



RCSCC 178 OAKVILLE

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ROUTINE ORDERS

Issued by
Lieutenant (Navy) Shane Crawford CD
Commanding Officer

This Order	No. 19-01	Last Order	18-06
Dated	3 Jan 19	Dated	28 Oct 18

PART I – DUTIES AND RESPONSIBILITIES

1. Officers

For a complete list of the Officer's duties/positions refer to the Ship's Standard Operating Procedures.

Listed below is the **Officer of the Day (OOD)** schedule for 8 Jan to 26 Feb 2019

Date	OOD	Notes
Tuesday, 8 Jan 2019	SLt Lloyd-Davies	Regular Training
Tuesday, 15 Jan 2019	N/A	Trampoline Park
Tuesday, 22 Jan 2019	Lt(N) McIntyre	Regular Training
Tuesday, 29 Jan 2019	CI Fu	CD's
Tuesday, 5 Feb 2019	Capt Thomson	Regular Training
Tuesday, 12 Feb 2019	CV Zoes	Regular Training
Tuesday, 19 Feb 2019	CV Tu	Regular Training
Tuesday, 26 Feb 2019	SLt Lloyd-Davies	CD's

Unless stated prior to the issue of the RO, if an officer is going to be absent during their scheduled OOD night, they should make plans to switch watches with another officer and inform the Executive Officer immediately.

2. Officer of the Day (OOD) Terms of Reference

- 2.1.1 The OOD is in command during his/her duty. He/She is directly responsible to the CO for the performance of his/her duties. Only officers judged competent by the CO may assume these duties.
- 2.1.2 Responsibilities. The OOD is responsible to the CO for the duty personnel and the safety and conduct of the ship's company. He/she shall perform the following duties:
- 2.1.3 Report the state of the Corps' Offices and classrooms to the CO at the end of the training night/day;
- 2.1.4 Ensure rounds of the Corps' flats, classrooms, lobbies, heads, and other communal areas are carried out every hour.
- 2.1.5 Ensure that duty personnel carry out their duties.

- 2.1.6 Ensure the LHQ is properly cleaned up and locked up at the end of all parades.
- 2.1.7 During the duty period (from the day as OOD, until handover to the next OOD the following week), the OOD is to keep the Corps cell phone charged and is to respond to all calls within 24 hours.

3. Duty Roster

Listed below is the duty roster for Jan – Feb 2019.

Date	POOD	Duty Division	Quarter Master	Boatswain's Mate	Messenger/Flag Party
8 Jan 2019	PO1 Cen	Athabaskan	MS Stewart, Jacob	AB Narandeniya, Sean	OS Dumouchel
15 Jan 2019	N/A	N/A	N/A	N/A	N/A
22 Jan 2019	PO2 Choi	Windsor	LS Yang, E	AB Narandeniya, Shane	OS Iannone
29 Jan 2019	PO1 Blue	Yellowknife	LS Su	AB Xu, Z	OS Ji
5 Feb 2019	PO1 Buckley	Athabaskan	MS Wang, E	AB Hoxha	OS Kirkby
12 Feb 2019	PO1 Cen	Windsor	MS Milton, M	AB Kovaliv	OS Koehler
19 Feb 2019	PO2 Choi	Yellowknife	MS Chen, C	AB Letov	OS Kou
26 Feb 2019	PO1 Blue	Athabaskan	MS Stewart, James	AB Rickards	OS Nikitin

The POOD is responsible for making changes to the duty list as required (e.g. absent cadet). They are to have the OOD approve changes.

All Cadets will fall in for "Liberty Boat" at the end of the evening prior to dismissal, except the Duty Division. The Duty division will fall in for "Liberty Boat" after their tasks have been completed and will be dismissed separately by the Coxswain after the 'all-clear' has been given by the OOD.

4. Petty Officer of the Day (POOD) Terms of Reference

- 4.1.1 All POODs must, as a minimum requirement, be qualified to the rank of Petty Officer Second Class. Only those POs judged by the CO, and having been recommended by the Cox'n, shall stand duty as POOD Duties. The POOD is responsible for the following:
 - 4.1.2 The POOD is responsible to the OOD for the performance of the following duties.
 - 4.1.3 Set-up and mustering duty division for Ceremonies of Colours and Sunset
 - 4.1.4 Ensuring the ship runs according to routine (including timing of classes)
 - 4.1.5 Supervising the clean-up for evening rounds and accompanying the rounds party during rounds
 - 4.1.6 Supervising work carried out by duty personnel;
 - 4.1.7 Mustering cadets under discipline and supervising work carried out by them.
 - 4.1.8 Conducting rounds during the evening as required by the OOD.
 - 4.1.9 Reporting irregularities with respect to the corps to the Coxswain.
 - 4.1.10 Mustering ships' company for Liberty Boat

5. Quarter Master (QM) Terms of Reference

5.1 The Quarter Master serves an important role within the duty organization. This role along with the rest of the duty personnel helps to ensure the safety, conduct and appearance of the corps and its ship's company. The BM reports to the POOD.

5.1.1 Complete the Ship's Log (in pencil), including visitors signing-in and timings of routine

5.1.2 Control the gangway and the paying of compliments on coming on board and going ashore

5.1.3 Take attendance including obtaining any TOS and SOS from the Admin O and ensure late arrivers and early leavers are recorded in the Ship's Log

5.1.4 Submit Log and Attendance sheet to OOD at Liberty Boat

5.2 Controlling the Brow

5.2.1 While performing duties at the brow the QM will be responsible for the following:
5.2.2 identifying all personnel coming aboard or leaving the ship (training location), to include:

5.2.3 saluting passing officers;

5.2.4 controlling the CO's and senior officer's absentee indicators; and

5.2.5 greeting visitors and directing them to the ship's office;

5.2.6 ensuring that no unauthorized material is taken ashore; and

5.2.7 controlling the ship's log, to include:

5.2.8 signing the logbook at the commencement and completion of duties;

5.2.9 recording when an individual enters or leaves the ship;

5.2.10 recording events in the logbook as directed by the OOD; and

5.2.11 ensuring the logbook does not go missing

6. Quarter Master (QM) Terms of Reference

6.1 Piping of still and carry on during ceremonies of Colours and Sunset

6.2 Piping of general call and carry on at completion of each instructional period

7. Messenger Terms of Reference

7.1 Ceremonial

7.1.1 Reporting to OOD at Colours

7.1.2 Reporting to OOD and then CO at Sunset

7.1.3 Control flags during Colours and Sunset

7.2 Ensuring the Cleanliness of the Brow Area. The brow is a visitor's first impression of a corps.

7.1.1 The messenger will be responsible for ensuring the cleanliness of the brow area. The brow should be kept clear of any gash and clutter.

7.1.2 The brow is not an area for cadets to muster or socialize

8. Duty Division Terms of Reference

8.1 The Duty Division shall be dressed according CATO 35-01, Sea Cadet Dress Regulations. It is the responsibility of all members of the Corps to check Routine Orders (RO's) and advise their POOD as far ahead as possible, if they will not be present on the dates they are assigned QM or Messenger Duty

8.2 Members of the duty division are report to the POOD and are responsible for performing the following duties:

- 8.3 Setup and teardown of mast and spar for the ceremony of Colours and Sunset
- 8.4 Provide any work parties required to setup and teardown training areas.

9. Routine Orders of Dress

Officers Regular Training – 5
CD's – 1A

Cadets Regular Training – SCTU
CD's – C2B
Trampoline - PT Gear (sports wear)

PART II – CURRENT ITEMS

- 1. Trampoline Park: 15 January, 2019. Please remember to bring health card and electronically signed waiver from parents and cadets.
- 2. Camp Application Deadline: 31 January, 2019
- 3. Zone Range Competition: 24 February, 2019

PART III – PERIODIC ITEMS

N/A

PART IV – PERSONNEL

1. Cadets

(A) The following cadets were taken onto strength:

(B) The following cadets were promoted:

(C) The following appointments have been made for the 2018-2019 training year:

Coxswain – PO1 Samaha
RPO – PO1 Buckley
Training PO - PO2 Choi
Corps' Gunner – PO1 Cen
Guard Commander/DPO of Guard – PO1 Blue

Yellowknife DPO - MS Ge
Yellowknife 2IC - MS Lloyd-Davies
New Entry PO/Windsor DPO - PO2 I'Anson
Windsor 2IC - MS Zhang, Zimo
Athabaskan DPO - MS Chen, Max
Athabaskan 2IC - MS Desembrana

2. Staff

(D) The following personnel have been taken on strength:
N/A

(E) The following officers were promoted:
N/A

(F) The following appointments have been made for the 2018-2019 training year:
Commanding Officer (CO) - Lt(N) Shane Crawford

Standards Officer (Std O) - Capt. Thomson
Supply Officer (Sup O) - SLt Nick Lloyd-Davies
Training Officer (Trg O) - CV Zoes
Administration Officer (Adm O) - Lt(N) Bryan McIntyre
Communications Officer (Comm O) - CI Javier DeOlmo
Assistant Training Officer (A/Trg O) - CI Vera Fu

Yours Aye,

//Signed//
Shane Crawford CD
Lieutenant (Navy)
Commanding Officer

Dist List
Internal
CO
Trg O
A/Trg O
Adm O
Sup O
Cox'n

External
J3 Zone Training Officer

NL Branch, Sea Liaison