator  
 CV O. Pecore is the Corps' Master Cadet Coordinator and Sports and Fitness Officer  
 Corps' RSM – CWO Bocarro  
 Corps' DSM – WO Soares  
 Corps' Drum Major – WO Derks  
 Training Sergeant Major – MWO Hovenden  
 Corps' Administration Sergeant Major – WO Guo  
 Corps' Quartermaster Sergeant Majors – WO Ohia, WO Jagora  
 Corps' Sports and Fitness Sergeant Major – Sgt Ghani  
 Corps' Communication Sergeant Major – pending appointment  
 Corps' Duty Sergeant Major – MWO Cummings  
 Corps' Sr Battery Sergeant Major – MWO Chaudry  
 Corps' Bravo Battery Sergeant Major – WO Patterson  
 Corps' Flag Party Commander - WO Hsu  
 Corps' Honour Guard Commander – WO Maitland  
 Corps Cadet Correspondent – WO Ohia  
 CV D. Boucher is the Corps' Support Committee President and Corps' Webmaster  
 CV A. Poon is the Corps' Support Committee Treasurer  
 CV L. Roach is the Corps' Support Committee Secretary  
 CV K. Ahmed is a Corps Support Committee Director  
 CV E. Maitland is a Corps Support Committee Director

**4. PERSONNEL CHANGES**

**Taken On Strength (Joined the Unit)**

<u>Last Name</u>	<u>First Name</u>	<u>TOS Date</u>
Jawarneh	Jenna	5 December 2023
Komarovskyi	Vladyslav	12 December 2023
Smith	Omar	12 December 2023
Karmokar	Aditi	12 December 2023

**Struck Off Strength (Left the Unit)**

<u>Last Name</u>	<u>First Initial</u>	<u>SOS Date</u>
Vijayashankar	Nivedha	3 December 2023

**TRANSFERS:**

<u>Last Name</u>	<u>First Initial</u>	<u>Gaining Unit</u>	<u>Trans Date</u>
N/A			

**PROMOTIONS:**

<u>Last Name</u>	<u>First Name</u>	<u>New Rank</u>	<u>Date</u>
Soares	Adam	WO	19 Dec 2023

**LOA (Leave of Absence):**

<u>Last Name</u>	<u>First Name</u>	<u>Rank</u>	<u>Effective Date</u>

**APPOINTMENTS:**

<u>Appointment</u>	<u>Last Name</u>	<u>First Initial</u>	<u>Date</u>
N/A			

**AWARDS:**

<u>Award</u>	<u>Last Name</u>	<u>First Initial</u>	<u>Date</u>
Army Cadet Service Medal	<u>Cummings</u>	<u>E</u>	<u>19 Dec</u>
Army Cadet Service Medal	Hovenden	A	19 Dec
Army Cadet Service Medal	Hsu	I	19 Dec
Army Cadet Service Medal	Chitta	S	19 Dec
Army Cadet Service Medal	Ganeva	M	19 Dec
Army Cadet Service Medal	Bocarro	Va	19 Dec
Army Cadet Service Medal	Iskandarani	Yo	19 Dec
Army Cadet Service Medal	Guo	F	19 Dec
Army Cadet Service Medal	Zhang	H	19 Dec
Army Cadet Service Medal	Philip	R	19 Dec
Army Cadet Service 5 Year Bar	Patterson	Z	19 Dec
Army Cadet Service 5 Year Bar	Ghani	H	19 Dec
Army Cadet Service 5 Year Bar	Bocarro	Vi	19 Dec

6. PERIODIC ITEMS

Nothing to report

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