



RCSCC 178 OAKVILLE

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ROUTINE ORDERS

Issued by
Lieutenant (Navy) Lou Taddeo CD
Commanding Officer

This Order	No. 17-04	Last Order	17-03
Dated	24 Aug 17	Dated	22 Apr 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 12 Sep to 24 Apr, 2017

Date	OOD	Notes
Tuesday, 12 Sep 2017	N/A	Welcome BBQ
Tuesday, 19 Sep 2017	Lt(N) McIntyre	Regular Training
Tuesday, 26 Sep 2017	SLt Lloyd-Davies	CD's
Tuesday, 3 Oct 2017	CI Fu	Regular Training
Tuesday, 10 Oct 2017	Lt(N) Crawford	Regular Training
Tuesday, 17 Oct 2017	Lt(N) McIntyre	Regular Training
Tuesday, 24 Oct 2017	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 Sep - Oct 2017.

Date	POOD	Duty Division	Quarter Master	Messenger/Flag Party
12 Sep 2017	N/A	N/A	N/A	N/A
19 Sep 2017	PO2 Urbanek	Yellowknife	LS Nissan	AB Yang, Oscar
26 Sep 2017	PO2 Gordon	Athabaskan	LS Ge	AB Lloyd-Davies
3 Oct 2017	PO2 I'Anson	Windsor	LS Liu, Warren	AB Pei
10 Oct 2017	PO2 Liu, David	Yellowknife	LS Wang	AB Zhang
17 Oct 2017	PO2 Blue	Athabaskan	AB Jiang, Ellie	AB Stewart, Jacob
24 Oct 2017	PO2 Tariq	Windsor	AB Gong	AB Tariq

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. Sailing Weekend: 16 – 17 September, 2017
2. Seamanship Flotilla at CFB Trenton: 14 – 15 October, 2017
3. Poppy Tagging TBA: 20 – 22 & 28 - 29 October, 2017

PART III – PERIODIC ITEMS

N/A

PART IV – PERSONNEL

1. Cadets

- (A) The following cadets were taken onto strength:
N/A
- (B) The following cadets were promoted:
N/A
- (C) The following appointment have been made for the 2017-2018 training year:
Coxswain – PO1 Karaulshchykova
RCPO - TBD
Supply PO - TBD
Athabaskan DPO- TBD
Windsor DPO - TBD
Yellowknife DPO - TBD

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 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 DeIolmo

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