



## CORPS ROUTINE ORDERS

Issued By  
 Capt Pecore  
 Commanding Officer

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

RO # 04-24

1 April 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 April 2024	Capt Fung	CI Maitland	WO Ismail
9 April 2024	Lt Hovenden	CV Brotohusodo	WO Jagora
16 April 2024	Lt Petruzzi	CI Pecore, O	WO Philip
23 April 2024	CI Pecore, C	CI Weir	WO Reddy
30 April 2024	CI Brar	Lt Hovenden	WO Zhang
7 May 2024	CI Pecore, O	CI Maitland	WO Zhou

#### ADMIN/DUTY TASKS /SCHEDULE

1815 hrs	Set up duty/screening table and canteen table, confirm classrooms are unlocked,
<b>1830 – 19:00hrs</b>	<b>Ensure all cadets sign in</b>
1930 hrs	Set up of Canteen supplies and cashbox
<b>19:00 – 19:35 hrs</b>	<b>First Training Period</b>
2000 hrs	Give attendance to AdmO with confirmed numbers
<b>19:35 – 20:05 hrs</b>	<b>Second Training Period</b>
20:05 – 20:20 hrs	Break
2015 hrs	Give 5 minute warning to Cadets for end of break,
<b>20:20 – 20:50 hrs</b>	<b>Third Training Period</b>
2030 hrs	Put away canteen supplies and make note of inventory
<b>2050 hrs</b>	<b>Closing Parade</b>
2100 hrs	Confirm all classrooms are clean, empty all garbage bins inside building
21:30	Building closed

## 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. All windows must be closed.

## 2. TRAINING

### NIGHTLY TRAINING SCHEDULE

18:15hrs ~	Building Opens
18:30 -18:45hrs	Cadets Arrive
18:45 -19:00hrs	Class Attendance
19:00-19:35hrs	1 <sup>st</sup> Period
19:35-20:05hrs	2 <sup>nd</sup> Period
20:05-20:20hrs	Break
20:20-20:50hrs	3 <sup>rd</sup> Period
20:50-21:00hrs	Closing Parade
21:00-21:10hrs	Building Clean-up
21:10-21:20hrs	Duty Rounds
21:20hrs~	Building Closed

### EVENTS OF THE MONTH

<u>Date</u>	<u>Time</u>	<u>Activity</u>	<u>Dress</u>
6 April 2024	09:00	MWO Boards	Full Dress
8 April 2024	19:00 – 21:00	CWO Boards	Full Dress
13/14 April 2024	TBC	Stage 3 Regional Marksmanship Competition	105T, 105 Hoodie, Civilian clothing
19 April 2024	16:30 – 20:00	Fish Fry, RC Legion	Civilian Clothing
20 April 2024	06:00	CN Tower Climb	105 T, PT gear
23 April 2024	18:45 – 21:00	Sports Night – Glow Zone	105T, PT gear
28 April 2024	TBC	Mississauga Marathon	FTU

## DRESS OF THE DAY

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

2 Apr	Cadets – C1A (Full Dress Uniform*) with Medals – Officers C (DEU's with Medals)
9 Apr	Cadets – C5 (Field Training Uniform*) – Officers - CADPAT
16 Apr	Cadets – C5 (Field Training Uniform*) – Officers - CADPAT
23 Apr	105 T, PT Gear
30 Apr	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' Co Green Star Coordinator, Safety Officer and Fire Warden  
CI C. Pecore is the Corps' CO Green Star Coordinator, Drill Instructor and Drill Team Coach  
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' Communication Sergeant Major – WO Zhou  
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 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>
Murad	Ebrahim	2024-03-05
Lim	Mylee	2024-03-05
El Khechen	Vinny	2024-03-05
Bhatt	Anshika	2024-03-19
Jain	Ojas	2024-03-26
Rajasekaran	Suryavardan	2024-03-26

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

<u>Last Name</u>	<u>First Initial</u>	<u>SOS Date</u>
Jain	Ojas	2024-03-26
Rajasekaran	Suryavardan	2024-03-26
Bhatt	Anshika	2024-03-19
Murad	Ebrahim	2024-03-05
Lim	Mylee	2024-03-05
El Khechen	Vinny	2024-03-05

##### 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>
John	Jacob	Bombardier	2024-03-20
Huynh	Deryk	Gunner	2024-03-19
John	Jacob	Gunner	2024-03-19
Pinkerton	Braeden	Sergeant	2024-03-12

Wood	Ridge	Master Bombardier	2024-03-12
Zaidi	Romaan	Bombardier	2024-03-12
Anayath	Aditi	Sergeant	2024-03-12
Alyan	Iyad	Gunner	2024-03-12
Vaz	Nathaneal	Bombardier	2024-03-05
Gil	Dixon	Bombardier	2024-03-05
Huynh	Nathan	Bombardier	2024-03-05
Kutlehria	Lakshay	Gunner	2024-03-05
Kutlehria	Anuj Singh	Gunner	2024-03-05
Mak	Mason	Gunner	2024-03-05
Chiu	Nathan	Gunner	2024-03-05
Zaidi	Romaan	Gunner	2024-03-05
Polishchuk	Tymofii	Gunner	2024-03-05
Zaidi	Rayyan	Gunner	2024-03-05
Pham	Khoi	Gunner	2024-03-05
Patel	Devanshi	Bombardier	2024-03-05
Sundar	Kavya	Bombardier	2024-03-05
Yan	Patrick	Gunner	2024-03-05

**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>

**AWARDS:**

<u>Award</u>	<u>Last Name</u>	<u>First Initial</u>	<u>Date</u>
NSCE Level 4	<u>Soares</u>	<u>A</u>	<u>26 March 2024</u>

**6. PERIODIC ITEMS**

Nothing to report

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