ROUTINE ORDERS
ISSUED BY
COMMANDER A.W. MUIR
COMMANDING OFFICER
REGIONAL CADET SUPPORT UNIT (PACIFIC)

Order No. 08/2015	1 October 2015
Last Order No. 07/2015	Esquimalt, BC

ROUTINE ORDER ENTRIES

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173/15 – CRISIS SITUATION – PROCEDURES

1. Any crisis situation related to Pacific Region cadet activities that involve cadets, CIC officers, CIs, and/or volunteers shall be reported to the Commanding Officer of the Regional Cadet Support Unit (Pacific) as soon as possible.

2. Commanding Officers of the cadet corps and squadrons are to contact the Commanding Officer of RCSU (Pac) during working hours at (250) 363-0824, and during silent hours at cell (250) 896-7080. If there is no answer, the Regional Joint Operations Centre at (250) 363-5848 is to be contacted immediately.

(CC)

174/15 – REPORTS AND RETURNS

Exec Svcs O	Cdt #175, RCSU (Pac) Recommendation for an Individual Award (Ref: PRCI 212)	31 Oct 15
Exec Svcs O	Cdt #194, Unit Ethics Focus Session	30 Nov 15

(CC)

175/15 – AMENDMENTS TO PUBLICATIONS, ORDERS, AND FORMS

The following amendment to PRCI is to be noted:

PRCI 613, Local Support Allocation was updated effective 30 Sep 15, replacing PRCI 613 dated 19 Nov 08.

(Exec Svcs O)

176/15 – RCSU (PAC) PERSONNEL CHANGES

The following personnel changes have occurred/will occur at RCSU (Pac):

a. WO B.A. Koronko is temporarily backfilling the position of Area Cadet Advisor (Air) effective 15 Sep 15, replacing WO S. Marinelli who retired from the CAF effective 18 Sep 15. A permanent replacement has not yet been named; and

b. MS A. Leccese has assumed the duties of RCA Ops (Pac) Logistics Support Technician effective 11 Sep 15.

(Admin WO)

177/15 – ACICO APPOINTMENTS

The following ACICO appointments have been/will be made:

a. Lt(N) Don Irwin will be appointed ACICO (Sea) for Vancouver Island effective 9 Oct 15;

b. Maj Anthony Bone was appointed ACICO (Army) for North Vancouver Island effective 15 Sep 15;

c. Capt Tina Wagner was appointed ACICO (Army) for South Vancouver Island effective 15 Sep 15; and

d. Maj Mike Fortino was appointed ACICO (Air) for the Fraser Valley effective 11 Jun 15.

(Ops & Trg O)

178/15 – RCSU (PAC) CLOSURE

1. RCSU (Pac) will be closed while staff attend renewal briefings and professional development sessions commencing 1400 hrs on 21 October 2015 and continuing throughout the full day of 22 October 2015.

2. As RCSU (Pac) staff will be unavailable during these two days, please plan any support requirements accordingly and anticipate delays in service.

(CC)

179/15 – LOCAL SUPPORT ALLOCATION

Ref: CATO 17-34

1. PRCI 613, which has been updated effective 30 Sep 15, instructs Corps/Squadron Commanding Officers that a CF 52 shall no longer be submitted for reimbursement of expenses by the Sponsoring Committee. Invoices shall be submitted directly to the RCSU (Pac) Accounts Clerk as instructed in PRCI 613. PRCI 613 is available for viewing in the file repository.

(Compt)

180/15 – REIMBURSEMENT OF APPROVED TRAINING EXPENSES

1. The Corps/Squadron Commanding Officer will ensure that the Sponsoring Committee is engaged in financial responsibilities by providing notice of training activities and planned expenses. Officers should not be expected to pay for approved training activities but if they do, the reimbursement is through the Sponsoring Committee, not the RCSU (Pac).

2. Reimbursement of approved training expenses incurred by the Sponsoring Committee shall be via the invoice method instructed in PRCI 613 and on a Cdt #192 (or locally reproduced copy) located on the file repository. A CAF member who incurs expenses that cannot be reimbursed by the local Sponsoring Committee shall submit a CF 52, General Allowance Claim. This is considered a last resort and every attempt will be made to either pay for the planned expense from RCSU (Pac) Service Support (direct payment) or the League.

3. CAF members who incur expenses that have not been approved by RCSU (Pac) personnel with a Delegation of Financial Authority (DOA) will not normally have their expenses reimbursed.

(Compt)

181/15 – PAYMENT TO SPONSORING COMMITTEES

1. The CAF accounting system now provides direct deposit to all Sponsoring Committees (the Vendor). In order to provide prompt payment for invoices received, an update of existing Vendor information is required.

2. Corps/Squadron Commanding Officers will ensure their Sponsoring Committee receives the electronic form DRMIS Direct Deposit and form Cdt #192, Invoice, both of which are available in the file repository. The original Direct Deposit form is to be mailed to:

Regional Cadet Support Unit (Pacific)
Attn: Accounts Clerk
PO Box 1700 Stn Forces
Victoria, BC V9A 7N2

3. The first time the Vendor submits an invoice to the Accounts Clerk, a $10 test deposit will be made to ensure the banking information is correct. The $10 will be abated against the remaining balance of the invoice.

(Compt)

182/15 – UPCOMING BIATHLON AND MUSIC CLINICS

1. Following are dates to note for upcoming music and biathlon events:

a. Music:

Date	Location	Description
3-4 Oct 15	Creston	Pipes and Drums Clinic
17-18 Oct 15	Comox and Nanaimo	Military Band Clinic
18 Oct 15	Victoria	Pipes and Drums Clinic
31 Oct 15	Vernon	Military Band & Pipes and Drums Clinic

b. Biathlon:

Date	Location	Description
31 Oct - 1 Nov 15	Vernon	Biathlon Silver and Gold Community Course

2. For further information, please refer to the joining instructions that have been sent and also posted in the File Repository.

(Spec Trg O – Music & Biathlon)

183/15 – CHANGE OF SHIPPING/MAILING ADDRESS – VERNON CTC

The shipping and mailing address for Vernon Cadet Training Centre has changed:

Vernon Military Camp
LSC Building B3
3100 – 15 Avenue
Vernon, BC V1T 0A6

(C4 Sup)

184/15 – RESOURCE FOR CITIZENSHIP TRAINING

1. There are a number of performance objectives in the Local Training Program that relate to Canadian citizenship, community service, and global citizenship.

2. The Citizenship Commission is a federal tribunal within the Department of Citizenship and Immigration Canada with a mandate that includes promoting the norms of civic duty and mutual respect that underpin Canada's social institutions. For that reason, citizenship judges nationwide are available to speak to cadet corps and squadrons about the basic principles of citizenship that are a key aspect of the aim of the Canadian Cadet Organizations.

3. Corps and squadrons wishing to invite a citizenship judge as a guest speaker may contact Citizenship Judge Gerald Pash (LCdr retired) on the Lower Mainland at 604-953-0111 or Vancouver Island at 250-658-6509 or at Gerald.Pash@cic.gc.ca.

(CO)

185/15 – MANDATORY IMPLEMENTATION OF SECURITY AWARENESS TRAINING FOR ALL COATS MEMBERS AND CIVILIAN INSTRUCTORS

1. All COATS Class A and short-term Class B members, as well as Civilian Instructors are required to complete the mandatory Security Awareness Training (A230). No Class A pay will be authorized for this training.

2. This training is available through the Defence Learning Network (DLN), and the CIC Centre for DL is tasked to co-ordinate this training for all COATS (military personnel and CIs). All COATS personnel have been automatically loaded onto this course and should have received a course loading email to inform them they have been loaded. Members who have already taken the course in the last year might also receive this message depending on the course version they have completed and / or the language it was completed in. There is no requirement for personnel who were successful on the course to complete it again or attempt it in the other language.

3. The DLN can be accessed through the Internet at https://dln-rad.forces.gc.ca/login. The training should take approximately three hours to complete. The CIC CDL will be tracking those members who have completed the learning package and will provide a national report broken down by region on a monthly basis to the RCSUs. Members are encouraged to complete this training in a timely manner; however must be completed by NLT 31 December 2015. Upon completion of the security awareness training learning package, it will be recorded in MITE and will appear on the member's MPRR.

(CO)

186/15 – FORTRESS ANNUAL VERIFICATIONS

1. All corps/squadron staff must ensure that the Annual Validation Form, which is generated through FORTRESS, is completed by all returning cadets not later than 30 Nov 15.

The Annual Validation Form must be completed prior to a cadet being able to submit a Participation Application.

2. In addition, those returning cadets who require a Detailed Medical Verification must complete a DND 2570, Detailed Health Questionnaire (DHQ) and submit that form to the RCMLO. The following points are to be noted with regard to DHQs being submitted to the RCMLO:

a. the due date for all DHQs for returning cadets is 30 Nov 15. Although the RCMLO will continue to process late returns up to 31 Jan 16, it must be noted that after that date, only DHQs for new enrolees or for current cadets reporting a new medical condition will be accepted. This means that returning cadets who require a DHQ and who do not submit one by 31 Jan 16 will not be eligible for CSTC selection;

b. DHQs must be printed from FORTRESS so that the "tombstone" data is printed onto the form – those that have handwritten information in sections 1 and 2 will not be processed as they are too frequently incomplete or illegible;

c. DHQs must be signed by the parent/guardian and not the cadet. There are no exceptions, regardless of the age of the cadet;

d. only the current version of the DHQ will be accepted;

e. photocopies, scanned or faxed versions of the DHQ will not be accepted;

f. if corps/squadron staff become aware of a new medical condition, a new DHQ will be required; and

g. if possible, corps/squadron staff should provide a pre-addressed envelope with the DHQ so parents/guardians may mail the DHQs directly to the RCMLO at:

Regional Cadet Support Unit (Pacific)
Attn: RCMLO
PO Box 17000 Stn Forces
Victoria, BC V9A 7N2

3. The DHQ process is intended to protect cadets from participating in activities that may not be compatible with their medical conditions and also to protect the corps/squadron staff as well as the CCO from liability which may result from allowing a cadet to participate in an activity that aggravates or worsens a medical condition. Participation limitations assigned to a cadet through this process are to be respected during local training activities as well as CTC training.

(Exec Svcs O)

187/15 – RESERVE SERVICE OPPORTUNITIES – CLASS B SENIOR APPOINTMENTS FOR SUMMER 2016

Refs: A. CATO 22-02, COATS Promotion Policy
B. CF Mil Pers Instr 20/04, Administrative Policy of Class A, Class B and Class C Reserve Instruction
C. Canadian Forces Temporary Duty Travel Instructions (CFTDTI)

1. Applications are being accepted for LCdr/Maj Class B positions for summer 2016 at Pacific Region CTCs (HMCS QUADRA, Vernon & Albert Head). These positions include but are not limited to Operations Officer, Training Officer, OC Coy Commander, Service Support Officer, Chief Administration Officer and Executive Officer / Deputy Commanding Officer.

2. Essential requirements are as follows:

a. Rank: LCdr/Maj (members eligible for promotion WSE to LCdr/Maj during the period of service without any form of waiver may apply);

b. MOSIDs: 00232-01 CIC-Sea, 00232-02 CIC-Army, 00232-03 CIC-Air, or 00360-01 COATS-GS Officer;

c. Language: English essential;

d. Security clearance: Reliability Status;

e. Health: Be med/dent fit;

f. Physical fitness: Must be physically fit;

g. Required experience and qualifications: Applicants must demonstrate that they possess the following knowledge, skill and experience:

(1) the ability to work independently with minimal supervision,

(2) experience providing guidance, mentorship, supervision and leadership,

(3) demonstrated planning, organizational and interpersonal skills,

(4) experience in resolving conflict effectively,

(5) knowledge of the training control documentation used to deliver the CTC training programs, and

(6) excellent understanding of both the LT and CTC programs; and

h. Applicants who demonstrate the following knowledge, skills or experience may have an advantage:

(1) recent experience in a senior training, support or administration position at a RCSU, LT or CTC,

(2) recent experience in the coordination of a large group or organization, and

(3) experience using FORTRESS and CCO Net.

3. Secondary requirements:

a. Applicants must meet the minimum medical and dental standards for Class B Reserve Service within COATS. Applicants must have a current medical on file, which means a medical within the past five years if under 40 years of age or within the past two years if 40 years of age or older. Applicants without a current medical on file may be considered, however, as a condition of service, a medical will be required to confirm the medical standard is met;

b. the successful applicant shall be required to participate in the Force Fitness Evaluation; and

c. the successful applicant will require a current and favorable reliability screening and Police Records Check/Vulnerable Sector Screening prior to service.

4. These senior officer positions are responsible to the CTC CO for supervising and managing training, operations, and/or administration at the highest levels during the summer training session in HMCS QUADRA, Vernon and Albert Head CTCs.

5. Applicants must be willing to be employed on temporary duty (TD) outside their geographical area to the CTC for the summer period if required. Rations, quarters, and incidentals will be provided for those who do not reside in the local geographical area of the CTC.

6. The OPI for this reserve service opportunity is Lt(N) Jennifer Stewart, C4 Tasks, and can be contacted by phone at (250) 363-0919 or by email at Jennifer.Stewart2@forces.gc.ca.

7. Remarks:

a. the tentative period of service shall be 19 June – 26 August 2016 and may be renewed for two (2) additional summer periods based on performance and organizational requirements;

b. applications are to include the following documents:

(1) covering letter clearly describing how the applicant satisfies each item in paragraph 2.g. and h. The covering letter must also indicate the CTC and position(s) the applicant wishes to be considered for and if they would consider another CTC or senior staff position,

(2) resume,

(3) recent PERs, PDRs, letters of performance, original reference letters, or other proof of qualification/experience that can validate the required experience and abilities described in the covering letter,

(4) the names and contact information of two recent supervisors,

(5) the applicant must clearly describe how they meet the requirements and why they consider themselves to be the best fit for the position,

(6) selection will be based on the applicant's submission, reference checks and an MPRR review and not on assumption or any other file review,

(7) candidates may be required to make themselves available for an interview,

(8) applications must be received by RCSU (Pac) not later than 1600 hrs on 30 October 2015. Late applications shall not be entertained,

(9) Application can be mailed to the RCSU (Pac) Orderly Room or emailed as follows:

Regional Cadet Support Unit (Pacific)
Attn: Lt(N) Jennifer Stewart
PO Box 17000 Stn Forces
Victoria, BC V9A 7N2
Jennifer.Stewart2@forces.gc.ca

8. Questions regarding this reserve service opportunity can be addressed to the OPI at para 6

(C4 Tasks)

188/15 – ELECTRONIC PAY STATEMENTS

1. Members are no longer required to contact EMAA to set-up accounts to receive pay statements electronically. Members will need to fax a request for pay statements directly to the Human Resources Information Centre (HRIC) at the number provided on the request form. The EMAA form may be requested from the pay office at RCSUPacPay@forces.gc.ca.

2. Electronic pay statements are not available for Civilian Instructors at this time and will continue to be mailed to their home address.

3. If you are currently receiving your pay statements electronically, no further action is required.

(Pay/Claims O)

189/15 – PAYROLL EMAIL ACCOUNT

1. Effective 01 June 2014, any payroll inquiries can be sent electronically to the positional email account, RCSUPacPay@forces.gc.ca . The use of this positional account will increase efficiency of communication and avoid duplication of efforts by the Pay Accounting Staff.

2. Members are reminded that general attendance inquiries should still be sent through their chain of command to Elemental Offices.

(Pay Acct O)

190/15 – 2016 POWER PILOT OR GLIDER PILOT SCHOLARSHIP EXAMS

1. All squadrons with cadets wishing to write the 2016 Power Pilot or Glider Pilot Scholarship Exams must submit a Cdt #184 to the RCSU (Pac) NLT 11 December 2015 in order for the cadet(s) to be eligible to write the exam. This will enable the RCSU (Pac) and RCA Ops (Pac) staff to validate all registered cadets and adequately prepare exam packages for the invigilators. Late applications will not be accepted.

2.. Squadron staff members are required to carefully review, and ensure full compliance with CATO 51-01 Annex B, CATO 54-26, and CATO 54-27. All height, weight, and age restrictions must be respected, as there is no provision for exemptions to these requirements. For example, a cadet who is one day too young, or one day too old, is not eligible for these courses.

3. Additionally, cadets who already hold any form of Transport Canada Pilot License are not eligible for the Glider Pilot Scholarship Course. A cadet who already holds a Transport Canada Pilot License for anything other than gliders is not eligible for the Power Pilot Scholarship Course.

(RCA Ops O (Pac))

191/15 – ADULT STAFF REQUIRED – 201 RCSCC

1. 201 RCSCC Grilse in Port Moody BC is seeking new adult staff members for the 2015-2016 training year.

2. Any recently aged out cadets who wish to continue with the program (both as Civilian instructors and CIC Officers) are more than welcome to attend. Current CIC officers seeking a new corps are encouraged join.

3. Questions can be directed to:

Lt(N) Shaun Tofsrud
Executive Officer, 201 RCSCC Grilse
Shaun.Tofsrud@cadets.gc.ca / Tel: 604-499-7940

(ACO (Sea))

192/15 – CIC BRANCH ASSOCIATION'S CONFERENCE & DINNER

1. Registration is now open for the CIC Branch Association's second annual Conference & Dinner to be held Saturday, 24 October 2015 at Albert Head. Limited accommodations are available at Albert Head.

2. The conference will be an excellent opportunity to hear from local influencers, engage in discussion, share ideas and build camaraderie among fellow CIC, COATS and volunteers of the CCO. For more information, visit www.cic-bc.ca.

(CIC Branch Association)

193/15 – PICKUP OF DND RENTAL VEHICLES

1. When a vehicle is rented for an RCSU (Pac) approved cadet activity, personnel are not to provide personal credit card information to the rental agency. The driver must show a valid provincial driver's license to the rental agency.

2. Rental vehicles that require the driver to accept all insurance will be indicated on the monthly transport sheets posted on the File Repository in the Movements folder. This is re-posted daily to reflect new orders and as verifications are received from the various MSEs.

3 If there is a problem at the rental agency, immediately contact the RCSU (Pac) Movements Section at 1-866-668-8388.

(C4 Tn O)

194/15 – TRANSPORTATION ON EXERCISE

1. Commanding Officers are reminded that authority to order, cancel, or change transportation is to be coordinated thru the RCSU (Pac) Movements Section. During regular working hours (0730 – 1600 hrs), the appropriate ACO/ACA is to be contacted.

2. The Movements Section will not action e-mails directly from a cadet corps/squadron. The Movements Section's common email is not monitored after working hours nor on weekends.

3. Corps/Squadron COs and staff can check the status of their buses and u-drive vehicle(s) in the monthly transportation sheets posted to the File Repository in the Movements folder. If you see an entry, the transport has been ordered. Corps/Squadron staff are responsible to check and confirm all information a minimum of one day prior to travel.

4. For urgent transportation requirements outside of regular working hours (evenings/weekends), contact the Duty Movements Officer at 1-866-668-8388.

(C4 Tn O)

195/15 – VEHICLE RENTAL – FUEL CHARGES

Ref: Canadian Forces Temporary Duty Travel Instructions (CFTDTI)

1. All personnel are reminded that when picking up and returning rental vehicles the following process shall be followed:

   a. on picking up the rental vehicle, ensure the fuel tank is at least ¼ full. You will return it the same way. These are the terms in all SOAs; and

   b. if the rental agency offers to charge for a tank of gas on return of the vehicle, members shall not accept this offer.

2. Failure to follow the above procedure could result in the member having to pay all fuel charges that are determined to be either inappropriate or excessive.

3. All DND/RCSU (Pac) vehicles can be fuelled at MSE or Dockyard. MSE fuel pumps are on your right after entering the gate at the back of the building. Dockyard fuel pumps are located by entering Naden gates, turn left at T, turn right at Fleet School, proceed through Commissionaire gate, follow road through transport area, pumps are on your right. Any questions may be directed to the Movements Section at 1-866-668-8388.

(C4 Tn O)

196/15 – CHANGE TO WINTER DRESS

Ref: MARCORD 17-3

The change to winter dress will take effect Monday, 19 October 2015.

(CC)

197/15 – STATUS DURING PROCESSING OF TRANSFER/POSTING TO CORPS/SQUADRON

Individuals in the process of transferring to a corps/squadron from out of region, from the COATS Inactive List, Supplementary Reserve, or from other units are not authorized to parade with the gaining corps/squadron until transfer/posting is authorized by CO RCSU (Pac). Individuals may be appointed as volunteers in accordance with CATO 23-07 pending completion of transfer/posting. Transfers/postings are not normally backdated and authorized paid days will commence upon completion of transfer/posting.

(Ops & Trg O)

198/15 – EMPLOYMENT FOR NON-CADET RELATED ACTIVITIES

All Pacific Region personnel are reminded that, in accordance with the CF Military Personnel Instructions 20/04, members of COATS shall not be employed for non-cadet related activities unless approved, through the chain of command, by Natl CJCR Sp Gp. This includes any employment with a Primary Reserve unit or Canadian Rangers.

(Ops & Trg O)

199/15 – CHANGE OF PERSONAL INFORMATION

All COATS members and CIs are reminded of the importance of advising RCSU (Pac) of any personal information changes. The form Cdt #133 is to be forwarded as soon as possible following a change of address, telephone number, etc.

(Ops & Trg O)

200/15 – LOAN OF EQUIPMENT BETWEEN CORPS/SQUADRONS

DND equipment is not to be informally loaned between corps/squadrons. Equipment will be either signed for on a temporary loan card for short periods, or transferred between SCAs on DND 2227 for periods exceeding two months. If assistance is required, contact PO2 K. Chaisson at (250) 363-0876.

(C4 Sup)

201/15 – LOSS REPORTS FOLLOWING CHANGE OF COMMAND

1. Loss reports submitted to this Headquarters indicate that corps/squadrons are not properly controlling the issue of equipment and materiel to staff, cadets, and other corps/squadrons. Incoming Commanding Officers are reminded not to sign for the SCA items unless they have been physically sighted as they become accountable immediately upon signing the SCA verification package. Stating that items were missed during the turnover is not an acceptable excuse when staffing any future loss reports.

2. All accountable and/or attractive materiel that leaves the corps/squadron supply section or Logistics Support Centre must be signed out to the individual on a CF 892, Individual Clothing and Equipment Record or a DND 638, Temporary Issue to an Individual.

3. Loss reports submitted for materiel that has not been properly controlled and signed out will not be considered for write-off and recovery action may be taken.

(C4 Sup)

202/15 – REQUEST FOR EQUIPMENT – LSC CHILLIWACK

1. There have been occasions where corps/squadrons are arriving at the LSC Chilliwack and making last minute requests for equipment and/or training aids for exercises, which had not been initially requested. The Cadet Activity Planner (CAP) is to be submitted with a list of equipment required for the activity. That list is faxed to LSC Chilliwack in order for the equipment to be allocated and prepared for pickup. If an item is not requested on the CAP, then it is not allocated or prepared. If there are additional requests, an amendment to the CAP is to be submitted to the ACA so the original requirement list can be amended.

2. Other cadet corps/squadrons conducting an activity at the same time are also allocated equipment from LSC Chilliwack. Consequently, last minute requirements may not be filled. The practice of waiting until the last minute for requests should be the exception and not the rule.

(C4 Sup)

203/15 – PROCUREMENT OF RIFLES

Ref: CATO 14-41

1. In accordance with CATO 14-41, Annex B, no rifle of any type is to be brought onto supply customer accounts, or otherwise utilized in cadet sponsored training/activities unless approved by both the Natl CJCR Sp Gp Life Cycle Maintenance Manager (LCMM) and the Director Soldier System Program Management 5 (DSSPM 5) prior to acquisition/procurement.

2. This approval will not normally be granted, as rifles/firearms needed to support the Cadet Program will be provided by NDHQ**.** All rifles/firearms, including Daisy Air Rifles, are centrally procured and controlled by NDHQ.

3. All Corps and Squadrons are to advise their Sponsoring Committees that they cannot accept the donation or provision of rifles/firearms of any type from any source outside of the DND supply chain.

(XO)

204/15 – PURCHASES – DISCOUNTS

1. It is the responsibility of all individuals who shop or otherwise make purchases on behalf of the Federal Government (this includes the CAF, DND, and all credit card purchases on behalf of any cadet corps/sqn) to ensure that all applicable discounts are applied directly to the bill, before being charged to the credit card, and are not paid in cash to any individual.

(C4 Sup)

205/15 – COURT MOUNTING OF MEDALS – PUBLIC EXPENSE

1. Court mounting of medals at public expense is authorized as follows:

    a. Mainland personnel who are awarded medals and wish to have them court mounted will deliver them to send them by registered mail to the Cadet Logistics Support Centre ASU Chilliwack, 5535 Korea Road, Chilliwack, BC, V2R 5P2. Medals will be mounted and returned to members; or

b. Island personnel will deliver or send them by registered mail to Regional Cadet Support Unit (Pacific) Logistics Section, PO Box 17000, Stn Forces, Victoria, BC, V9A 7N2. Medals will be mounted and returned to members.

2. Personnel requesting Medal Mounting through an outside source may do so and claim reimbursement via a CF 52 General Allowance Claim, but will be limited to a maximum of $8.00 per medal unless exceptional circumstances exist and are approved. A completed Medal Entitlement Record Form with all necessary stamps and signatures must also be provided.

(C4 Sup)

206/15 – RANGE STANDING ORDERS – CHILLIWACK

1. In accordance with ASU Chilliwack Range Standing Orders, it is required that all requests for use of range(s) be received by ASU Chilliwack Operations and Training staff 6 weeks in advance of the activity for approval and allocation/confirmation of training area use. Short notice submissions will not be entertained. Therefore, Cadet Activity Planner (CAP) requests for use of ASU Chilliwack training areas must be submitted to RCSU (Pac) a minimum of two months in advance of the planned activity.

2. All users of training areas within ASU Chilliwack's area of responsibility are obligated to report any unacceptable conditions when arriving into their designated area(s). In addition, all user groups have an obligation/responsibility to leave the area in the same or better condition than when they were granted use. All users are reminded to log any significant events on the ASU Chilliwack Range Standing Order Annex A Chapter 1 "Range/Training Area Brief and Clearance Certificate" issued with the training area package.

3. ASU Chilliwack Ops & Trg Staff conduct regular inspections of all training areas after use and have mandatory follow up action to address any problems encountered related to misuse of a training area as follows:

a. the infraction/observation is entered into the ASU Chilliwack Unit Master file applicable to the corps/squadron that caused the concern; and

b. the infraction/observation is considered a "first warning".

4. A second infraction/observation will result in reverse cleanup fees being levied against the corps/squadron or higher HQ.

5. A third infraction/observation may result in a letter from the CO of ASU Chilliwack to the applicable corps/squadron CO and the CO RCSU (Pac), indicating that the corps/squadron has failed to comply with ASU Chilliwack Range Standing Orders as directed and all training privileges may be suspended indefinitely pending resolution from the higher Headquarters.

6. The severity of the infraction/observation will dictate the level of response. ASU Chilliwack Ops & Trg Section will make recommendations to the ASU Chilliwack Commanding Officer based on their physical inspection. This could be in the form of an immediate cost recovery action for cleanup, suspension of use privileges, etc.

(Ops & Trg O)

207/15 – BACKCOUNTRY TRIPS IN AVALANCHE TERRAIN

1. Effective 1 April 2004, custodial groups must obtain a permit and be accompanied by a certified mountain or ski guide before they will be allowed to travel into avalanche terrain in Mount Revelstoke, Glacier, Yoho, Kootenay, Banff, Jasper and Waterton Lakes National Parks. A certified mountain or ski guide means a member of the Association of Canadian Mountain Guides (ACMG) or the International Federation of Canadian Mountain Guides (IFMGA).

2. A "custodial group" means an institutional group where at least one person is below the age of majority and includes cadet groups. The rule applies to both day and overnight trips

between 15 October and 31 May each year and has been implemented to ensure appropriate backcountry leadership and terrain choices are made. The application process takes about two weeks.

3. Information on ACMG guides can be accessed online at http://www.acmg.ca. Required forms and checklists from Parks Canada are located at http://www.pc.gc.ca/ or by contacting the Staff Officer 3 Expedition (Land) at 1-800-661-3317.

(SO3 Expn (Land))

208/15 – CO'S CORNER

Everyone is back at school, all Corps and Squadrons are in full swing and the summer seems a little distant now. I was very fortunate to participate in the 75th anniversary of the Battle of Britain parade in Boundary Bay and witnessed a fantastic 192 member cadet band and over 900 BC Air Cadets on parade to honour "the few". We were very fortunate to have twenty WWII veterans in attendance from the lower mainland. BGen Frawley, the Reviewing Officer from 1 CAD in Winnipeg was able to scramble two CF-18s to add to the flypast. The following day, the Regional Cadet Advisory Group (RCAG) consisting of the four Regional League Presidents and senior RCSU (Pac) staff met to discuss cadet renewal, Corps/Squadron accomplishments and concerns, upcoming events. Gatherings such as this meeting continue to demonstrate the excellent and growing partnership and communication between the RCSU (Pac) and Leagues. This coming month, will see the BCPC Air Cadet League AGM in Kamloops and the BCMD Navy League AGM in Kelowna. I hope to see an excellent turnout for both events.

CPO1 Slater and I are headed to Ottawa this coming week for the RCSU CO/Coxn meetings with the Natl CJCR Sp Gp staff. In addition to the three days of meetings, on Tuesday night we will attend the Change of Command ceremony where MGen Bury will relinquish command of our new Formation to BGen Woiden. The ceremony will be presided over by the VCDS, LGen Thibault. You can read BGen Woiden's biography in annex A to this RO.

// original signed by //

A.W. Muir
Commander
Commanding Officer

Annex

Annex A Biography – Brigadier-General K.L. Woiden, OMM, CD

Annex A
RCSU (Pac) RO 08/2015
1 October 2015

Biography – Brigadier-General K.L. Woiden, OMM, CD

Brigadier-General Woiden spent 5 years as an Army Cadet before joining the Canadian Forces Army Reserve as an Armoured Reconnaissance Crewman with the British Columbia Dragoons in 1975. He was posted to the Royal Canadian Dragoons in Germany for a flyover task in 1978 and in 1981 was commissioned as an officer. In 1984, he moved to Calgary, Alberta and transferred to The King's Own Calgary Regiment serving as a Troop Leader and Battle Captain.

After completing an Advanced Diploma in Aeronautical Engineering Technology and a Diploma (Honours) in Mechanical Engineering Technology from the Southern Alberta Institute of Technology he moved to Winnipeg, Manitoba in 1988 for civilian employment and transferred to The Fort Garry Horse. During thirteen years of Regimental service, he served in numerous command positions from Battle Captain to Commanding Officer in 1997. Brigadier-General Woiden attended the National Security Studies Seminar in 2001 and served in various staff appointments at 38 Canadian Brigade Group Brigade (CBG) and Land Force Western Area. He was recalled to 38 CBG as Deputy Commander in April 2003.

In June 2004, Brigadier-General Woiden was promoted to Colonel and appointed Commander of 38 CBG, relinquishing command March 2007. He completed the Advanced Military Studies Programme at Canadian Forces College, Toronto in 2007. On 12 January 2008, Brigadier-General Woiden was promoted to his current rank and appointed Deputy Commander Land Force Western Area (LFWA) and Joint Task Force West (JTFW).

In March 2011, he deployed as the Assistant Commanding General – Afghanistan National Army Development for NATO Training Mission – Afghanistan for ten months. He was responsible for Coalition efforts in developing the Afghan Ministry of Defence and the General Staff. Upon his return to Canada, he was appointed Director General Land Reserve and is now Chief of Staff Army Reserve.

Brigadier-General Woiden was employed at Bristol Aerospace Ltd in Winnipeg, Manitoba from 1988 to 2012. He held various engineering, flight test, program management and business development positions. When he left Bristol, he was the Manager of the Composites Manufacturing Centre. He also has a Certificate in Management from the University of Manitoba.

His interests include running, flying, cooking and scuba diving.