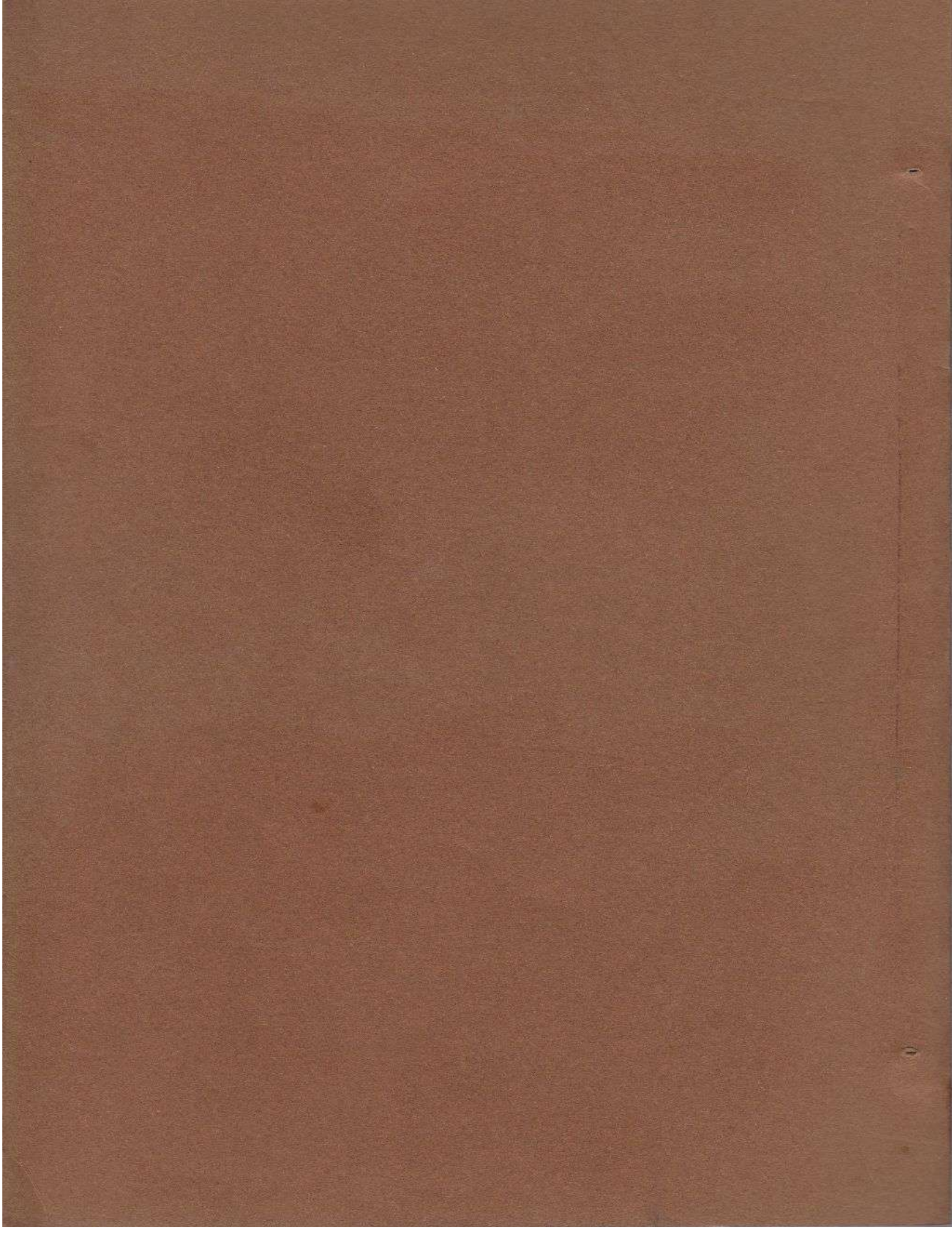


STANDING ORDERS



University Naval Training Division
HMCS CORNWALLIS
Cornwallis, N.S.

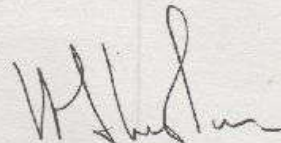
15 April, 1966

UNIVERSITY NAVAL TRAINING DIVISION STANDING ORDERS

SHORT TITLE: UNTD SO's

These orders are promulgated for the information and guidance of all UNTD staff and cadets in HMCS CORNWALLIS. They are not to be considered as cancelling or modifying orders issued by higher authority.

2. UNTD SO's are to be read by all Officers and men on the UNTD staff, and by all Cadets.
3. Orders of a temporary nature will be issued as OIC UNTD Temporary Memoranda.



Lieutenant-Commander, RCN
Officer-in-Charge

[Donald Loughlin Thexton (1922 - 2008) Age: 86]

APPROVED:



Commander, RCN
Training Commander

11-10-11 11:00 AM

UNIVERSITY NAVAL TRAINING DIVISION STANDING ORDERS

AMENDMENT SHEET

AMENDMENT NO.	INSERTED BY (Name & Rank)	DATE
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UNIVERSITY NAVAL TRAINING DIVISION STANDING ORDERS

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1.01 OFFICER-IN-CHARGE UNIVERSITY NAVAL TRAINING DIVISION

(1) The Officer-in-Charge of the University Naval Training Division is responsible to the COMMANDING OFFICER, HMCS CORNWALLIS through the TRAINING COMMANDER, HMCS CORNWALLIS, for the administration, discipline, welfare and morale of all UNTD Cadets posted to HMCS CORNWALLIS.

(2) The Officer-in-Charge UNTD shall:

- (a) be responsible for the organization of the UNTD Staff posted to HMCS CORNWALLIS;
- (b) be responsible for the co-ordination and direction of all phases of the UNTD Programme;
- (c) ensure that all forms, records, correspondence, reports and documents concerning UNTD Cadets are completed as requisite;
- (d) be responsible for the administration and control of all UNTD Cadets from the time of their arrival on the East Coast until their departure;
- (e) ensure that the buildings and grounds allocated to UNTD Cadet training are kept in shipshape condition;
- (f) be responsible for reviewing:
 - (i) all Cadet Training Syllabi;
 - (ii) Cadet accommodation;
 - (iii) Cadet regulations;
 - (iv) Staff and Cadet recommendations.

1.02 TRAINING OFFICER

(1) The Training Officer UNTD shall be responsible to the Officer-in-Charge UNTD for all phases of the UNTD Training Programme.

(2) The Training Officer shall be in charge of the following personnel:

- (a) Navigation Instructors;
- (b) Communication Instructors;
- (c) Supply Instructors;
- (d) Naval Knowledge Instructors;
- (e) Seamanship Instructors;
- (f) Sports Officer;
- (g) Boats and Expeditionary Training Officer.

(3) The Training Officer shall:

- (a) be responsible for the organization, preparation and promulgation of all lecture schedules, and classroom allocations;
- (b) be responsible for the equipping of classrooms;
- (c) co-ordinate the Cadet training schedules with the other training divisions in HMCS CORNWALLIS involved in Cadet training;
- (d) assist and advise the UNTD instructional Staff;
- (e) ensure the proper preparation of lectures by the Instructional Staff;
- (f) ensure the proper preparation, invigilation and correction of all examinations administered by the UNTD Training Staff, and the subsequent reporting of examination results;
- (g) enforce at all examinations the provisions of former Chapter 58 of CRCN now a supplement of NGOs or the replacement of this chapter;
- (h) ensure that the warning contained in Article 58.04 of CRCN is read to all candidates immediately prior to every examination;
- (i) supervise the UNTD Training Programme and advise the Officer-in-Charge UNTD of the progress being made;

1.02 (Cont'd)

- (j) examine any recommendations made by the Training Staff regarding proposed syllabi revisions;
- (k) approve any amendments and changes to be made to any Cadet's training schedule;
- (l) co-ordinate daily Dog Watch activities with the Sports Officer and the Term Lieutenants and ensure that the Dog Watch Programme is prepared one month in advance;
- (m) be responsible for the Parade Training Instruction in co-operation with the Parade Training Staff, HMCS CORNWALLIS;
- (n) prepare the Cadet Guard and Training Guard schedules in co-operation with the Parade Training Officer, HMCS CORNWALLIS.

1.03 ADMINISTRATION OFFICER

(1) The Administration Officer shall be responsible to the Officer-in-Charge UNTD for the general administration of the University Naval Training Division.

(2) The Administration Officer shall be in charge of the following personnel:

- (a) Cadet Control and Regulating Staff;
- (b) Records Officer;
- (c) UNTD Secretary.

(3) The Administration Officer shall:

- (a) implement and promulgate any amendments or changes regarding any Cadet's training schedule after approval by the Training Officer UNTD;
- (b) annually review, revise and up-date the Turn-over file, Term Lieutenants Handbook, and UNTD Standing Orders, after first submitting all proposed changes to the Officer-in-Charge UNTD for approval;
- (c) prepare and promulgate a schedule of activities by Cadet Division to cover the entire summer training period, and to include Duty Watches, Leave and Mess Dinners, in order to avoid any conflicts in scheduling;
- (d) ensuring that the Term Lieutenants and the Assistant Term Lieutenants understand and carry out their duties as laid down in Article 1.12 and 1.13 of these Orders;
- (e) assist and advise the Term Lieutenants in the performance of their duties;
- (f) prepare and promulgate the Duty Officer UNTD List;
- (g) maintain a close watch on the discipline, welfare and morale of the cadets;
- (h) assume the duties of the UNTD Secretary when no UNTD Secretary is borne;
- (i) investigate and establish the organization necessary for university supplemental examinations for Cadets.

1.04 FIRST LIEUTENANT UNTD

(1) The First Lieutenant UNTD shall be responsible to the Officer-in-Charge UNTD for:

- (a) the cleanliness and routine maintenance of all buildings and grounds allocated to UNTD Cadet training;
- (b) the administration and supervision of the Gunroom;
- (c) the custody of all UNTD stores.

(2) The First Lieutenant UNTD shall:

- (a) provide and allocate all cleaning material and equipment;
- (b) prepare and supervise cleaning schedules including Cadet Work Parties;
- (c) keep a First Lieutenant's Maintenance Log to be kept in the South Block Regulating Office;
- (d) initiate and follow-up all Work Orders to the Works Division;
- (e) be responsible for the custody, control and issue of all stores including Permanent Stores, Consumable Stores and any Stores on Temporary Loan;
- (f) ensure that the Gunroom President understands and carries out his duties as laid down in Article 1.07;
- (g) ensure that the flashlights kept in the South Block Regulating Office for the Fire and Security Sentries are kept in proper working order.

1.05 CADET CONTROL OFFICER

(1) The Cadet Control Officer shall be responsible to the Officer-in-Charge UNTD through the Administration Officer for all the posting, regulating and transporting of Cadets posted to the East Coast.

(2) The Cadet Control Officer shall:

- (a) be responsible for posting messages, and IN and OUT routines of all Cadets posted to or away from the East Coast;
- (b) co-ordinate all transportation requirements of the UNTD Staff and Cadets while in HMCS CORNWALLIS or on being posted to or from another ship or establishment;
- (c) prepare the Cadet Duty Lists;
- (d) prepare and distribute UNTD Daily Orders;
- (e) prepare and distribute Cadet Divisional and Class Lists;
- (f) organize UNTD Requestmen and Defaulters;
- (g) maintain all punishment books and charge reports;

Note - these punishment books and charge reports are to be submitted to the Officer-in-Charge UNTD by 0900 on Thursday of each week.

- (h) draft all messages and maintain, circulate and distribute all message files and messages;
- (i) ensure that all messages are actioned as requisite;
- (j) inform the Training Officer and the appropriate Term Lieutenant when any Cadet is admitted to hospital.

1.06 PLANS AND PROJECTS OFFICER

(1) The Plans and Projects Officer shall be responsible to the Officer-in-Charge UNTD for the production of the "WHITE TWIST", public relations, and other special events and projects as allocated.

(2) The Plans and Projects Officer shall have the following personnel under his direction:

(a) Plans and Projects Staff;

(b) White Twist Staff.

(3) The Plans and Projects Officer shall:

(a) ensure that the "WHITE TWIST" organization is properly set up and functioning to give ample coverage to all Cadet activities throughout the entire summer training period;

(b) advise the "WHITE TWIST" staff;

(c) organize and edit the weekly articles for the "Cornwallis Ensign";

(d) produce copy for forwarding to the "SENTINEL" magazine;

(e) liaison with the Photographic Officer HMCS CORNWALLIS, for all UNTD photographic requirements;

(f) liaison with the Secondary Information Officer HMCS CORNWALLIS.

1.07 GUNROOM PRESIDENT

(1) The Officer-in-Charge UNTD shall appoint one officer on the UNTD Staff as Gunroom President.

(2) The Gunroom President shall be responsible to the Officer-in-Charge UNTD through the First Lieutenant for:

- (a) the efficient operation of the Gunroom;
- (b) for the proper accounting of all Gunroom Funds;
- (c) the supervising of the Gunroom Staff;
- (d) the conduct and deportment of Cadets in the Gunroom;
- (e) arranging all special Gunroom functions and entertainment.

(3) The Gunroom President shall:

- (a) act as Chairman at all:
 - (i) Gunroom Mess Meetings;
 - (ii) Gunroom Executive Meetings;
 - (iii) Gunroom Committee Meetings;
- (b) co-ordinate the efforts of the Gunroom Committee;
- (c) co-ordinate any activity involving both the Gunroom and the Wardroom;
- (d) arrange for the collection and distribution of incoming and outgoing Cadet mail;
- (e) sign the minutes of all Gunroom Mess Meetings and forward such minutes to the Officer-in-Charge UNTD for his approval and signature and thence to the Commanding Officer HMCS CORNWALLIS for his approval and signature.
- (f) ensure that the Gunroom and Beer Garden are kept clean and tidy at all times;
- (g) be an advisor to any committee organized for the entertainment of visiting Midshipmen or Cadets.

(4) The Gunroom President shall be responsible for arranging, or providing and maintaining the following:

- (a) the Barbecue equipment;
- (b) the Barbecue Equipment Log;
- (c) the Television set;

1.07(Cont'd)

- (d) the Hi-Fi equipment and phonograph records;
- (e) the draught beer machine;
- (f) all games equipment;
- (g) the Games Equipment Log;
- (h) magazines and newspapers;
- (i) movie nights;
- (j) transportation for Gunroom social events (e.g. divisional parties).

(5) The Gunroom Officer shall regularly examine the Mess Suggestion book and after consulting with the First Lieutenant and the Officer-in-Charge UNTD, take whatever action is deemed proper.

1.08 SPORTS OFFICER UNTD

(1) The Sports Officer UNTD shall be responsible to the Officer-in-Charge UNTD through the Training Officer UNTD.

(2) The Sports Officer UNTD shall:

- (a) arrange for and maintain the necessary sports equipment;
- (b) organize and supervise Cadet Sports Programme;
- (c) plan each week's sports schedule at least one month in advance;
- (d) organize and give regular briefings to a Sports Committee composed of the Sports Representative from each Cadet Division;
- (e) co-ordinate all sports and recreation events for Cadets with the Physical and Recreational Training Division and Raven Haven when necessary;
- (f) attend the Physical and Recreation Training Division's weekly Sports Organization Meetings;
- (g) arrange the schedule of Dog Watch activities in co-operation with the Training Officer UNTD;
- (h) ensure that the Dog Watch schedule is carried out as promulgated.

1.09 BOATS AND EXPEDITIONARY TRAINING OFFICER

The Boats and Expeditionary Training Officer shall be responsible to the Training Officer UNTD for:

- (1) all instructional and recreational boatwork for cadets;
- (2) the co-ordination of boatwork schedules with the Officer-in-Charge New Entry Training and the Officer-in-Charge Sea Cadets, HMCS CORNWALLIS;
- (3) all Expeditionary Training done by Cadets at Skull Lake;
- (4) the co-ordination of all UNTD Expeditionary Training Schedules with the Expeditionary Training Officer HMCS CORNWALLIS.

1.10 UNTD SECRETARY

(1) The UNTD Secretary shall be responsible to the Administration Officer, for the maintenance of all correspondence, supervision and for the supervision and training in Service Correspondence of all typists allocated to the University Naval Training Division.

(2) When a Records Officer is not borne, the UNTD Secretary shall assume the additional duties of Records Officer.

(3) The UNTD Secretary shall:

- (a) ensure that all forms, records, correspondence, reports and documents concerning Cadets or the UNTD Staff are completed promptly and accurately as required. This shall not include those records etc., specifically assigned to the Records Officer;
- (b) be responsible for receipt, custody and return of all Cadet documents and records, excepting those pertaining to the Supply and Medical Departments;
- (c) ensure that all CNS 202's are completed by Term Lieutenants, and that Sea Training reports are received;
- (d) maintain the correspondence log;
- (e) maintain a proper filing system;
- (f) ensure that supplies of all necessary forms are maintained and that the handbook of UNTD FORMS is correct and up to date;
- (g) ensure that the personnel concerned produce all books, logs and reports at the proper times for the signature of the Officer-in-Charge;
- (h) maintain up to date copies of the necessary books and orders.

1.11 RECORDS OFFICER

(1) The Records Officer shall be responsible to the Officer-in-Charge through the Administration Officer.

(2) The Records Officer shall:

- (a) review and record all Junior and Senior Examination results;
- (b) maintain a record of course results;
- (c) produce the list of Cadets requiring Naval Supplemental Examinations.

1.12 TERM LIEUTENANTS

(1) A Term Lieutenant shall be responsible to the Officer-in-Charge through the Administration Officer.

(2) A Term Lieutenant shall set an example to the Cadets through the display of high standards of personal qualities including Leadership, Appearance, Loyalty, Energy, Physical Fitness and Moral Conduct.

(3) A Term Lieutenant shall observe his Cadet Division at sports, organized recreation, and all other organized activities.

(4) A Term Lieutenant shall be responsible for:

- (a) the discipline, welfare and morale of his Cadet Division;
- (b) the cleanliness and shipshape appearance of the cabins and living quarters of his Cadet Division;
- (c) watching closely the progress of the Cadets of his Division and the holding of regular interviews to inform each Cadet of his progress;
- (d) rendering Form CNS 202 on the completion of a Cadet's summer training or prior to a Cadet's appearance before a Review Board;
- (e) completing a rough Form CNS 202 within two weeks after a Cadet's arrival in HMCS CORNWALLIS, and for the frequent revision of this Form;
- (f) placing on Special Report any Cadet who is not making satisfactory progress;
- (g) forwarding to the Officer-in-Charge UNTD a copy of any Special Report raised on a Cadet while serving at sea;
- (h) informing the Administration Officer of the progress of the Cadets of his (Term Lieutenant's) Division and in particular to inform the Administration Officer of any Cadet failing an examination;
- (i) interviewing on arrival all Cadets in his Division to determine each Cadet's eligibility to receive the programme of instruction, and for recommending to the Training Officer any necessary schedule amendments;
- (j) ensuring that his Cadet Division arrives at classes on time, and are informed of their training programme;

1.12 (Cont'd)

- (k) assembling the available and necessary information on a Cadet prior to a Review Board and for submitting this information to the President of the Review Board prior to the convening of the Review Board;
- (l) ensuring that the Dog Watch Activities Programme for his Cadet Division is adhered to;
- (m) sharing his duties as Term Lieutenant with the Assistant Term Lieutenant of his Cadet Division. The Term Lieutenant shall decide the nature and the amount of authority he wishes to delegate to the Assistant Term Lieutenant, however every attempt should be made to equalize the work load.

1.13 ASSISTANT TERM LIEUTENANTS

(1) An Assistant Term Lieutenant shall be responsible to and assist, the Term Lieutenant in carrying out the duties contained in Article 1.12 of these Orders. The Term Lieutenant shall determine the nature and the amount of responsibility to be delegated to the Assistant Term Lieutenant, however an attempt should be made to equalize the work load.

1.14 DUTY OFFICER UNTD

- (1) Designated Officers on the UNTD Staff shall stand as Duty Officer UNTD.
- (2) The Duty Officer UNTD shall stand a 24 hour watch commencing at 0830 daily and ending at 0830 the following day.
- (3) The Duty Officer UNTD shall be responsible to the Duty Commanding Officer HMCS CORNWALLIS for the supervision, welfare and discipline of the Cadets during his tour of duty.
- (4) The Duty Officer UNTD shall pick up the UNTD Important Keys and Duty Officer's Log from:
 - (a) the Administration Officer at 1605 Monday to Thursday inclusive;
 - (b) the Administration Officer at 1500 on Friday;
 - (c) from his predecessor at 0830 Saturday and Sunday.
- (5) The Duty Officer UNTD shall turn over the UNTD Important Keys and Duty Officer's Log to:
 - (a) the Administration Officer by 0830 daily Monday to Friday inclusive;
 - (b) his relief at 0830 on Saturdays, Sundays and Holidays.
- (6) The Duty Officer UNTD shall:
 - (a) remain in South Block, the UNTD Administration Building or the Gunroom during his tour of Duty;
 - (b) sleep in the Duty Officer's Suite in South Block;
 - (c) eat all his meals in the UNTD cafeteria;
 - (d) be present at all musters including morning PT;
 - (e) make rounds of South Block, the UNTD Administration Building and the Gunroom at 1845 daily, and report rounds by telephone to the Duty Commanding Officer, HMCS CORNWALLIS, at the Main Gate;
 - (f) make informal rounds of South Block, the UNTD Administration Building, the Gunroom and the Bandhouse at 2300 daily;
 - (g) ensure that the UNTD Administration Building is secured Monday to Friday inclusive at 1615 or when vacated by the UNTD Staff;

1.14 (Cont'd)

- (h) ensure that the UNTD Administration Building is opened by 0730 Monday to Friday inclusive;
- (i) request the Fire Department to check the Gunroom after every Cadet party;
- (j) write up the Duty Officer's Log prior to being relieved;
- (k) not extend the Gunroom Bar Hours without the express approval of the Officer-in-Charge UNTD.

1.20 SENIOR INSTRUCTORS

(1) Each of the following Training Staffs shall be under the direction of its own Senior Instructor appointed by the Officer-in-Charge UNTD:

- (a) Navigation Training Staff;
- (b) Communications Training Staff;
- (c) Supply Training Staff;
- (d) Naval Knowledge Training Staff.

(2) Every Senior Instructor shall be responsible to the Officer-in-Charge UNTD through the Training Officer.

(3) Every Senior Instructor shall:

- (a) organize, prepare and promulgate all lecture schedules, and allocate the Instructors and classrooms in his department;
- (b) ensure the proper preparation of lectures, lesson plans and training aids, and the procurement of training films for his department;
- (c) direct the scheduling, preparing, invigilating and correcting of examinations and the forwarding of examination papers and results to the Training Officer UNTD;
- (d) enforce at all examinations the provisions of former Chapter 58 of QRCN now a supplement of NGOs or the replacement of this chapter;
- (e) ensure that the warning contained in QRCN 58.04 is read and explained to all candidates immediately prior to each examination;
- (f) check all class lists as provided by Cadet Control against the Cadets reporting for the course, and report any errors or omissions in these lists to the Cadet Control Officer;
- (g) report all examination results to the Training Officer on forms provided by the Cadet Control Office ;
- (h) advise the Training Officer of the suitability or unsuitability of all examinations;
- (i) assist and advise the staff of his department;
- (j) keep in close touch with the Training Officer, and advise him of the progress being made by the Cadets under instruction;

1.20 (Cont'd)

- (k) ensure that adequate supplies are kept in stock;
- (l) co-operate with the First Lieutenant UNTD in keeping the classrooms, grounds shipshape and safe;
- (m) ensure that all instructional materials are properly stowed at the end of the summer training period;
- (n) prepare the Duty Instructors List for his department and provide the Cadet Control Officer with a copy for inclusion in UNTD Daily Orders.

1.30 CADET CAPTAINS

(1) The Officer-in-Charge UNTD shall appoint a Senior Cadet to each Cadet Division to carry out the duties of Cadet Captain.

(2) The Cadet Captain shall be responsible to the Officer-in-Charge UNTD through the Term Lieutenant of his Cadet Division.

(3) A Cadet Captain shall hold his appointment for the entire summer training period, but he may be relieved for academic or disciplinary reasons or if he fails to exhibit the requisite qualities of Leadership.

(4) A Cadet Captain should not take direct charge of all musters etc., but shall direct, guide and assist the Class Leaders in gaining experience.

(5) A Cadet Captain shall:

(a) ensure the prompt and efficient functioning of the UNTD day to day routine within his Cadet Division;

(b) be responsible for the general appearance, welfare, and discipline of all Cadets in his Division;

(c) ensure that the cabins and public areas allocated to his Cadet Division, are kept in ship-shape condition at all times;

(d) wear one single bar Cadet insignia placed vertically on each collar point when wearing #23 or #24 (khaki) uniform.

(e) wear one Cadet Captain chevron on each sleeve of the following uniforms:

(i) #1 (blue)

(ii) #3 (blue)

(iii) #5 (blue battledress)

(iv) #23 (khaki)

Note: - the chevron shall be centred on the outer face of each sleeve, the bottom edge of the chevron being five inches above the cuff.

(f) ensure that his Cadet Division arrives at classes, divisions, and other organized activities, on time and wearing the proper dress.

(g) stand as Cadet-of-the-Day.

1.31 CADET-OF-THE-DAY

(1) The Cadet-of-the-Day shall assist the Duty Officer UNTD during his 24 hour tour of duty.

(2) The Cadet-of-the-Day shall pick up the Cadet Important Keys and the Cadet-of-the-Day LOG from:

- (a) the Administration Officer at 1605 Monday to Thursday inclusive;
- (b) the Administration Officer at 1500 on Friday;
- (c) from his predecessor at 0830 Saturday and Sunday.

(3) The Cadet-of-the-Day shall turn over the Cadet Important Keys and the Cadet-of-the-Day Log to:

- (a) the Administration Officer by 0830 Monday to Friday inclusive;
- (b) to his relief at 0830 on Saturdays, Sundays and holidays.

(4) The Cadet-of-the-Day shall:

- (a) stand his duty daily from 0830 until 0830 the following day;
- (b) supervise all cadet musters;
- (c) accompany the Duty Officer UNTD on rounds at 1845 and 2300;
- (d) not leave South Block, the UNTD Administration Building or the Gunroom without permission from the Duty Officer UNTD;
- (e) make security rounds of the UNTD Administration Building and the Gunroom:
 - (i) at 2400 Monday to Thursday inclusive;
 - (ii) at 0300 on Saturday, Sunday and Monday;
 - (iii) when the Gunroom is reported cleared and again one hour later, on occasions when permission has been granted to extend the bar hours or delay the closing of the Gunroom.
- (f) inform the Duty Officer UNTD of any unusual incidents or activity;

1.31 (Cont'd)

- (g) in any situation where he is not certain of what action to take, immediately seek the advice and assistance of the Duty Officer UNTD;
- (h) ensure that all members of the Duty Watch know and understand the nature of their duties;
- (i) ensure that all Fire Sentries are familiar with Executive Officer's Standing Orders Articles 9.00 to 9.05 inclusive;
- (j) report the results of all required rounds to the Duty Officer UNTD;
- (k) inspect all UNTD Liberty Men;
- (l) be available at all times to give advice to any cadet;
- (m) make rounds of the UNTD Block during the Middle Watch;
- (n) ensure that the Cadets are turned out at Wakey Wakey;
- (o) assist the Sports Officer to supervise morning P.T.
- (p) supervise and direct the Duty Leading Cadets and Regulating Cadets as necessary, in the performance of their duties;
- (q) organize the Duty Watch as required;
- (r) carry out any orders contained in the Cadet-of-the-Day Log;
- (s) write up the Cadet-of-the-Day Log by 0830 daily;
- (t) ensure that all pipes are made;
- (u) pick up the Night Rounds Book and the Sick Bay Report Book from the Cadet Control Office at 1605 Monday to Thursday inclusive and at 1500 on Friday;
- (v) obtain the Night Rounds Book and the Sick Bay Report Book from his predecessor on Saturday and Sunday;
- (w) return the Night Rounds Book and the Sick Bay Report Book to the Cadet Control Officer by 1830 Monday to Friday inclusive;

1.31 (Cont'd)

- (x) turn over the Night Rounds Book and the Sick Bay Report Book to his relief on Saturday, Sunday and holidays;
- (y) make rounds of South Block during the Morning Watch prior to 0600.

1.32 REGULATING CADETS

(1) Designated Cadets of the Duty Watch shall stand the duty of Regulating Cadets.

(2) Regulating Cadets shall stand two hour watches from:

- (a) 1600-0700 Monday to Thursday inclusive;
- (b) on completion of Ceremonial Divisions Friday until 0830 Saturday;
- (c) from 0830 Saturday until 0830 Sunday;
- (d) from 0830 Sunday until 0700 Monday.

(3) Regulating Cadets shall stand their duties in the South Block Regulating Office.

(4) Regulating Cadets shall be responsible to the Cadet-of-the-Day for the operation of the daily routines.

(5) Regulating Cadets shall:

- (a) notify the Cadet-of-the-Day immediately of any unusual circumstances or emergencies arising during their watches;
- (b) ensure that no unauthorized persons enter South Block;
- (c) ensure that Cadets keep clear of the lobby of South Block unless they're on specific business, and that the dress of Cadets in this area is of a consistently high standard;
- (d) make rounds of South Block upon being relieved and make the appropriate entries in the Night Rounds Book;
- (e) be responsible for the custody of the "Shake Book" and ensure that the Fire Sentries make the necessary shakes;
- (f) be responsible for the following books.
 - (i) Night Rounds Book;
 - (ii) Sick Bay Report Book;
 - (iii) First Lieutenant's Maintenance Book.
- (g) ensure that the stairwell and entrance lights are turned ON at sunset and OFF at sunrise;

1.32 (Cont'd)

- (h) be correctly dressed at all times in the Dress of the Day with cap and Regulating Cadet Armband;
- (i) lock the doors to the Pressing Rooms at 2400 and unlock them at 0530 daily;
- (j) be responsible for receiving and returning all Cadet Station Cards of Cadets going ashore or returning from shore leave;
- (k) turn in all unclaimed Station Cards to the Cadet-of-the-Day immediately on expiration of leave;
- (l) ring the electric bell system in South Block as required by the daily routines;
- (m) in any situation where he is not certain of what action to take, immediately seek the assistance and advice of the Duty Officer UNTD;
- (n) ensure that all the drapes in South Block are drawn at sunset check in particular the drapes at the ends of the passageways.
- (o) ensure that all Entrance Lights to South Block and at the East and West Entrances to the Gun-room and the UNTD Administration Building, are turned on at Sunset and off at Sunrise.

1.33 LEADING CADETS

(1) Two Cadets from each Duty Watch shall stand the duty of Leading Cadet.

(2) The Leading Cadets shall assist the Cadet-of-the-Day during his tour of duty.

(3) The Leading Cadets shall:

(a) share the duties of Regulating Cadet from 1135 until 1245 Monday to Friday inclusive;

(b) organize and supervise cleaning stations at 1815 daily.

1.34 CLASS LEADERS

(1) A Class Leader shall be detailed off from each Cadet Division Monday to Friday inclusive by the Cadet Captain.

(2) Class Leaders shall:

- (a) be responsible to the Cadet Captain for the conduct of the Division;
- (b) take charge of the Division at all musters, march the Division to their place of instruction or recreation, and report the Division to the Instructor upon arrival;
- (c) know the whereabouts of all the Cadets in his Division at all times;
- (d) report the names of any absentees to the Instructor giving the reasons for the absences;
- (e) report the names of any absentees to the Cadet Captain and the Term Lieutenant as soon as possible;
- (f) call the class to attention when the Instructor arrives or departs from the place of instruction.

1.35 DUTY GUNROOM PRESIDENT

(1) A Cadet shall be detailed off from the Duty Watch daily to stand as Duty Gunroom President.

(2) The Duty Gunroom President shall be responsible to the Duty Officer UNTD through the Cadet-of-the-Day for the discipline, dress, and behaviour of all Cadets and their guests in the Gunroom.

(3) The Duty Gunroom President shall ensure that the Gunroom is kept clean and tidy at all times.

(4) The Duty Gunroom President shall:

- (a) stand his watch in the Gunroom from 1730 until the building is secured for the night;
- (b) in any situation where he is not certain as to what action to take, immediately seek the advice and assistance of the Duty Officer UNTD;
- (c) ensure that the Duty Gunroom Cadet performs his duties in the proper manner;
- (d) not consume any alcoholic beverages during his tour of duty;
- (e) ensure that Cadets of the Duty Watch and Cadets under Punishment do not purchase or consume any alcoholic beverages;
- (f) ensure that no Cadet purchases or consumes any alcoholic beverage other than the beer, wines and designated liquors approved for Gunroom use;
- (g) ensure that the Gunroom is shipshape for rounds at 1845 and 2300;
- (h) ensure that all Cadets in the Gunroom observe the proper service etiquette when an officer enters;
- (i) ensure that the Gunroom furniture and fittings are not abused and that proper receptacles are used for cigarette butts and other refuse;
- (j) ensure that the following routine is carried out when the Gunroom has been cleared for the night:
 - (i) turn up all seat cushions;
 - (ii) stow all empty bottles in cases;
 - (iii) put ashtrays and glasses in the Steward's Pantry;
 - (iv) square off the magazines and newspapers;
 - (v) open all drapes;
 - (vi) close and lock all windows;

1.35 (Cont'd)

- (vii) turn off the television and Hi-Fi sets;
- (k) wear at all times a Duty Armband to be drawn from the South Block Regulating Office;
- (l) refrain from using the Games Room facilities during his tour of duty;
- (m) be at the east door to report the Gunroom to the Duty Officer UNTD and accompany the Duty Officer UNTD and the Cadet-of-the-Day on rounds at 1845 and 2300;
- (o) ensure that throughout the evening:
 - (i) glasses are collected, washed and stowed;
 - (ii) bottles are collected and stowed;
 - (iii) ashtrays are emptied;
 - (iv) furniture is kept clean and tidy.
- (p) when necessary obtain extra help for the Gunroom from the Duty Watch;
- (q) arrange a supper schedule so that either the Duty Gunroom President or the Duty Gunroom Cadet is in the Gunroom at all times during meal hour;
- (r) before securing the Gunroom for the night, make rounds and ensure that:
 - (i) all lights have been turned off;
 - (ii) all doors have been locked.
- (s) report to the Duty Officer UNTD when the Gunroom has been secured for the night.

1.36 DUTY GUNROOM CADET

(1) One Cadet shall be detailed off from the Duty Watch daily to stand as Duty Gunroom Cadet.

(2) The Duty Gunroom Cadet shall be responsible to the Duty Gunroom President.

(3) The Duty Gunroom Cadet shall:

- (a) stand his watch in the Gunroom from 1730 until the building is secured for the night;
- (b) not consume any alcoholic beverages during his tour of duty;
- (c) not use the Games Room during his tour of duty;
- (d) carry out the following duties throughout the evening;
 - (i) keep the tables and furniture clean and tidy;
 - (ii) empty the ashtrays;
 - (iii) collect and stow empty bottles;
 - (iv) collect and stack the used glasses at the sink;
 - (v) assist in the washing and drying of glasses;
 - (vi) keep the magazines and newspapers properly stowed when not in use;
 - (vii) draw the drapes at sunset;
- (e) wear at all times a Duty Armband to be drawn from the South Block Regulating Office;
- (f) work under the supervision of and assist the Duty Gunroom President;
- (g) assist the Duty Gunroom President to carry out the following routine when the Gunroom has been cleared for the night:
 - (i) turn up all seat cushions;
 - (ii) stow all empty bottles in cases;
 - (iii) put ashtrays and glasses in the Steward's Pantry;
 - (iv) square off the magazines and newspapers;

1.36 (Cont'd)

- (v) open all drapes;
 - (vi) close and lock all windows;
 - (vii) turn off the television and Hi-Fi sets.
- (h) The Duty Gunroom Cadet shall:
- (i) be responsible for the use and operation of the Hi-Fi Set;
 - (ii) be responsible for the issue and return of games;
 - (iii) ensure that all games are signed out and signed in in the Game Equipment Log.
- (4) The Duty Gunroom Cadet shall proceed to the Gunroom during the noon hour and assist in the clearing of the bar area.
- (5) The Duty Gunroom Cadet shall pick up the Gunroom order of sandwiches from the Recreation Centre at 1800 and deliver them to the Gunroom steward.
- (6) Before he secures, the Duty Gunroom Steward shall ensure that the coffee urn is cleaned and ready for use the next day.
- (7) The Duty Gunroom Cadet shall be responsible for the issuing, supervision and the return of all barbecue equipment and in particular shall:
- (a) ensure all gear is properly signed out and signed in in the Barbecue Equipment Log;
 - (b) supervise the use of fuel, eating utensils and igniters to avoid waste or misuse;
 - (c) check the Beer Garden regularly when the barbecues are in use to ensure that no fire hazard exists;
 - (d) ensure that all barbecue gear is used in the proper manner and cleaned after use.
- (8) When Barbecues are required, the Duty Gunroom Cadet shall:
- (a) place the barbecues in the Beer Garden by 1745;
 - (b) ensure that after use, all fire is COMPLETELY OUT and all ashes are carefully dumped in the receptacle provided in the Beer Garden;
 - (c) return the Barbecue to the Gunroom Heads after use, making sure that there is no inflammable material

1.36 (Cont'd)

(c) in the area.

1.37 FIRE AND SECURITY SENTRIES

- (1) Cadets shall be detailed off from the Duty Watch Daily to stand as Fire and Security Sentries in South Block, one Sentry on each deck.
- (2) Fire and Security Sentries shall be responsible to the Regulating Cadet.
- (3) Fire and Security Sentries shall report to the Regulating Cadet in the South Block Regulating Office at the beginning of their watch and again when they are relieved.
- (4) All Fire and Security Sentries shall ensure that they are familiar with the Executive Officer's Standing Orders Articles 9.00 to 9.05 inclusive.
- (5)
 - (a) The Fire and Security Sentry closing up at 2200 shall draw a flashlight and police whistle from the Regulating Cadet in the South Block Regulating Office;
 - (b) Each Fire and Security Sentry except the last one, shall pass on the flashlight and police whistle to his relief;
 - (c) The Fire Sentry securing at 0600 shall turn over the flashlight and police whistle to the Regulating Cadet in the South Block Regulating Office.
- (6) Every Fire and Security Sentry shall:
 - (a) stand two hour watches from 2200 until 0600 the next day;
 - (b) make continuous rounds of his deck;
 - (c) be responsible for the security of his deck;
 - (d) ensure that all the necessary precautions are taken against the outbreak of fire;
 - (e) wear blue working dress, cap and gym shoes;
 - (f) ensure that the Fire and Security Sentry flashlight and police whistle are in good working order;
 - (g) know the location of the Fire Alarm Boxes and light switches in South Block;
 - (h) know the location of and how to operate all the Fire-fighting equipment in South Block;
 - (i) apprehend anyone improperly entering or leaving South Block;

1.37 (Cont'd)

- (j) ensure that all EXIT lights are on at all times;
- (k) ensure that all stairwell lights are ON from Sunset to Sunrise;
- (l) make all shakes entered in the "SHAKE BOOK" and have the Cadet being shaken sign the "SHAKE BOOK";
- (m) draw his relief's attention to all outstanding shakes in the "SHAKE BOOK";
- (n) not smoke while on duty;
- (o) not leave his place of duty until properly relieved;

(7) A Fire and Security Sentry on the discovery of a fire shall MAKE THE EVACUATION OF SOUTH BLOCK HIS FIRST CONSIDERATION.

(8) A Fire and Security Sentry on the discovery of a fire shall:

- (a) sound the evacuation alarm in the building;

Note:- This alarm also sounds in the Fire Hall.

- (b) ensure that the building is evacuated;
- (c) as an extra precaution, telephone the Fire Hall (LOCAL 88-313) as soon as possible giving
 - (i) location of the fire;
 - (ii) the caller's name.
- (d) inform the Officer-of-the-Day HMCS CORNWALLIS at the Main Gate (LOCAL 88-317) of the location of the fire and identify himself;
- (e) inform the Duty Officer UNTD.

(9) A Fire and Security Sentry MUST inform the Regulating Cadet in the South Block Regulating Officer IF:

- (a) he feels ill;
- (b) he is unable to stay awake;
- (c) for any other reason he is unable to effectively perform his duties.

1.38 DIVISIONAL SPORTS REPRESENTATIVE

(1) Within one week after its formation, each Cadet Division shall elect one of its members to serve as its Divisional Sports Representative on the Sports Committee (see Article 1.08 (2)(d)).

(2) The Divisional Sports Representative shall be responsible to the Sports Officer for having his Division at each scheduled sports event, ready to play at the required time and wearing the proper sports dress.

(3) The Divisional Sports Representative shall be responsible for drawing and returning all the necessary sports gear required by his Division.

(4) The Divisional Sports Representative shall assist the Sports Officer in implementing and supervising the Dog Watch Sports Activities for his Division.

CHAPTER II

GENERAL ORGANIZATION

2.01 DIVISIONAL ORGANIZATION

- (1) Every Cadet on arrival in CORNWALLIS shall be allocated to a particular Cadet Division.
- (2) A Term Lieutenant and an Assistant Term Lieutenant shall be in charge of each Cadet Division.
- (3) A senior Cadet shall be appointed to each Division to carry out the duties of Cadet Captain.
- (4) Each Cadet Division shall as far as possible be allocated a separate area of cabins in South Block.

2.02 STATION CARDS

- (1) The Cadet Control Officer shall issue a Station Card to every Cadet on joining CORNWALLIS.
- (2) When proceeding ashore on leave, all Cadets shall turn in their Station Cards to the Regulating Cadet.
- (3) When returning on board from leave, all Cadets shall immediately pick up their Station Cards from the Regulating Cadet.
- (4) Cadets having ~~Station Cards remaining in the South Block Regulating Office~~ after leave has expired shall be treated as absentees.
- (5) A Cadet losing his Station Card shall report the loss immediately to his Term Lieutenant or to the Duty Officer UNTD.
- (6) Cadets shall have either their Station Card or a Punishment Card on their person at all times except:
 - (a) when proceeding to or from the Main Gate on leave;
 - (b) when wearing Sports gear.

2.03 DUTY WATCH

(1) All Cadets shall stand Duty Watches.

(2) Cadets of the Duty Watch shall stand the following duties:

- (a) Cadet-of-the-Day;
- (b) Duty Gunroom President;
- (c) Leading Cadets;
- (d) Regulating Cadets;
- (e) Duty Gunroom Cadet;
- (f) Fire and Security Sentries;
- (g) Cleaning Parties.

(4) Cadet Duty Watches commence at 0830 one day and finish at 0830 the following day.

(5) Cadets on Duty Watch may use the Gunroom facilities but they shall NOT consume any alcoholic beverages during their tour of duty.

(6) Cadets on Duty Watch shall not leave the confines of South Block, the UNTD Administration Building, the Gunroom and the adjacent areas without first obtaining the permission of the Cadet-of-the-Day.

(7) When on Duty Watch, Cadet Captains shall only stand as Cadet-of-the-Day or as Duty Gunroom President.

(8) The Cadet Control Office shall detail off Cadets for the following Duty Watch positions and publish a Duty Watch List in UNTD Daily Orders:

- (a) Cadet-of-the-Day;
- (b) Duty Gunroom President;
- (c) Leading Cadets;
- (d) Regulating Cadets;
- (e) Fire and Security Sentries;
- (f) Duty Gunroom Cadet.

(9) The Cadet-of-the-Day shall ensure that Junior Cadets of the Duty Watch are detailed off for Cleaning Stations.

(10) Only in exceptional circumstances shall Cadets on Duty Watch be granted turn of leave out of Watch with a standby.

2.04 DAILY ORDERS

(1) The Cadet Control Officer shall be responsible for compiling, publishing and distributing UNTD Daily Orders.

(2) UNTD Daily Orders shall include:

- (a) Duty Watch List;
- (b) Notices of Sports and Recreational Activities;
- (c) Notices of changes in the normal Cadet Routine;
- (d) General information of interest to Cadets;
- (e) Information of specific interest to Cadets.

2.05 NOTICE BOARDS

(1) Notice Boards shall be maintained as follows:

- (a) Gunroom Notice Board (Gunroom entrance);
- (b) South Block Notice Board (South Block entrance);
- (c) Divisional Notice Boards (South Block);
- (d) Staff Notice Board (UNTD Administration Building);
- (e) Sports Notice Board (South Block entrance).

(2) The UNTD Secretary shall be responsible for maintaining the:

- (a) Gunroom Notice Board;
- (b) South Block Notice Board;
- (c) Staff Notice Board.

(3) The Term Lieutenant of each Cadet Division shall be responsible for maintaining his own Divisional Notice Board in South Block.

(4) The Sports Officer shall maintain the Sports Notice Board located in the entrance to South Block.

(5) Cadets shall familiarize themselves daily with notice boards located in South Block and the Gunroom.

(6) No person shall post or remove a notice from a notice board without the approval of the officer responsible for that particular notice board.

2.06 KEY BOARDS

(1) The First Lieutenant shall establish the following Keyboards:

- (a) UNTD Important Keyboard located in the Administration Office;
- (b) UNTD General Keyboard located in the South Block Regulating Office.

(2) The UNTD Important Keyboard shall contain the keys for:

- (a) UNTD Administration Building offices, classrooms and storerooms;
- (b) East and West doors of the UNTD Administration Building;
- (c) UNTD Administration Building filing cabinets;
- (d) Bandhouse annex;
- (e) Gunroom offices and storerooms;
- (f) South Block Baggage Stores;
- (g) East and West doors of the Gunroom;
- (h) The UNTD General Keyboard.

(3) The UNTD General Keyboard shall contain the keys for:

- (a) All South Block cabins;
- (b) Pressing Rooms;
- (c) South Block Boatswain Stores;
- (d) Scran Locker.

(4) During working hours the Administration Officer shall hold the keys to the UNTD Important Keyboard and the UNTD General Keyboard. (See Article 1.14).

(5) During non-working hours the Duty Officer UNTD shall hold the key for the UNTD Important Keyboard. (See Article 1.14).

(6) During non-working hours the Cadet-of-the-Day shall hold the key to the UNTD General Keyboard. (See Article 1.31).

2.10 MEDICAL TREATMENT

(1) Queen's Regulations and Orders for the Canadian Forces Article 34.07 provides for medical treatment and hospitalization of Cadets.

2.11 SICK PARADE (Monday to Friday inclusive)

(1) Cadets attending Sick Parade Monday to Friday inclusive in RCNH shall:

- (a) muster in front of South Block at 0730 and give their names, Official Number and Cadet Division to the Cadet-of-the-Day;
- (b) march to Sick Bay as an organized platoon;
- (c) on returning from Sick Bay report immediately to the Cadet Control Office and sign the Sick Parade Log.

2.12 MALINGERING

(1) Cadets may be subject to disciplinary action for malingering in Sick Bay or knowingly concealing a disease.

2.13 PERSONAL TREATMENT

(1) Cadets shall not use personal drugs or medicine without the express permission of the Medical Officer.

2.14 RESTRICTED DUTY CHIT

(1) Restricted Duty Chits may be issued only by the Medical Officer and shall show the type and duration of the restrictions.

(2) Cadets given a Restricted Duty Chit by the Medical Officer shall:

- (a) show the Restricted Duty Chit to the Cadet Control Office immediately on their return from Sick Bay;
- (b) follow the normal Cadet routine except as noted on the Restricted Duty Chit.

2.15 REPORTING WHEN ILL

(1) A Cadet who through illness is unable to carry out his duties, is to report immediately to his Term Lieutenant, Cadet Captain or to the Duty Officer UNTD.

2.20 DENTAL TREATMENT

(1) Queen's Regulations and Orders for the Canadian Forces Article 35.04 provides dental treatment for Cadets.

(2) Cadets shall arrange for dental appointments through the Dental Orderly Room in RCNH.

(3) Cadets may be subject to disciplinary action for malingering in the Dental Clinic.

2.30 CHURCH PARADE

- (1) All Cadets on board shall attend Divine Service or Mass in HMCS CORNWALLIS except the two Regulating Cadets standing the watches from 0830 to 1030 and from 1030 to 1230.
- (2) Church attendance is compulsory and Cadets shall march in organized bodies to and from their respective churches.
- (3) Cadets voluntarily attending any Divine Service or Mass other than those regularly scheduled for Cadets, shall still be required to attend the Cadet Church Parade.
- (4) The Cadet-of-the-Day shall take charge of the Church Parade of his own faith.
- (5) The Cadet-of-the-Day shall appoint a Cadet Captain or if none is available, a Cadet to take charge of the other church party.
- (6) Cadets desiring to be excused from attending church on moral grounds shall first obtain written approval from their parents.
- (7) Cadets who may be excused from attending church on moral grounds, shall nevertheless still be required to attend the Cadet Parade and march to the church door.

2.31 MAIL

(1) The Gunroom President shall ensure that the outgoing mail is collected at 0830 daily from the letter boxes located in the Gunroom and South Block.

(2) Mail for Cadets should be addressed as follows:

Cadet John Smith RCNR U-1889
UNTD Gunroom
HMCS CORNWALLIS
Cornwallis, Nova Scotia

(3) Cadets shall pick up incoming mail from the letter rack located in the east end of the Gunroom.

(4) The Gunroom President shall ensure that incoming Cadet mail is picked up from the base Post Office every morning and every afternoon Monday to Friday inclusive, and on Saturday morning.

2.32 NEWSPAPERS AND MAGAZINES

(1) Cadets shall not submit any article for publication in any newspaper or periodical without the written permission of the Officer-in-Charge UNTD.

2.33 LIQUOR

(1) Cadets shall NOT bring any alcoholic beverage on board any ship or establishment of the Canadian Forces.

(2) Cadets may purchase beer, wine and certain designated liqueurs from the Gunroom Bar to be consumed only in the Gunroom.

(3) Cadets in uniform shall not enter any tavern.

(4) Cadets in civilian clothes shall use discretion in their choice of taverns and shall conduct themselves in a proper manner.

(5) The Liquor Laws of Nova Scotia provide that no person under the age of twenty-one years shall enter a tavern or cocktail lounge.

(6) Cadets shall note that contravention of any part of Article 2.33 shall be considered a serious offence.

2.34 FIREARMS

(1) Cadets shall not keep firearms, explosive materials or any other lethal weapons on board HMCS CORNWALLIS.

(2) Cadets having personal firearms shall comply with Executive Officer's Standing Orders Article 7.14.

2.35 MONEY AND GENERAL PAYMENT

(1) Cadets shall be paid in the Gunroom on or about the 15th and the 30th of each month at a time to be announced in Daily Orders.

(2) Cadets SHALL NOT KEEP ANY LARGE AMOUNTS OF MONEY ON BOARD HMCS CORNWALLIS as past experience has shown that cabins and lockers in South Block cannot be adequately secured.

(3) Cadets are reminded that Postal, Express and Bank money orders, and normal banking facilities are available in HMCS CORNWALLIS

2.36 GAMBLING

(1) Cadets shall NOT play cards, dice or gamble for money in any other manner on board any ship or establishment of the Canadian Forces.

2.37 LENDING MONEY

(1) No Cadet shall set up any business for the purpose of lending money.

2.38 DAMAGE OR LOSS OR STORES

(1) A Cadet losing or damaging stores or other Government property shall immediately report the matter to his Term Lieutenant, who, when he has investigated the case, shall report the Cadet concerned to the Officer-in-Charge UNTD.

(2) A Cadet who loses or damages stores or other Government property may be required to fully reimburse the Crown.

2.39 HITCH-HIKING

(1) Hitch-hiking is forbidden by law in Nova Scotia. In compliance with this law, Cadets shall not hitch-hike, whether in uniform or in plain clothes.

2.40 IDENTIFICATION CARDS

(1) Senior Cadets are entitled to be issued with CFIB 20 Permanent Identification Cards.

(2) Junior Cadets are entitled to be issued with CFIB 13 Emergency or Temporary Identification Cards.

(3) A Cadet shall carry his Identification Card on his person at all times.

(4) Any Cadet who has not been issued with an Identification Card shall report the matter to his Term Lieutenant immediately on arriving in HMCS CORNWALLIS.

(5) Loss of an Identification Card is a punishable offence and any Cadet losing his Identification Card shall report the matter immediately to his Term Lieutenant or the Duty Officer UNTD.

2.50 CADET LEAVE

(1) Cadets shall bear in mind that in the Canadian Forces, leave is a privilege and not a right.

(2) A Cadet may have the privilege of leave withdrawn if his training progress is not satisfactory.

(3) Before proceeding ashore on leave, a Senior Cadet shall report to the Duty Officer UNTD and show his Identification Card.

(4) When proceeding ashore on leave, a Junior Cadet shall:

- (a) muster in front of South Block for one of the scheduled Liberty Boats;
- (b) be inspected by the Duty Officer UNTD or the Cadet-of-the-Day;
- (c) show his Identification Card to the inspecting officer;
- (d) march in an organized body to the Main Gate.

(5) A Cadet may take Weekend Leave whenever he is not required for duty.

(6) Only under exceptional circumstances shall a Cadet be permitted to commence Weekend Leave before Ceremonial Divisions on Friday.

(7) A Cadet wanting "OUT OF PORT LEAVE" shall:

- (a) submit Request Form CNS 2421 in triplicate to his Term Lieutenant;

NOTE: One copy shall be retained by the Term Lieutenant, One copy shall be inserted in the Cadet's Station Card before proceeding ashore, and one copy shall be retained by the Cadet and carried at all times while outside the Port Limits, to be produced on demand of Service Authority.

- (b) include on the Request Form his address while on leave;
- (c) sign the OUT OF PORT LEAVE BOOK located in the South Block Regulating Office before proceeding ashore;
- (d) note that the PORT LIMITS of HMCS CORNWALLIS are defined as the whole of the southwestern area of Nova Scotia bordered by a straight line joining the Town of Windsor and the Town of Hubbards. (See Executive Officer's Standing Orders Article 5.05).

2.51 CADET LEAVE SCHEDULE

(1) Daily Leave

	Cadet Captains	Junior Cadets
Monday	1745 - 0730	Nil
Tuesday	1745 - 0730	Nil
Wednesday	1745 - 0730	1745 - 0530
Thursday	1745 - 0730	Nil

(2) Weekend Leave

	Friday	Monday
Cadet Captains	On completion of Ceremonial Divisions	0730
Junior Cadets	On completion of Ceremonial Divisions	0300

CHAPTER III

TRAINING

3.01 PURPOSE

(1) The purpose of the University Naval Training Division programme shall be to provide an opportunity for young men in Canadian universities to perform Officers Training while undergraduates and thereby prepare themselves for promotion to Commissioned Rank in the Royal Canadian Naval Reserve or the Royal Canadian Navy.

(2) Reserve Navy

3.02 SENIOR CADETS

(1) Cadets returning for their second summer of required training and who are following the second year cadet curriculum, shall be termed Senior Cadets.

3.03 JUNIOR CADETS

(1) Cadets taking their first summer of required training or who are returning for a second summer but are repeating any part of the first summer cadet curriculum, shall be termed Junior Cadets.

3.04 REQUIRED TRAINING

- (1) Cadets shall receive their training in HMCS CORNWALLIS and in ships allocated for that purpose.
- (2) Cadets shall undergo training for a minimum of 15 weeks.
- (3) Cadets may perform special training on completion of their required training provided suitable courses can be arranged.

3.05 SENIOR CADET CURRICULUM

(1) Senior Cadets shall undergo approximately ten weeks of training in CORNWALLIS, specializing in the following subjects:

- (a) Navigation II
- (b) Communications II
- (c) Supply
- (d) Leadership

(2) Senior Cadets shall undergo approximately 5 weeks of Sea Training specializing in the following subjects:

- (a) Seamanship
- (b) NBCD
- (c) Damage Control and Fire Fighting

3.06 JUNIOR CADET CURRICULUM

(1) Junior Cadets shall undergo approximately 10 weeks of training in CORNWALLIS specializing in the following subjects:

- (a) Navigation I
- (b) Communications I
- (c) Naval Knowledge
- (d) Parade Training

(2) Junior Cadets shall undergo approximately 5 weeks of Sea training specializing in Seamanship.

3.07 EXAMINATIONS

- (1) Cadets shall write qualifying examinations in all courses.
- (2) To pass a course a Cadet shall obtain a mark of 60% with the exception of Rule of the Road where the pass mark shall be 75%.
- (3) The Senior Instructors of each Training Department shall not release any final examination marks to the Cadets until the Officer-in-Charge UNTD and the Training Officer have examined the results and have given approval for their release.

3.08 UNACCEPTABLE PROGRESS BY A CADET

(1) The Term Lieutenant shall interview every Cadet in his Division who fails to maintain an acceptable rate of progress in any phase of his Naval Training.

(2) The Term Lieutenant shall inform the Training Officer of any Cadet in the Division who after being warned that his progress is not satisfactory, fails to show sufficient improvement in his attitude, application or general performance.

(3) The Senior Instructors of each Training Department shall submit to the Training Officer a list of names of Cadets failing any final examination or weekly test.

3.09 COMPULSORY EVENING STUDY

(1) The Senior Instructor of each Training Department may require for Compulsory Evening Study, any Cadet whose performance is not satisfactory.

(2) These Cadets shall attend Compulsory Evening Study from 1900 to 2100 Monday to Thursday inclusive (see Article 3.30 (6)).

(3) The Duty Instructor shall ensure that all the required Cadets report for Compulsory Evening Study.

(4) Cadets reporting for Compulsory Evening Study shall sign the Compulsory Evening Study Book held by the Duty Study Cadet.

3.10 STOPPAGE OF WEEKEND LEAVE

(1) The Training Officer on the recommendation of the Term Lieutenant, may cancel or curtail the weekend leave of any Cadet who fails to show adequate improvement after being warned that his performance is unsatisfactory.

3.11 REVIEW BOARDS

(1) A Cadet may be brought before a Review Board at any time if:

- (a) he has academic failures;
- (b) he has committed a breach of discipline;
- (c) his suitability for service life is in question;
- (d) he has requested his release.

(2) A Review Board shall be composed of at least four officers, and as follows:

- (a) Chairman - Officer-in-Charge UNTD OR Training Officer;
- (b) 2nd member-Training Officer OR Administration Officer;
- (c) 3rd member-Term Lieutenant or Assistant Term Lieutenant of the Cadet;
- (d) 4th member-A UNTD Staff Officer;
- (e) 5th member-(not required) - any officer of the R.C.N.R. or the R.C.N.

(3) The Administration Officer shall arrange the membership and the time for all Review Boards.

(4) Review Boards shall be held in the Training Office, and the Administration Officer shall arrange the membership and time of all Review Boards.

(5) When a Cadet is to appear before a Review Board, his Term Lieutenant shall:

- (a) ensure that all the Cadet's past CNS 202 reports, and a new up-to-date CNS 202 report are available for the Board;
- (b) have available a list of the marks obtained by the Cadet in all his naval examinations and weekly tests;
- (c) if possible have a list of the Cadet's latest university marks available;
- (d) inform the Cadet of the time and the place for the Review Board;
- (e) explain to the Cadet the reason for and the methods and purpose of the Review Board.

3.12 SPECIAL REPORT

(1) When a Cadet's performance is not satisfactory, the Officer-in-Charge UNTD on the recommendation of the Training Officer and the Cadet's Term Lieutenant, may place the Cadet on Special Report for a period of 30 days.

(2) At the end of the 30 days on Special Report, the Officer-in-Charge UNTD shall review the Cadet's case to determine what action if any is to be taken.

3.20 DAILY DIVISIONS

(1) ALL Cadets shall attend Daily Divisions.

(2) The Cadet-of-the-Day shall ensure that:

- (a) The Cadet Guard falls in outside South Block at 0715 Monday to Thursday inclusive, wearing belt and gaiters with the Dress of the Day, and proceeds to the Drill Shed to arrive by 0730;
- (b) that one Marker from each Cadet Division falls in outside South Block Monday to Thursday inclusive, and that they proceed to the Parade Square as an organized body at 0725;
- (c) that all the remaining Cadets fall in by Divisions on the roadway outside South Block, and are sized numbered and dressed and ready to proceed to the Parade Ground by 0735 Monday to Thursday inclusive.

(3) At Daily Divisions when "HANDS TO DIVISIONS" is sounded, Cadet Divisions shall march on their respective markers on the Parade Square.

(4) Cadets shall attend Daily Divisions on the Parade Square in fine weather and in the Drill Shed in inclement weather.

3.21 CEREMONIAL DIVISIONS

(1) ALL Cadets shall attend Ceremonial Divisions which are normally held on Friday commencing at 1610 when "Markers" is sounded.

(2) Cadets shall wear Number 1 uniforms for Ceremonial Divisions and shall ensure that their dress and appearance are impeccable.

(3) At Ceremonial Divisions when "HANDS TO DIVISIONS" is sounded, the Cadet Divisions shall march on their respective markers.

(4) Cadets shall attend Ceremonial Divisions on the Parade Square in fine weather and in the Drill Hall in inclement weather.

3.22 CADET GUARDS

- (1) Two Cadet Divisions shall compose a Cadet Guard.
- (2) A Cadet Guard shall spend one week starting on Monday as Training Guard and undergo special Dog Watch Training.
- (3) After one week as Training Guard, a Cadet Guard shall form the West Guard at Daily Divisions and Ceremonial Divisions for one week starting Monday.
- (4) Cadet Captains shall serve as Guard officers when their Cadet Divisions form the West Guard.

3.23 DOG WATCH ACTIVITIES

- (1) All Cadets shall participate in Dog Watch Activities.
- (2) Cadets shall fall in for Dog Watch Activities at 1620 and secure at 1730 Monday to Thursday inclusive.
- (3) The principle Dog Watch activities shall be
 - (a) sports;
 - (b) guard and parade training;
 - (c) Term Lieutenant's hour.
- (4) The Sports Officer shall be responsible for preparing and promulgating the entire Dog Watch Activities Time-table.
- (5) The Sports Officer shall supervise the P & RT sections of Dog Watch Activities.
- (6) Whenever possible, Term Lieutenants shall observe the Cadets of their Division at Dog Watch Activities.

3.30 PHYSICAL AND RECREATIONAL TRAINING

(1) Physical and Recreational Training is considered an integral part of the Cadet Training Programme and all Cadets shall participate in the UNTD Physical and Recreational Training Programme.

(2) The Sports Officer shall be responsible for organizing, scheduling and supervising all phases of Physical and Recreational Training.

(3) When possible, every Cadet Division shall have 1½ hours of physical training every week during the working day.

(4) The Cadet Control Officer shall ensure that the complete Physical and Recreational Training Programme showing all daytime, Dog Watch and evening activities, is published daily in UNTD Daily Orders.

(5) The Sports Officer may arrange special Sports meets, tabloids etc. for any Monday evening.

(6) Cadets shall be excused compulsory study on Monday evening whenever a Sports activity is scheduled for that time.

3.31 RECREATIONAL SAILING (FRENCH BASIN)

- (1) Cadets holding Coxswain's Sailing Tickets may take boats away for recreations sailing on French Basin.
- (2) Cadets who are non-swimmers shall NOT sail in boats.
- (3) All Cadets participating in Recreational or Instructional sailing shall wear Life Jackets.

3.32 RECREATIONAL SAILING (RAVEN HAVEN)

- (1) Limited sailing facilities are available at Raven Haven.

3.33 COXSWAIN'S SAILING TICKETS

- (1) Cadets wishing to qualify for a Coxswain's sailing ticket, shall contact the Boats and Expeditionary Training Officer.

3.40 SMOKING

(1) Each Instructor shall make his own decisions as to whether or not Cadets may smoke during his classes.

(2) When Cadets are permitted to smoke in class, they shall provide and use their own fireproof ashtrays or receptacles.

(3) Cadets shall have the privilege of smoking immediately suspended if any cigarette butts or ashes are found on the desks of the classrooms, or in desk drawers or other furniture.

3.41 DUTY CLASSROOM CLEANERS

(1) The Cadet Captain shall promulgate a list of two Duty Classroom Cleaners per day for Monday to Friday inclusive, from the Cadets of his Division.

(2) The Duty Classroom Cleaners shall:

(a) ensure that the windows and doors are closed when the Cadets secure at 1130 and 1600;

(b) at 1600 ensure that:

- (i) the blackboards are cleaned;
- (ii) the decks are swept;
- (iii) all gash buckets are emptied into the proper outside receptacles;
- (iv) all asktrays are emptied;
- (v) the classroom furniture is properly in place;
- (vi) the desk tops are clean and tidy;
- (vii) all lights are turned off;
- (viii) all electrical equipment such as Vu-graphs etc. are turned off and unplugged;
- (ix) no gear or furniture is left on or closer than six inches to any radiator.

3.42 SOUTH BLOCK MUSTERS

(1) Cadets shall normally muster on the roadway in front of South Block.

(2) In inclement weather, the Duty Officer UNTD may have the Cadets muster in the flats inside South Block according to the diagram posted on the Divisional Notice Boards and the Cadet Notice Board in South Block.

CHAPTER IV

4.01 MARKS OF RESPECT

(1) Cadets shall conduct themselves in an officer-like manner displaying at all times a conduct beyond reproach whether in uniform or civilian clothes.

(2) Cadets shall:

- (a) address all Officers, Chief Petty Officers, Petty Officers, and men in a courteous manner befitting their rank and duties;
- (b) bear in mind that they are probationary officers and are not to question the orders of their instructors;
- (c) forward any complaints and suggestions for improvement in the proper service manner;
- (d) answer "SIR" when mustered by an officer and shall answer "HERE" on all other occasions.

4.02 SALUTING AND MARKS OF RESPECT

(1) Cadets shall give and return salutes in the proper service manner at all times.

(2) A Cadet entering an office shall remove his cap and assume the position of attention holding the cap in his right hand (not under the left arm).

(3) Cadets in civilian clothes shall salute in the proper service manner.

(4) At Sports Events and other service or non-service events, Cadets shall salute in the proper service manner when "God Save the Queen" or "O'Canada" is played.

(5) Cadets in HMCS CORNWALLIS are NOT entitled to a salute from men of the Ship's Company or New Entries, however if a Cadet receives such a salute, he shall return it in the proper service manner.

(6) Cadets shall salute Cadet Captains only when reporting to them.

4.03 PUNISHMENTS

(1) In addition to those punishments listed in Queen's Regulations and Orders for the Canadian Forces Article 108.27, Cadets shall be subject to the following punishments:

(a) SLACK PARTY

Cadets awarded Slack Party shall:

- (i) have all leave privileges suspended;
- (ii) NOT use the Gunroom after 1800;
- (iii) NOT wear civilian clothes at any time;
- (iv) wear belt and gaiters with their uniform at all times except at meals and in the Gunroom when the belt shall be removed;
- (v) perform one hour extra work Monday to Saturday inclusive;
- (vi) NOT consume any alcoholic beverage during their term of punishment;
- (vii) ensure that their uniforms are in impeccable condition at all musters;
- (viii) not leave South Block, the UNTD Administration Building, the Gunroom and their adjacent areas without the permission of the Duty Officer UNTD;
- (ix) conform to the following Routines:
 - (A) Daily Routine (Slack Party)
 - 0530 Call Cadets under Punishment
 - 0545 Cadets under Punishment to muster for extra P.T.
 - 0625 All Cadets secure and clean into the Dress of the Day
 - 1230 Cadets under Punishment to muster
 - 1845 Cadets under Punishment to muster
 - 2115 Cadets under Punishment to muster in Working Dress for one hour extra work

(B) Saturday Routine (Slack Party)

- 0600 Call Cadets under Punishment
- 0615 Cadets under Punishment to muster for P.T.
- 0635 Cadets under Punishment secure P.T.
- 0750 Cadets muster for Saturday Work Party
- 1000 Cadets secure Saturday Work Party
- 1245 Cadets under Punishment to muster
- 1600 Cadets under Punishment to muster
- 1845 Cadets under Punishment to muster
- 2115 Cadets under Punishment to muster in Working Dress for one hour extra work.

(C) Sunday Routine (Slack Party)

- 0715 Cadets under Punishment to muster
- 1245 Cadets under Punishment to muster
- 1600 Cadets under Punishment to muster
- 1845 Cadets under Punishment to muster
- 2115 Cadets under Punishment to muster

(b) EXTRA WORK and P.T.

Cadets awarded Extra Work and P.T. shall:

- (i) have all leave privileges suspended;
- (ii) not wear civilian clothes at any time;
- (iii) wear belt and gaiters with their uniform at all times except at meals and in the Gunroom when the belt shall be removed;
- (iv) perform one hour extra work Monday to Saturday inclusive;
- (v) NOT consume any alcoholic beverage during their term of Punishment, although they may use the Gunroom after 1800;
- (vi) not leave South Block, the UNTD Administration Building, the Gunroom and the adjacent areas without the permission of the Duty Officer UNTD;

4.03 (Cont'd)

(vii) conform to the following routines:

(A) Daily Routine (Extra Work and P.T.)

- 0530 Call Cadets under Punishment
- 0545 Cadets under Punishment muster for extra P.T.
- 0625 All Cadets secure and clean into the Dress of the Day
- 2115 Cadets under Punishment muster in blue working dress for one hour extra work

(B) Saturday Routine (Extra Work and P.T.)

- 0600 Call Cadets under Punishment
- 0615 Cadets under Punishment muster for P.T.
- 0635 Cadets under Punishment secure P.T.
- 0750 Cadets muster for Saturday Work Party
- 1000 Cadets secure Saturday Work Party
- 2115 Cadets under Punishment muster in working dress for one hour extra work.

(C) Sunday Routine (Extra Work and P.T.)

- 0715 Cadets under Punishment to muster
- 2115 Cadets under Punishment to muster

(c) STOPPAGE OF LEAVE

Cadets awarded Stoppage of Leave shall:

- (i) have all leave privileges suspended;
- (ii) NOT wear civilian clothes at any time;
- (iii) wear belt and gaiters with their uniform at all times except at meals and in the Gunroom when the belt shall be removed;
- (iv) not consume any alcoholic beverage during their term of punishment;
- (v) not leave South Block, the UNTD Administration Building, the Gunroom and their adjacent areas without the permission of the Duty Officer UNTD;

4.03 (Cont'd)

(vi) conform to the following Routines:

(A) Daily Routine (Stoppage of Leave)

1230 Cadets under Punishment to muster

1845 Cadets under Punishment to muster

2115 Cadets under Punishment to muster

(B) Saturday Routine (Stoppage of Leave)

0750 Muster for Saturday Work Party

1000 Secure Saturday Work Party

1245 Cadets under Punishment to muster

1600 Cadets under Punishment to muster

1845 Cadets under Punishment to muster

2115 Cadets under Punishment to muster

(C) Sunday Routine (Stoppage of Leave)

0715 Cadets under Punishment to muster

1245 Cadets under Punishment to muster

1600 Cadets under Punishment to muster

1845 Cadets under Punishment to muster

2115 Cadets under Punishment to muster

4.04 AUTHORITY TO PUNISH

(1) The Officer-in-Charge UNTD shall have the authority to award the following punishments either separately or cumulatively:

- (a) 3 days Slack Party;
- (b) 5 days Extra Work and P.T.;
- (c) 7 days Stoppage of Leave.

(2) The Training Officer and the Administration Officer shall have the authority to award the following punishments either separately or cumulatively;

- (a) 2 days Slack Party;
- (b) 3 days Extra Work and P.T.;
- (c) 5 days Stoppage of Leave.

(3) The Duty Officer UNTD and Term Lieutenants shall have the authority to award the following punishments:

- (a) 1 day Slack Party;
- (b) 1 day Extra Work and P.T.;
- (c) 1 day Stoppage of Leave.

4.05 EXTRA P.T.

(1) A Cadet who fails to maintain the required standard of dress, cabin cleanliness or general performance, MAY be required to take part in extra morning P.T. Monday to Friday inclusive with the Cadets under Punishment.

(2) An Officer or Cadet Captain shall personally inform any Cadet required for extra morning P.T. and the Officer or Cadet Captain shall also submit the Cadet's name to:

(a) the Cadet Control Office prior to 1600, and

(b) the Duty Officer UNTD if after 1600 Monday to Friday inclusive.

(3) The Cadet Control Officer shall supply the Duty Officer UNTD at 1600 Monday to Friday inclusive, with a list of Cadets required for extra morning P.T.

4.06 INVESTIGATION OF OFFENCES

(1) The Term Lieutenant or the Duty Officer UNTD shall investigate every offence committed by a Cadet and shall:

- (a) complete a report of the investigation (to be later attached to the Charge Report);
- (b) pass the report of investigation to the Cadet Control Office which shall prepare the Charge Report.

(2) The Term Lieutenant may only investigate offences committed by Cadets in his Division.

(3) The Duty Officer UNTD shall during his tour of duty, investigate every offence committed by a Cadet that is not investigated by the Cadet's Term Lieutenant.

4.07 DEFAULTERS

(1) The Duty Officer UNTD and each Term Lieutenant shall schedule separate Defaulters at a time most suitable to their individual duties and the Cadet Daily Routine.

(2) The Duty Officer UNTD and each Term Lieutenant shall forward the results of the investigation of each Defaulter to the Cadet Control Office showing the action taken or the action required.

(3) The Training Officer or the Administration Officer shall hold Requestmen and Defaulters at 1135 Monday, Wednesday and Thursday.

(4) The Officer-in-Charge UNTD shall hold Requestmen and Defaulters at 1135 Tuesday and Friday.

4.08 CADET PUNISHMENT LIST

(1) The Cadet Control Officer shall provide the Officer-in-Charge UNTD and the Duty Officer UNTD with a list of Cadets under punishment each day by 1615 Monday to Friday inclusive.

(2) The Cadet Control Officer shall by 1615 Friday provide the Officer-in-Charge UNTD and the Duty Officer UNTD with a list of the Cadets under Punishment for Saturday and a list of the Cadets under Punishment for Sunday.

4.09 OFFICER-IN-CHARGE UNTD DEFAULTERS

(1) The Officer-in-Charge UNTD shall deal with the following offences by Cadets:

- (a) all infractions of leave;
- (b) insubordination;
- (c) repeated offences;
- (d) other serious offences.

(2) Where a Cadet has committed a serious offence, the Officer-in-Charge UNTD may refer the case to the Commander, HMCS CORNWALLIS.

4.10 PUNISHMENT RECORDS

(1) The Cadet Control Officer shall be responsible for maintaining:

(a) the CHARGE REPORT FILE which shall contain a Charge Report and the accompanying Investigation Report on every offence committed by a Cadet;

(b) the MINOR PUNISHMENT BOOK in which shall be recorded every punishment awarded to Cadets.

(2) The Cadet Control Officer shall produce the Minor Punishment Book at 0900 every Thursday for the signature of the Officer-in-Charge UNTD.

4.11 FUNISHMENT CARDS

(1) A Cadet awarded punishment shall report immediately to the Cadet Control Office where the Cadet Control Officer shall:

- (a) take the Cadet's Station Card;
- (b) enter in the Minor Punishment Book the Cadet's name and the punishment awarded;
- (c) issue the Cadet with a PUNISHMENT CARD to be exchanged for his Station Card when the Term of the Punishment expires.

4.12 REQUESTS

- (1) Cadets shall submit requests, queries, suggestions and complaints in writing on Request Form CNS 2421 to the Term Lieutenant through the Cadet Captain.
- (2) When necessary the Term Lieutenant shall forward the Request Form to the Training Officer and the Officer-in-Charge UNTD.
- (3) In an urgent situation, a Cadet may submit his request verbally and directly to his Term Lieutenant or the Duty Officer UNTD.
- (4) The Officer-in-Charge UNTD shall hold Requestmen on Tuesday and Thursday at 1135.
- (5)-The Training Officer or the Administration Officer shall hold Requestmen on Monday, Wednesday and Thursday at 1135.
- (6) Cadets shall fill out Request Form CNS 2421 in the manner illustrated by the sample forms posted on the Cadet Notice Board and Divisional Notice Boards in South Block.
- (7) Cadets shall submit all Request Forms in triplicate.

CHAPTER V

UNTD BUILDINGS

5.01 UNTD ADMINISTRATION BUILDING

(1) The UNTD Administration Building shall be the centre of the Cadet Organization and shall contain the following offices:

- (a) Officer-in-Charge UNTD;
- (b) Training Officer;
- (c) Administration Officer;
- (d) First Lieutenant;
- (e) Cadet Control Officer;
- (f) Senior Navigation Instructor;
- (g) Senior Supply Instructor;
- (h) Senior Naval Knowledge Instructor;
- (i) Sports Officer;
- (j) Boats and Expeditionary Training Officer;
- (k) UNTD Secretary;
- (l) Records Officer;
- (m) Assistant Training Officer;
- (n) Plans and Projects Officer;
- (o) Term Lieutenants;
- (p) Assistant Term Lieutenants.

5.02 OUT OF BOUNDS

(1) All offices in the UNTD Administration Building shall be OUT OF BOUNDS to Cadets except:

- (a) Term Lieutenant Offices
- (b) Cadet Control Office

5.10 SOUTH BLOCK

(1) All Cadets posted to HMCS CORNWALLIS shall be accommodated in South Block.

(2) All Cadets accommodated in South Block shall:

- (a) ensure that their cabins are clean and ship-shape at all times;
- (b) empty their waste paper baskets in the receptacles provided at the rear of South Block;
- (c) NOT empty ashtrays into waste paper baskets;
- (d) be permitted radios in South Block provided the volume is kept well modulated;
- (e) NOT use radios between "PIPE DOWN" and "WAKEY WAKEY";
- (f) NEVER SMOKE IN BED;
- (g) NEVER smoke anywhere in South Block after "LIGHTS OUT".

5.11 BAGGAGE ROOMS

- (1) Cadets shall store trunks and bags not required in the Baggage Rooms in South Block.
- (2) The First Lieutenant shall post a schedule on the South Block Notice Board showing the regular times when the Baggage Rooms are open.
- (3) The Duty Officer UNTD only shall grant permission to have the Baggage Rooms opened at unscheduled times.

5.12 LINEN ROOM

(1) On arrival in CORNWALLIS each Cadet shall sign a Temporary Loan Card for and receive his bedding from the Linen Room in South Block.

(2) Each Cadet shall be issued with:

(a) 2 sheets;

(b) 1 pillowcase;

(c) 1 blanket;

(d) 1 counterpane.

(3) Every Friday between 0700 and 0800 each Cadet shall exchange 1 sheet and 1 pillowcase for laundering.

(4) The First Lieutenant shall ensure that sufficient linen to accommodate unexpected arrivals, is stored in the Emergency Linen Stores located in the cabin of the Duty Officer UNTD.

(5) The Duty Officer UNTD shall retain the key for the Emergency Linen Stores and he shall ensure that Temporary Loan Cards are properly signed for any linen he may issue.

5.13 BOATSWAIN'S STORES

(1) The First Lieutenant shall keep a supply of cleaning gear in the Cleaning Lockers located throughout South Block which are to be unlocked at all times.

(2) Cadets shall ensure that all cleaning gear, and in particular mops, are properly cleaned and stowed when returned to the Cleaning Lockers.

(3) Cadets shall ensure that rags used for floor wax are properly disposed of and NOT stowed in the wax tins.

(4) The First Lieutenant shall have control of and keep the main stock of cleaning equipment locked in the Block Boatswain Stores located on the lower deck of South Block.

5.14 PRESSING ROOMS

- (1) Cadets may press clothing only in the Pressing Rooms located in the west wing of South Block.
- (2) Cadets shall NEVER use desk tops, dresser tops or the deck for clothes pressing.
- (3) Cadets may use the Pressing Rooms from 0530 until 2400 daily.
- (4) Cadets shall ensure that all irons are unplugged when not in use.

5.15 SOUTH BLOCK STUDIES

(1) Cadet Captains only may use Cabin #208 on the upper deck of South Block as a Study Room at any time.

(2) Junior Cadets only may use Cabin #107 on the lower deck of South Block as a Study Room from 0530 until 2400 daily.

(3) Cadets shall use the South Block Study Rooms for reading, studying and letter writing and NOT for boot cleaning, card playing, loud talking and radio listening.

5.16 SCRAN LOCKER

(1) Any Cadet gear not properly stowed in a dresser or locker, shall be placed in the SCRAN LOCKER.

(2) The Cadet-of-the-Day shall ensure that the Scran Locker is open from 1230 until 1245 Monday to Friday inclusive, and that a Scran Locker Record Book is kept showing:

- (a) name of each claimant;
- (b) official number of each claimant;
- (c) description of each article claimed;
- (d) signature of claimant.

(3) Cadets may redeem their articles from the Scran Locker on payment of ten cents (10¢) per article, such monies to be turned over to the Gunroom as general revenue.

(4) Cadets who habitually find their gear placed in the Scran Locker, may be liable to disciplinary action.

5.17 TELEPHONES

(1) The telephone located in the South Block Regulating Office shall be used:

(a) only by personnel on duty;

(b) strictly for service calls.

(2) Cadets shall use the pay telephones located on the upper deck of South Block and in the Gunroom for all private calls.

5.20 GUNROOM

(1) All Cadets shall ensure that they read, understand, and abide by the rules and regulations promulgated in the Gunroom Mess Rules.

(2) Cadets are reminded that their deportment in the Gunroom is an integral part of Cadet Training and any Cadet who infringes upon the Gunroom Mess Rules shall be liable to disciplinary action.

CHAPTER VI

DRESS

6.01 STANDARD OF DRESS

(1) Cadets shall maintain an impeccable standard of dress at all times and no excuses will be accepted from a Cadet appearing slovenly, untidy or out of the Dress of the Day.

6.02 DRESS OF THE DAY

(1) During working hours Cadets shall wear the Dress of the Day as promulgated in UNTD Daily Orders.

6.03 CADETS UNDER PUNISHMENT

(1) Cadets under Punishment shall wear belt and gaiters at all times when in uniform except at meals and in the Gunroom when the belt shall be removed.

6.04 DRESS SIGNAL HOISTS

(1) Cadets shall be familiar with the following Dress Modification Signals hoisted to the masts on top of the New Entry Seamanship School and the Maintenance Building.

- (a) NEGATIVE PENNANT - means negative khaki jackets (i.e. No. 24's)
- (b) FLAG DELTA - means Daily Divisions shall be held in the Drill Shed
- (c) 1 BLACK BALL CLOSE-UP - means Burberrys shall be worn
- (d) 1 BLACK BALL AT THE DIP - means Burberrys shall be carried
- (e) 2 BLACK BALLS CLOSE-UP - means Greatcoats shall be worn
- (f) 1 CONE CLOSE-UP - means Cadets shall not be doubled.

6.05 WEARING KHAKI JACKETS (No. 23)

(1) Cadets shall always wear jackets at:

- (a) Daily Divisions;
- (b) at meals;
- (c) in the Gunroom.

6.06 NECKTIES

(1) Cadets shall not wear uniform neckties tucked in when the dress is negative jackets (No. 24's).

(2) Cadets shall never wear khaki shirts open at the neck with neckties removed.

6.07 GLOVES

(1) Cadets shall not wear gloves except on those occasions when gloves are promulgated.

6.08 JEWELRY

(1) Except when engaged in Physical and Recreational Training when no jewelry shall be worn, Cadets may wear:

- (a) a wrist watch;
- (b) one ring;
- (c) an identification bracelet.

6.09 UNIFORM ADORNMENT

(1) Cadets shall not wear adornments of any kind on their uniforms except:

- (a) service ribbons and awards;
- (b) Cadet Captain insignia;
- (c) Senior Cadet insignia.

6.10 PLASTIC COLLARS

(1) Cadets may wear plastic collars provided they are of the proper style and colour.

6.11 CIVILIAN CLOTHES

- (1) All Cadets may wear Civilian Clothes when proceeding ashore on leave.
- (2) Cadets may keep civilian clothes on board but the amount is to be kept to a bare minimum.
- (3) Cadets shall wear only civilian clothes that are dignified and of a modest cut.
- (4) AT ALL TIMES Cadets when proceeding ashore shall wear:
 - (a) a suit or sports jacket and trousers;
 - (b) shirt and tie;
 - (c) clean shoes.
- (5) Senior Cadets may wear civilian clothes in the Gunroom or when attending voluntary or compulsory evening study.
- (6) Junior Cadets may wear civilian clothes only when proceeding ashore on leave.

6.12 SHIRT SLEEVES

(1) Cadets shall wear shirt sleeves rolled down and properly buttoned at the wrists.

6.13 MORNING PT DRESS

(1) At morning PT Cadets shall wear:

- (a) blue sweatshirts;
- (b) white gym shorts;
- (c) gym shoes and white socks.

6.14 P & RT DRESS

(1) For all P & RT activities, Cadets shall wear the dress promulgated by the Sports Officer on the Sports Notice Board in South Block, and shall change into the Dress of the Day immediately on completion of P & RT.

6.15 CEREMONIAL DIVISIONS DRESS

(1) At Ceremonial Divisions Cadets shall wear Number 1 uniforms.

(2) At Ceremonial Divisions Cadets in the Guard shall wear Number 5 uniforms with white belt and gaiters.

6.16 MESS DINNERS etc.

(1) At Mess Dinners and other formal service occasions, Cadets shall wear Number 1 uniforms with wing collar and bow tie.

6.17 BOATWORK

(1) When proceeding to Boatwork on French Basin, Cadets shall wear:

(a) working dress, trousers and jackets;

(b) white sweat shirts;

(c) gym shoes and white socks.

6.18 FOOTWEAR

(1) Cadets shall wear service boots prior to 1730 Monday to Friday inclusive.

(2) Cadets may wear black service pattern shoes after 1730 Monday to Friday inclusive and on weekends.

(3) Cadets shall:

- (a) ensure that boots, shoes and gym boots are kept in top condition at all times;
- (b) wear gym shoes for Boatwork and P & RT;
- (c) NOT wear Wellington boots at any time when in uniform;
- (d) NOT use any liquid or lacuer type polish on service boots or shoes;
- (e) not HEAT Shoe Polish when polishing shoes or boots;
- (f) wear heavy gray wool socks with service boots:

Note: although heavy gray socks are not service issue, the Principal Medical Officer has very strongly advised Cadets to purchase and wear such socks. In the past the wearing of black service issue socks with service boots has resulted in serious foot conditions.

- (g) wear white wool socks with P & RT gear;
- (h) wear service shoes or gym shoes, never service boots when entering the P & RT Centre.

6.19 NYLON SHIRTS

- (1) Cadets may wear Nylon khaki shirts provided that beneath it is worn a T-shirt.
- (2) Cadets shall NEVER wear white Nylon shirts with any uniform.

6.20 GUNROOM DRESS

- (1) Cadets shall never wear Working Dress or P & RT rig in the Gunroom or at meals.
- (2) Cadet in the Guard or going to Parade Training may wear gaiters to breakfast and to lunch.

6.30 CADET REGULATION KIT (see BRCN 108 Article 6.53)

(1) Every Cadet shall be issued with the following:

- (i) 5 pr. "CANADA" badges
- (ii) 2 Officer's Cap badges
- (iii) 4 pr. white twist badges
- (iv) 1 khaki belt
- (v) 1 blue belt
- (vi) 2 pr. boots
- (vii) 1 shoe brush
- (viii) 2 Officer's caps
- (ix) 4 linen collars
- (x) 5 white cap covers
- (xi) 1 pr. unlined leather gloves
- (xii) 1 battledress jacket (No. 5)
- (xiii) 2 khaki jackets (No. 23)
- (xiv) 1 blue serge officer's jacket (No. 1)
- (xv) 1 working jacket
- (xvi) 1 large kit bag
- (xvii) 1 four-in-hand necktie
- (xviii) 1 Burberry
- (xix) 1 pr. black rubbers
- (xx) 3 khaki shirts
- (xxi) 2 white shirts
- (xxii) 2 working shirts
- (xxiii) 1 pr. gym shoes
- (xxiv) 1 pr. white gym shorts
- (xxv) 4 pr. black socks
- (xxvi) 2 sweatshirts

6.30 (Cont'd)

- (xxvii) 2 pr. battledress trousers (No. 5)
- (xxviii) 2 pr. khaki trousers (No. 23)
- (xxix) 1 pr. officer's serge trousers (No. 1)
- (xxx) 2 pr. working trousers

6.40 KIT MUSTERS

- (1) The Term Lieutenant shall have a Kit Muster for each Cadet in his Division within the two weeks following the Cadet's arrival in CORNWALLIS.
- (2) The Term Lieutenant may schedule additional Kit Musters at any time.
- (3) At Kit Musters Cadets shall lay out their uniform kit in the following manner:

(a) HEAD OF BED

- Caps
- Cap covers
- Collars
- Tie
- Shirts
- Sweatshirts
- Belts
- Gloves
- Gym Shorts
- Service Socks
- Service Boots
- Service Shoes
- Gym Shoes
- Kit Bag

FOOT OF BED

(b) Hanging in the Clothes Closet:

- Burberry
- No. 1 uniform
- No. 5 uniform
- No. 23 (khaki) uniform
- Working jacket and trousers

6.41 KIT MARKING

- (1) Cadets shall ensure that all pieces of their uniform kit are marked in the proper manner.
- (2) Cadets should mark their personal gear for their own benefit.
- (3) Cadets requiring marking equipment such as stencils, etc. shall report the matter to their Cadet Captain.
- (4) If they have not done so prior to joining CORNWALLIS, Cadets shall mark their uniform kit in the following manner:
 - (a) working shirts - across the back at the shoulder and over the left side pocket;
 - (b) working jacket - across the back at the shoulder and over the left side pocket;
 - (c) Burberry - inside on the right-hand side in a vertical position, with the first initial in line with the second buttonhole;
 - (d) uniform jackets (No.1, No.5, No.24)- on the inside pocket;
 - (e) trousers - on the inside of the waistband on the back;
 - (f) caps - on the inside of the band;
 - (g) boots and shoes - inside the uppers;
 - (h) belts - inside near the buckle;
 - (i) collars - inside at the back;
 - (j) gloves - inside the palm side near the wrist;
 - (k) kit bag - horizontally about four inches from the top, and vertically midway down the side of the kit bag about 4 inches away from the side handle;
 - (l) gym shorts - inside the waistband at the back;
 - (m) sweatshirts - inside the waistband at the back;
 - (n) shirts - inside the collarband at the back.

CHAPTER VII

THE BASE

7.01 BARBER SHOP

(1) Cadets may use the facilities of the Barber Shop but shall not have priority over other customers.

(2) Barber Shop hours are:

Monday	}	1000 - 1900
Tuesday		
Wednesday		
Thursday		1000 - 2100
Friday		1000 - 1700

7.02 COBBLER SHOP

(1) Cadets may use the services offered by the Cobbler shop.

(2) The Cobbler Shop hours are:

Monday to Friday (incl) 0800 - 1700

7.03 TAILOR SHOP

(1) Cadets may use the services offered by the Tailor Shop.

(2) The Tailor Shop hours are:

Monday to Friday (incl) 0800 - 1700

7.04 FAMILY SHOP AND GROCETERIA

(1) Cadets may make purchases in the Family Shop and Groceteria.

(2) Family Shop and Groceteria hours are:

(a) WINTER

Monday	}	0930 - 1730
Tuesday		
Thursday		
Friday		
Saturday		
Wednesday		0930 - 1230

(b) SUMMER

Monday to Friday (incl.) 0930 - 1730

Saturday 0930 - 1230

7.05 DRY CANTEEN

(1) Cadets may use the facilities of the Dry Canteen.

(2) The Dry Canteen hours are:

Monday to Friday (incl.)	0945 - 1100 1200 - 1745
Saturday	0945 - 1100 1130 - 1345
Sunday	Closed

7.06 COFFEE SHOP

(1) Cadets on leave may use the facilities of the Coffee Shop adjacent to the Family Shop and Groceteria.

Monday to Friday (incl.)	0930 - 2200
Saturday	0930 - 1730
Sunday	Closed

7.07 SODA BAR

(1) Cadets may make purchases at the Soda Bar located in the Recreation Centre but shall not linger in the Soda Bar any longer than is necessary to complete their purchases.

(2) The Soda Bar hours are:

Monday to Friday (incl.)	1800 - 2115
Saturday	1300 - 1700 1800 - 2215
Sunday	1300 - 1700 1800 - 2115

7.08 CINEMA

(1) Cadets may attend the Cinema located in the Recreation Centre.

(2) Times of performances are:

Monday to Friday (incl.)	1900
Saturday and Sunday	1430 1900

7.09 HOBBY SHOP

(1) Cadets may use the various facilities in the Hobby Shop.

(2) The Hobby Shop hours are as follows:

(a) ART CRAFT SECTION

Monday	
Tuesday	1600-1700
Wednesday	1800-2100
Friday	
Thursday	closed
Saturday & Sunday	1300-1700 1800-2100

(b) LAUNDROMAT

Monday to Saturday (incl.)	0900-2100
Sunday	1300-2100

(c) HOBBY SHOP CANTEEN

Monday	
Tuesday	1600-1700
Wednesday	1800-2100
Friday	
Saturday and Sunday	1300-1700 1800-2100

(d) WOODWORKING SHOP

Monday	
Tuesday	1800-2100
Friday	
Saturday	1300-1600
Sunday	closed

7.10 NAVAL LAUNDRY

(1) Cadets may leave or pick up their laundry or dry cleaning at the Laundry Office in South Block.

(2) The First Lieutenant shall arrange for the location of the South Block Laundry Office and for the times when it shall be open, and shall promulgate this information on the South Block Notice Board.

(3) Only in an emergency may a Cadet leave or pick up his laundry or dry cleaning at the Naval Laundry.

7.11 CLOTHING STORES

(1) Cadets may make cash purchases or obtain gratuitous issue from Clothing Stores at the following times:

Monday to Thursday (incl).	0830-1130 1330-1530
Friday	0830-1130 1330-1530
Pay Days	1230-1300

7.12 SWIMMING POOL and GYMNASIUM

(1) Cadets may use the Swimming Pools and the Gymnasium located in the P & RT Centre which are open every evening until 2130.

(2) Cadets shall check CORNWALLIS Daily Orders for the detailed P & RT Division schedules.

7.13 BOWLING ALLEYS

(1) Cadets may use the Bowling Alleys located in the Recreation Centre on Thursday from 1800 until 2115.

7.20 OUT OF BOUNDS (ON BOARD)

(1) The following areas on the base are OUT OF BOUNDS to Cadets:

- (a) Wardroom and North Block;
- (b) Chiefs and Petty Officers Mess;
- (c) Ship's Company Lounge;
- (d) Conestoga Block;
- (e) all Ship's Company and New Entry Living Blocks;
- (f) all galleys and pantries;
- (g) all furnace and boiler rooms;
- (h) all offices and schools except when on duty;
- (i) all unoccupied buildings;
- (j) all Stores buildings;
- (k) all Works Department offices and shops;
- (l) all Motor Transport buildings.

7.21 OUT OF BOUNDS (ASHORE)

(1) The following areas are OUT OF BOUNDS to Cadets:

- (a) Bear River Indian Reservation;
- (b) Marshalltown;
- (c) Lequille.

7.30 MOVING ABOUT THE BASE

(1) Between 0600 and 1730 Cadets shall move about the base:

- (a) in SINGLE FILE when the group numbers two, three or four cadets;
- (b) in TWO FILES when the group of Cadets numbers five to nine inclusive;
- (c) in THREE FILES when the group numbers ten or more Cadets.

(2) Cadets shall MARCH PROPERLY at all times when moving about the base either singly or in an organized body.

(3) Cadets in an organized body of three files shall march on the right side of the road with the traffic and as close to the right shoulder of the roadway as possible.

(4) Cadets moving about the base singly, in single file or in two files, shall march on the left side of the road, against the traffic, and as close to the lefthand shoulder of the roadway as possible.

(5) To avoid increasing the traffic problem, Cadets SHALL AVOID using BROADWAY whenever possible.

(6) When proceeding about the base, Cadets shall pay the proper marks of respect to all officers in cars or on foot.

7.31 CARS, MOTORCYCLES, MOTOR SCOOTERS

(1) Cadets shall not keep or park cars, motorcycles or motor scooters on the base.

(2) Cadets owning such vehicles may keep them in the Parking Lot across the Number 1 Highway from the Main Gate if they first show the Administration Officer proof of PL and PD Insurance.

APPENDIX "A"

DAILY ROUTINE

0530 Call Cadets under Punishment

0545 Cadets under Punishment to muster for extra P.T.

0600 Call the Cadets

0610 1. Duty Watch to muster for Cleaning Stations
2. Cadets to muster for P.T.

0625 ALL Cadets secure and clean into the Dress of the Day

0635 Cadets to Breakfast

0715 Cadet Guard to muster

0725 Markers to muster and proceed to the Parade Square

0735 Cadets to muster and proceed to Daily Divisions

0830 Cadets to Instruction

0940 Cadets to Stand Easy

1000 Cadets resume Instruction

1130 (1) Cadets secure Instruction
(2) Cadets to Dinner

1230 (1) Cadets under Punishment to muster
(2) Duty Watch to muster

1245 Cadets to muster

1300 Cadets to Instruction

1435 Cadets to Stand Easy

1455 Cadets resume Instruction

1600 (1) Cadets secure Instruction
(2) Cadets to change into dress for Dog Watch Activities

1620 Cadets to muster for Dog Watch Activities

1730 Cadets secure Dog Watch Activities

1700-1900 Supper

1820 Duty Watch to muster for Cleaning Stations.

1845 (1) Rounds by Duty Officer UNTD
(2) Duty Watch to stand by Cleaning Stations
(3) Cadets under Punishment to muster

DAILY ROUTINE (Cont'd)

- 1900 Cadets to Compulsory Study (no muster)
- 2100 Cadets secure from Compulsory Study
- 2115 Cadets under Punishment to muster in Working Dress for one hour extra work.
- 2200 Pipe Down
- 2300 (1) Lights Out
(2) Gangway Closed

FRIDAY ROUTINE

0530 Call Cadets under Punishment

0545 Cadets under Punishment to muster for extra P.T.

0600 Call the Cadets

0610 (1) Duty Watch to muster for Cleaning Stations
(2) Cadets to muster for P.T.

0625 ALL Cadets secure

0635 Cadets to Breakfast

0750 Cadets to muster for Base March

0830 Cadets to Instruction

0940 Cadets to Stand Easy

1000 Cadets resume Instruction

1130 (1) Cadets secure Instruction
(2) Cadets to Dinner

1230 (1) Cadets under Punishment to Muster
(2) Duty Watch to muster

1245 Cadets to Muster

1300 Cadets to Instruction

1445 Cadets secure Instruction to clean for Ceremonial Divisions

1530 Cadet Guard to muster

1550 Markers to muster and proceed to the Parade Square

1600 Cadets to muster and proceed to Ceremonial Divisions
On completion of Ceremonial Divisions - Liberty Boat

1700-1900 Supper

1820 Duty Watch to Muster for Cleaning Stations

1830 Liberty Boat

1845 (1) Rounds by the Duty Officer UNTD
(2) Duty Watch stand by Cleaning Stations
(3) Cadets under Punishment to muster

1930 Liberty Boat

2030 Liberty Boat

FRIDAY ROUTINE (Cont'd)

2230 Pipe Down

2300 Gangway Closed

2330 Lights Out

SATURDAY ROUTINE

0600 Call Cadets under Punishment

0615 (1) Cadets under punishment to muster for P.T.
(2) Call the Cadets

0630 Duty Watch to muster for Cleaning Stations

0635 (1) Cadets under Punishment secure P.T.
(2) Cadets to Breakfast

0650 (1) Duty Watch secure Cleaning Stations
(2) Duty Watch to Breakfast

0750 Cadets to muster for Saturday Work Party

1000 Cadets on Saturday Work Party secure and return gear

1030 Liberty Boat

1130 (1) Liberty Boat
(2) Cadets to Dinner

1245 (1) Duty Watch to muster
(2) Cadets under Punishment to muster

1300 Liberty Boat

1400 Liberty Boat

1600 (1) Liberty Boat
(2) Cadets under Punishment to muster

1730 Cadets to Supper

1820 Duty Watch to muster for Cleaning Stations

1830 Liberty Boat

1845 (1) Rounds by the Duty Officer UNTD
(2) Duty Watch stand by Cleaning Stations
(3) Cadets under Punishment to muster

1930 Liberty Boat

2030 Liberty Boat

2115 Cadets under Punishment to muster in Working Dress for one hour extra work

2230 Pipe Down

2300 Gangway Closed

2330 Lights Out

SUNDAY ROUTINE

- 0700 Call the Cadets
- 0715 (1) Duty Watch to muster for Cleaning Stations
(2) Cadets to Breakfast
(3) Cadets under Punishment to muster
- 0735 (1) Duty Watch secure Cleaning Stations
(2) Duty Watch to Breakfast
- 0910 Roman Catholic Church Party to muster
- 1010 Protestant Church Party to muster
- 1130 Cadets to Dinner
- 1145 Liberty Boat
- 1215 Liberty Boat
- 1245 (1) Duty Watch to Muster
(2) Cadets under Punishment to muster
- 1300 Liberty Boat
- 1400 Liberty Boat
- 1600 (1) Liberty Boat
(2) Cadets under Punishment to muster
- 1700-1900 Supper
- 1820 Duty Watch to muster for Cleaning Stations
- 1830 Liberty Boat
- 1845 (1) Rounds by the Duty Officer UNTD
(2) Duty Watch stand by Cleaning Stations
(3) Cadets under Punishment to muster
- 1930 Liberty Boat
- 2030 Liberty Boat
- 2115 Cadets under Punishment to muster
- 2230 Pipe Down
- 2300 (1) Gangway Closed
(2) Lights Out

A P P E N D I X " B "

GUNROOM MESS RULES

CHAPTER I

CONSTITUTION

1.01 MEMBERSHIP

(1) ALL Cadets posted to HMCS CORNWALLIS shall be members of the Gunroom.

1.02 GUNROOM BEHAVIOUR

(1) Cadets shall bear in mind that the Gunroom is their home during their leisure hours and they shall afford it a high degree of respect and display a high standard of conduct when in the Gunroom.

1.03 GUNROOM COMMITTEE

(1) The Gunroom Committee shall administer the Gunroom and shall be composed of:

(a) the GUNROOM EXECUTIVE;

(b) the REPRESENTATIVE COUNCIL.

(2) The members of the Gunroom Committee shall follow parliamentary procedure at all times.

(3) The Gunroom Committee shall require the support of a two-thirds majority of the members present to carry any motion.

(4) The Gunroom Committee shall require the support of a full majority of the members present to carry any change in the constitution.

(5) The Gunroom Committee shall meet at least every two weeks.

1.04 GUNROOM EXECUTIVE

(1) The Gunroom Executive shall be composed of:

- (a) Gunroom President
- (b) Vice President
- (c) Secretary
- (d) Social Secretary
- (e) First Lieutenant (ex officio)

(2) The Gunroom President shall be an officer in the UNTD Staff and shall be appointed by the Officer-in-Charge UNTD.

(3) The Gunroom Vice President, Secretary and Social Secretary shall all be Cadet Captains and shall be elected to these offices by all the Cadets.

(4) Nominations for all Gunroom Executive elected offices shall be:

- (a) held at least 3 days in advance of the election;
- (b) submitted to the Gunroom President in writing and signed by:
 - (i) the nominee;
 - (ii) the nominator;
 - (iii) the seconder.

(5) The Gunroom President shall set the date on which the elections for the Gunroom Executive are to be held.

(6) The Gunroom Executive shall meet at least every two weeks.

(7) The Gunroom Executive shall first approve any expenditures made by the Gunroom as laid down in Article 3.16.

(8) The Gunroom Executive shall be responsible for any redecoration, refurbishing or improvement of the Gunroom.

1.05 REPRESENTATIVE COUNCIL

- (1) The Representative Council shall be composed of one representative elected from each Cadet Division.
- (2) The Gunroom Vice President shall automatically become the Chairman of the Representative Council.
- (3) The members of the Representative Council shall elect one of their number as Secretary of the Representative Council to keep the minutes of the Council meetings.
- (4) The Representative Council shall meet at least every two weeks.
- (5) Each member of the Representative Council shall convey to the Council the feelings and recommendations of the members of his own Cadet Division.

1.06 ABSENCE OF A GUNROOM EXECUTIVE MEMBER

(1) During a period of absence of any elected member of the Gunroom Executive, the remaining members of the Gunroom Executive shall appoint a member of the Representative Council to fill the vacancy until the return of the absent Gunroom Executive member.

1.07 GUNROOM MESS MEETINGS

(1) The Gunroom President shall call a Gunroom Mess Meeting at least once every two weeks.

(2) The Gunroom President shall normally schedule Gunroom Mess Meetings for 1900 Monday.

(3) The Gunroom President may call special mess meetings as required, in addition to the regular bi-monthly required meetings.

CHAPTER II

DUTIES AND RESPONSIBILITIES

2.01 GUNROOM PRESIDENT

(1) The Gunroom President shall carry out his duties as laid down in UNTD Standing Orders Article 1.07.

2.02 GUNROOM VICE PRESIDENT

(1) The Gunroom Vice President shall:

- (a) be the Chairman of the Representative Council;
- (b) report the activities and discussions of the Representative Council to the Gunroom Executive for their consideration.

2.03 GUNROOM SECRETARY

(1) The Gunroom Secretary shall:

- (a) record and then sign the minutes of all Gunroom Executive meetings;
- (b) record and then sign the minutes of all Gunroom Mess meetings;
- (c) submit the minutes of all Gunroom Mess Meetings to the Gunroom President for forwarding to the Officer-in-Charge UNTD and to the Captain, HMCS CORNWALLIS for approval;
- (d) ensure that the minutes of all Gunroom Mess Meetings are typed and posted on the Gunroom Notice Board;
- (e) be responsible for the conduct of the Gunroom correspondence;
- (f) record in detail in the minutes any purchase or sale of any fixed assets of the Gunroom.

2.04 GUNROOM SOCIAL SECRETARY

(1) The Gunroom Social Secretary shall help to co-ordinate all Gunroom functions and Divisional parties with the Gunroom President.

2.05 DUTY GUNROOM PRESIDENT

(1) The Duty Gunroom President shall carry out his duties as laid down in UNTD Standing Orders Article 1.35.

2.06 DUTY GUNROOM CADET

(1) The Duty Gunroom Cadet shall carry out his duties as laid down in UNTD Standing Orders Article 1.36.

2.07 GUNROOM BAR STEWARDS

(1) The Gunroom Bar Stewards shall be responsible for the efficient operation of the Gunroom Bar.

(2) The Gunroom Bar Stewards shall make a daily stock muster of the Gunroom Bar.

CHAPTER III

GENERAL MESS RULES

3.01 GUNROOM MESS FEES

(1) The Gunroom Executive shall determine what Gunroom Mess Fees shall be paid by the Cadets.

(2) A Cadet shall pay his Gunroom Mess Fees at the first General Payment after his arrival in HMCS CORNWALLIS.

(3) A Cadet who fails to pay the required General Mess Fees shall not be permitted to use of the Gunroom.

3.02 GUNROOM BAR HOURS

(1) Cadets may make purchases from the Gunroom Bar at the following times:

(a) Monday to Thursday inclusive

1200 - 1245 (no alcoholic beverages)
1730 - 2230

(b) Friday

1200 - 1245 (no alcoholic beverages)
1730 - 2300

(c) Saturday & Sunday

1200 - 1300
1730 - 2300

3.07 MESS SUGGESTION BOOK

(1) The Gunroom President shall keep a Mess Suggestion Book at the Gunroom Bar during Bar Hours.

(2) Cadets may enter any suggestions for, or constructive criticism of the Gunroom, in the Mess Suggestion Book.

(3) Cadets shall write suggestions neatly on the right hand pages of the Mess Suggestion Book, and date and sign each entry.

(4) The Gunroom President or the Gunroom Executive shall deal with all suggestions, and then note the action taken on the left hand page of the Mess Suggestion Book opposite the original entry.

3.08 PERMANENT NOTICES

(1) The Gunroom President shall post all notices on the Gunroom Notice Board that are of a permanent or semi-permanent nature such as:

- (a) meal hours
- (b) bar hours
- (c) Duty Gunroom President List
- (d) Duty Gunroom Cadets List etc.

3.05 GUNROOM STEWARDS

- (1) Cadets shall treat the Gunroom stewards with politeness and consideration at all times.
- (2) Cadets shall NOT complain directly to the Gunroom stewards but shall submit any complaints regarding the Gunroom staff to the Gunroom President.
- (3) Gunroom stewards are not messengers and Cadets shall not send them on messages outside or inside the Gunroom.

3.06 MAGAZINES AND NEWSPAPERS

- (1) Magazines and Newspapers are the property of the Gunroom and Cadets shall not remove them from the Gunroom.

3.11 GUNROOM MOVIES

(1) The Gunroom President shall arrange regular evening movies in the Gunroom for Cadets.

3.12 DRESS IN THE GUNROOM

(1) Junior Cadets shall not wear civilian clothes in the Gunroom.

(2) Cadet Captains may wear civilian clothes in the Gunroom after secure.

(3) Cadets shall wear ties and jackets in the Gunroom at all times whether in uniform or civilian clothes.

(4) Cadets shall never wear Web belts in the Gunroom.

(5) Cadets shall never wear an article of outer clothing in the Gunroom (e.g. caps, topcoats, Burberrys, etc.).

3.09 GUESTS

- (1) Cadets may entertain civilian guests in the Gunroom on Saturday and Sunday from 1400 to 2300.
- (2) At all times a Cadet shall be responsible for the conduct of his guests.
- (3) Cadets shall not permit their guests to enter South Block.
- (4) Cadets may not dine guests as facilities are not available, however steaks for barbecuing may be purchased from the Gunroom Bar.
- (5) A Cadet may invite a maximum of 4 guests at a time into the Gunroom.

3.10 PRIVATE FUNCTIONS

- (1) A Cadet or a group of Cadets may hold a private social function in the Gunroom for more than six couples if:
 - (a) the Gunroom President receives a request in writing at least 1 week before the event;
 - (b) the Gunroom Executive grants its approval.

3.03 GUNROOM HOURS

- (1) Cadets shall clear the Gunroom by one half hour after the closing of the Gunroom Bar.
- (2) The Duty Gunroom President shall report to the Duty Officer UNTD as soon as the Gunroom is cleared.

3.04 GUNROOM BAR SALES

- (1) Cadets shall pay cash at the time of purchase for all items purchased from the Gunroom Bar.

3.13 CADETS UNDER PUNISHMENT

(1) Cadets under Punishment shall follow the orders as laid down in UNTD Standing Orders Article 4.03.

3.14 GUNROOM MESS MEETINGS

(1) All Cadets shall attend every Gunroom Mess Meeting.

(2) The Gunroom President shall hold Gunroom Mess Meetings periodically as required.

(3) The Gunroom President shall ensure that the agenda for each regular Gunroom Mess Meeting is posted on the Gunroom Notice Board at least two days prior to the meeting.

(4) The Gunroom President shall call an EXTRA-ORDINARY Gunroom Mess Meeting upon receipt of a written request signed by at least 30% of the UNTD Cadets present in CORNWALLIS at the time.

3.15 MESS MINUTES

(1) The Gunroom Secretary shall record and sign the minutes of all:

- (a) Gunroom Mess Meetings;
- (b) Gunroom Executive Meetings;
- (c) Gunroom Committee Meetings.

(2) The Gunroom President shall sign the minutes of all Gunroom Mess Meetings and shall submit them to the Commanding Officer HMCS CORNWALLIS through the Officer-in-Charge UNTD for approval.

(3) The Gunroom President shall post on the Gunroom Notice Board for 5 days, a complete copy of the minutes of all:

- (a) Gunroom Mess Meetings;
- (b) Gunroom Executive Meetings;
- (c) Gunroom Committee Meetings.

3.16 FINANCIAL OPERATION

(1) The Gunroom President shall be empowered to make any necessary expenditures for the effective and efficient operation of the Gunroom Bar such as:

- (a) glassware;
- (b) repairs to Gunroom Bar equipment;
- (c) Gunroom Bar stock;
- (d) Bar Steward wages etc.

(2) The Gunroom President shall maintain the Gunroom books and accounts.

(3) The Gunroom President shall maintain a "Petty Cash Fund" of \$25.00 for day to day disbursements of an insignificant nature.

(4) Only the Gunroom Committee may approve any expenditure under \$100.00 which is not within the general operation of the Gunroom.

(5) Only a Gunroom Mess Meeting may approve an expenditure over \$100.00 which is not within the general operation of the Gunroom.

3.17 SIGNING AUTHORITY

(1) Signing authority for cheques drawn on the Gunroom account shall be held by:

- (a) The Officer-in-Charge UNTD
- (b) The First Lieutenant UNTD
- (c) The Gunroom President

(2) All cheques shall normally be signed by the Officer-in-Charge UNTD and the Gunroom President. In the absence of either of these, the First Lieutenant UNTD will sign in lieu.

3.18 AMENDMENTS

(1) Amendments to the Gunroom Mess Rules shall be promulgated by the Gunroom President with the prior approval of the Commander HMCS CORNWALLIS and the Officer-in-Charge UNTD.