

ATLANTIC COMMAND

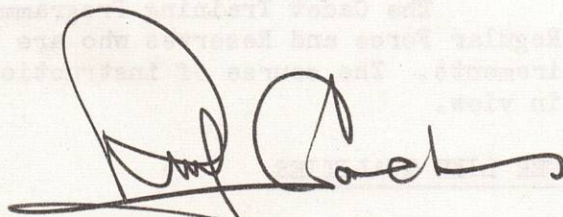
U.N.T.D.

CADET STANDING ORDERS

These orders are promulgated for the information, guidance and necessary action of all cadets appointed for training in HMCS CORNWALLIS. Any orders or regulations issued by higher authority shall take precedence over these orders.

2. All Cadets on course shall familiarize themselves with Captain's Standing Orders, Cornwallis Standing Orders, Cadet Standing Orders, within 48 hours of joining HMCS CORNWALLIS and shall familiarize themselves with any other orders pertaining to them that may be issued from time to time.

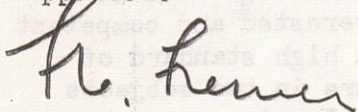
3. A copy of Cadet Standing Orders will be placed in each cabin and it is the responsibility of each cadet to be thoroughly acquainted with these orders. Ignorance of their contents cannot, and will not be accepted.



COMMANDER, RCN,
EXECUTIVE OFFICER.

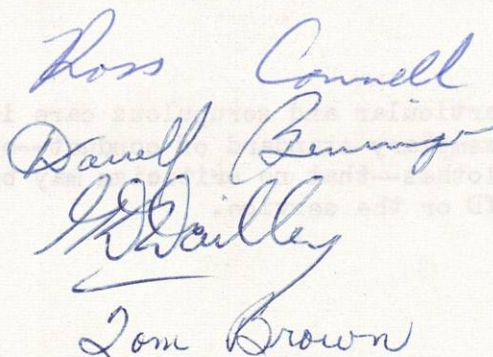
MAR 1 - 1961

Approved:



(F.C. FREWER)
CAPTAIN, RCN.

SIGNED BY THE CADETS
OF LOCKER 135 —



ATLANTIC COMMAND

U.N.T.D.

CADET STANDING ORDERS

GENERAL POLICY

The task of the Royal Canadian Navy in war is to command sea areas vital to the defence of Canada and her allies. In time of peace, the aim of the Navy is to train the officers and men to a high degree to ensure the efficiency of our ships in the event of war.

In support of this aim, the Navy spends a large proportion of its resources, both of money and energy, to the training of cadets. These resources are valuable and it is not intended that they be wasted on the slothful, the uninterested or the inefficient.

BASIC REQUIREMENTS

The current concept of a nuclear war of the future emphasizes two basic requirements of both Regular and Reserve Officers. The first is as old as time, but new and greater urgency has been given the second, particularly with respect to Reserve Officers. These are:-

1. The first duty of every officer is to provide effective leadership to men under his command.
2. Every officer must possess a high degree of technical proficiency and be able to take his place in the fleet with little or no further training after the outbreak of war.

The Cadet Training Programme is designed to produce officers for the Regular Force and Reserves who are capable of fulfilling these basic requirements. The course of instruction is both varied and intense with this end in view.

OFFICER LIKE QUALITIES

Great importance is attached to the development of those qualities--loyalty, faith, enthusiasm, courage, cheerfulness, initiative, tact, judgement, example--simplicity and justice--which are the hall mark of every leader. There is to be no relaxation of effort in this regard by any individual.

PROFESSIONAL KNOWLEDGE

A modern fighting ship is a complex mass of men and machinery and it is axiomatic that leadership without technical knowledge will be rendered ineffective. Cadets will be provided with interested and competent instructors backed by excellent training facilities. A high standard of knowledge is required and it should be noted that failure in two subjects or in one subject twice will result in release from the Service.

CONDUCT

Particular and scrupulous care is to be taken by all cadets to maintain an exemplary standard of conduct--on board or ashore, in uniform or in plain clothes--that no criticism may be directed to any individual cadet, the UNTD or the service.

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INDIVIDUAL DUTIES AND RESPONSIBILITIES

1.01 OFFICER-IN-CHARGE CABET TRAINING

The Officer-in-Charge Cabet Training is responsible for the Executive Officer, HMCS CORNWALLIS, for general supervision, discipline, morale and training of all Cabets appointed to HMCS CORNWALLIS for training. In particular he is responsible:

- (a) for the co-ordination of all schools and departments concerned with training and to ensure that Cabet training is carried out as directed by higher authority.
- (b) That Cabet Training Orders are implemented and adhered to.
- (c) that all forms, correspondence, reports and documents concerning Cabets are completed as required.
- (d) that Training Orders and Instructions carry out their duties in accordance with prescribed programs and syllabi.
- (e) that the welfare of the Cabets is supervised by the Training Officer.

1.02 CABET CONTROL OFFICER

The Cabet Control Officer shall be responsible to the Officer-in-Charge, Cabet Training. He shall be responsible:

- (a) that all forms, correspondence, reports and documents concerning Cabets are completed as required.
- (b) for arrival and departure routines and appointment messages.
- (c) for ensuring that all examination and personal assessments are entered in Cabet documents.
- (d) for keeping a record of all course results both individually and by UNIT leaders to Reserve Divisions.
- (e) for arranging transportation to and from railway station, ships, places of instruction when required and any other transportation as necessary.
- (f) for the preparation of Daily Orders concerning Cabets which are to be promulgated as a supplement to CORNWALLIS Daily Orders.
- (g) for the organization, preparation and promulgation of Cabet Duty Lists.
- (h) for the preparation and promulgation of the Daily Training Officer Lists.
- (i) for the custody of all Cabet documents and records, excepting those pertaining to the Supply Department, that a close liaison is maintained between himself, the Senior Staff Instructor and the Senior Instructor.
- (j) for the organization, preparation and promulgation of division and class lists.

CHAPTER I

INDIVIDUAL DUTIES AND RESPONSIBILITIES

1.01 OFFICER-IN-CHARGE CADET TRAINING

The Officer-in-Charge Cadet Training is responsible to the Executive Officer, HMCS CORNWALLIS, for the organization, general supervision, discipline, morale and training of all Cadets appointed to HMCS CORNWALLIS for training.

In particular he is responsible:

- (a) for the co-ordination of all schools and departments concerned with training and to ensure that Cadet Training is carried out as directed by higher authority,
- (b) That Cadet Standing Orders are implemented and adhered to,
- (c) that all forms, correspondence, reports and documents concerning Cadets are completed as requisite,
- (d) that Term Lieutenants and Instructors carry out their duties in accordance with prescribed programme and syllabi,
- (e) that the Welfare of the Cadets is supervised by the Term Lieutenants.

1.02 CADET CONTROL OFFICER

The Cadet Control Officer shall be responsible to the Officer-in-Charge, Cadet Training. He shall be responsible:

- (a) that all forms, correspondence, reports and documents concerning Cadets are completed as requisite,
- (b) for arrival and departure routines and appointment messages,
- (c) for ensuring that all examination and personal assessments are entered in Cadet documents,
- (d) for keeping a record of all course results both individually and by UNED Tenders to Reserve Divisions,
- (e) for arranging transportation to and from railway station, ships, places of instruction when required and any other transportation as necessary,
- (f) for the preparation of Daily Orders concerning Cadets which are to be promulgated as a supplement to CORNWALLIS Daily Orders,
- (g) for the organization, preparation and promulgation of Cadet Duty Watch Lists,
- (h) for the preparation and promulgation of the Duty UNED Training Officer Lists,
- (i) for the custody of all Cadet documents and records excepting those pertaining to the Supply Department,
- (j) that a close liaison is maintained between himself, the Senior Term Lieutenant and the Senior Instructor,
- (k) for the organization, preparation and promulgation of division and class lists.

1.03 SENIOR TERM LIEUTENANT

The Senior Term Lieutenant shall be responsible to the Officer-in-Charge, Cadet Training, through the Cadet Control Officer. He shall be responsible:

- (a) for assisting and advising the Term Lieutenants in the performance of their duties,
- (b) that the Term Lieutenants prepare and submit the necessary documents, reports, etc., as requisite,
- (c) that the Term Lieutenants interview all Cadets on arrival to determine their eligibility to receive their planned programme of instruction and make the necessary amendments to their schedule, to ensure they receive the maximum benefit from their period of summer training,
- (d) for approving any amendments and changes regarding Cadets' Training Schedule, and for advising the Cadet Control Officer of the amendments,
- (e) to keep in close touch with the Training Programme and advise the Officer-in-Charge of the progress being made, and shall make all recommendations on behalf of the Term Lieutenants with regard to alterations in the training, the programme, activities, etc., as necessary,
- (f) for Review Boards, acting as President and shall convene all such Boards as requisite during the training period. This duty shall not be delegated,
- (g) for keeping the Cadet Control Officer informed and co-ordinating with him all required changes in a Cadets' Programme,
- (h) for maintaining a close watch on the discipline, welfare and morale of the Cadets in order to provide the best possible training of the Cadet,
- (i) for co-ordinating Special Dog Watch activities such as ROTP lectures, etc., with the Sports Officer.

1.04 SENIOR INSTRUCTOR

The Senior Instructor shall be responsible to the Officer-in-Charge, Cadet Training for all UNTD Instructors except those appointed to the Leadership School and Communication Divisions. He shall be responsible:

- (a) for assisting and advising the Instructors in the performance of their duties,
- (b) for supervising the preparation of lectures and examinations by the Instructors,
- (c) for the organization, preparation and promulgation of lecture schedules both in allocation of Instructors and classrooms under the control of the Officer-in-Charge, Cadet Training,
- (d) for the investigation and organization necessary for Cadets' University Supplemental Examinations, co-ordinating with the Cadet Control Officer and Senior Term Lieutenant in this regard,
- (e) to keep in close touch with the Training Programme and advise the Officer-in-Charge of the progress being made, and shall make all recommendations on behalf of the instructors with regard to alterations in the training, the programme, activities, etc., affecting the instruction of Cadets,
- (f) for reviewing all examination results in conjunction with the Senior Term Lieutenants and make any necessary recommendations to the Officer-in-Charge, Cadet Training,
- (g) to act as a member of all Review Boards convened during the training period. This duty shall not be delegated.

Term Lieutenants shall be responsible to the Officer-in-Charge, Cadet Training, through the Senior Term Lieutenant. They shall be responsible:

- (a) for the discipline, welfare and morale of Cadets under their charge,
- (b) for the cleanliness and smart appearance of the Cadets and the Cadets' living quarters of Cadets under their charge,
- (c) for watching closely the progress of the Cadets under their charge, holding interviews regularly to inform them of their progress,
- (d) as Divisional Officer to the Cadets under their charge in accordance with QRGN 4.38,
- (e) for rendering Form S202 on completion of the Cadets' training or prior to the Cadet appearing before a Review Board,
- (f) for placing on Special Report any Cadet who is not making satisfactory progress and render one copy of each Special Report to the Senior Term Lieutenant. If a Special Report is raised while at sea, a copy shall be forwarded to the attention of the Senior Term Lieutenant as soon as possible,
- (g) for entering Sea Training Officer's Remarks and Term Lieutenants' remarks in the Form CNE 191, and for double checking all entries in the CNE 191 to insure these are absolutely correct,
- (h) for keeping the Senior Term Lieutenant informed in the progress of the Cadets under his charge, and in particular to inform him of any Cadet failing examinations,
- (i) for interviewing all cadets on arrival to determine their eligibility to receive their planned programme of instruction and make recommendations to the Senior Term Lieutenants on necessary amendments to their schedule,
- (j) for determining termination dates when required and informing the Senior Term Lieutenant at least two weeks prior to the Cadet's termination date in order that the necessary arrangements may be co-ordinated,
- (k) to collect, study and comment on Cadets' Journals regularly and to provide two Cadet Journals per Division, each day at 0900 except on Saturday and Sunday, to the Officer-in-Charge, Cadet Training,
- (l) for inspecting their Divisions prior to daily divisions and ceremonial divisions,
- (m) Term Lieutenants shall set the example to the Cadets by their Leadership, appearance, loyalty and energy, as it can only be expected that by displaying these qualities, the Cadets will be inspired with the spirit of the Service which constitutes the most important part of our early training. They are expected to insure that their Cadets arrive at classes on time and are kept informed of their training programme including the training course. Term Lieutenants should observe the Cadets at sports and recreation as often as possible. Term Lieutenants shall sit as a member of the Review Board. Term Lieutenants shall assemble available and necessary information on a Cadet prior to a Review Board and turn it over to Review Board President prior to Board.

1.06 SPORTS OFFICER

The Sports Officer shall be one of the Assistant Term Lieutenants, or other Officer appointed to the Staff of Cadet Training. He shall be responsible to the Officer-in-Charge, Cadet Training, through the Cadet Control Officer. He shall be responsible for:

- (a) procuring the necessary sports equipment, and for its maintenance,
- (b) the efficient running of the Cadets' Sports Programme,
- (c) the posting of weekly sport schedules on or prior to the Friday of the preceding week,
- (d) the formation of a Sports Committee with all the Divisions' Sports Cadets and briefing them adequately on the running of the Sports events,
- (e) forming representative UNTD teams and organizing games for them,
- (f) the co-ordination of all sports for Cadets with the P & RT Petty Officer,
- (g) co-ordinating with the Senior Term Lieutenant and Senior Instructor, to allow for Special lectures during Dog Watch Instruction period, such as ROTP lectures, special events and Term Lieutenants' interviews,
- (h) the co-ordinating of the Dog Watch activity programme.

1.07 GUNROOM OFFICER

The Gunroom Officer shall be one of the Assistant Term Lieutenants or other Officer appointed to the Staff of Cadet Training. He shall be responsible to the Officer-in-Charge Cadet Training, through the Cadet Control Officer. The Gunroom Officer shall be responsible:

- (a) for the efficient operation of the Gunroom,
- (b) for the accounting of the Gunroom Funds,
- (c) for co-ordinating the efforts of the Gunroom Mess Committee and shall act as its advisor and as the representative of the Officer-in-Charge Cadet Training on that committee,
- (d) for the arrangements of all special functions and entertainment,
- (e) for co-ordinating with the Wardroom for the operation of the bar, etc.,
- (f) for assigning all cabins and beds to Cadets and maintain records of location,
- (g) for inspecting the Cadet Living Quarters daily,
- (h) for operation of the Scran Locker and Baggage Store,
- (i) for the supply of reading material, operation of Cadet Library, operation of Hi-Fi set and TV set, etc., setting up controls as requisite.

1.08 REGULATING OFFICER

The Regulating Officer shall be one of the Assistant Term Lieutenants, or other Officer appointed to the Staff of Cadet Training. He shall be responsible to the Officer-in-Charge Cadet Training through the Cadet Control Officer. He shall:

- (a) be responsible for maintaining necessary records of punishments awarded and submit daily at 0900, except Sunday, a report on all punishments awarded the previous day. This report shall be rendered to the Cadet Control Officer and the Senior Term Lieutenant who shall submit it with necessary comments to the Officer-in-Charge, Cadet Training,
- (b) attend all Officer-in-Charge, Cadet Training, requestmen and defaulters,

- (e) shall co-ordinate with Term Lieutenants and Assistant Term Lieutenants to maintain up-to-date records of punishments ensuring a copy of the charge report is placed on the cadet's file.

1.09 DIVISIONAL CADET CAPTAIN

A Divisional Cadet Captain will be appointed to each division from the second year Cadets, by the Reserve Training Commander, and will wear the Cadet Captain's Chevron.

This Cadet Captain will:

- (a) Be responsible to the Term Lieutenant for the discipline, appearance and morale of his division at all times,
- (b) Insure that class leaders are fully conversant with their duties,
- (c) Supervise the command of his division taken by his Class leader,
- (d) Act as Platoon Petty Officer at weekly Ceremonial Divisions,
- (e) Assume the duties of UNTD Second Officer-of-the-Watch in his turn,
- (f) Normally present complaints and requests correctly written, from his division to his Term Lieutenant.

1.10 UNTD OFFICER OF THE DAY

All Term Lieutenants and Assistant Term Lieutenants will rotate in succession as Officer of the Day. As Officer of the Day, they are responsible to the Duty Commanding Officer, HMCS CORNWALLIS, for the supervision and welfare of the Cadets and are available at any time to give assistance or advise to any Cadet.

The Officer of the Day will:

- (a) Make rounds of the Block and Gunroom at 2100.
- (b) Not leave HMCS CORNWALLIS during his tour of duty.

He will be assisted in his duties by the UNTD Second Officer of the Day. Duties from 0830 to 0830.

1.11 UNTD SECOND OFFICER OF THE DAY

The UNTD Second Officer of the Day shall be a Cadet Captain as promulgated daily in the Cadet Duty List.

- (a) His duties shall be from 0830 to 0830.
- (b) He shall carry out those duties allocated to him by the UNTD Officer of the Day and make rounds once during the middle watch, signing the night rounds book in the Regulating Office on completion.

1.12 DUTY CADET CAPTAIN

The Duty Cadet Captain shall be a 2nd Year Cadet and shall stand duty as promulgated daily in the Cadet Duty List.

The Duty Cadet Captain will:

- (a) Assist the Second Officer of the Day in the supervision and welfare of the Cadets.
- (b) Report matters of an emergency nature to the Second Officer of the Day immediately.
- (c) Contact the Second Officer of the Day when in doubt about any decision he is forced to make.

- (d) Be responsible for the efficiency of the duty watch particularly the:
 - (i) Regulating Cadet
 - (ii) Fire and Security Sentries
 - (iii) Gunroom Cadet
- (e) Supervise all working parties.
- (f) Be responsible for Block discipline when Cadets are turning in and turning out.
- (g) Ensure that all Cadets turn out promptly and report absentees to the Second Officer of the Day.
- (h) Accompany the UNTD Officer of the Day on rounds at 2100.
- (i) Muster the duty watch and detail the work as required by the Officer of the Day and as listed in the Night Order Book.
- (j) Muster slack party and Cadets under punishment and supervise the administration of punishment.
- (k) Ensure that all Cadets under them are fully aware of their duties and responsibility and that all orders and instructions are carried out in the proper manner.

1.13 LEADING CADETS

These are appointed in rotation, one from each division for a 24 hour period, commencing at 0001 daily, by the Term Lieutenant and are responsible that their divisions conduct themselves in an officer-like manner at all times, arriving in the proper place on time and reporting to the instructors or officer concerned. They will report those absent, on sick parade or for other reasons, by name, to the Instructor.

2. In addition they shall also shake the Cadets of their class in the morning at the proper time.

1.14 BLOCK REGULATING CADETS

These are detailed from Second Year Cadets of the Duty Watch and will stand two hour watches from 2200 until reveille. They are responsible directly to the Duty Cadet Captain for the enforcement of daily routines. They will remain in the Regulating Office.

Their duties are:

- (a) To notify the Duty Cadet Captain of any unusual circumstances during his term of duty and in the event of any emergency,
- (b) To make all pipes at the proper times and in the proper manner, as laid down in daily routines,
- (c) To keep all unauthorized persons out of the Regulating Office and block,
- (d) To ensure that strict silence is maintained in the Living Block "from pipe down" to "reveille".
- (e) To be dressed correctly at all times, wearing uniform cap.
- (f) To be responsible for all logs.
- (g) To make rounds of the Living Block at the end of each watch after being properly relieved and to make appropriate entries in the Night Rounds Book.
- (h) To be responsible for the custody of the "Shake Book", and ensure that the Fire Sentry makes the "Shake" as required.
- (i) To request the ID Card of any person entering the Block, not known to himself and to determine the nature of their business. Call the OOD, UNTD or DCO if in doubt.

1.15 GUNROOM CADET

The Gunroom Cadet will be a Second Year Cadet, detailed from the Duty Watch by Cadet Control.

The Gunroom Cadet shall:

- (a) Stand watch in the gunroom from 1730 until it is secured each night.
- (b) Be responsible to the Duty Cadet Captain for discipline, dress and behaviour of all UNTD Cadets in the Gunroom. If any situation arises beyond his jurisdiction or which he cannot control, he is to report to the Duty Commanding Officer, or UNTD OOD.
- (c) Not consume beer or wine during his period on duty.
- (d) Take charge of the Assistant Gunroom Cadet.
- (e) Report to the Duty Commanding Officer when the Gunroom is cleared of Cadets.
- (f) Ensure that Cadets of the Duty Watch do not consume or purchase beer and wine.
- (g) Ensure that no Cadet consumes or purchases spirits.
- (h) Ensure Cadets under punishment do not use the Gunroom except for 30 minutes after meal hours for coffee.

1.16 ASSISTANT GUNROOM CADET

The Assistant Gunroom Cadet will be a First Year Cadet. He shall:

- (a) Be responsible to the Gunroom Cadet.
- (b) Assist the steward in replenishing the bar and in keeping the tables clear, ashtrays empty, etc.
- (c) Not consume beer or wine during his period on duty.
- (d) Stand watch in the Gunroom from 1730 until it is secured each night.

1.17 FIRE AND SECURITY SENTRIES

These will be detailed from the Duty Watch as promulgated daily in Cadet Duty List.

The Fire and Security Sentries shall:

- (a) Stand two-hour watches from "Pipe Down to Reveille".
- (b) Make continuous rounds of the Living Block from "Pipe Down to Reveille".
- (c) Be responsible for the security of the Cadet Block.
- (d) Be responsible to see that all necessary precautions are taken against the outbreak of fire.
- (e) Wear running shoes, white web equipment, armband and carry flashlight and police whistle, returning all this gear in Regulating Office on completion of the last watch.
- (f) Wear running shoes while on duty.
- (g) Know the location of all alarm and light switches in the Cadet Block.
- (h) Know the position of all Fire Equipment and its uses in the Cadet Block.
- (i) Be thoroughly familiar with fire orders prior to assuming duties.
- (j) Apprehend anyone improperly entering or leaving Cadet Block.
- (k) In the event of a fire:
 - (1) Sound the alarm and call Local 313 to report location of fire.
 - (2) Call the HMCS CORNWALLIS Officer of the Day.
 - (3) Evacuate the Block.
- (l) Make all shakes as required in the "Shake Book", and have the book signed by the person being "Shaken".

A marker will be detailed from each division for a 24-hour period of duty commencing at 0600 by the Term Lieutenant. They will fall in separately in front of the Block for Morning Divisions and as soon as checked by the Duty Cadet Captain will proceed to the Parade Square ahead of the Cadet Divisions. On arrival at the Parade Square they will take their orders from the Parade Gunnery Instructor. The Duty Cadet Captain will appoint one of the markers to take charge of the markers.

1.19 LIBRARY CADETS

There will be one permanent Library Cadet detailed from each watch and no other Cadet may be placed in charge of the library or have access to the library keys.

The library will be open:

Mon. - Fri.	1900 - 2300	
Sat. - Sun.	1400 - 1500	1900 - 2200

The Library Cadet will:

- (a) Be in the library at all times when the library is open, except when required to leave, as listed below.
- (b) Be responsible for the behaviour of Cadets in the library--reporting those Cadets who create any disturbance, to the Duty Cadet Captain.
- (c) Clean the library for 2100 rounds and report to the UNTD, OOD when the library is inspected.
- (d) Ensure all book cases are locked at secure and are left in a tidy and neat appearance.
- (e) Ensure all ash trays and gash buckets are cleaned and the library is left in a squared-off condition.

1.20 DUTY REGULATING CADETS

These are appointed in rotation by the Cadet Control Officer for duty on Saturdays and Sundays. They will stand two hour watches from 1300 till 0100. They are responsible directly to the Officer-of-the-Day. They will remain at the main gate during their watch.

Their duties are:

- (a) Receiving and returning of Cadet Station Cards of those Cadets going ashore in liberty boats or returning from shore leave.
- (b) Shall assist the Officer-of-the-Day as required.

1.21 DUTY SCHOOL CADET

The Duty School Cadet will be detailed by the Cadet Control Officer.

The Duty School Cadet shall:

- (a) Stand watch in the Cadet Training Center classroom from 1900 - 2115.
- (b) Draw main door keys from Main Gate.
- (c) Open classroom at 1900 for those wishing to study in the evening.
- (d) Ensure all windows and doors are locked at 2115.
- (e) Return keys to Main Gate before 2130.

CHAPTER II

GENERAL ORGANIZATION

2.01 DIVISIONAL ORGANIZATION

Cadets will be allocated to divisions. Each division will be supervised by a Term Lieutenant appointed by the Officer-in-Charge Cadet Training. A Cadet will be appointed to each division to act as Cadet Captain. He will wear the authorized Cadet Captain's Chevron.

2.02 MORNING DIVISIONS

All Cadets will attend daily divisions and fall in with UNTD Cadet Company regardless of the school they may be attending. After falling in between South Block and the P & R T School at 0740, they will be marched to the parade square by the Class Leader under the supervision of their Cadet Captain. Term Lieutenants shall take the report of the Class Leader when the classes have been fallen in for divisions on the parade square and shall report the state of their divisions to the UNTD Company Commander.

2.03 SATURDAY DIVISIONS

Cadets will report to their place of instruction on Saturday morning in the #1 uniform in all respects ready for divisions. They will fall in outside their place of instruction at 1030 and be marched to the Parade Ground by the Class Leaders where they will be dismissed. At the call "Hands to Divisions", Cadets will fall in on their respective markers. They will be sized, proved, and reported by the Cadet Captain to the Term Lieutenant to the UNTD Company Commander.

2.04 CADET CONTROL OFFICE

The Cadet Control Office situated in the Cadet Training Center, is the centre of Cadet organization and administration. "IN" and "OUT" routines for Cadets will commence and end at this office.

2.05 CADET DAILY ORDERS

Daily Orders concerning Cadets are promulgated by the OIC, Cadet Training as a supplement to Cornwallis Daily Orders. Cadet Daily Orders will include changes in routine, general information, sport activities and items of interest. All Cadets are to be thoroughly acquainted with the contents of each days Daily Orders. Daily Orders shall be posted on all Cadet Notice Boards. Cadet Control Officer shall be responsible for distribution.

2.06 NOTICE BOARDS

Notice Boards will be maintained as follows:

	<u>BOARD</u>	<u>SITUATION</u>
(i)	General	Gunroom
(ii)	General	Cadet Block entrance
(iii)	General	Term Lieutenants' Office
(iv)	Gunroom Mess	Gunroom
	Notices	

Cadets are to familiarize themselves with the contents of all notices at every opportunity. All notices posted will be dated. Permission must be obtained from the Cadet Control Officer before posting notices. Only the Cadet Control Officer may remove notices from the notice board. The Gunroom Mess notice board shall be the responsibility of the Gunroom Officer.

All Cadets joining HMCS CORNWALLIS will be issued with Station Cards by Cadet Control. These are to be turned in to the Duty Cadet Captain when Cadets fall in for Libertymen.

2. Cadets returning from leave are to collect their Station Cards from the Duty Regulating Cadet at the Main Gate.

3. Cadets having Station Cards remaining in the Cadet Card Rack after leave has expired, will be treated as absentees.

4. Any Cadet losing his Station Card shall report to his Term Lieutenant immediately.

2.08 KEYBOARDS

Keyboards shall be maintained as follows:

- (a) General Keyboard - located in Cadet Control Office. Keys to files, classrooms, offices, scran locker and baggage store are to be maintained in the OIC's office. Keys to both keyboards shall be turned in to the Main Gate each evening by Cadet Control Officer.
- (b) Gunroom Keyboard - located in Gunroom office and maintained by Gunroom Officer.

2.09 DUTY WATCH

Duty watch will consist of the Duty Division under the Second Officer of the Day, responsible to the UNTD Officer of the Day. They will be on duty for a period of 24 hours, 0830 - 0830. Cadets on Duty Watch are permitted to use the Gunroom, but are not to drink beer or wine while they are on duty. They are permitted to use the bar to purchase cigarettes and soft drinks only. Cadets on Duty Watch are not to leave the confines of the Block or the Gunroom without the permission of the 2nd OOD.

2.10 GUARDS

A Division will be detailed weekly to provide the Cadet Guard. This Division will act as a guard whenever a Cadet Guard is required during this period of duty which will commence 0600 Mondays.

2. The Cadet Captain will be the Officer of the Guard at Daily Divisions.

3. There will also be a training guard. This guard will proceed to the Drill Shed and train during the Dog Watch instruction period. The Training Guard and Colour Guard may be required for further training if their performance is not up to standard.

4. When a Cadet Guard is required for Ceremonial Divisions, it shall be of the proper strength and an Officer shall be detailed as Guard Officer. This Guard will be made up as required, from the Colour Guard of that week plus additional Cadets from another Division.

2.11 DOG WATCH INSTRUCTION

All Cadets will participate in Dog Watch Instruction which will consist mainly of boat work, organized sport and parade training, in preparation for Armed Platoon and Cadet Guard.

2.12 COMMUNICATION EXERCISES

Cadets will take a Communication Exercise as promulgated by divisions, during Dogwatch Instructions Period, at the Communications School. In inclement weather, the exercise will be held inside the Communications School. Communications School shall provide necessary instructors.

CHAPTER III

BLOCK ORGANIZATION

3.01 ACCOMMODATION

All UNCD Cadets appointed to HMCS CORNWALLIS will be accommodated in the Officer's South Block.

3.02 CABINS

Two or four Cadets will be accommodated in one cabin and will be responsible for the general appearance and cleanliness of their cabins.

3.03 BAGGAGE ROOM

Trunks and bags not required are to be stored in the Baggage Room in Officer's South Block. This room is to be kept locked and only opened by the permission of the Cadet Control Officer. The Baggage Room is for semi-permanent stowage and will normally be opened only when divisions are arriving or leaving HMCS CORNWALLIS.

3.04 SCRAN LOCKER

Any gear not stowed in a Cadet's bureau or closet will be collected by Term Lieutenants or Cadet Captains and placed in the Scran Locker which will be opened daily by the Duty Cadet Captain, at 2000 (except Saturday, Sunday and holidays). Scran may be claimed by the payment of five cents per article. Disciplinary action will be taken against habitual offenders. A record of articles placed in the scran locker and signature and official number of claimant shall be maintained in the Scran Locker.

3.05 BOATSWAIN'S STORES

All cleaning equipment will be kept there. It will be open at all times. All gear drawn is to be returned and properly stowed on completion of work.

3.06 LINEN ROOM

The Linen Room is located on the lower deck of South Block. On arrival, each Cadet must sign for linen and blankets issued to him. Every Monday at 0620, one sheet and pillowcase will be returned for cleaning. Linen change will be held on Tuesday if Monday is a holiday.

3.07 PRESSING ROOM

There are pressing rooms located on both floors of South Block. Ironing will be confined to the pressing rooms and any damage to irons, cords and accessories must be reported at once to the Duty Captain. Irons must be unplugged when not in use. Do not use desk and bureau tops for pressing as this will damage the finish. Pressing rooms are not to be used after "lights out".

3.08 TELEPHONES

The telephones situated in South Block are for service calls only and use of these phones is restricted to personnel on duty. A pay telephone is situated in the Gunroom for the use of Cadets.

3.09 CABIN DOORS

Cabin doors are to be left open for the purpose of rounds, and from "Lights Out" until "Reveille".

3.10 REFUSE

Waste paper baskets are provided, one to a cabin and are to be used for the purpose for which they are provided. Refuse of any sort is not to be thrown out of the windows. Waste paper baskets are to be emptied into the containers located outside South Block.

3.11 RADIOS

Radios will be permitted in South Block; one to a cabin. They must be well modulated at all times and are not to be used after "Pipe Down".

3.12 STUDIES

A study is provided in the Cadet Block for the use of Cadets until 2359 daily. This room is not to be used for cleaning gear, etc., but is restricted to Cadets wishing to study, write letters, etc. Loud talking, radios, and card playing is not permitted.

DISCIPLINE AND MARKS OF RESPECT

4.01 Cadets are to conduct themselves in an Officer-like manner at all times. Their conduct must be beyond reproach whether in uniform or plain clothes. All Officers, Chief Petty Officers, Petty Officers and men are to be addressed in a courteous manner befitting their rank and duties. All instructors regardless of rank are to be addressed as "Sir" or Chief Petty Officer, or Petty Officer, Leading Seaman, etc., followed by the appropriate surname. Cadets, as probationary Officers, are not to question the orders of their instructors. Complaints and suggestions for improvement are to be forwarded in the correct service manner. Cadets mustered by an Officer will answer "Sir", on all other occasions will answer "Here".

4.02 SALUTING AND MARKS OF RESPECT

Salutes are to be made and returned in the proper service manner at all times. Cadets are to be governed by the instructions on saluting and marks of respect as found in Chapter I, Volume I, Seamanship Manual. Cadets entering an office, cabin, or any place in the presence of an Officer will remove their caps, holding same in their right hand (not under the left arm) assuming the position of attention. Cadets in civilian dress will, by lifting their headdress with their right hand, or, if without headdress by giving eyes right or left. Men in CORNWALLIS are not required to salute Cadets.

4.03 PUNISHMENTS

All Cadets will be governed by the provisions of QRCN Articles 1.03 and 108.27, Table "B". Attention is also drawn to National Defence Act, Part IV Section 56 (complete), persons subject to the Code of Service Discipline and Part XII, Section 239. See also Appendix "C" for scale of minor punishments.

2. Officer-in-Charge, Cadet Training is to be provided each day with a list of Cadets who have been awarded punishments. Serious and repeated offences are to be carefully noted. The UNED Disciplinary Officer shall be responsible for compiling this list from those provided him by the Term Lieutenants.

4.04 INVESTIGATION OF OFFENCES

The UNED Disciplinary Officer will investigate all offences and refer them to the Cadet's Term Lieutenant. The Duty Commanding Officer and UNED Officer of the Day, are available for guidance during non-working hours.

4.05 OFFICER-IN-CHARGE CADET TRAINING REPORT:

All infractions of leave, repeated offences, and other serious offences will be dealt with by the Officer-in-Charge, Cadet Training. Where necessary, the Officer-in-Charge will place names in the Commander's Report. Commander's Defaulters will be seen at 0830 daily except Thursdays, Saturdays and Sundays. Requests of an urgent nature will be seen at any time.

4.06 MINOR PUNISHMENT BOOK

All punishments administered are to be entered in a Minor Punishment Book. This book is to be produced weekly at 0900 Friday, for the Officer-in-Charge, Cadet Training's signature.

PUNISHMENT CARDS

The Cadet Control Officer is responsible that the Cadet Rough Report Book and Punishment Board is kept up-to-date. The Disciplinary Officer will attend OIC, Cadet Training Report and other hearings as required. When Cadets are awarded punishment, they will surrender their Station Cards to the Cadet Control Office, Disciplinary Officer, who will enter their names and punishment awarded on the punishment board. The Disciplinary Officer will then issue the offender a punishment card which will be redeemed when his term of punishment has expired.

REQUESTS

Cadet's Method for the submission of requests, queries, suggestions and complaints is by the following:

- (a) In writing on the appropriate form through his Cadet Captain and to his Term Lieutenant who, where necessary will forward it to the Officer-in-Charge, Cadet Training.
- (b) If the matter is urgent he may submit it verbally to his Term Lieutenant.
- (c) Officer-in-Charge, Cadet Training, requestmen will be held daily at 0845.
- (d) See appendix (B) for proper method of filling out request form.

TRAINING5.01 GENERAL

Cadets will have responsibilities and privileges according to their category. The whole purpose of the Cadet scheme of training is to provide an opportunity for suitable young men in Canadian Universities to perform Officers' training while they are undergraduates and thereby prepare themselves for promotion to commissioned rank in the RCN or RCN(R).

5.02 FIRST YEAR CADETS

Cadets taking their first summer of Required Training will be termed First Year Cadets. They will be watched to see if they possess the required qualities both academically and officer-like, to warrant the continuance of their training as candidates for commissioned rank.

5.03 SECOND YEAR CADETS

Cadets taking their second summer of Required Training will be termed Second Year Cadets. They will be assigned extra responsibilities and receive some extra privileges.

5.04 THIRD YEAR CADETS

Cadets taking their third summer of training, i.e., on Special Duty, will be assigned extra responsibilities and have extra privileges befitting their seniority as Cadets.

5.05

Distinctive bars are to be worn when they have been earned. They shall be worn on the left arm and shall be centred on the sleeve, the bottom of the badge being five inches above the bottom of the cuff.

1 bar - 2nd Year Cadets 2 bars - 3rd Year Cadets

5.06 REQUIRED TRAINING

Training will be conducted in HMCS CORNWALLIS and in the ships allocated for that purpose. The training period will consist of 14 weeks. Examination will be written on the completion of each course and a confidential assessment rendered on each Cadet by the instructor. Marks will be posted on notice boards by Cadet Control as soon as they are available. On completion of each course the Term Lieutenant will interview those Cadets who have failed to reach the required standard. The Officer-in-Charge will be informed by Cadet Control Officer of all such cases. A Cadet's training may be terminated if his marks are below the required standard and it is evident that he will not benefit from further training.

2. Cadets who have failed in two courses or who fail one subject twice shall appear before a Review Board.

5.07 SPECIAL DUTY (Voluntary Service)

Cadets may perform Special Duty (Voluntary Service), on completion of their Required Training provided suitable training can be arranged. Such courses as Current Affairs, Air Familiarization, Instructional Technique, P & R T or additional courses in any of the schools are considered of value for Special Duty. Training afloat may also be arranged if requests for Special Duty are made well in advance and accommodation is available.

A Cadet who fails to pass in two courses of Required Training or who has had two failures in the same course, may be recommended for release and have his training terminated.

2. Supplementary examinations in one subject may be written at the Home Division. Such examinations will be set by the relevant school, written in the Home Division, and returned to the School for correction. It is preferable that Supplementary Examinations be written during summer training and this shall be arranged whenever possible.

NAVIGATION

Navigation has in the past proved the downfall of the large number of Cadets.

2. If a Cadet is not progressing satisfactorily in his course, the instructor may, with the approval of the Officer-in-Charge, require the Cadet on board for compulsory study, Monday to Thursday. The Senior Instructor will submit a list in writing to the Cadet Control Officer.

3. Cadets who are duty watch will NOT be given extra instruction during their term of duty.

4. Cadets required on board for compulsory study are required to muster in the Navigation classroom by 1900 and remain there until completion of rounds at 2100. The Duty Instructor shall ensure that all Cadets are present and be available to assist any Cadet with his studies.

5. Leave for Cadets required on board for compulsory study is cancelled. However, they may use the Gunroom and bar.

GENERAL STANDING ORDERS6.01 BARBERING

Facilities are available in the Barber Shop situated opposite Cadet Training Centre on Broadway.

6.02 CANTEENS

Cadets may use the Dry Canteen for purchases as required. Purchases are to be made as speedily as possible and Cadets are not to linger in the Canteen.

The Canteen is situated at the corner of Broadway and Quo Vadis Street.

6.03 DENTAL TREATMENT

Dental treatment for Cadets is limited to emergency treatment only, for the relief of pain and acute infection and treatment of accidents attributable to his training as a Cadet.

Dental appointments are arranged by the Dental Orderly Room, RCNH.

6.04 MEDICAL TREATMENT

Cadets will be entitled to such emergency medical attention and hospitalization as may be necessary.

2. Sick Parade for Cadets will be at 0730 every morning. Cadets reporting sick will muster outside the South Block at that time. Cadets on Excused or Light Duty are to report to the Cadet Control Officer, who will inform Officer-in-Charge, Cadets. Sick Parade shall be mustered by the Duty Cadet Captain. Names, Divisions and Official number of Cadets is to be noted and list submitted to Cadet Control Officer.

3. Malingering in the Sick Bay or Dental Department or knowingly concealing any disease are offences and subject to disciplinary action.

4. Use of personal drugs or medicine by Cadets is forbidden.

5. Light Duty: Cadets on light duty are to attend routine parades, E.G., divisions, evening quarters, classes, etc. Exceptions will only be made on the specific order of the sick bay, Cadets on light duty are to be dressed in the dress of the day by 0630 on normal working days. If they form part of the duty watch they will muster with the watch, but will not be required to do any work.

6. Excused Duty: A Cadet who through illness or any other legitimate reason is unable to carry out his duties, is to immediately notify the UNTD, Officer-of-the Day or his Term Lieutenant.

6.05 CHURCH PARADE

Cadets on board, not closed up on duty, will attend Divine Service in HMCS CORNWALLIS, at the time indicated in Daily Orders. Attendance will be compulsory and Cadets will march in an organized body to and from all services. The seats immediately behind those reserved for dependents in the Protestant Church, are for the use of the Cadets.

6.06 SHOE REPAIRS

Cadets can have their boots and shoes repaired for a nominal fee at the Cobblers Shop situated on Broadway opposite Cadet Training Centre.

6.07 LAUNDRY

Cadets may place their own laundry and dry cleaning properly listed, outside their cabin door every Monday before 0800 for delivery to laundry. Cleaned laundry and dry cleaning will be picked up by the Cadet at the Laundry.

6.08 DRESS UNIFORM

Dress of the day will be promulgated in the Daily Orders. The highest degree of neatness and propriety is demanded of Cadets at all times whether in civilian or uniform dress. The following are specific instructions in this respect:

- (a) Cadets are not to stand or walk about with their hands in their pockets.
- (b) Uniform socks are to be worn when in uniform.
- (c) Boots are to be laced with the lacings paralleled and not criss-crossed.
- (d) Gloves will not be worn or carried except when promulgated.
- (e) Trousers are to be properly pressed at all times; boots are to be highly polished at all times.
- (f) Pens, pencils, etc., are not to be carried in the pockets as to be evident.
- (g) Uniform jackets are to be properly buttoned at all times.
- (h) Grommets will be worn in caps.
- (i) On completion of P & R T, Cadets are to change immediately into the dress of the day.
- (j) White civilian dress shirts are not to be worn when in uniform.
- (k) Plastic caps and cap covers may be worn.
- (l) Plastic collars may be worn except for Ceremonial Divisions.

2. Gunrooms: Cadets will be in the dress of day during working hours. Working dress, (dungarees), is not permitted to be worn in the Gunroom. Cadets undergoing parade training will be permitted to wear webbing equipment (belts and gaiters), at breakfast, lunch and tea.

3. Refer to Appendix (D) for further instructions.

4. Cadets under punishment are to wear webbing at all times when in uniform. Webbing will be issued, from Linen Stores, to all Cadets when doing their in-routine.

6.09 FOOTWEAR

Cadets in uniform are to wear issue boots at all times; except when proceeding ashore on leave, when black service pattern shoes may be worn.

- (a) Metal heel and toe caps are encouraged on Cadet Boots.
- (b) Boots are to be kept in good condition.
- (c) White gym shoes are to be worn for sports and boat work only, and must be kept clean.
- (d) Wellington Boots are not to be worn at any time by a Cadet in uniform.

6.10 IDENTIFICATION OF GEAR

All uniform kit is to be marked in accordance with Appendix (D). Personal possessions should be marked.

6.11 JEWELLERY

A Cadet may wear identification bracelet, wrist watch and one ring.

2. No adornments of any kind are to be worn on the uniform with the exception of Service ribbons or awards.

6.12 KIT MUSTER

Kit musters shall be held periodically by the Term Lieutenant. The method of laying out gear for kit muster is shown diagrammatically in Appendix "A".

6.13 OUT OF BOUNDS

The following places are Out of Bounds for Cadets.

- (a) Wardroom.
- (b) North Officers Block.
- (c) Chief and Petty Officers' Mess.
- (d) Wrens Living Block.
- (e) Ship's Company Living Block.
- (f) Ship's Company Wet Canteen.
- (g) All New Entry Living Blocks.
- (h) All galleys, pantries and furnace rooms.
- (i) All offices and schools (except when on duty).

6.14 MAIL

A mail box is located in the Gunroom. Mail is collected daily at 1130 and 1530. Mail should be addressed as follows:

Cadet John Doe, RCN(R), U-40000,
Gunroom,
HMCS CORNWALLIS,
Cornwallis, N.S.

A rack is placed in the Gunroom for the distribution of incoming mail.

6.15 NEWSPAPERS AND MAGAZINES

Cadets are not allowed to submit any article for publication in any newspaper or periodical without written permission of the Officer-in-Charge.

6.16 JOURNALS

Cadets will maintain a journal in accordance with printed instructions which they received at their home Divisions.

6.17 PAYMENT

Bi-monthly payment will be made in the Gunroom. Time shall be promulgated in Daily Orders.

Large amounts of money are not to be kept on board. Past experience has shown that lockers cannot be properly secured. Cadets are advised to place their money in the Bank for safekeeping.

6.19 BANKING

Banking leave will be granted on day of payment from 1200 to 1315. Cadets are advised not to carry any considerable amount of money on their person.

6.20 MONEY LENDING AND GAMBLING

The playing of cards or dice for money and any other form of gambling is strictly prohibited in HMC Ships or Establishments. No Cadet is to set up a business for the purpose of lending money.

6.21 FIREARMS

No Cadet is to keep any firearms, explosive, or other lethal weapon onboard. Any Cadet having personal firearms is to conform with Barracks Standing Orders.

6.22 SMOKING

Cadets are not allowed to smoke outside, or in classrooms except by Instructor's permission. They are permitted to smoke in the Gunroom, South Block, and in the Recreation Centre, when used by Cadets. Smoking is not permitted whilst in bed.

6.23 LIQUOR

Cadets are not permitted to bring any alcoholic beverages on board HMCS CORNWALLIS. Beer, wine and liquors only may be purchased by Cadets from the bar, and are to be consumed only in the Gunroom. Contravention of this order is a serious offence.

2. Cadets in uniform are not to enter taverns. Disciplinary action shall be taken against offenders.

3. Cadets in plain clothes are to use discretion in their choice of taverns and conduct themselves in a proper manner.

4. All Cadets are reminded that under the Provincial Liquor Laws, it is illegal for any person under 21 years of age to enter taverns.

6.24 CARE AND CUSTODY OF NOTE BOOKS

Any secret or confidential notes which Cadets make during their course must be placed in a separate note book marked "Secret and Confidential". Such note books are to be regarded as official property and not as a personal possession. They are not to be taken out of the Barracks and are to be surrendered to the schools responsible upon the completion of each course. While not in use by Cadets for purpose of studying, these notes are to be kept in the Cadet's locker. Any loss must be reported to the Cadet's Term Lieutenant immediately after it occurs.

6.25 LOSS OR DAMAGE TO STORES AND LOSS OF PERSONAL PROPERTY

Any loss of or damage to stores or other property of the Government is to be reported to the Cadet's Term Lieutenant who, when he has investigated the case, will report the Cadet concerned to the Officer-in-Charge. Full recovery may be made from the persons concerned.

2. Any Cadet losing or finding any article is to report the fact to the UNED, Officer-of-the-Day.

6.26 CARS

Cadets will not be permitted to bring privately owned motor vehicles on board HMCS CORNWALLIS. This order includes motorcycles.

6.27 HITCH HIKERS

Hitch hiking is not permitted by Cadets in uniform. Hitch hiking is forbidden by law in Nova Scotia.

6.28 IDENTIFICATION CARDS

All Cadets must have the required type of Naval Identification Card on their person at all times. Cadets who have not been issued with an Identification Card are to report to their Term Lieutenant, and action is to be taken to issue a temporary card. Loss of Identification Card is a punishable offence and is to be reported to the Cadet's Term Lieutenant immediately. First year Cadets shall be processed for an Identification Card by CAFIB as part of their "IN" routine.

6.29 TRAFFIC

When a class of Cadets is moving about the establishment as a formed body, it should be marched with the traffic. Several Cadets are moving about the establishment together, but not as a formed body, should walk in two's against or facing traffic.

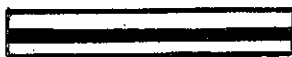
6.30 DRESS

The Dress of the Day shall be promulgated by Cadet Daily Orders.

2. Modifications to the dress are shown by signals on the masts on top of the Seamanship School (West end of Parade Ground), and on top of the Maintenance Building, (opposite side of highway from Main Gate).



Negative Pennant - Negative Jackets (#24's)



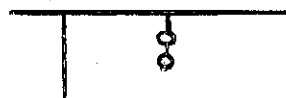
Flag Delta - Divisions in Drill Shed. Leadership and Communications Divisions in own schools.



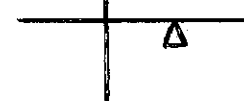
1 Ball close-up, raincoats to be worn.



1 Ball at the dip, raincoats to be carried.



2 Balls close up, great coats to be worn.



1 Cone close up, Parties are not to be doubled.

Evening activities as follows shall be arranged to commence not earlier than 1930.

- Monday - Movie in Gunroom.
- Tuesday - Dine in for one or more Divisions.
Team Sports.
- Wednesday - As arranged by school at which Cadet
is under instruction.
- Thursday - Team Sports.
- Friday - Prepare for Saturday Rounds.
- Saturday - Free.
- Sunday - Free.

PHYSICAL TRAINING & RECREATION

7.01 PHYSICAL TRAINING

As promulgated in Daily Orders.

7.02 RECREATION

The following recreation facilities are available:

1. Cornwallis gymnasium

A fully equipped building offering the following facilities:

- (a) Gymnasium
- (b) Boxing
- (c) Swimming Pools (3 indoor)
- (d) Showers
- (e) Badminton - 5 Courts Racquets Provided
- (f) Squash - 1 Court Racquets Provided
- (g) Basketball
- (h) Volleyball

2. Cornwallis Library

The library situated in the Recreation Centre has a very wide range of books, both fiction and non-fiction. The library is open every night except Thursdays, until 2100. Cadets may use these facilities at all times.

3. Recreation Centre

The Recreation Centre is situated at the lower end of Broadway Street. Its facilities include:

- (a) Bowling - Cadets must do own pin setting
- (b) Archery
- (c) Miniature Golf
- (d) Pool tables
- (e) Movies--(2100)

These facilities may be used by Cadets only on Thursday evenings, from 1900 until the completion of the movie.

4. Golf

Annapolis has a 9 Hole Golf Course & Digby Pines has an 18 Hole Golf Course. Anyone interested is to contact the Chief Petty Officer in charge of Cadet Sports.

5. Swimming

Indoor - Gymnasium.
Outdoor - Organized parties on selected week-ends at Raven Haven.

6. Sailing

Raven Haven on week-ends.

- (a) Non-swimmers are not allowed to sail in boats. Only Cadets who are experienced in sailing will be allowed to take the boats away for recreational sailing.
- (b) Cadets who are sailing are to wear life-jackets.

PHYSICAL TRAINING & RECREATION7.01 PHYSICAL TRAINING

As promulgated in Daily Orders.

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- (a) Non-swimmers are not allowed to sail in boats. Only Cadets who are experienced in sailing will be allowed to take the boats away for recreational sailing.
- (b) Cadets who are sailing are to wear life-jackets.

7.03: DIVISIONAL SPORTS

A Chief Petty Officer of the P & RT branch, will be appointed by the Officer-in-Charge, P & R T School, as the Cadet Divisional Sports Co-ordinator. He will be responsible for the organization and arrangement of all Cadet Sports. He will be assisted by Cadets appointed by the Term Lieutenant as sports representative from each division, who will act through the UNTD Sports Officer.

2. The Cadet Sports representative is responsible for having his division at each scheduled sport ready to play at the laid down time.

3. Schedules of sports are the responsibility of the Divisional Cadet Sports Co-ordinator, (P & RT School), after conferring with the UNTD Sports Officer.

4. The sports representative from each division will be held responsible for drawing and returning all necessary sports gear.

7.04 INTER-DIVISIONAL COMPETITION

The UNTD Sports Officer shall organize a Inter-Divisional Sports competition regularly.

2. Prizes may be awarded at the discretion of the Gunroom Mess Committee.

GENERAL

8.01 A Gunroom is provided for the use of Cadets in their leisure hours. The conduct of Cadets when they are in the Gunroom should be of high standard. The Gunroom is the Cadets' home and should be accorded the same degree of respect.

2. Members of the steward staff are to be given every consideration to ensure efficient service. Any complaints regarding the staff are to be reported to the Gunroom Mess President and are not to be dealt with by individual cadets. Stewards are not messengers and are not to be sent on errands outside the Gunroom.

8.02 MEAL HOURS

As laid down in Daily and Week-end Routine.

8.03 BAR HOURS

The bar will be open as follows:

Daily	-	1730 - 2200
Saturday &	-	1200 - 1315
Sunday	-	1730 - 2300

2. The Gunroom is to be cleared one half hour after the closing of the bar at night, and this fact reported to the Duty Commanding Officer by the Duty Gunroom Cadet.

8.04 BAR

Beer, wine, liquors, tobaccos and soft drinks will be sold to Cadets. All purchases will be paid for at the time of purchase by cash. Cadets will not be served spirits on any occasion. Cadets are to assist the steward by returning empty bottles and glasses to the bar. A scale of charges will be posted.

8.05 GUNROOM MESS NOTICE

Items of a permanent or semi-permanent nature, (i.e. charges for beer, tobaccos, etc.) will be promulgated in a series of notices numbered consecutively and known as Gunroom Mess Notice, short title G.M.N.

8.06 DINE-IN NIGHTS

Cadets will dine in the Wardroom by divisions, at 1900 every Tuesday. Members of the staff as detailed by the Officer-in-Charge, Cadet Training, will dine with the Cadets. The Cadet Control Officer shall prepare a schedule which is to be posted at the beginning of the Summer Training.

8.07 SUGGESTION BOOK

Suggestions and complaints regarding Gunroom are to be entered in a suggestion book which will be available in the Gunroom. All entries are to be signed and matters so entered will be dealt with by the Mess President.

8.08 CIVILIAN GUESTS

Civilian guests will be permitted in the Gunroom on Saturdays and Sundays from 1400 to 2330.

2. Cadets are responsible for the conduct of their guests.
3. Facilities are not available to allow Cadets to dine female guests.

8.09 MESS PAPERS AND PERIODICALS

Magazines, periodicals, etc., are the property of the Gunroom. They are not to be removed from the Gunroom under any circumstances.

8.10 GUNROOM MOVIES

A movie will be held for Cadets at 2100 each Monday evening, in the Main Lounge of the Gunroom.

8.11 MESS SUBSCRIPTION

A charge of \$10.00 per summer will be made against all Cadets to help defray the cost of movies, magazines and periodicals.

2. Cadets are to pay their mess bills on the First Pay Parade at HMCS CORNWALLIS. Failure to do so will result in the loss of all privileges.

8.12 GUNROOM LIBRARY

The Gunroom Library will be open:

Monday-Friday	-	1900-2300
Sat.-Sun. and Holidays	-	1400-1500 1950-2200

APPENDIX "A"

KIT MUSTER

HEAD OF BED

Shirts
Socks
Belts
Gloves
Hair Brush & Comb
Cap Covers
Wash Cloth
Neckties

Pyjamas
Underwear
Braces
Collars
Clothes Brush
Tooth Brush
Shaving Gear
Handkerchiefs

FOOT OF BED

ALL towels and face cloths hung on end of bed.

Laundry Bag, Shoes, Boot Cleaning Gear (At foot of bed on the deck).

HANGING IN LOCKERS

1. #3's
2. #23's
3. #5's
4. Working Dress
5. Civilian Trousers and Jackets
6. Raincoat

CADET STANDING ORDERS

PUNISHMENTS

Further to Article 4.03 of Cadet Standing Orders. The following punishments are in effect for Cadets, in addition to those listed in QRCN 108.27, Table "B". Guide to Cadet Training, Article 4.02 also refers.

- (a) EXTRA STUDY - This entails mustering for evening rounds in addition to remaining on board for extra study.
- (b) SLACK PARTY - This entails mustering at stated times during the day in addition to (a).
- (c) EXTRA DUTY - This entails a period of up to two hours a day extra duty or drill, in addition to (a) and (b).
- (d) TERMINATION OF TRAINING - On the authority of the Flag Officer.

2.

Delegated authority to punish has been established as follows:

(a) RESERVE TRAINING COMMANDER

30 days Extra Study Party.
21 days Slack Party.
14 days Extra Duty Party.

(b) STAFF OFFICER CADETS

14 days Extra Study Party.
14 days Slack Party.
7 days Extra Duty Party.

(c) TERM LIEUTENANTS

3 days Extra Duty Party.
7 days Slack Party.

(d) CADET CAPTAINS

1 day Extra Duty Party.
3 days Slack Party.

REGULATION KIT

(See ERCN 108 for complete information)

I The regulation kit for Cadets of the Regular Force and Reserve shall consist of the following articles of uniform clothing:

(a) Probationary Cadets of the Reserve

2	Badges, "CANADA" (gold thread)	1	Jacket, Battledress
1	Badge, cap, officer's (metal)	1	Kit bag, large
1	Belt, waist, blue	1	Raincoat
1 pr.	Boots, leather, ankle	2	Shirts, white
1	Cap, peak	2 pr.	Socks, black
3	Collars, linen, fold	1	Tie, black
2	Covers, cap, white	1 pr.	Trousers, battledress
1 pr.	Gloves, leather unlined		

(b) Cadets

✓ 6	Badges, "CANADA" (gold thread)	✓ 1	Jacket, khaki
✓ 2	Badges, cap, officer's (metal)	✓ 1	Jacket, serge, officer's
✓ 2 pr.	Badges, lapel, naval cadet's	✓ 1	Jacket, working
1	Badge, service (1, 2 or 3 bars)	✓ 1	Kit bag, large
✓ 1	Belt, khaki	✓ 1	Necktie, four-in-hand
✓ 1	Belt, waist, blue	× 1	Overcoat, officer's
✓ 2 pr.	Boots, leather, ankle	✓ 1	Raincoat
✓ 1	Brush, shoe, black horsehair bristle	✓ 1 pr.	Rubbers, black
✓ 2	Caps, peak	✓ 2	Shirts, khaki
✓ 4	Collars, linen, fold	✓ 2	Shirts, white
✓ 5	Covers, cap, white	✓ 2	Shirts, working
✓ 1 pr.	Gloves, leather, unlined	✓ 1 pr.	Shoes, gymnasium
✓ 1	Jacket, battledress	✓ 1 pr.	Shorts, gymnastic
		✓ 4 pr.	Socks, black
		✓ 2	Sweatshirts
		✓ 1 pr.	Trousers, battledress
		✓ 1 pr.	Trousers, khaki
		✓ 1 pr.	Trousers, serge, officer's
		✓ 2 pr.	Trousers, working

(c) Special Issues

(1) When proceeding to the tropics a Cadet shall be issued:

1 pr. Sandals
2 pr. Shorts, tropical blue

(2) When appointed for sea duty for the first time a Cadet shall be issued:

✓ 4 Badges, "CANADA" (gold thread)
✓ 2 pr. Badges, lapel, naval cadet's
✓ 1 Jacket, khaki
✓ 1 Shirt, khaki
✓ 1 pr. Trousers, khaki

NOTE: It has been proposed to issue the second khaki uniform under (b) above.

II Notes on Clothing

- (1) Overcoats (officer's) are made to measure and should be available at the beginning of the Second Winter Training period.
- (2) The White Twist Badges, shall be worn on each side of the collar of the serge, battledress and khaki jacket. These badges are not worn on the raincoat, overcoat, or working jackets. See sketch for the proper method of wearing these. A rectangular piece of stiff cardboard inserted under the twist improves its appearance. On battledress the twists can be fitted onto the collar without trimming.
- (3) CANADA Badges are worn on the serge, battledress and khaki jacket and on the overcoat. They are not worn on the working jacket or raincoat. See sketch for the proper method of wearing these. Cadets are not permitted to wear wire CANADA Badges.
- (4) Buttons for khaki jackets must be those prescribed for officers. The jacket, as issued, has petty officer's buttons and officers' buttons are issued to replace these. This must be done prior to arrival at the coast for training.
- (5) Service Bars. One metal bar is awarded on the completion of each summer's training. Service bars shall be worn on the left arm and shall be centred on the sleeve, the bottom of the badge being five inches above the bottom of the cuff.
- (6) Cadets, when specifically appointed to act as cadet captains shall wear gold lace, $\frac{1}{4}$ inch in width, arranged in the form of a tailed diamond. The tailed diamond shall be worn on the right arm of both blue and khaki uniforms and shall be centered on the sleeve, the top point of the diamond being six inches from the bottom of the cuff (Special issue).
- (7) Proper Fit of Clothing - The No. 3 uniform (Blue Service Dress) is tailored under contract--don't accept it unless and until it is tailored to properly fit you.

With issued clothing be sure you get the best fit possible in all apparel at the time of issue. Do not accept worn out D/G (secondhand) clothing. A ten dollar (\$10.00) allowance is available for alterations to issued clothing where this is necessary (S&AM Part F Appendix B para 7). Where alterations are necessary see the Supply Officer.

- (8) Two white and two khaki shirts are issued to each cadet in his home division. It is advisable to purchase one or two more of each before leaving for the coast as several will be needed especially during the cruise and time does not always permit purchase of extras at the coast before going aboard ship; also laundry facilities afloat are often limited.
- (9) Metal Cap Badges - When they get tarnished -- buy a new one!
- (10) Kit Replacements - After receiving his initial issue it is the responsibility of each cadet to maintain his kit in good order and to purchase any necessary replacements.
- (11) Retention of Kit
 - (a) When a cadet is released prior to completing one year's service, including one period of summer training, he shall return all articles of clothing and Books of Reference which were issued to him.
 - (b) When a cadet is released after completing one Year's service, including one period of summer training, he may retain all articles issued to him, with the exception of the officer's overcoat and Books of Reference.
 - (c) A cadet must ascertain from his Commanding Officer whether he has completed the service requirement under this regulation.

(12) Linen Collars require heavy starching when laundered. Experience indicates that Chinese laundries often do the best job.

(13) General - Boots must be highly polished and uniform kept in top line at all times.

The cadet who is smartly turned out is a credit to himself and to the Service.

MARKING OF CLOTHING

For your own protection all uniform clothing must be marked with your name and file number.

(1) Methods of Marking:

- (a) Stencilling in paint or marking ink. Stencils are available in the training establishments at the coast.
- (b) Metal stamps.
- (c) Embroidering on white tape for stitching to the garments. These are useful for marking civilian clothes.
- (d) Ball point pen.

(2) Marking Procedure:

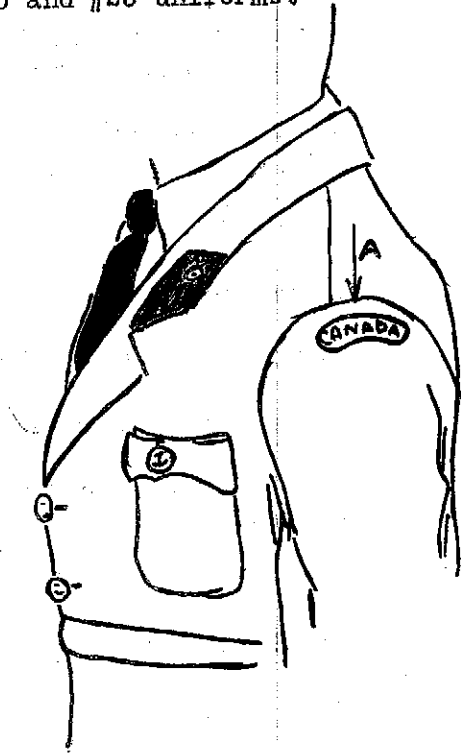
The garments listed below shall be marked as follows:

- (a) Shirts, working and jackets, working - stencil outside across the back at the shoulder and over the left side pocket.
- (b) Jackets, battledress and khaki - stencil on the right inside pocket in a vertical position. Care must be taken so paint does not go through lining.
- (c) Raincoat - stencil on the lining at the shoulder across the back.
- (d) Trousers - stencil on the inside of the waistband at the back.
- (e) Caps - with ballpoint pen on the band inside.
- (f) Boots - with metal stamp inside the upper.
- (g) Kit bag - stencil in a vertical position in the centre of the bag outside.
- (h) Shirts - stencil on the tail.
- (i) Rubbers - stencil inside the upper.
- (j) Sweatshirts - stencil inside the waistband.
- (k) Shorts, gymnastic - stencil outside above the right back pocket.

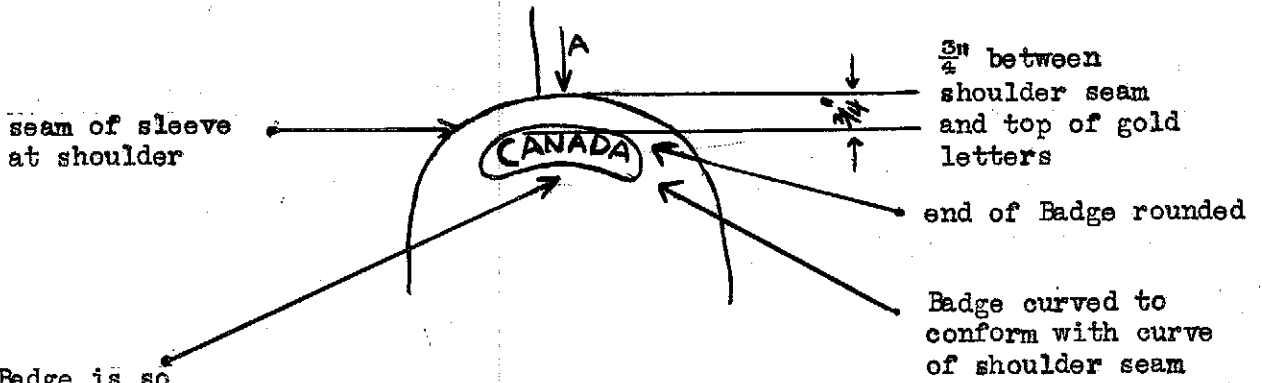
The remaining articles of kit may be marked at the discretion of the cadet to prevent loss.

SPECIFICATIONS FOR U.N.T.D. UNIFORM BADGES

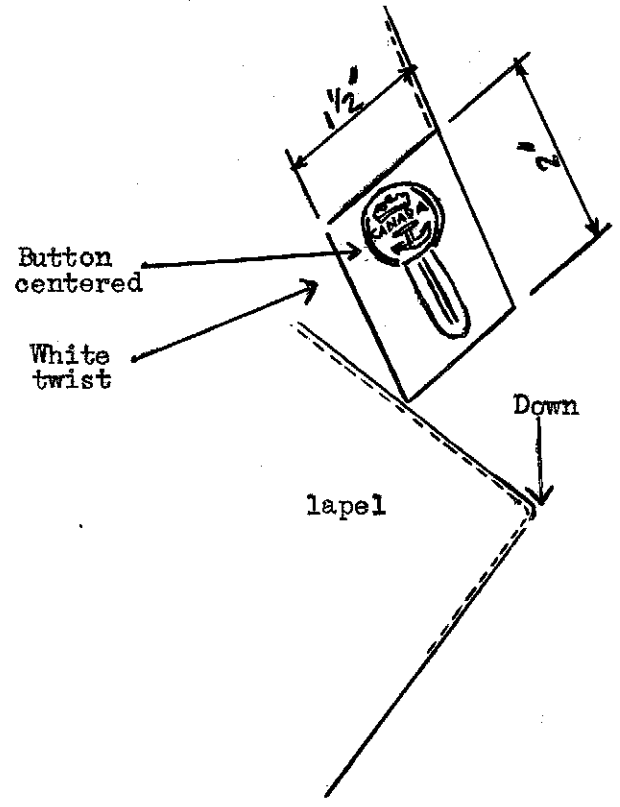
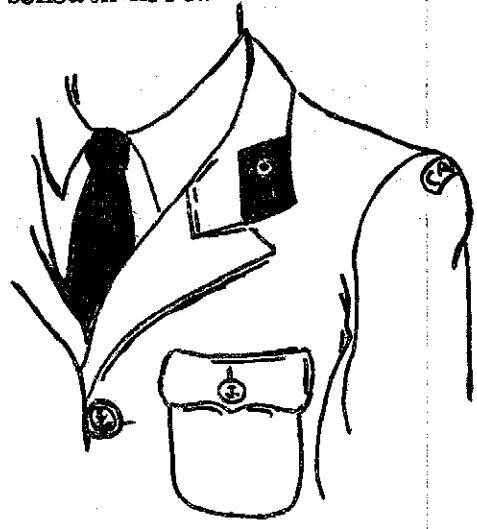
Shoulders for #3, #5 and #23 uniforms.
Lapels for #3 and #23 uniforms.



Arrow A indicates point of shoulder which does not necessarily coincide with the shoulder seam of the uniform



The Badge is so positioned that the mid point between the letters "N" and "A" falls directly beneath Arrow "A"



DRESS FOR UNID

<u>DRESS</u>	<u>OCCASION</u>
1. #1 Blue Ceremonial Dress -#1 with white webbing	Ceremonial Occasions - ceremonial guard
2. #3 Blue Service Dress #3 with white webbing #3 with khaki webbing	Ordinary occasions of duty and ceremony onboard and ashore - colour guard - standby guard
3. #3 with wing collar and bow tie	Formal occasions
4. #5 Battledress	Ordinary occasion of duty onboard
5. #23 Khaki Service Dress	Summer dress in lieu of Dress #3 or 5
6. #24 Khaki Service Dress - Negative Jacket (negative tie and sleeves rolled up at the discretion of the senior officer)	Hot climate dress in lieu of Dress #23
7. #25 Khaki Tropical Dress	Tropical Dress
8. Working dress (negative jacket at the discretion of the senior officer)	Part ship
9. Working dress, white gym shoes and black socks.	Boat pulling and other boat work
10. White gym shoes and shorts, white or blue sweatshirt and black socks rolled down three fold.	Physical training

NOTES ON DRESS:

- A. Working dress consists of black boots, dungarees with cuffs turned inside and sewn to length; blue belt, dungaree shirt, black tie, working jacket with all buttons fastened, except the first button at the neck, and collar turned down.
- B. Working dress, negative jackets, includes the same as for working dress, except jackets and ties will not be worn.
- C. When sleeves are to be rolled up, they shall be rolled up neatly to 5" from the bottom of sleeve to seam on the shoulder of shirt.

CADET DAILY ROUTINE

- 0530 - Shake Extra Duty Party and Slack Party (Must leave calls in Shake Book)
- 0545 - Extra Duty Party and Slack Party report to the Disciplinary Petty Officer at the Main Gate. Reveille for Class Leaders. (Must leave call in Shake Book).
- 0600 - Reveille.
- 0605 - All 1st year Cadets muster for PT outside South Block.
- 0620 - Secure PT (Monday - Linen to be changed).
- 0630 - 0700 - Breakfast - Dining Room to be cleared by 0720.
- 0720 - Cadets to Cabin Cleaning Stations.
- 0735 - Cadets Out Pipes.
- 0740 - Muster outside South Block. March to Parade Ground for Divisions. (Dress of the Day as per Daily orders and hoist). Then as for Daily School Routine.
- 1200 - Muster outside place of instruction. March to Gunroom.
- 1205 - 1230 - Lunch.
- 1240 - Extra Duty Party and Slack Party out pipes.
- 1245 - Extra Duty Party and Slack Party to muster.
- 1300 - Out pipes.
- 1305 - Muster outside South Block. March to place of instruction. Then as for school routine.
- 1600 - Classes under instruction secure, muster outside school, march to South Block.
- 1620 - Cadets Out pipes.
- 1625 - Cadets to Dogwatch activity.
- 1730 - Classes at Dogwatch activity secure.
- 1800 - 1845 - Dinner - Dining Room to be cleared by 1915.
- 1855 - Extra Duty Party, Slack Party and Cadets required on board, out pipes.
- 1900 - Extra Duty Party, Slack Party and Cadets required on board, to muster (Extra Duty Party detailed for work or drill).
- 2000 - Duty Watch to muster. Cleaning stations detailed.
- 2050 - Extra Duty Party, Slack Party and Cadets required on board to muster for Rounds.
- 2100 - Rounds.
- 2200 - Pipe Down.
- 2230 - Lights out.

CADET SATURDAY ROUTINE

- 0600 - Shake Extra Duty Party and Slack Party (Must leave calls in Shake Book).
- 0605 - Extra Duty Party and Slack Party to muster outside South Block in PT Gear for PT.
- 0630 - Reveille for Class Leaders.
- 0645 - Reveille.
- 0715 - 0745 - Breakfast. Dining Room to be cleared by 0750.
- 0750 - Cadets to Cabin Cleaning Stations.
- 0800 - Secure Cleaning Stations. Cadets to clean for Divisions.
- 0805 - Stand by cabins for rounds.
- 0835 - Muster outside South Block. March to Parade Ground.
- 0845 - Practice March Past. March off to place of instruction.
- 1000 - Cadets to clean for Divisions.
- 1020 - Muster outside place of instruction, march to parade ground for Ceremonial Divisions.
- 1030 - Cadet classes arrive at Parade Ground.
- 1100 - Ceremonial Divisions.
- 1200 - Cadets to lunch. Dining room to be cleared by 1300.
- 1240 - Extra Duty Party, Slack Party and Cadets required on board out pipes.
- 1245 - Extra Duty Party, Slack Party and Cadets required on board to muster.
- 1300 - Liberty men fall in.
- 1430 - Liberty men fall in.
- 1625 - Extra Duty Party, Slack Party and Cadets required on board out pipes.
- 1630 - Extra Duty Party, Slack Party and Cadets required on board to muster.
- 1815 - Cadets to dinner. Dining room to be cleared by 1915.
- 1830 - Liberty men fall in.
- 1855 - Extra Duty Party, Slack Party and Cadets required on board out pipes.
- 1900 - Extra Duty Party, Slack Party and Cadets required on board to muster. (Extra Duty Party detailed for work or drill).
- 2000 - Extra Duty Party secure. Duty watch to muster.
- 2050 - Duty Watch, Extra Duty Party, Slack Party and Cadets required on board to muster for rounds.
- 2100 - Rounds.
- 2230 - Pipe Down.
- 2300 - Lights Out.

2.07 CADET SUNDAY ROUTINE

- 0715 - Reveille for Class Leader.
(Must leave calls in Shake Book).
- 0730 - Reveille.
- 0800 - Breakfast.
- 1015 - Protestant and Roman Catholic Church Parties fall in.
- 1200 - Cadets to dinner.
- 1240 - Extra Duty Party, Slack Party and Cadets required for extra study out pipes.
- 1245 - Extra Duty Party, Slack Party and Cadets required for extra study to muster.
- 1330 - Libertymen fall in.
- 1625 - Extra Duty Party, Slack Party and Cadets required for extra study out pipes.
- 1630 - Extra Duty Party, Slack Party and Cadets required for extra study to muster.
- 1815 - Cadets to supper.
- 1900 - Libertyment fall in.
- 2050 - Extra Duty Party, Slack Party and Cadets required for extra study to muster.
- 2100 - Rounds.
- 2200 - Pipe down.
- 2300 - Out lights.