



ROUTINE ORDERS
ISSUED BY
LIEUTENANT-COLONEL N.R. HEAD
ACTING COMMANDING OFFICER
REGIONAL CADET SUPPORT UNIT (PACIFIC)

Order No. 04/2017	6 April 2017
Last Order No. 03/2017	Esquimalt, BC

ROUTINE ORDER ENTRIES

The following is a listing of the contents of Routine Order 04/2017 dated 6 April 2017:

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52/17 – CRISIS SITUATION – PROCEDURES

1. Any crisis situation related to Pacific Region cadet activities that involve cadets, COATS members, CIs, and/or volunteers shall be reported to the Regional Cadet Support Unit (Pacific) as soon as possible.
2. After engaging local emergency services as required, Corps/Squadron Commanding Officers are to contact their J3 Zone Training Officer with an initial report of the situation. Should the J3 Zone Training Officer not be available, the applicable J3 Area OIC shall be contacted. In the event that neither the J3 Zone Training Officer or the J3 Area OIC is available, the J35 Chief Training Officer, LCol Head, is to be contacted at 250-508-7572.

(J1 HR Manager)

53/17 – RCSU (PAC) PERSONNEL CHANGES

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

- a. LCol N.R. Head has been appointed Acting Commanding Officer of the Regional Cadet Support Unit (Pacific) effective 15 Mar 17;
- b. LCdr M.P. Head has retired from the CAF effective 31 Mar 17;
- c. Capt K. Palmer has been selected through external competition and assumed the duties of J35 CIC CDL Trg O effective 1 Apr 17;
- d. WO L.A.V. Bogaerts has been competency appointed into the position of J4 WH Supr (Chilliwack) effective 1 Apr 17;
- e. WO G. Girard has been selected through external competition and assumed the duties of J4 WH Supr (Albert Head) effective 1 Apr 17;
- f. Sgt L.D. Besse has been selected through external competition and assumed the duties of J4 Sup Tech (Chilliwack) effective 1 Apr 17;
- g. MCpl B.M. Brennan has been selected through external competition and assumed the duties of J1 HR Supr (Program Staffing) effective 1 Apr 17. She has been promoted to the rank of Sgt;
- h. Sgt S. Gaudet has commenced short term Class B Reserve Service as J4 CTC Mov Clk effective 3 Apr 17;
- i. MS R. Leccese ceased his period of Class B Reserve Service effective 31 Mar 17;
- j. MCpl C. Vonpetzinger has been selected through external competition and assumed the duties fo J4 Sup Tech (Quadra) effective 1 Apr 17;
- k. Sgt R. Hardie (Regular Force) is temporarily assigned for employment with J8 Comptroller Section effective 14 Mar 17; and
- l. MS S. Bachalo, (Regular Force) is temporarily assigned for employment with J6 Information Management Section effective 14 Mar 17.

(J1 HR Manager)

54/17 – PRC/VSS REQUIRING UPDATE

Ref: CATO 23-04

1. IAW ref, all members shall update their Police Record Check/Vulnerable Sector Screening (PRC/VSS) every five years. Following is a list of personnel whose PRC/VSS will require renewal prior to the due date indicated:

Unit	Rank	Name	Due Date
609 RCACS	Capt	Antoniou, PJT	31-Aug-17
2618 RCACC	Lt	Archibald, GH	10-Aug-17
RCSU	LCdr	Audley, PA	30-Apr-17
2943 RCACC	Lt	Aufleger, EB	16-May-17
583 RCACS	Capt	Baldwin, TW	20-Jun-17
861 RCACS	Capt	Benton, TR	12-Jun-17
2618 RCACC	Capt	Bergey, VL	24-Jul-17
RCSU	Maj	Bissell, JS	11-May-17
2812 RCACC	A/Maj	Blyth, RM	20-Jul-17
RCSU	Lt(N)	Bollen, LD	11-May-17
1867 RCACC	Lt	Bonnell, CN	13-Jul-17
RCSU	Lt(N)	Bouchard, C	13-Jun-17
349 RCSCC	Lt(N)	Brophy, PD	04-Jul-17
RCSU	MS	Brunet, N	07-Jun-17
105 RCSCC	Lt(N)	Calado, SD	01-May-17
RCSU	2Lt	Chan, KK	24-Aug-17
655 RCACS	Capt	Cheung, KC	04-May-17
2893 RCACC	Lt(N)	Chidlow, JGJ	09-Aug-17
47 RCSCC	Lt(N)	Chidlow, JN	26-Aug-17
RCSU	2Lt	Choi, LS	24-Aug-17
1838 RCACC	Capt	Collier, CT	15-Aug-17
RCSU	Maj	Croston, CL	25-Jun-17
RCSU	WO	Curran, DF	24-May-17
243 RCACS	Lt	Daly, ND	24-Apr-17
RCSU	Maj	Davies, DJ	11-Jun-17
2983 RCACC	Capt	Davies, EG	14-Jun-17
103 RCACS	Capt	Davies, LD	06-Aug-17
201 RCSCC	Lt(N)	Deck, KC	30-May-17
220 RCSCC	Lt(N)	Delong, EM	23-Jul-17
147 RCACS	Capt	Demer, NE	25-Jul-17
RCSU	Lt(N)	Desjardins, RM	17-Aug-17
135 RCACS	Capt	Dight, RH	23-May-17
907 RCACS	A/Maj	Dowler, GS	20-Jul-17
220 RCSCC	Lt(N)	Driemel, LM	21-Aug-17
RCSU	Capt	Drought, RS	23-May-17
RCSU	Lt(N)	Dube, RA	09-Jul-17
513 RCACS	Capt	Dwyer, CC	21-Aug-17
RCSU	Capt	Dykeman, EM	20-Jul-17
513 RCACS	Capt	Edmiston, PJ	28-Jul-17
258 RCACS	Capt	Eichinger, ND	24-Jul-17
RCSU	Capt	Elgert, RG	20-Aug-17
1787 RCACC	Capt	Ellenor, JE	31-Aug-17
RCSU	Maj	Ennis, BL	10-Jul-17
848 RCACS	Lt	Fallah, N	31-Aug-17
3005 RCACC	Capt	Fearn, CA	09-Jul-17
768 RCACS	Capt	Forster, MD	13-Aug-17
RCAOps	MCpl	Fortin, JJYS	17-Jul-17
RCSU	A/Maj	Fortino, MA	26-Jun-17
201 RCSCC	Lt(N)	Gallant, KA	23-Jul-17
RCAOps	Lt	Geng, AM	01-Jul-17
RCAOps	Lt	Giles, TV	27-Aug-17
RCSU	WO	Girard, GM	18-Jul-17
2893 RCACC	Capt	Giroux, CD	08-Aug-17
767 RCACS	Capt	Glaisher, AL	28-Jul-17
767 RCACS	A/Maj	Glaisher, JS	21-Aug-17
257 RCACS	Capt	Graczyk, KE	12-Jul-17

950 RCACC	Capt	Grenier, AE	31-May-17
3063 RCACC	2Lt	Haak, PM	09-Jul-17
RCSU	Capt	Haffey, MM	01-Jun-17
7 RCSCC	A/SLt	Haggstrom, N	08-Jun-17
RCSU	Capt	Hamilton, CL	26-Jun-17
819 RCACS	Capt	Hargreaves, TJ	07-Jun-17
RCSU	Lt(N)	Hauser, WM	16-Aug-17
205 RCACS	Capt	Herrington, RA	15-Aug-17
637 RCACS	A/Maj	Heiland, TM	10-Aug-17
RCSU	Capt	Heywood, BL	16-May-17
2943 RCACC	CI	Higbee, PM	27-Jun-17
893 RCACS	Capt	Higgs, TM	13-Apr-17
RCSU	Capt	Hirst, GA	27-Aug-17
561 RCACS	2Lt	Hoglund, JM	23-May-17
531 RCACS	Lt	Hoglund, KR	15-Aug-17
RCSU	Capt	Hollis, JB	24-May-17
RCSU	Maj	Irvine, RA	08-Aug-17
828 RCACS	Capt	Jantzen, PJWE	09-May-17
RCSU	Capt	Jeffries, LK	26-Apr-17
22 RCACS	Capt	Johnson, GAF	21-Jun-17
22 RCACS	Capt	Johnson, ME	21-Jun-17
RCSU	Maj	Johnston, CM	15-May-17
RCSU	Capt	Jones, AS	22-Aug-17
354 RCSCC	Lt(N)	Juliusson, RJ	15-May-17
RCSU	Maj	Kerr, DH	24-Jul-17
759 RCACS	Lt	Ko, G	29-May-17
1725 RCACC	Lt	Kostrzewa, C	22-Jun-17
105 RCSCC	Lt(N)	Kroeker, AL	21-Jun-17
RCSU	SLt	Lafleur, SK	31-Aug-17
1867 RCACC	Capt	Lapshinoff, JR	09-Aug-17
RCSU	Capt	L'Heureux, KLR	31-Aug-17
787 RCACS	Lt	Law, DMM	17-Aug-17
RCSU	Lt(N)	Lawless, CA	23-Jun-17
59 RCACS	Capt	Lay, EH	30-Aug-17
103 RCACS	Lt	Lee, RL	31-May-17
RCSU	Capt	Leong, KD	20-Jun-17
RCSU	Capt	Leslie, SMA	18-Jul-17
5 RCSCC	Lt(N)	Lesperance, P	26-Jun-17
63 RCSCC	NCdt	Lochhead, DM	25-Apr-17
259 RCACS	CI	Lysohirka, AK	20-Apr-17
2893 RCACC	Capt	MacDonnell, TA	07-Aug-17
135 RCACS	Lt	Mak, DY	01-Aug-17
2276 RCACC	Lt	Mallia, TJ	13-Jun-17
89 RCACS	Lt	Mason, SE	23-Aug-17
RCSU	Capt	McAuley, BI	17-Apr-17
861 RCACS	Lt	McCarthy, SJ	18-Apr-17
RCSU	Maj	McGee, TDG	24-Jul-17
54 RCSCC	Lt(N)	McGill, MR	08-Jun-17
131 RCSCC	Lt(N)	McTeer, LM	30-Apr-17
RCSU	Lt(N)	Meeker, MK	09-Jul-17
828 RCACS	Capt	Mei, AY	09-Aug-17
RCSU	Capt	Milne, HF	07-Aug-17
513 RCACS	Capt	Mitra, S	24-May-17
232 RCACS	Capt	Mowry, JD	24-May-17
RCSU	OCdt	Moy, KK	29-Aug-17
3020 RCACC	Capt	Murphy, MA	20-Jun-17
279 RCACS	Lt	Nimegeers, KL	30-Aug-17
RCSU	Lt	Noordegraaf, GW	07-Apr-17
349 RCSCC	Lt(N)	Nutbrown, AK	18-Jun-17
102 RCSCC	Lt(N)	Parent, ML	25-Jul-17
1789 RCACC	Capt	Parsons, MD	01-Aug-17
RCSU	Capt	Patterson, WA	23-Jul-17
RCSU	Lt	Pattullo, CAF	22-Aug-17
RCSU	Capt	Perrin, RM	25-Apr-17
RCAOps	Capt	Peters, AD	20-Apr-17

RCSU	MWO	Plante, PJ	08-May-17
2381 RCACC	CI	Pow, CA	27-Aug-17
2316 RCACC	Capt	Rimmer, SM	18-Jul-17
RCAOps	Lt	Roach, JM	10-May-17
1787 RCACC	Capt	Roebuck, LT	18-May-17
2316 RCACC	A/Maj	Savoie, PF	16-Aug-17
RCSU	Capt	Schnider, RA	26-Jun-17
223 RCACS	Capt	Schrauwen, VJ	28-Jun-17
3063 RCACC	Capt	Schultz, JC	09-Jul-17
513 RCACS	Lt	Sekhon, GSN	29-Jul-17
3064 RCACC	Lt	Sheridan, WS	20-Jun-17
89 RCACS	Capt	Shewchuk, CA	07-Aug-17
RCSU	Maj	Shim, NS	24-May-17
RCSU	Lt	Smith, AG	05-Jun-17
RCSU	Lt(N)	St. Hilaire, MP	02-Jun-17
2316 RCACC	Capt	Stephan, RS	12-Aug-17
222 RCACS	Capt	Stewart, GB	31-Aug-17
RCSU	Lt(N)	Stewart, JL	22-May-17
100 RCSCC	Lt(N)	Stewart, NPJ	27-Jul-17
2305 RCACC	Capt	Stilborn, CA	16-Apr-17
RCSU	Capt	Stroet, MA	27-Jul-17
RCSU	Capt	Strutt, KL	27-Aug-17
521 RCACS	Capt	Taylor, JL	08-Aug-17
3300 RCACC	A/Maj	Taylor, LM	05-Jul-17
2277 RCACC	Lt	Toth, TL	04-Aug-17
RCSU	Lt(N)	Totten, NC	19-Jul-17
RCSU	Lt(N)	Tsang, TKL	23-Jul-17
RCSU	Capt	Turra, E	02-Aug-17
RCSU	Capt	Utsch, MC	09-Jul-17
2893 RCACC	Capt	Wade, CW	20-Jun-17
RCSU	A/SLt	Welsh, BJ	18-May-17
759 RCACS	Capt	Welsh, TJ	09-Jul-17
746 RCACS	Capt	White, CJ	13-Jun-17
3020 RCACC	Capt	Winsor, MA	20-Jun-17
RCSU	Lt	Wolfe, DL	07-Apr-17
2381 RCACC	Capt	Wong, JC	09-Aug-17
RCSU	Capt	Wright, MW	26-Apr-17
RCSU	Capt	Yau, SS	28-Jun-17
637 RCACS	Lt	Yoo, PH	31-Aug-17
RCSU	Lt	Yu, JM	13-Apr-17

2. Personnel are advised that completion of a VSS check can take several weeks, therefore it is important that the process be initiated well in advance of the expiry date.

3. A current PRC/VSS is required for all adult supervisors, therefore, personnel who do not submit an updated PRC/VSS prior to the expiry date will not be authorized to parade until a PRC/VSS is received and approved at RCSU (Pac).

4. The PRC/VSS for the following pers has extended beyond the five year mark, therefore, the following pers have been directed to cease parading on the date indicated:

Unit	Rank	Last Name	Due Date	Cease Parading Effective Date
RCAOps	2Lt	Amelia, JA	14-Apr-16	15-Apr-16
RCSU (Pac)	OCdt	Anderson, DRK	19-Sep-16	28-Oct-16
RCSU (Pac)	Lt	Anderson, SL	25-Dec-16	12-Jan-17
3064 RCACC	Capt	Berns, MAL	14-Dec-16	15-Dec-16
903 RCACC	Capt	Blomme, WE	06-Mar-17	08-Mar-17
3063 RCACC	Capt	Brookes, TD	24-Aug-16	26-Aug-16
RCSU	Lt	Burt, DA	01-Feb-17	07-Feb-17
RCSU (Pac)	A/Maj	Cable, RW	05-Feb-13	06-Feb-13
RCSU (Pac)	2Lt	Carlson, IM	03-Sep-15	07-Jan-16
RCSU (Pac)	2Lt	Cheung, EL	29-Nov-15	07-Jan-16
RCSU (Pac)	Lt	Chung, LC	18-Sep-16	28-Oct-16
RCSU (Pac)	Lt	Contractor, DK	23-Jun-14	24-Jun-14

RCSU (Pac)	Lt	Coombs, TL	02-Nov-16	03-Nov-16
RCSU (Pac)	PO2	Covlin, KM	11-Jan-17	12-Jan-17
RCSU (Pac)	2Lt	Crawford, DY	07-Sep-16	22-Mar-16
RCSU (Pac)	Capt	Crawford, ME	29-Dec-16	09-Jan-17
RCSU (Pac)	A/SLt	Doskotch, KT	30-Nov-16	01-Dec-16
RCSU (Pac)	SLt	Douglas, RS	07-Jan-16	12-Jan-16
RCSU (Pac)	Capt	Escobar, FG	07-Jan-17	01-Apr-16
RCSU (Pac)	OCdt	Fernstrom, TJ	14-Sep-16	14-Jan-16
2757 RCACC	Lt	Ganter, DL	09-Mar-17	13-Mar-17
RCSU (Pac)	Lt	George, BT	02-Sep-16	09-Sep-16
RCSU (Pac)	2Lt	Gill, YK	02-Dec-16	05-Dec-16
RCSU (Pac)	Capt	Goddard, KA	09-Feb-17	09-Feb-17
RCSU (Pac)	2Lt	Goswell, ML	09-Nov-16	09-Nov-16
105 RCSCC	A/SLt	Gravelle, EM	19-Mar-17	20-Mar-17
RCSU (Pac)	Capt	Griffith, MJ	07-May-12	08-May-12
137 RCSCC	A/SLt	Hare, NM	21-Mar-17	30-Mar-17
RCSU	Capt	Harrop, JC	29-Mar-17	31-Mar-17
2510 RCACC	Lt	Harvey, CA	02-May-13	20-Sep-12
2289 RCACC	Lt	Hill, VL	14-Oct-16	24-Oct-16
RCSU (Pac)	WO	Hobor, TA	08-Feb-17	09-Feb-17
RCSU (Pac)	Lt	Houle, EK	27-Jan-15	29-Jan-15
RCSU (Pac)	Capt	Hull, C	16-Sep-12	17-Sep-12
RCSU (Pac)	A/SLt	Johnson, JB	06-May-15	07-Jan-16
RCSU (Pac)	SLt	Kardal, RM	12-Apr-16	06-Oct-16
2290 RCACC	Lt	Karmazinuk, DL	07-Mar-17	08-Mar-17
RCAOps	Capt	Kelley, RA	22-Feb-17	23-Feb-17
637 RCACS	Lt	Keogh, BL	07-Sep-16	09-Sep-16
RCSU (Pac)	2Lt	Kwok, NK	02-Aug-16	10-Aug-16
2381 RCACC	A/Maj	Law, GK	02-Apr-17	05-Apr-17
RCSU (Pac)	SLt	Lee, A	29-Oct-15	07-Jan-16
RCSU (Pac)	2Lt	Leung, C	17-Sep-16	17-Oct-16
RCSU	Lt(N)	Levesque-Martel, JLV	19-Mar-17	20-Mar-17
2277 RCACC	Lt	MacDougall, A	24-Mar-16	29-Mar-16
RCSU (Pac)	OCdt	Pike, SR	23-Sep-15	12-Mar-14
513 RCACS	Lt	Sattler, MD	04-Apr-17	05-Apr-17
RCSU	Capt	Schenkeveld, RW	28-Mar-17	30-Mar-17
54 RCSCC	2Lt	Schoenfelder, AE	25-Feb-16	26-Feb-16
RCSU (Pac)	Capt	Seal, KA	21-Aug-16	26-Aug-16
RCSU (Pac)	Lt(N)	Sullivan, RL	15-Oct-12	17-Oct-13
819 RCACS	Lt	Truong, LC	28-Dec-16	09-Jan-17
RCAOps	Lt	Tung, J	25-Jan-17	31-Jan-17
RCAOps	Capt	Vucko, DL	21-Nov-16	23-Nov-16
RCAOps	Capt	Vucko, J	07-Nov-16	09-Nov-16
RCSU (Pac)	A/Maj	Wagner, TN	08-Feb-17	09-Feb-17
258 RCACS	Capt	Wanner, TD	21-Oct-16	24-Oct-16
2308 RCACC	Capt	Welbourn, RC	14-Nov-16	17-Nov-16
RCSU (Pac)	Lt	White, KM	16-Oct-16	24-Oct-16
105 RCSCC	Lt(N)	Wisla, MA	11-Jan-17	12-Jan-17
325 RCSCC	A/SLt	Wisla, SM	11-Jan-17	12-Jan-17
2381 RCACC	Lt	Wu, SJ	25-Jan-17	31-Jan-17

5. PRC/VSS has been completed and approved for the following personnel who are authorized to recommence duties effective on the PRC/VSS approval date indicated below:

Unit	Rank	Name	Cease Parading Effective Date	PRC/VSS Approval Date
RCAOps	Lt	Bambey, S	20-Jan-17	08-Mar-17
109 RCSCC	SLt	Callaghan, KMA	19-Jan-17	28-Mar-17
1922 RCACC	Lt	Francis, SB	01-Mar-16	20-Mar-17
2276 RCACC	Capt	Nicoll, GW	28-Feb-17	17-Mar-17
848 RCACS	Capt	Osborne, AR	08-Mar-17	29-Mar-17
655 RCACS	Lt	Tsang, CY	29-Nov-16	04-Apr-17
RCAOps	Capt	Tuytens, DW	10-Jan-17	04-Apr-17
3066 RCACC	2Lt	Williams, JC	08-Mar-17	16-Mar-17

55/17 – RELIABILITY STATUS REQUIRING UPDATE

1. Reliability Screening consists of conducting verifications and checks in order to be able to grant individuals a Reliability Status (RS), which is the minimum level required for all CAF members and civilian instructors working in support of the CCO. RS must be updated every 10 years. Note that for renewals, no supporting documents are required when submitting the Cdt #172. The following personnel must renew their RS prior to the due date indicated below:

Unit	Rank	Name	Due Date	Comment
RCSU (Pac)	Lt	Anderson, MW	05-Apr-17	Cdt #172 required
100 RCSCC	A/SLt	Arruda, RJ	12-Apr-17	Cdt #172 required
325 RCSCC	Lt(N)	Blount, DW	17-May-17	Cdt #172 required
22 RCACS	Capt	Boyd, K	02-Aug-17	Cdt #172 required
296 RCSCC	Lt(N)	Chapman, PL	26-May-17	update in process
2924 RCACC	Lt(N)	Coles, BD	15-May-17	update in process
89 RCACS	Capt	Daniels, SW	31-Jul-17	Cdt #172 required
561 RCACS	A/Maj	De Biasio, KR	28-Jul-17	Cdt #172 required
1838 RCACC	Capt	Evans, D	18-Apr-17	Cdt #172 required
296 RCSCC	SLt	Gueguen, GP	14-May-17	update in process
819 RCACS	Capt	Hargreaves, TJ	06-Aug-17	Cdt #172 required
2277 RCACC	Capt	Iredale, MJ	10-Aug-17	Cdt #172 required
808 RCACS	Capt	Kung, CS	30-May-17	Cdt #172 required
692 RCACS	Capt	Leung, EY	12-Apr-17	update in process
RCAOps	Lt	Levasseur, F	27-Apr-17	Cdt #172 required
RCSU	Lt	Lewis, BC	20-Aug-17	Cdt #172 required
2289 RCACC	Capt	Logan, KD	05-May-17	Cdt #172 required
5 RCSCC	SLt	Logan, VS	05-Jun-17	Cdt #172 required
521 RCACS	Capt	Martin, DK	05-Apr-17	update in process
861 RCACS	Lt	McCarthy, SJ	08-Aug-17	Cdt #172 required
2618 RCACC	Capt	McCue, WCM	23-Aug-17	Cdt #172 required
131 RCSCC	Lt(N)	McTeer, LM	05-Apr-17	update in process
189 RCSCC	Lt(N)	Orange, TL	24-Jun-17	Cdt #172 required
848 RCACS	Capt	Osborne, AR	28-May-17	update in process
RCSU (Pac)	Capt	Perrin, RM	14-Jun-17	Cdt #172 required
296 RCSCC	SLt	Smith, SK	12-May-17	Cdt #172 required
222 RCACS	Capt	Stewart, GB	18-Jun-17	Cdt #172 required
RCSU (Pac)	Lt(N)	Tsang, TK	26-May-17	update in process
RCAOps	Lt	Tung, J	30-Jul-17	Cdt #172 required
258 RCACS	Capt	Wanner, TD	16-May-17	Cdt #172 required
3005 RCACC	Capt	Wilson, MK	15-May-17	Cdt #172 required
105 RCSCC	Lt(N)	Wisla, MA	09-Aug-17	Cdt #172 required
RCSU (Pac)	Lt	Yu, JM	26-May-17	Cdt #172 required

2. Reliability Status (RS) is valid for a period of 10 years and must be updated prior to the expiry of this validity period. The following personnel have passed the RS update deadline and have been directed to cease all cadet activities including voluntary duty/support effective the date indicated below. These members shall not be authorized to return to duty until the RS has been processed and approved.

Unit	Rank	Name	Due Date	Cease Parading Effective Date
RCSU (Pac)	Lt(N)	Allan, OA	21-Sep-15	07-Jan-16
1725 RCACC	Capt	Banks, B	26-Feb-17	28-Feb-17
903 RCACC	Capt	Blomme, W	14-Feb-17	22-Feb-17
RCSU (Pac)	Lt(N)	Bollen, LD	16-Mar-15	20-Mar-15
RCSU (Pac)	Capt	Campbell, D	26-Jan-17	27-Jan-17
RCSU (Pac)	Capt	Dornan, WJE	25-Jan-16	26-Jan-16
258 RCACS	Capt	Eichinger, ND	17-Nov-14	07-Jan-16
RCSU (Pac)	Capt	Escobar, FG	31-Mar-16	01-Apr-16
1922 RCACC	Lt	Francis, SB	29-Feb-16	01-Mar-16
RCSU	Capt	Griffith, MJ	23-May-16	08-May-12
RCSU (Pac)	Capt	Haak, K	31-Oct-16	01-Nov-16

2510 RCACC	Lt	Harvey, CA	10-Sep-12	20-Sep-12
1867 RCACC	Capt	Henderson, TG	29-Mar-17	05-Apr-17
RCSU (Pac)	Capt	Hull, C	02-Apr-12	17-Sep-12
RCSU (Pac)	SLt	Kardal, R	07-Feb-17	09-Feb-17
RCAOps	Capt	Kerry, SK	20-Mar-17	31-Mar-17
RCSU (Pac)	Capt	L'Heureux, KLR	04-Jan-15	09-Jan-15
RCA Ops	Lt	Norris, KDB	31-Mar-16	01-Apr-16
259 RCACS	Lt	Power, B	06-Feb-17	09-Feb-17
RCSU (Pac)	Lt(N)	Totten, NC	21-Sep-15	17-Oct-16
RCSU (Pac)	Capt	Turra, E	24-Jan-17	25-Jan-17
RCSU (Pac)	Capt	Wright, MW	29-Aug-15	07-Jan-16

3. RS has been completed and approved for the following personnel who are authorized to recommence duties effective on the RS approval date indicated below:

Unit	Rank	Name	Cease Parading Effective Date	RS Approval Date
1725 RCACC	Capt	Banks, BW	28-Feb-17	05-Apr-17
RCSU	Capt	Peel, MK	07-Jan-16	05-Apr-17

(J1 Staffing O)

56/17 – CTC STAFF POSITIONS

1. There are several CTC staff positions still available. Vacant positions will be posted on the RCSU (Pac) SharePoint site and File Repository in the Cadet Training Centre (CTC) folder, and will be updated regularly.

2. If you are interested in a position, please submit a Cdt#112, Application for Reserve Service at a CTC to RCSU (Pac) Staffing (rcsupacstaffing@forces.gc.ca) as soon as possible.

(J1 Staffing O)

57/17 – POSITIVE YOUTH DEVELOPMENT AND PROGRAM OUTREACH

Ref: 4500-3 (J5 Pers Trg Plans) 8 Mar 17

1. Ref memorandum was distributed to all corps and squadrons and the direction from the DComd Natl CJCR Sp Gp, Col J.G.D. Proteau, is summarized for emphasis below:

- a. there is a requirement for Canadian Cadet Organizations (CCO) adult leaders to complete the Positive Youth Development and Program Outreach (PYDPO) learning package;
- b. the PYDPO package is now a pre-requisite for members to attend any CIC Occupational, Job-Based or Specialty Training as well as to be employed at Cadet Training Centres (CTCs) / Regional Training Establishments (RTEs). Corps / squadron and RCSU personnel must ensure that members have completed the PYDPO prior to being nominated for training and/or employment. New enrollees are authorized to be nominated on the CIC Basic Officer Training Course (BOTC) Distance Learning (DL) phase and the CIC Occupational Training Course (OTC) DL phase, but will be required to complete the PYDPO prior to being nominated for the BOTC in-house phase;
- c. administrative actions shall be taken for any Canadian Armed Forces (CAF) member within the CCO who has failed to complete the PYDPO package within 6 months after the date they have been enrolled;
- d. CAF members who transfer to the Cadet Organizations Administration and Training Service (COATS) are required to complete the PYDPO prior to the completion of the transfer process;

- e. civilian instructors and civilian employees must complete this mandatory training requirement within 6 months of the date they joined the organization. Failure to do so will entail the imposition of administrative actions which may lead to their involvement / employment being terminated. Civilian instructors and civilian employees will not receive pay for the completion of the PYDPO package;
 - f. COATS members who joined the organization after 1 Jan 17 will receive pay for the completion of the PYDPO package. Based on a course review and updated courseware, COATS members are entitled to receive up to 2 days of Class A pay upon completion of the package. No pay entitlement exists for members who have been enrolled prior to this date; and
 - g. Col Proteau orders that cadet corps/squadron Commanding Officers and Officers in Charge (OIC) of cadet / CIC RTEs to validate that their respective subordinates have completed this mandatory requirement.
2. A list of personnel who were not recorded as having completed the PYDPO has been circulated to all corps and squadrons. An updated list will be promulgated in next month's routine orders.

(J1 Admin O)

58/17 – TEMPORARY DIRECTING STAFF POSITIONS

1. The Regional Cadet Instructor School (Pacific) is collecting applications from CIC Officers for Temporary Directing Staff positions during the Training Year 2017-2018. Officers interested in these positions should apply by submitting a Cdt #176, Application for Temporary DS and the Temp DS Availability Form (both can be located in the RCIS (Pac) folder in the file Repository) to Capt E. Lacey, CIC Trg Prog Trg O, at Evelyne.Lacey@cadets.gc.ca or mailed in to the address located on the Cdt #176 form.

2. Prerequisites:
- a. Rank: substantive Captain/Lieutenant(N) or Lieutenant/Sub-Lieutenant;
 - b. CIC Officer MOSID 00232-01, -02 or -03, depending on course requirement;
 - c. Command experience: Corps/Squadron CO or equivalent experience at a CTC (for IOTC, a COC);
 - d. possess extensive knowledge of the Canadian Cadet Organizations, their elements, Cadet Training Program, and the operation of a cadet corps/squadron;
 - e. competent instructor – SIC qualified, preferred;
 - f. capable of preparing lesson plans, course reports, memoranda, and military papers;
 - g. computer literate – skilled in word processing and presentation programs, with special emphasis on Office, using Word and PowerPoint;
 - h. organizational and administrative skills;
 - i. possess counselling, coaching and facilitator skills; and
 - j. preference will be given to applicants who possess additional specialist skills relevant to specific courses (ie: Private Pilot's Licence, SCOP/Sail qualified, First Aid Instructor, etc).
3. Temporary positions may be available for the following courses:
- a. Qualification Courses (BOTC, CIC OTC, ETC (Sea, Land, Air), IOTC);

- b. Job-Based Courses (SIC, TOC, COC); and
- c. Specialty Courses (Abseil, Flat Water Canoe, Mountain Bike, Orienteering Instructor). Note: Relevant qualifications/certifications must be current.

(OIC Reg Trg)

59/17 – SEASONAL DRESS CHANGE

Ref: CF Dress Instruction A-AD-265-000/AG-001

The change to summer dress took effect Monday, 3 April 2017.

(J1 HR Manager)

60/17 – ACQUIRING OF THE DND 404

1. Following the guidelines of the new organization, the training portion of obtaining the DND 404 has now been transferred to the J35 Regional Training Section. Lt(N) Ford at the Albert Head Training Centre is now the point of contact to start the process for the DND 404.
2. Once the training portion has been completed, J4 Movements will be notified of all members who have completed the necessary requirements.
3. The responsibility of the photo portion of the DND 404 will be as follows:
 - a. North Island (Parksville North) will be taken care of by 19 Wing Comox (19 Wing Comox has a drop in during office hour policy – please notify J4 Movements if you attend either location for the photo);
 - b. Nanaimo South will be taken care of by CFB Esquimalt (CFB Esquimalt has a drop in during office hour policy – please notify J4 Movements if you attend either location for the photo); and
 - c. the remainder of the province will be the responsibility of 39 Svc Bn Richmond.
4. Capt Owen (250-363-0931) will be the point of contact at J4 Movements for arranging the photo days with 39 Svc Bn as well as making sure that all the information and qualifications are entered into our tracking system.

(J4 Mov O)

61/17 – BC DRIVER’S LICENSE RENEWALS

1. This is a reminder that when your provincial driver’s license expires, your DND 404 will also expire. This is regardless of the date indicated on your DND 404.
2. Your DND 404 will remain expired and you will not be permitted to drive any DND vehicle until you provide this office with a copy of your new BC License abstract. Once you have renewed your provincial driver's licence at your local Access Centre, you may request that the Access Centre fax (250-363-0921) or email (rcsuptransportation@forces.gc.ca) a copy.
3. To obtain your driver’s license abstract over the phone at ICBC, call the 1-800-950-1498 and have them fax it directly to the number above.

(J4 Mov O)

62/17 – PHOTO ID REQUIRED FOR AIR TRAVEL

1. All Corps and Squadron Commanding Officers are to ensure that all cadets and staff are in possession of one piece of government issued picture identification. This identification is required for all modes of transportation to and from the CTC including parent drop off.
2. It is the responsibility of the Corps/Squadron COs to ensure that cadets being sent on DND arranged transportation are in possession of the correct types of valid government issued photo ID.
3. All fees associated with acquiring government issued photo ID for cadets are the responsibility of the parents/guardians of the cadets.
4. Valid government photo ID include: driver's license, passport, status card, or a provincial identity card.
5. The following are not considered to be valid government photo ID: school IDs, bus passes or other forms of public transportation passes, or photocopies of any form of government ID.
6. Corps/squadron COs shall ensure that this information is passed to all cadets, all staff, their sponsor/parent committees, and the parents/guardians of all cadets.
7. The cadet's name in FORTRESS shall be the same name that appears on the government issued photo ID.

(J4 Mov O)

63/17 – UPCOMING EXPEDITION ACTIVITIES

1. The Warning Order for the make-up Silver Star Expedition (5-7 May 17) at Golden Ears Provincial Park has been emailed to all corps. The deadline for registration in FORTRESS is 16 Apr 17.
2. The Warning Order for the make-up Gold Star Expedition (12-14 May 17) at Golden Ears Provincial Park has been emailed to all corps. The deadline for registration in FORTRESS is 12 Apr 17.
3. The Warning Order for the West Coast Challenge Regional Expedition (20-28 May 17) happening around the Gulf Islands has been emailed to all corps. The deadline for registration in FORTRESS is 21 Apr 17.
4. Members interested in Reserve Service in support of these Expeditions (Expedition Leader, Expedition Team Leaders, Logistics Officer, Bus Escorts) are to email J35 Expedition Training Officer, Capt Brandon McAuley, at brandon.mcauley@forces.gc.ca

(J35 Expedition Trg O)

64/17 – DEADLINE FOR MAY AND JUNE POWER FAMILIARIZATION FLYING CAP SUBMISSION

1. Due to the rapidly increasing workload associated with CCFTC preparation and flight training, all CAPs requesting powered familiarization flying for the month of May must be in the CAP system and approved at the RCSU (Pac) NLT 12 Apr 17.
2. All CAPs requesting power familiarization flying during the month of June must be in the CAP system and approved at the RCSU (Pac) NLT 8 May 17. CAPs submitted after these dates will be processed only if other workload permits.

(RCA Ops O)

65/17 – FAMILIARIZATION FLYING IN POWERED AIRCRAFT – CADET ACTIVITY PLAN (CAP) SUBMISSION AND APPROVAL PROCESS

1. Authority for approval of all cadet flying operations rests with the RCA Ops O of the Region. As such, the RCA Ops O must ensure that a robust procedure is in place to ensure that an appropriate level of oversight is applied to all cadet related flying ops. The first step in this procedure is the accurate and timely submission of a CAP. All Squadrons are again reminded that CAPs for powered aircraft Familiarization Flying must be submitted a minimum of 30 days in advance of the requested flying date.
2. RCA Ops is not able to “see” a CAP until after it is reviewed at the RCSU (Pac). Therefore, depending on workload at the RCSU (Pac), any CAP will see at least a day or two of delay in reaching RCA Ops. Once a CAP is “visible” to RCA Ops, a number of factors must be reviewed prior to an Air Tasking Order (ATO) being issued. If all required supporting documentation is already on file at RCA Ops, an ATO can usually be issued reasonably quickly. If that documentation is not on hand, an ATO will not be issued until the Squadron submits the required supporting documentation.
3. Incomplete and/or inaccurate submissions require considerably more time and effort to review and evaluate than a proper submission. While our priority is to ensure that cadets have the opportunity to enjoy a safe and educational flying experience, all documentation for such flying must be properly submitted in a timely manner, in order to ensure that sufficient time is available for a proper review of the required documents and proposed flying operations.
4. The following is required:
 - a. Required Pilot Documentation:
 - (1) digital colour image of the Title page of the Aviation Document Book,
 - (2) digital colour image of the License page(s) of the Aviation Document Book,
 - (3) digital colour image of the Medical page of the Aviation Document Book,
 - (4) proof of completion of an Annual Proficiency Check Flight (APC) within the past 365 days, on the type of aircraft to be used for the fam flying. A digital colour image of the Flight Instructor Report is required, and
 - (5) proof of flying currency as defined in CATO 52-07 (can be as simple as a Log Book entry). Must be on the same type of aircraft as will be used for the fam flying (i.e.: if C172 to be used, must be current in C172);
 - b. Required Aircraft Documentation (Commercial Operator / DND Contracted / DND Aircraft): if the aircraft is to be rented from a commercial operator (Flying School, Flying Club, etc.) which holds a Transport Canada Operating Certificate, or is DND contracted or owned, no further aircraft related documentation is required; and
 - c. Required Aircraft Documentation (Privately Owned Aircraft):
 - (1) proof of current insurance IAW CATO 52-07. Note that the insurance documents must state that the DND and the Air Cadet League of Canada are “Additional Named Insured”,
 - (2) proof that the aircraft is considered to be airworthy (Certificate of Airworthiness and has a current and valid Annual Inspection),
 - (3) proof of ownership (Certificate of Registration), and
 - (4) if the pilot is not the aircraft owner, proof that the pilot has authorization from the aircraft owner and insurer to fly the aircraft.

5. In addition to the restrictions imposed by CATO 52-07, the following types of flight operations are not authorized:

- a. float flying;
- b. night flying; and
- c. helicopter flying in privately owned / operated helicopters.

6. Note that, with the exception of requiring the Flight Instructor Report of an APC, all of the above are requirements of CATO 52-07. CATO 52-07 is an order and any proposed flying operation which is not in full compliance with CATO 52-07 will not be authorized.

(RCA Ops O)

66/17 – PROVINCIAL ELECTIONS

GENERAL

1. The general voting day for the next British Columbia provincial General Election will be on Tuesday, 9 May 2017, from 0800 hrs to 2000 hrs (Pacific time). Notwithstanding an individual's right to form personal political affiliations and to make personal political choices, all military members of the Pacific Region Cadet Program are reminded that there are regulations in place that govern their active participation in or support to political activities while on duty.

2. Requests for support in relation to the upcoming election are to be treated as sensitive matters and they shall, in all cases, be referred immediately to RCSU (Pac).

POLITICAL ACTIVITIES AT DND AND CADET PROGRAM FACILITIES

3. In accordance with existing regulations all personnel are reminded that any activity that takes place on a Defence Establishment, a Base, or other facility under the control of Pacific Region Cadets shall not affect the actual or perceived neutrality of the Canadian Armed Forces. Therefore:

- a. political meetings shall not be held and political speeches shall not be delivered in or at any facility used to support the Cadet Program. If the owner of a facility used to support the Cadet Program chooses to allow political meetings or political speeches to take place within the facility, all Cadet Program signage shall be covered or removed;
- b. cadet activities shall not be scheduled for the same time that a facility owner has scheduled a political activity; and
- c. political advertising shall not be posted in facilities used to support the Cadet Program. Where the facility is shared with other organizations, political advertising shall not be posted in that portion dedicated to supporting the Cadet Program.

INDIVIDUAL INVOLVEMENT IN POLITICAL ACTIVITIES

4. General. CAF members are bound by existing regulations concerning political activity, which prohibit in particular their active participation in the affairs of a political organization or party.

5. Regular Force. No member of the Regular Force shall:

- a. take an active part in the affairs of a political organization or party;

- b. make a political speech to electors, announce himself, or allow himself to be announced as a candidate, or prospective candidate, for election to the provincial legislature;
- c. except with the permission of the Chief of the Defence Staff, accept an office in a municipal corporation or other local government body or allow himself to be nominated for election to such office; or
- d. work for a candidate on his own time. Working in civilian clothes, at home, stuffing envelopes, or doing other menial tasks is covered by this prohibition. This type of low-level activity constitutes an active part in the affairs of a political organization or party. It therefore falls under the general prohibition contained in QR&Os. CF members, who may be members of political parties, are restricted to a purely passive role, largely only receiving political information, whether or not it's on their own time, in civilian clothes, in their own residences, and so forth.

6. Reserve Force. Members of the Reserve Force, including COATS, shall not actively support or participate in any political activity while on duty or while in uniform.

CADET INVOLVEMENT IN POLITICAL ACTIVITIES

7. Cadets shall not be used to support any political activity. In particular they shall not be used to distribute handouts or flyers in support of any political activity.

PUBLIC AFFAIRS GUIDANCE

8. During a provincial election period, the strict considerations and restrictions embodied in the Election Act do not apply. However, to ensure that there will not be any perception of bias, all communications with Canadians, including announcements, public consultations, advertising, news releases, backgrounders, media advisories, consultations, outreach activities, and articles for external publication shall be staffed through the chain of command to RCSU (Pac) for approval prior to release.

(J1 Admin O)

67/17 – DISTRIBUTION OF 2016 T4 SLIPS

1. COATS members will no longer receive T4 slips by mail delivery.
2. Effective for the 2015 tax year (and future tax years), the expectation was that the majority of CAF personnel would have access to their T4 slip from their Employee Member Access Application (EMAA) account, or have the T4 slip delivered electronically to an email address specified in EMAA.
3. For members without access to EMAA through a DWAN work station, the process for obtaining an EMAA account is:
 - a. fill in the DND 4121-E, Waiver for the Employee Member Access Application (EMAA) available in the file repository, to have the T4 delivered to an email address of your choice (work or home);
 - b. email or fax the completed waiver to Human Resources Information Centre (HRIC). Contact information can be found at the bottom of the waiver form. If you do not have access to a scanner or fax, the waiver form can be mailed to:

DHRIM/HRIC
101 Colonel By Drive
Ottawa ON K1A 0K2

4. In the interim, if you would like to download the T4 slip from the CRA/RQ Website, visit the Service Canada website at <http://www.servicecanada.gc.ca/eng/online/tisoinfo.shtml> and follow the instructions.

5. Previous Routine Orders this year have advised any individual that has not received their T4 Slip by 15 Mar 17 to contact the Chief Clerk, WO Dave Curran, at 250-363-7293 or email at Dave.Curran@forces.gc.ca. To date several individuals have reported having not received the 2016 T4 Slip. All individuals who have reported missing their T4 Slip have had their name submitted to Ottawa in order to obtain a reprint. Reprints are being electronically distributed to this HQ and will be distributed electronically from the Chief Clerk to the applicable individual as soon as possible.

6. If you have not yet received your 2016 T4 Slip you must contact the Chief Clerk, preferably by email, so a reprint may be ordered. The turnaround is approximately one week.

(J1 HR Manager/Chief Clerk)

// original signed by Maj S.E. Melanson, DCO, for //

N.R. Head
Lieutenant-Colonel
Commanding Officer