



RCSCC 178 OAKVILLE

LHQ: 2245 Speers Rd,
Oakville,
ON L6L 6X8
Corp Phone: (905) 464-0674

Mail: 200 North Service Road West, Unit #1, Suite 229
Oakville, ON L6M 3B8

ROUTINE ORDERS

Issued by
Lieutenant (Navy) Lou Taddeo CD
Commanding Officer

This Order	No. 17-05	Last Order	17-04
Dated	10 Oct 17	Dated	24 Aug 17

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 1 Nov to 19 Oct, 2017

Date	OOD	Notes
Wednesday, 1 Nov 2017	CI Fu	Regular Training
Tuesday, 7 Nov 2017	SLt Lloyd-Davies	Regular Training
Tuesday, 14 Nov 2017	Capt Thomson	Regular Training
Tuesday, 21 Nov 2017	CI Fu	Sports Day
Tuesday, 28 Nov 2017	Lt(N) Crawford	CD's
Tuesday, 5 Dec 2017	SLt Lloyd-Davies	Regular Training
Tuesday, 12 Dec 2017	Capt Thomson	Regular Training
Tuesday, 19 Dec 2017	N/A	Mess Dinner

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 Nov - Dec 2017.

Date	POOD	Duty Division	Quarter Master	Messenger/Flag Party
1 Nov 2017	PO2 Choi	Yellowknife	LS Chen, Max	OS Zicari
7 Nov 2017	PO2 Urbanek	Athabaskan	AB Huang, Qian	OS Guttman
14 Nov 2017	PO2 I'Anson	Windsor	AB James Stewart	OS Greenham
21 Nov 2017	PO2 Liu, David	Yellowknife	LS Feng, Jida	OS Zhang, Lee
28 Nov 2017	PO2 Choi	Athabaskan	AB Milton	OS Moore
5 Dec 2017	PO2 I'Anson	Windsor	AB Mann	OS Letov
12 Dec 2017	PO2 Liu, David	Yellowknife	AB Yang, Jason	OS Foo
19 Dec 2017	N/A	N/A	N/A	N/A

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 The POOD is responsible to the OOD for the performance of his duties. 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. The POOD shall be dressed according CATO 35-01, Sea Cadet Dress Regulations.
- 4.1.2 Duties. The POOD is responsible for the following:
- 4.1.3 Supervising the clean up for evening rounds and accompanying the rounds party during rounds.
- 4.1.4 Supervising work carried out by duty personnel;
- 4.1.5 Mustering men/women under punishment and supervising work carried out by them.
- 4.1.6 Conducting rounds as required by the OOD.
- 4.1.7 Reporting irregularities with respect to the corps or his/her company to the Cox'n.

5. Routine Orders of Dress

Officers Regular Training – 5
CD's – 1A

Cadets Regular Training – SCTU
CD's – C2B

Fitness - PT Gear (sports wear)

PART II – CURRENT ITEMS

1. Poppy tagging: 27 – 29 October, 3 – 5 November 2017

PART III – PERIODIC ITEMS

N/A

PART IV – PERSONNEL

1. Cadets

- (A) The following cadets were taken onto strength:

AB Chen, Cindy
OS Foo
OS Guttman
OS Letov
OS Moore
OS Want, Howard
OS Zicari

- (B) The following cadets were promoted:

N/A

- (C) The following appointment have been made for the 2017-2018 training year:

Coxswain – PO1 Karaulshchykova
RPO – PO2 Samaha
Guard Commander – PO1 Balla
Supply PO – PO2 Zoes
Corps Gunner – PO2 Feeney
Athabaskan DPO – PO2 Blue
Windsor DPO – PO2 Buckley
Yellowknife DPO – PO2 Cen

2. Staff

- (D) The following personnel have been taken on strength:

Captain Thomson

- (E) The following officers were promoted:

N/A

- (F) The following appointments have been made for the 2017-2018 training year:

Commanding Officer (CO) - Lt(N) Lou Taddeo
Executive Officer (XO) - Lt(N) Shane Crawford
Training Officer (Trg O) - SLt Nick Lloyd-Davies
Assistant Training Officer – CI Vera Fu
Administration Officer (Adm O) - Lt(N) Bryan McIntyre
Communications Officer (Comm O) - CI Javier DelOlmo

Yours Aye,

//Signed//
Lou Taddeo CD
Lieutenant (Navy)
Commanding Officer

Dist List
Internal
CO
XO
Trg O
A Trg O
Sup O
Cox'n

External
ACO Sea, COA

ACA Sea, COA
NL Branch, Sea Liaison