



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

Order No. 10/2015	1 December 2015
Last Order No. 09/2015	Esquimalt, BC

ROUTINE ORDER ENTRIES

The following is a listing of the contents of Routine Order 10/2015 dated 1 December 2015:

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240/15 – CRISIS SITUATIONS DURING THE HOLIDAYS

1. During the block leave period of 19 December 2015 to 5 January 2016 inclusive, the Regional Cadet Support Unit (Pacific) will be at minimum staffing or closed.
2. In the event of a crisis situation involving personnel from Pacific Region Cadets (i.e. members of the Regular Force, Reserve Force, CIs, Volunteers, Sponsors, and Cadets), Corps and Squadron Commanding Officers shall ensure that the Commanding Officer of the Regional Cadet Support Unit (Pacific) is informed as soon as possible.
3. Corps/Squadron Commanding Officers are to contact the CO RCSU (Pac), Cdr Muir, 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.

(CO)

241/15 – REPORTS, RETURNS AND DEADLINES

Cdt #184, Power & Glider Pilot Scholarship Examination Applicants	11 Dec 15
Completion of Security Awareness Training (A230)	31 Dec 15
Completion of the Positive Youth Development and Program Outreach (PYDPO) Learning Package	31 Mar 16

(CC)

242/15 – AMENDMENT TO PUBLICATIONS, ORDERS AND FORMS

The following updated forms, which are available in the File Repository, are to be noted:

- a. DND 1209, Canadian Armed Forces (CAF) Self-Identification (12-2014); and
- b. DND 4121, Waiver for the Employee Member Access Application (EMAA) (11-2015).

(Exec Svcs O)

243/15 – RCSU (PAC) PERSONNEL CHANGES

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

- a. Capt M. Brush, ACO (Air), will be retiring from the CAF effective 6 Jan 16. A replacement has not yet been named;
- b. Capt N. Shim has been selected through an internal competition to fill the position of Assistant Operations and Training Officer effective 30 Nov 15. She will continue fulfill the duties of Trg O (Air) until a replacement is named for this position;
- c. Capt D. Gee has been selected through an internal competition to fill an additional ACO (Land) position. Corps allocations for the three ACOs (Land) are to be determined and will be communicated to all Army Cadet Corps. He will continue to fulfill the duties of C4 Plans until a replacement is named for this position;
- d. Lt B. Curtis has assumed the temporary Class A duties of Common Training/Regional Directed Activities Coordinator effective 23 Nov 15;
- e. LCdr M. McCormick has assumed the temporary Class A duties of Enhanced Reliability Application Screening; and

- f. CPO2 K. Morley assumed the temporary duties of DOA Transition to DRMIS effective 23 Nov 15.

(Admin WO)

244/15 – PRC/VSS REQUIRING UPDATE

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
RCA Ops (Pac)	2Lt	Amelia, JAR	14 Apr 16
583 RCACS	Lt	Becker, AM	29 Jan 16
581 RCACS	CI	Brown, VL	7 Dec 15
2947 RCACC	Lt	Choi, RS	28 Feb 16
2308 RCACC	Capt	Derkson, RA	30 Apr 16
2822 RCACC	2Lt	Dhillon, OK	23 Feb 16
RCSU (Pac)	SLt	Douglas, RS	7 Jan 16
2316 RCACC	2Lt	Gibbons, DE	23 Apr 16
47 RCSCC	SLt	Groff, TML	17 Dec 15
1705 RCACC	OCdt	Heighes, MP	15 Mar 16
RCA Ops (Pac)	Lt	Hiltz, ED	19 Apr 16
525 RCACS	Lt	James, JW	3 Feb 16
861 RCACS	Lt	Jenks, WC	12 Mar 16
RCSU (Pac)	SLt	Kardal, RMP	12 Apr 16
103 RCACS	Lt	Khan, ZI	14 Apr 16
2573 RCACC	Lt	Knoll, AJ	23 Feb 16
2381 RCACC	Lt	Kwan, RDH	22 Mar 16
2893 RCACC	Lt	Lancaster, SE	5 Jan 16
243 RCACS	Capt	Landsiedel, NE	20 Apr 16
2277 RCACC	Lt	MacDougall, A	24 Mar 16
RCSU (Pac)	Lt	Mackie, MJ	17 Feb 16
907 RCACS	CI	Martin, EFV	25 Jan 16
RCA Ops (Pac)	Lt	Matchett, SJ	11 Apr 16
907 RCACS	2Lt	May, SL	15 Apr 16
RCA Ops (Pac)	Lt	Mok, ZJH	4 Apr 16
205 RCACS	Capt	Morgan, CR	3 Dec 15
RCSU (Pac)	Capt	Morgan, SE	21 Apr 16
1867 RCACC	2Lt	Rickey, RA	23 Apr 16
81 RCSCC	A/SLt	Robertson, SQ	2 Mar 16
2422 RCACC	Capt	Scarisbrick, SE	13 Apr 16
RCSU (Pac)	2Lt	Schneider, AR	25 Feb 16
54 RCSCC	NCdt	Schoenfelder, AE	25 Feb 16
676 RCACS	Lt	Shewchuk, MD	14 Apr 16
521 RCACS	Lt	Smith-Breton, NT	23 Mar 16
2618 RCACC	Lt	Tomlinson, AL	14 Dec 15
RCSU (Pac)	SLt	Tomlinson, DM	19 Feb 16
RCA Ops (Pac)	Lt	Walker, WS	18 Apr 16

2. Personnel are advised that completion of a VSS check can take up to three or four months, therefore it is important that the process be initiated well in advance of the expiry date. Fingerprints are now required to complete a VSS when the gender and date of birth of an applicant matches a pardoned sex offender record.

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).

(Exec Svcs O)

245/15 – RELIABILITY STATUS REQUIRING UPDATE

1. All CF members working in support of the CCO must, as a minimum, hold Enhanced Reliability Status (ERS). ERS must be updated every 10 years. The following personnel must renew their ERS prior to the due date indicated below:

Unit	Rank	Name	Due Date
RCSU (Pac)	Capt	Bafaro, SA	16 Jan 16
222 RCACS	Lt	Carsience, JR	13 Mar 16
RCSU (Pac)	Capt	Chisholm, BG	9 Feb 16
347 RCSCC	Lt(N)	Curran, DP	22 Dec 15
637 RCACS	Capt	Da Silva-Martins	19 Apr 16
2510 RCACC	Capt	Devine, LR	31 Jan 16
RCSU (Pac)	Capt	Dornan, WJE	25 Jan 16
RCSU (Pac)	Capt	Gee, DT	20 Jan 16
3080 RCACC	2Lt	Gillespie, TN	7 Dec 15
259 RCACS	Capt	Hellyer, RR	29 Mar 16
1922 RCACC	Capt	Henderson, TJ	2 Mar 16
RCSU (Pac)	Capt	Hull, C	20 Feb 16
396 RCACS	Capt	Jensen, AL	2 Feb 16
RCSU (Pac)	Capt	Johnston, AEM	1 Mar 16
692 RCACS	Maj	Lay, EH	13 Apr 16
RCSU (Pac)	Lt	Lowther, CJ	13 Mar 16
861 RCACS	Capt	Martin, LA	30 Mar 16
RCA Ops (Pac)	Capt	Matsumoto, KT	11 Jan 16
768 RCACS	Capt	McCallum, JP	27 Apr 16
909 RCACS	Capt	Paterson, PR	17 Mar 16
Vernon CTC	Maj	Peter, JL	25 Apr 16
RCSU (Pac)	Civ	Piper, JE	16 Mar 16
223 RCACS	Capt	Schultz, JC	31 Jan 16
1867 RCACC	Capt	Smith, D	24 Jan 16
2472 RCACC	Lt	Wade, SM	28 Feb 16
2277 RCACC	Capt	Ward, ME	6 Dec 15
102 RCSCC	Lt(N)	Watson, BA	29 Mar 16
RCSU (Pac)	SLt	Wilde, BM	15 Apr 16

2. Personnel who have not initiated the ERS update process are required to submit a Cdt #172, Enhanced Reliability Status Screening Form with all required documentation as detailed on the first page of the Cdt #172. Personnel who do not initiate the process prior to the due date will be directed to cease parading until the screening process is completed and the ERS is authorized at RCSU (Pac).

(CC)

246/15 – 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. 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.

3. Members are encouraged to complete this training in a timely manner; however must be completed by NLT 31 December 2015. It must be noted that completion of this training is a condition of service. In other words, if a COATS members or a Civilian Instructor has not completed the training as of 31 December 2015, they cease to have access to CCO Net and will not be authorized to participate in cadet training or support activities until the training is completed.

4. Annex A contains a list of personnel who are recorded as having completed this mandatory training. If you have completed the training, but are not included in the list at annex A, please follow the instructions at annex B to screen capture your results and then submit this to your ACO or ACA.

(CO)

247/15 – OBLIGATORY RESERVE FORCE SELF-IDENTIFICATION CENSUS

1. A number of members have not yet completed Part A of the CAF Self-Identification census form which was to be completed NLT 1 Dec 14. Completion of this form is obligatory and the fact that we are over a year late does not reflect well on the organization.

2. Annex C to this RO contains a list of personnel who have not yet completed the required form. For the convenience of those members who still need to complete this form, it has been posted in the File Repository > Pacific Region > Forms > Misc Forms. Additionally, the form is included as Annex D to this RO. Once the form is completed, it is to be signed, dated, placed in a sealed envelope and forwarded to the address provided at the end of the form.

(Exec Svcs O)

248/15 – ACTION REQUIRED – DISTRIBUTION OF 2015 T4 SLIPS

1. COATS members will not receive T4 slips by mail delivery; they will only be available electronically. All members are required to have an EMAA account in order to receive their T4 by email.

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

3. If you are not receiving your pay statements electronically, you will not be sent a T4 slip. You must set-up an EMAA account.

4. To set-up your account, go to the File Repository and into the Pacific Region folder then to Forms and DND Forms. Here, you will find the new form DND 4121, Waiver for the Employee Member Access Application (EMAA). Complete the form and fax it to the number provided on the form.

5. This action is to be treated as urgent. Corps/Squadron Commanding Officers are asked to communicate this information to your staff.

(Pay/Claims O)

249/15 – DECLINING AN APPLICATION FOR MEMBERSHIP IN THE CCO

Refs: A. CATO 13-01

B. Administrative Order – Medical Screening Protocol (1085-10-5 (D Cdts 2-2) 30 July 2010)

1. Ref A details the basic membership standards for youth to enrol as a member of the CCO. While these standards will allow most youth to participate in the CCO, there are circumstances from time to time that may preclude a person's eligibility or suitability for membership. In the case of youth who has a medical, physical or mental condition which is of concern to the Corps/Squadron CO, he/she shall not decline the applicant's membership without first consulting with the RCSU (Pac).

2. Ref B details the process which must be followed in order to conduct an Accommodation Capability Review when a cadet has been deemed medically unfit to participate in specific Phase 1, Green Star or Proficiency Level 1 POs. If the results of this review determine that accommodating a cadet has been found impossible to do without causing undue hardship, a Membership Impact Review will be conducted. Both of these reviews are conducted by the RCSU (Pac) staff and therefore it is imperative that Corps/Squadron COs refer situations where an applicant's medical, physical or mental condition is such that they feel concern about the applicant's suitability for participation in CCO activities. Corps/Squadron COs shall not independently make a decision to decline membership to an applicant on the basis of a medical, physical or mental condition.

(Exec Svcs O)

250/15 – COMMENTS ON SOCIAL MEDIA

Ref: PRCI 116

1. A recent incident involving a senior member of the CAF posting negative comments about the government of Canada on social media highlighted the need to remind all members of the expectation that our behaviour in and out of uniform remain professional and respectful of the dignity of others at all times. In choosing to become a CAF member, you have chosen to serve our country and in doing so, you have accepted that it not appropriate for you to publically criticize our government.

2. Comments placed on social media must not be in conflict with your role as a youth leader and CAF member. You must remain mindful of ensuring that your conduct on social media is reflective of the level of professionalism expected of all CAF members.

(CO)

251/15 – ISSUE OF SILVER BELT BUCKLES AND BUTTONS FOR CADETS

The silver belt buckles and buttons for cadets have arrived and will be issued from the RCSU (Pac) Supply section shortly. Logistik has provided allocation based on FORTRESS numbers from the beginning of the training year. Be advised that extra-long belts are in short supply so we require Squadrons to request the required number of extra-long belts from your ACA or ACO.

(ACO (Air))

252/15 – REPORTING VOLUNTARY SERVICE

1. All members on corps and squadron established paid positions are reminded that when completing the DND 2893, COATS – Class “A” Reserve Service Attendance and Transportation Assistance Allowance Register, they shall include volunteer attendance.

2. Corps/Squadron Commanding Officers are also required to ensure unpaid CAF members at the corps and squadron complete a DND 2893 and that these forms are submitted to RCSU (Pac) for action and retention, even when the register is only capturing volunteer service.

(Compt)

253/15 – WEARING OF UNIFORMS – RETIRED COATS MEMBERS

As directed by Natl CJCR Sp Gp, the wearing of the CAF uniform by retired members is not authorized; therefore, any such requests need not be forwarded to the RCSU (Pac).

(Exec Svcs O)

254/15 – USE OF RECEPTION AND DISPATCH WHILE ON TD

1. A member who is proceeding on Temporary Duty (TD) is required to acknowledge terms of travel prior to departure by signing page 1 of the travel claim. At most CAF units, this is conducted in person. Due to the geography of this unit, members in this region acknowledge terms of travel via email and/or acceptance of an employment offer prior to the travel date. This particular method does not preclude the requirement to have a signature on the claim. This region uses two methods to obtain the claimant signature and both are acceptable.

2. If the TD location has a Reception and Dispatch (R&D) set up, the original claims are sent directly from the RCSU (Pac) to the TD location. All Summer CTC and RCIS (Pac) have R&D. Spring concentrations may also have a R&D setup. It is the responsibility of the claimant to report in (and out), sign page 1 of the claim and receive a worksheet that is to be completed and returned to RCSU (Pac) Claims within 14 days of returning home. The R&D is responsible to secure all claims at the TD location and return them back to the Claims section at RCSU (Pac). Finalization of the claim will only occur once the claimant returns an original signed worksheet to the RCSU (Pac).

3. In all other TD situations, such as tasking for RDA and out of region NDA, the claimant will likely receive the original claim in the mail along with a worksheet. It is the claimant's responsibility to secure the original claim, complete the worksheet and mail both documents back to RCSU (Pac) within 14 days of returning home from TD. In a very small number of cases, you may receive specific instructions by the hiring authority with regards to signing page 1 of the claim as it may be more efficient for the hiring authority to administer claims using another method.

(Compt)

255/15 – TD WHILE ON CLASS A SERVICE

References: A. Canadian Forces Temporary Duty and Travel Instructions (CFTDTI)

B. QR&O 9.06 (2)

1. In accordance with ref A, Temporary Duty (TD) is defined as travel to and from a place of residence. For a reserve member it is further defined at ref b as a period of consecutive paid service to and from their place of duty. All members are required to travel on the approved travel dates and shall not arrive earlier or stay later in the TD location. Failing to adhere to the travel authority can result in forfeiture of all travel claim entitlements.

2. In accordance with ref B, types of reserve service affects the claimants ability to change travel plans through the approving authority. Class A service less than 13 consecutive days and short class B periods of service between 13 and 29 days are two types of service that do not have annual leave calculated. When proceeding on TD under the aforementioned periods of service "unpaid" travel is not permitted. When on Class B service in excess of 30 days, annual leave may be used to change travel plans however leave must be approved in advance and the travel points must not be change.

(Compt)

256/15 – UPCOMING BIATHLON AND MUSIC CLINICS

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

a. Music:

Date	Location	Description
5 – 6 Dec 15	Abbotsford	Military Band Clinic
12 Dec 15	Vancouver	Pipes and Drums Clinic
12 – 13 Dec 15	Vancouver	Military Band Clinic
23 – 24 Jan 16	North Vancouver	Military Band Clinic
30 – 31 Jan 16	Victoria	Military Band Clinic

b. Biathlon:

Date	Location	Description
10 Jan 16	Prince George	Biathlon Zone Competition
16 Jan 16	Whistler (WOP) and Vernon (Sovereign Lk)	Biathlon Zone Competition
17 Jan 16	Mount Washington	Biathlon Zone Competition
6 – 7 Feb 16	Mount Washington	Biathlon Provincial Competition

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)

257/15 – REIMBURSEMENT – GOVERNMENT SHARE OF PROVINCIAL HEALTH CARE PREMIUMS

Reference: Annex F to 5060-1 (ADM(PER))

1. IAW reference, members of the Reserve Force presently on Class B or A Reserve Service, resident in British Columbia who pay the entire monthly provincial health care premium without assistance from the employer or from any level of government, are entitled to a premium share of up to 50% from the Federal government. Members who had any period of Class B Reserve Service during calendar year 2015 may be eligible to claim this benefit. Note that this is a taxable benefit.

2. To claim the benefit, your submission must be received by RCSU (Pac) not later than 19 Feb 16 in order to be processed by the deadline of 1 Mar 16. No late submissions can be processed. You are required to submit:

- a. a completed CF 52;
- b. a completed “Reserve Health Benefit Plan Provincial Premium Rebate Form”; and
- c. a copy of your Medical Services Plan (MSP) account invoice, confirming that it has been paid in full for 2015.

3. The required forms are available in the File Repository (Pacific > Forms > Misc Forms). Completed claims are to be submitted to RCSU (Pac) through your elemental office.

(Exec Svcs O)

258/15 – COMPLETION OF CF 742 EMERGENCY CONTACT(S) NOTIFICATION AND DND 2587 NEXT OF KIN IDENTIFICATION FORMS

Refs: A. CANFORGEN 115/14 CMP 051/14 241814Z JUL 14
B. CBI 211.07
C. QR&O 209.02

1. As detailed in ref A, the CAF use distinct Emergency Contact(s) Notification (ECN) and Next of Kin (NOK) forms so as to meet the requirements of modern family relationships while respecting the expressed wishes of the CAF member.

2. The ECN form (CF 742) is a record of the names and coordinates of those persons who the CAF member would want notified in the event of their demise, very serious illness/injury, or if they are reported missing. It also addresses the emergency roles and expectations of the person to be notified. The NOK form (DND 2587) serves to identify the immediate family and other persons who the CAF member considers closest to him or her. It also focuses on the support that the CAF offers to the NOK.

3. All CAF members must complete their ECN and NOK forms accurately and submit updates when there are changes to their ECN or NOK. The proper and timely completion and updating of both are critical, particularly for the NOK form. These precautions will ensure that the travel expenses of NOK to attend specific events marking a CAF member's serious illness, injury or death are paid for or reimbursed by the Department. These expenses are established as benefits at refs B and C.

4. How to complete the ECN and NOK correctly and in a timely manner is explained on the reverse side of each form. Failure to accurately complete the NOK form has resulted in non-reimbursement of benefits (travel expenses) to CAF members as well as to their immediate family and those persons closest to them.

5. It is the responsibility of all CAF members to complete the ECN and NOK forms and submit them the RCSU (Pac) for processing.

(CC)

259/15 – CHANGE OF PERSONAL INFORMATION

All members are reminded of the importance of advising RCSU (Pac) of any personal information changes. Changes such as: a change of address, telephone number(s), name change, addition or removal of dependants, change of marital status, etc must be reported in a timely manner by completing a Cdt # 133 and forwarding it with any required supporting documents.

(CC)

260/15 – TRAVEL OUTSIDE OF CANADA

1. All CAF members, Regular and Reserve Force, and all DND employees, full and part-time who are travelling outside of Canada or the USA, for duty or non-duty purposes, must submit a Notification of Intent to Travel form. This form is available on the online File Repository (Pacific > Forms > Misc Forms) and is to be submitted 30 days prior to departure date:

- a. by email to James.Turner@forces.gc.ca; or
- b. by fax to CFNCIU HQ, Attn: Cmre Jim Turner, DSB Coord, at 613-945-5585.

2. Personnel with access to the DWAN are to complete and submit their form online at: <http://cdi.mil.ca/sites/page-eng.asp?page=6351>.

3. Travelers can anticipate receiving an email response within one business day. The response will provide links to appropriate security information and will also indicate any requirements for a formal, in-person security briefing.

(Exec Svcs O)

261/15 – 2016 PRIVATE 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))

262/15 – CO'S CORNER

1. This will be the last RO before the Christmas break so I would like to take the opportunity to wish you all a very merry holiday season and Happy New Year, and I hope that Santa is good to you all.
2. I would also like to remind you that the RCSU (Pac) could be your Santa as well. I am told that there is plenty of available LSA funding waiting in your Corps or Squadron stocking over the RCSU (Pac) fireplace, if you put in your paperwork. Any Corps or Squadron that has completed an approved activity can claim back fuel, tents, sleeping bags, meals en-route and/or consumable items such as: batteries, rope, paper, pens, pencils, orienteering maps and markers, garbage bags, etc. The list goes on. We have money waiting for you if you print out your RCSU (Pac) supplied claim and attach receipts and return to us, it's that simple. Talk to your ACA if you are unsure how we can help you.
3. I would like to remind you of a few tasks that you must complete in fairly short order. There is a requirement for you to complete the following:
 - a. Security Awareness Training (NLT 31 Dec 15 – see the list at annex A to this RO which indicates whose record indicates that they have completed this training);
 - b. the Obligatory Reserve Force Self-ID census (past due – see the list of pers who need to do this at annex C to this RO);
 - c. receive the OP HONOUR briefing (ASAP); and
 - d. the Positive Youth Development and Program Outreach (NLT 31 Mar 16).
4. I really need you to get on board and complete these requirements, particularly the Security Awareness Training which is being tracked in Ottawa and if not completed by the end of the year will result in you having to cease parading until you have done so.
5. We look forward to the holiday season, with most of the RCSU (Pac) staff being on a well-deserved break from 19 December 2015 through to 5 January 2016. If you do have an emergency during this time, please follow the procedure at the beginning of this RO, however, routine matters will wait for the New Year when we will be back for all of the fun that 2016 has in store for us!

// original signed by //

A.W. Muir
Commander
Commanding Officer

Annexes

- | | |
|---------|--|
| Annex A | List of Completed Security Awareness Training |
| Annex B | Steps to Reporting your Security Awareness Training Completion |
| Annex C | Outstanding CAF Self-Identification Returns |
| Annex D | Form DND 1209-E, Canadian Armed Forces (CAF) Self-Identification |

LIST OF COMPLETED SECURITY AWARENESS TRAINING

The following personnel are recorded as having completed the mandatory Security Awareness Training. If your name does not appear on this list and you have completed the training, please follow the instructions included at annex B and submit your screen shot to your ACO or ACA so that your records may be updated.

Rank	Surname	Name	Unit
CI	Affleck	Alisha	561 RCACS
Lt	Aitchison	Erin	RCSU (Pac)
Maj	Allison	Robert	RCA Ops (Pac)
Capt	Angst	David	RCSU (Pac)
Capt	Bach	Randolf	2812 RCACC
Capt	Bachmier	Dale	2887 RCACC
Lt	Bailey	Steven	861 RCACS
Lt(N)	Baldwin	Lawrence	169 RCSCC
Capt	Baldwin	Thomas	583 RCACS
Capt	Banks	Brandon	1725 RCACC
Lt	Barrett	William	2472 RCACC
Capt	Beddoes	Erin	RCSU (Pac)
Sgt	Bell	Patricia	RCSU (Pac)
Capt	Benton	Thomas	861 RCACS
Lt(N)	Beresford	Ann	189 RCSCC
Lt	Bergey	Jennifer	2618 RCACC
Sgt	Besse	Lila	RCSU (Pac)
CI	Blakey	Christine	3067 RCACC
Capt	Blonde	Timothy	59 RCACC
Lt	Blyth	Rachel-Ann	2812 RCACC
Maj	Blyth	Richard	2812 RCACC
Sgt	Bogaerts	Lorena	RCSU (Pac)
Maj	Bone	Anthony	RCSU (Pac)
Lt	Bonnell	Christopher	1867 RCACC
Capt	Bott	Robert	552 RCACS
SLt	Botta	Taisha	136 RCSCC
Capt	Braam	Florence	902 RCACS
MCpl	Brennan	Barb	RCSU (Pac)
Lt	Brooks	Deborrah	3080 RCACC
Lt(N)	Broom	Brian	72 RCACC
Lt	Brown	Stephen	521 RCACS
Lt(N)	Bruce	Sean	RCSU (Pac)
MS	Brunet	Noemi	RCSU (Pac)
Capt	Brush	Michael	RCSU (Pac)
MCpl	Burke	Linda	RCSU (Pac)
Capt	Cameron	Michael	676 RCACC
Lt	Carlow	Tianna	RCA Ops (Pac)
PO2	Chaisson	Kim	RCSU (Pac)
Capt	Challen	Timothy	135 RCACS
MS	Chavarria	Orlando	RCSU (Pac)
SLt	Cherrington	David	131 RCSCC
Lt	Chiang	Elaine	RCSU (Pac)
Capt	Collier	Croydon	RCSU (Pac)
Lt	Colosie	Daniel	767 RCACS
CI	Corrigan	Bernard	RCA Ops (Pac)

Rank	Surname	Name	Unit
A/SLt	Coulter	Richard	169 RCSCC
Maj	Cross	Monty	223 RCACS
WO	Curran	Dave	RCSU (Pac)
Capt	Dalgleish	Blake	1725 RCACC
Capt	Davidson	Clark	RCA Ops (Pac)
Lt(N)	De La Pena	Jeremiah	195 RCSCC
Maj	DeBiasio	Kevin	RCSU (Pac)
Maj	Deck	Brent	RCSU (Pac)
MS	Denton	Margaret	RCSU (Pac)
Lt(N)	Desjardins	Ronald	RCSU (Pac)
SLt	Diethelm	Marie-Ange	263 RCSCC
LS	Dompierre	Deborah	RCSU (Pac)
Capt	Donner	Jennifer	RCSU (Pac)
MCpl	Dronyk	Holly	RCIS (Pac)
CI	Dube	Janet	1726 RCACC
Lt(N)	Dudley	Sandra	136 RCSCC
Lt(N)	Dufresne	Carolynn	63 RCSCC
Capt	Dulmage	Shawn	2887 RCACC
Lt(N)	Eames	Kevin	RCSU (Pac)
Maj	Elgert	Rodney	907 RCACS
Lt	Ellenor	Jessica	1787 RCACC
SLt	Englouen	Christie	169 RCSCC
Capt	Ennis	Beverley	RCSU (Pac)
Lt	Ennis	Donald	222 RCACS
Lt(N)	Everitt	John	HMCS QUADRA CTC
SLt	Fennell	Jacquie	347 RCSCC
Lt	Ferreira	Drew	258 RCACS
Lt(N)	Ford	William	RCIS (Pac)
Civ	Fortin	Joseph	RCA Ops (Pac)
Maj	Fortino	Michael	RCSU (Pac)
2Lt	Frank	Randy	841 RCACS
SLt	Frey	David	202 RCSCC
Lt	Gadallah	Kyle	RCA Ops (Pac)
Lt	Gagliano	Robert	RCA Ops (Pac)
Lt	Gandouin	Christopher	746 RCACS
2Lt	Gardner	Robert	581 RCACS
Capt	Gee	Derrick	RCSU (Pac)
Maj	Glaisher	Jonathan	767 RCACS
Lt	Goh	Lawrence	777 RCACS
Sgt	Gosselin	Marcel	RCSU (Pac)
PO1	Greeley	Boyd	RCSU (Pac)
Maj	Green	Irene	RCSU (Pac)
WO	Gulliford	Kent	RCSU (Pac)
Capt	Hale	Tamera	3067 RCACC
Lt(N)	Hauser	Walter	RCSU (Pac)
NCdt	Havas	Timothy	307 RCSCC
Lt	Hazelton	Amanda	1922 RCACC
LCdr	Head	Martin	RCSU (Pac)
Maj	Heal	Wayne	RCA Ops (Pac)
Capt	Heath	Kim	RCSU (Pac)
Capt	Hellyer	Richard	259 RCACS
Lt	Henderson	Bradley	RCA Ops (Pac)
Capt	Herbert	Kristi	1725 RCACC
Maj	Hildebrandt	Linda	RCIS (Pac)

Rank	Surname	Name	Unit
Capt	Hinton	George	655 RCACS
Capt	Hoath	Kim	819 RCACS
Lt	Holley	Alyssa	2781 RCACC
Capt	Hollis	James	RCA Ops (Pac)
Capt	Houle	William	828 RCACS
LCdr	Irwin	Donald	RCSU (Pac)
Lt(N)	Isabelle	Terrance	158 RCSCC
Lt	Jensen	Christopher	2573 RCACC
Maj	Johnston	Carrie	RCSU (Pac)
Lt(N)	Juliusson	Ronald	354 RCSCC
Lt	Justason	Bradley	744 RCACS
Capt	Kallert	Brian	2305 RCACC
Lt	Khan	Zakir	103 RCACS
Lt	King	Andrew	777 RCACS
Lt	Knoll	Andrew	2573 RCACC
OCdt	Kong	Sammie	637 RCACS
Lt	Kostrzewa	Cassandra	1725 RCACC
Capt	Kung	Christopher	RCSU (Pac)
Capt	Lacey	Evelyne	RCIS (Pac)
2Lt	Lafitte	Rachel	2943 RCACC
A/SLt	Lambert	Michael	263 RCSCC
Capt	Landsiedel	Nancy	243 RCACS
Lt	Larden	Michael	3300 RCACC
Lt	Law	Deborah	787 RCACS
Lt(N)	Lawless	Cynthia	RCSU (Pac)
Lt(N)	Lawrence	Mark	158 RCSCC
Maj	Lay	Eunice	692 RCACS
Sgt	LeBlanc	Steven	RCSU (Pac)
MS	Lessese	Robert	RCA Ops (Pac)
Capt	Lee	Brandon	744 RCACS
2Lt	Lehton	Yolanda	386 RCACS
Civ	Lemay	Marc	RCA Ops (Pac)
Sgt	Lemire	Phillip	RCSU (Pac)
MCpl	Lepage	Kimberly	RCSU (Pac)
Lt(N)	Levesque-Martel	Vincent	RCSU (Pac)
Capt	Liem	Antonius	2290 RCACC
Capt	Logan	Kenneth	2289 RCACC
A/SLt	Low	Michelle	102 RCSCC
Capt	Lowdon	James	RCA Ops (Pac)
Lt	Lumley	Sarah	205 RCACS
Lt	Lundstrom	Dean	861 RCACS
	Lysohirka	Amanda	259RCACS
Capt	MacDonald	Joann	RCSU (Pac)
2Lt	MacDonald	Michael	759 RCACS
Capt	Major	Cheryl	RCSU (Pac)
Capt	Malczynski	Isabelle	RCSU (Pac)
Lt	Manning	John	223 RCACS
Capt	March	Kelly	3063 RCACC
Lt(N)	Martin	Christopher	RCSU (Pac)
Capt	Martin	Lorna	861 RCACS
Lt	Matchett	Shannon	RCA Ops (Pac)
Capt	Matheson	Dustin	RCSU (Pac)
Lt(N)	McAleer	Nancy	5 RCSCC
Capt	McAuley	Brandon	RCSU (Pac)

Rank	Surname	Name	Unit
Lt	McCarthy	Devon	861 RCACS
2Lt	McEachern	Riley	2422 RCACC
Lt(N)	McLean	Carl	RCSU (Pac)
OCdt	McLennan	Dean	2827 RCACC
Capt	McRobert	Bradley	RCSU (Pac)
Lt(N)	Meeker	Mary	RCSU (Pac)
OCdt	Miglani	Poonam	768 RCACS
Lt	Miklossy	Scott	RCSU (Pac)
Capt	Millard	Michael	72 RCACC
OCdt	Milward	Donna-Lee	2887 RCACC
Capt	Moore	Craig	107 RCACS
Capt	Morgan	Susan	RCSU (Pac)
Capt	Motak	Jiri	2290 RCACC
Cdr	Muir	Andrew	RCSU (Pac)
Lt	Mulder	Johannes	1789 RCACC
Lt	Ng	Jeffrey	2947 RCACC
2Lt	Nickel-Thibodeau	Erika	1813 RCACC
Lt	Nimegeers	Kayla	279 RCACS
Lt	Nizzar	Kesar	692 RCACS
Lt	Noordegraaf	Catharina	147 RCACS
Lt	Noordegraaf	George	147 RCACS
Lt	Nutley	Connor	2827 RCACC
MCpl	O'Keefe	Tina	RCSU (Pac)
Lt(N)	Orange	Tabatha	189 RCSCC
Lt	Owen	Mark	RCSU (Pac)
LCdr	Packer	Martin	HMCS QUADRA CTC
Lt	Palmer	Cleo	754 RCACS
Capt	Palmer	Michael	583 RCACS
MCpl	Phillips	Greg	RCIS (Pac)
OCdt	Potts	Michael	1726 RCACC
Lt	Pratt	Kathryn	676 RCACS
Capt	Ralph	Romy	232 RCACS
OCdt	Ralphs	Bruce	RCSU (Pac)
Maj	Reddy	Govind	RCSU (Pac)
Capt	Rempel	Gerald	581 RCACS
Lt	Restemeyer	John Stuart	561 RCACS
Lt(N)	Richard	Daniel	54 RCSCC
2Lt	Rickey	Robert	1867 RCACC
Capt	Rose	Stephen	3020 RCACC
Capt	Rothwell	Robert	2827 RCACC
Capt	Russell	Kenneth	RCSU (Pac)
Capt	Sauve	Wayne	RCSU (Pac)
Capt	Schnider	Robert	RCSU (Pac)
Capt	Schrauwen	Victoria	223 RCACS
2Lt	Schreiber	Alicia	521 RCACS
Lt	Schuszter	Catherine	363 RCACS
Capt	Scott	Gordon	RCSU (Pac)
Capt	Shim	Nicole	RCSU (Pac)
Lt(N)	Shymkiw	Alexander	347 RCSCC
Lt(N)	Silvester	Timothy	RCIS (Pac)
Cpl	Sincennes	Patrick	RCSU (Pac)
PO2	Sison	Abel	RCSU (Pac)
CPO1	Slater	William	RCSU (Pac)
Lt	Smith	Geoffrey	2827 RCACC

Rank	Surname	Name	Unit
OCdt	Solomonides	Gregory	243 RCACS
Lt(N)	Steele	Debra	204 RCSCC
Capt	Stevens	Quinn	RCSU (Pac)
Lt(N)	Stewart	Jennifer	RCSU (Pac)
LCol	Stewart	Keith	RCA Ops (Pac)
Lt(N)	Stewart	Shawn	RCSU (Pac)
Lt(N)	Stoney	Carson	109 RCSCC
Capt	Strutt	Kristin	907 RCACS
Civ	Sulek	Sam	RCA Ops (Pac)
Lt(N)	Tarrington	John	263 RCSCC
Maj	Taylor	Melanie	861 RCACS
Lt	Tebbutt	Christine	2472 RCACC
Capt	Tellier	Michael	676 RCACS
Lt(N)	Terry	Tracy	RCSU (Pac)
Maj	Thompson	Robert	RCSU (Pac)
Lt(N)	Thompson	Timothy	RCSU (Pac)
Lt(N)	Tien	James	RCIS (Pac)
Lt(N)	Tofsrud	Shaun	201 RCSCC
OCdt	Toth	Timothy	2277 RCACC
Lt	Trapp	Tanya	525 RCACS
OCdt	Tse	Becky	888 RCACS
Lt	Tung	Steven	RCA Ops (Pac)
MCpl	Vonpetzinger	Carmen	RCSU (Pac)
Maj	Wagner	Tina	
Capt	Wah	William	692 RCACS
2Lt	Weale	John	2472 RCACC
Civ	Weston	Matthew	RCA Ops (Pac)
Capt	Wilcox	Kenneth	583 RCACS
OCdt	Wolf	Charlotte	903 RCACC
Maj	Wong	Brian	759 RCACS
OCdt	Wong	Edward	637 RCACS
OCdt	Wong	Patrick	2827 RCACC
Lt	Wyckhuysen	Paul	353 RCACS
Lt	Yoo	Peter	637 RCACS
Capt	Zweng	Jacqueline	RCSU (Pac)

STEPS TO REPORTING YOUR SECURITY AWARENESS TRAINING COMPLETION



La version française suit le texte en anglais.

STUDENT JOB AID – MAKING A SCREEN CAPTURE

1. When you have completed a quiz and are at the final slide that displays your score, follow the directives below to do a screen capture of that slide. Email the screen capture to your facilitator.



On a Windows Computer, use "Alt" + "PrintScreen" keys to create a screen picture that must be "pasted" into a document.

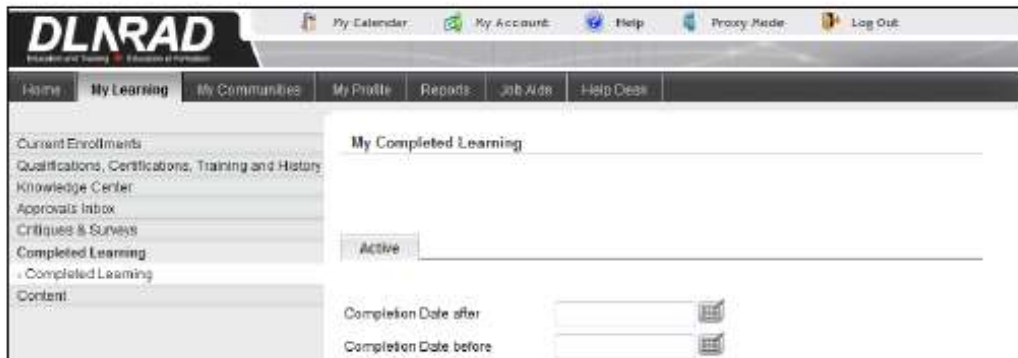


On a Macintosh System, Use "Shift + "Cmd" + "3" to obtain a screen picture that will be saved as a file on your desktop.

La version en français suit le texte en anglais.

JOB AID – CREATING PROOF OF COMPLETION

1. Login to DLN and go to your Home page. Select the “My Learning” tab, and click on the “Completed Learnings” choice.



2. Scroll in the window to view the Completed Security Awareness package. If you are certain you completed the course, and it is not within this window, you should contact the CIC CDL HelpDesk.

Do not use the “Print Certificate” function. Proceed to Step 3.

Information Defence Online	01.00	_Self paced online	08/01/2013	Successful Print Certificate of Completion	25/01/2013	0	Action
IS Security Online Conscience de Sécurité des SI	1.0	AF-RA	25/09/2012	Successful Print Certificate of Completion	25/09/2012	0	Action
Security Awareness		_Self paced online	04/02/2010	Successful Print Certificate of Completion	04/02/2010	80	Action

OUTSTANDING CAF SELF-IDENTIFICATION RETURNS

The following personnel are required to immediately complete the overdue Self-Identification Census. The form required to complete this census with instructions is available on the File Repository and is also included as Annex D to this RO.

Rank	Surname	Name	Unit
Capt	ADAMS	MARK	103 RCACS
Maj	ADAMS	JENNIFER	754 RCACS
2Lt	AMELIA	JOSHUA	RCA Ops (Pac)
Capt	ANDERSON	MEGHAN	676 RCACS
Capt	ANGST	DAVID	RCSU (Pac)
Capt	ARTHUR	AMETHYST	RCSU (Pac)
Capt	BAFARO	SALVATORE	RCSU (Pac)
Capt	BRAAM	FLORENCE	902 RCACS
Capt	BRADBURY	SANDRA	RCSU (Pac)
Lt	BROPHY	KATHLEEN	349 RCSCC
OCdt	BRUNNERLOVE	ELIZABETH	767 RCACS
2Lt	BYSTROM	KEITH	RCA Ops (Pac)
2Lt	CARLOW	KAITLIN	363 RCACS
OCdt	CARLOW	MATHEW	363 RCACS
Lt	CARSIENCE	JEFFREY	222 RCACS
Lt	CHALLEN	MARY	513 RCACS
Maj	CHESTER	THOMAS	RCA Ops (Pac)
OCdt	CHI	IVY	819 RCACS
2Lt	CHIU	JESSICA	777 RCACS
2Lt	CHOI	LYDIA	RCSU (Pac)
Capt	CLOKE	JOHN	109 RCSCC
Capt	CLOW	MURRAY	279 RCACS
Lt	DAVIES	HEATHER	RCSU (Pac)
OCdt	DEPIERI	STEFANO	RCA Ops (Pac)
Capt	DESNOYERS	ERIC	2983 RCACC
Capt	EICHINGER	NYREE	258 RCACS
Capt	ELGERT	SCOTT	RCA Ops (Pac)
Lt	ENGLISH	ERIK	RCSU (Pac)
OCdt	FERNANDES	JEREMY	907 RCACS
OCdt	FERNSTROM	TWILA	787 RCACS
OCdt	FLEET	SAMANTHA	RCSU (Pac)
Lt	GANTER	DENEEN	2757 RCACC
Capt	GREEN	STEVEN	RCA Ops (Pac)
OCdt	GREEN	ATHENA	531 RCACS
Capt	GRIFFITH	MARTHA	RCSU (Pac)
Capt	HATHIRAMANI	SAHIL	RCA Ops (Pac)
Capt	HIGGS	THOMAS	893 RCACS
OCdt	HINCH	CRYSTAL	787 RCACS
Lt	HO	SHIRLEY	692 RCACS
OCdt	HOGLUND	JADE	531 RCACS
Capt	HOLLIS	JAMES	RCA Ops (Pac)
OCdt	HSIEH	MONICA	RCSU (Pac)
OCdt	JACKSON	JOENIAN	RCA Ops (Pac)
OCdt	JERVIS	ANNETTE	RCSU (Pac)
Capt	JOHNSON	MEGAN	22 RCACS
Capt	JOHNSTON	ADRIANNE	787 RCACS
Capt	KELLEY	SIMONE	RCA Ops (Pac)
Capt	KELLEY	RANDALL	RCA Ops (Pac)
Lt	KIDD	CHRISTOPHER	858 RCACS
Lt	KITTS	SEAN	RCA Ops (Pac)
OCdt	KOELEWYN	VICTORIA	RCA Ops (Pac)
Lt	KOENIG	CHRISTOPHER	583 RCACS
OCdt	KONG	SAMMIE	RCSU (Pac)

Rank	Surname	Name	Unit
OCdt	KWONG	RICKY	AH CTC
OCdt	LAO	AARON	AH CTC
Capt	LEBEL	AUDREY	RCSU (Pac)
OCdt	LEE	RICKY	RCSU (Pac)
Capt	LESLIE	MICHAEL	RCA Ops (Pac)
Capt	LESLIE	DANIEL	RCA Ops (Pac)
Capt	LESLIE	SARAH	RCSU (Pac)
Capt	LHEUREUX	MARC	RCSU (Pac)
Capt	LHEUREUX	KATRINA	RCSU (Pac)
Capt	LYFORD	SARA	59 RCACS
Capt	MACLEAN	STEVEN	777 RCACS
Lt	MATCHETT	SHANNON	RCA Ops (Pac)
Capt	MATSUMOTO	KIMBALL	RCA Ops (Pac)
Lt	MEADE	ALLISON	583 RCACS
OCdt	MIGLANI	POONAM	768 RCACS
OCdt	MOIR	JOHANNAH	909 RCACS
Capt	NEWLOVE	STEPHEN	RCSU (Pac)
Cpl	OXTOBY	PATRICK	Vernon CTC
Capt	PEEL	MELISSA	828 RCACS
Capt	PERRY	ROGER	147 RCACS
Capt	PRATT	ROBERT	609 RCACS
OCdt	RALPHS	BRUCE	RCSU (Pac)
OCdt	RANA	SUMAN	RCA Ops (Pac)
OCdt	RATNAYAKE	THILINA	692 RCACS
Capt	REID	EDITH	893 RCACS
Capt	RICHARDS	LAVERN	655 RCACS
OCdt	ROGAN	JANKO	RCSU (Pac)
2Lt	SANTOS	ELORA	RCSU (Pac)
Capt	SCHNIDER	ROBERT	893 RCACS
OCdt	SHAM	COLIN	RCSU (Pac)
MCpl	SHEPPARD	TODD	Vernon CTC
OCdt	SHIH	CALEB	692 RCACS
Capt	SHORE	RONALD	147 RCACS
OCdt	SOLOMONIDES	GREGORY	243 RCACS
Cpl	SPENCER	TINA	RCSU (Pac)
OCdt	STMARTIN	BRENDAN	111 RCACS
OCdt	STONEY	ANDREW	RCSU (Pac)
Capt	STROET	MELINDA	RCSU (Pac)
OCdt	TANG	RHYTHM	59 RCACS
2Lt	TARAPE	FRANK	RCSU (Pac)
OCdt	TIKKANEN	MARIANNE	858 RCACS
Maj	TIMMS	DAVID	RCSU (Pac)
2Lt	TSANG	CHRISTIE	655 RCACS
OCdt	TSE	BECKY	888 RCACS
MCpl	VONPETZINGER	CARMEN	RCSU (Pac)
Capt	VUCKO	DEBRA	RCA Ops (Pac)
OCdt	WALLIN	BRITTNEE	561 RCACS
OCdt	WALTMAN	JOSHUA	RCSU (Pac)
OCdt	WARKENTIN	KYLE	RCSU (Pac)
Capt	WHITE	DEREK	RCA Ops (Pac)
Lt	WHITE	DANIEL	907 RCACS
Lt	WILCOX	TREVOR	RCSU (Pac)
Capt	WILLIS	TYLER	902 RCACS
OCdt	WONG	EDWARD	637 RCACS
OCdt	WONG	EUNICE	819 RCACS
OCdt	XIE	OLIVER	RCSU (Pac)
Lt	YAKIWCHUK	JASON	907 RCACS
Capt	YAU	STEPHANIE	RCSU (Pac)

Form DND 1209-E, Canadian Armed Forces (CAF) Self-Identification

PROTECTED B (When completed)

Self-Identification (Self-ID) - Why Self-ID?

The Canadian Armed Forces (CAF) Self-ID form is used to collect information on the composition of the CAF workforce. This enables the CAF to comply with the *Employment Equity Act*, and facilitates the planning and implementation of Employment Equity activities.

All CAF members are required to complete Part A and are strongly encouraged to complete Parts B and C.

How your personal information will be Protected?

After you have completed the Self-ID form, it is treated as a Protected document. By law, your information can only be used for statistical purposes and in no circumstance should it ever be placed on your personnel file.

Please ensure that your form is signed, dated, inserted in a single sealed envelope (with NO security markings) and forwarded to Directorate of Human Rights and Diversity at NDHQ. Your information is protected by the *Privacy Act* and your chain of command has no right to see it. It is stored on a stand-alone database which can only be accessed by those who maintain the database. The stored information is used to prepare statistical analyses and reports about the CAF population.

Part A: Why do I have to complete this part?

All federally regulated employees, including CAF members, are mandated by law to complete at least Part A of the Self-ID form. Completing Part A simply provides your basic military data which allows the CAF to respond in our required annual report to Parliament and to confirm that all CAF members were offered the opportunity to Self-ID.

Part B: So, why should I complete this part?

Self-ID (Part B of the form) is a voluntary process that occurs when a CAF member states whether or not he or she belongs to one of the Designated Groups (women, Aboriginal peoples, visible minorities and persons with disabilities), as defined in the *Employment Equity Act*.

Although the law requires the CAF to work towards an organization that is representative of the population from which it is drawn, the CAF's commitment to Employment Equity and diversity is not just a legal or moral matter, but a question of successfully adapting to Canada's changing demographics and sustaining the operational effectiveness of the CAF in the future. Employment Equity is not about lowering standards or giving preferential treatment, it is about ensuring that no one is denied employment, advancement or benefits for reasons unrelated to their abilities.

Your participation will help us:

- Achieve an accurate profile of who we are and how representative we are of the Canadian workforce;
- Identify areas where changes in policies, practices, and systems are likely to be most effective in achieving fairness and equity in employment; and
- Pinpoint where we need to eliminate, if they exist, barriers that might limit or exclude Designated Groups (women, Aboriginal peoples, visible minorities and persons with disabilities) from opportunities that should be open to all employees.

Part C: Why should I volunteer to be contacted? What is in it for me?

If you agree by answering *yes* in Part C, you will have the opportunity to contribute directly in an important process that ensures that all four Designated Groups are being treated fairly in the CAF. This strengthens the organization!

What does "human resources planning purposes" mean?

This means that you may be contacted to participate in Employment Equity related activities such as surveys, focus groups, consultation processes where your views may be sought, or in other activities associated with the implementation of Employment Equity in the CAF.

Once I say Yes to Part C, must I agree to all requests?

Your participation is completely voluntary. This means that even if you say *yes* in Part C, you will always have the option to say *no* to any particular request.

If you have concerns after reading this document, please contact your unit Employment Equity Officer or check out the Directorate of Human Rights and Diversity website - your answer may already be in our Frequently Asked Questions (FAQ) section.

Just 5 minutes is all it should take you to Self-ID.

PROTECTED B (When completed)

Canadian Armed Forces (CAF) Self-Identification

The *Employment Equity Act* requires all employers to collect and analyze information on its workforce. Self-identification allows the CAF to comply with this requirement. Once completed, the information is protected by the *Privacy Act* and is used only for statistical reports and not to identify individuals. **All CAF personnel are required to complete Part A which is mandatory, and are strongly encouraged to complete Parts B and C which are voluntary.**

Part A

Family name	Given name(s)	Service number (SN)
Unit	Signature	Date (yyyy-mm-dd)

Part B

You may self-identify in more than one designated group.

For the purposes of the *Employment Equity Act* designated group members refers to women, Aboriginal peoples, members of the visible minority group, and persons with a disability. (Gender data is collected from your enrolment documentation).

B1. An Aboriginal person is a North American Indian or a member of a First Nation, a Métis or an Inuit. Members of a First Nation include status, treaty or registered Indians. North American Indians include non-status and non-registered Indians.

Are you an Aboriginal person? Yes No

If **yes**, and you wish to provide further details, please fill in the appropriate square:

Inuit Métis First Nation North American Indian

B2. A member of a visible minority group is a person other than an Aboriginal person who is non-Caucasian in race or non-white in colour.

Are you a member of a visible minority group? Yes No

If **yes**, and you wish to provide further details, please fill in the square that best describes your visible minority group or origins:

- Black
- Chinese
- Japanese
- Korean
- Filipino
- South Asian/East Indian (includes Indian from India, Bangladeshi, Pakistani; East Indian from Guyana; Trinidad; East Africa, etc.)
- Southeast Asian (including Burmese, Cambodian, Laotian, Thai, Vietnamese, etc.)
- West Asian, North African or Arab (including Egyptian, Libyan, Lebanese, Iranian, etc.)
- Latin American (including indigenous persons from Central and South America, etc.)
- Persons of mixed origin
- Other visible minority group - please specify: _____

B3. Persons with a disability are persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who: a) consider themselves to be disadvantaged in employment by reason of that impairment or, b) believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment. It includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

Are you a person with a disability? Yes No

If you answered **yes**, and you wish to provide further details on the nature of your disability, please specify below:

Part C

Your self-identification information can only be used for statistical purposes (i.e. to prepare reports that describe the diversity of the CAF population) unless you agree that your information can be shared for the purpose of Human Resources planning.

If you respond **yes**, this will allow for you to be contacted by Human Resources staff, but not your Chain of Command, to participate in surveys, focus groups, or other activities undertaken in support of CAF Employment Equity implementation.

Your participation in any of these activities is voluntary and you will always have the option to say **no** to any specific request.

C1. Do you agree to have your self-identification information used for Human Resources planning purposes? Yes No

Once you have completed and printed the form, ensure that it is signed and dated, placed in a sealed envelope and forwarded to:

**DHRD/DDPD 3-5-2
NDHQ/QGDN
101 Colonel By Drive
Ottawa ON K1A 0K2**