



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

Order No. 02/2015	2 February 2015 (amended 4 February 2015)
Last Order No. 01/2015	Esquimalt, BC

ROUTINE ORDER ENTRIES

The following is a listing of the contents of Routine Order 02/2015 dated 2 February 2015 (amended 4 February 2015):

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021/15 – 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)

022/15 – REPORTS AND RETURNS

ACO (Land)	Cadet Advanced Training applications for 2015 Army Cadet Exchanges	30 Jan 15
ACO (Land)	Cadet applications and priority list for 2015 Army Cadet Summer Training Courses	16 Feb 15
ACO (Land)	Army Cadet applications for Spring Rifle	16 Feb 15
All	Cdt #101, Annual Ceremonial Review Information Sheet	13 Mar 15
All	Cdt #140, Lord Strathcona Medal Nomination	31 Mar 15
All	Cdt #144, Royal Canadian Legion Cadet Medal of Excellence Nomination	31 Mar 15

(CC)

023/15 – AMENDMENTS TO PUBLICATIONS, ORDERS, AND FORMS

The following new form, which is available in the File Repository, is to be noted:

Cdt #138, Public Affairs Support Request (01-15).

(Exec Svcs O)

024/15 – RCSU (PAC) PERSONNEL CHANGES

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

- a. Capt G. Scott is temporarily backfilling the position of Specialty Training Officer Expedition and First Aid until a replacement is selected through the application process; and
- b. Capt J. Zweng will continue in the position of Area Cadet Officer (Air) until 31 Mar 15. As this is a newly created position for a second ACO (Air), it will be posted for applications.

(Exec Svcs O)

025/15 – RELIABILITY STATUS REQUIRING UPDATE

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
2510 RCACC	Lt	Harvey, CA	10 Sep 12	20 Sep 12
22 RCACS	Capt	Johnson, GAF	11 Jan 15	26 Jan 15
RCSU (Pac)	Capt	L'Heureux, KLR	4 Jan 15	9 Jan 15
777 RCACS	Lt(N)	MacLean, SR	25 Nov 14	12 Dec 14
RCSU (Pac)	2Lt	Veillette, DJ	25 Nov 14	8 Jan 15
RCSU (Pac)	Capt	Wong, N	18 Jun 11	1 Sep 11

(Exec Svcs O)

026/15 – PRC/VSS REQUIRING UPDATE

Ref: CATO 23-04

1. A current Police Records Check/Vulnerable Sector Screening (PRC/VSS) is required for all adult staff within the CCO, 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). The PRC/VSS for the following pers has extended beyond the five-year validity period; therefore, the following pers have been directed to cease parading on the date indicated below:

Unit	Rank	Name	Due Date	Cease Parading Effective Date
RCSU (Pac)	A/Maj	Cable, RW	5 Feb 13	6 Feb 13
RCSU (Pac)	Lt	Contractor, DK	23 Jun 14	24 Jun 14
RCSU (Pac)	Maj	Cooper, SAG	7 Sep 12	10 Sep 12
RCSU (Pac)	Capt	Griffith, MJ	7 May 12	8 May 12
2510 RCACC	Lt	Harvey, CA	2 May 13	3 May 13
828 RCACS	Lt	Houle, EKD	27 Jan 15	28 Jan 15
RCSU (Pac)	Capt	Hull, C	16 Sep 12	17 Sep 12
RCSU (Pac)	SLt	Johnson, JP	17 Apr 14	22 Apr 14
204 RCACS	Capt	Kelly, SJ	29 Jan 15	30 Jan 15
RCSU (Pac)	2Lt	Ledward, RF	3 Oct 12	4 Oct 12
RCSU (Pac)	Lt	Lee, DG	25 Jul 12	26 Jul 12
RCSU (Pac)	2Lt	Martin, JR	17 Oct 12	18 Oct 12
RCSU (Pac)	Lt	O'Neill, SE	10 Oct 12	11 Oct 12
RCSU (Pac)	2Lt	Perry, TA	9 Aug 12	10 Aug 12
RCSU (Pac)	OCdt	Roussell, CK	2 Oct 13	3 Oct 13
1726 RCACC	Capt	Sculthorp, LW	25 Feb 14	21 Nov 14

RCSU (Pac)	Lt(N)	Sullivan, RL	15 Oct 12	17 Oct 12
RCSU (Pac)	2Lt	Swanepoel, KA	21 Feb 13	22 Feb 13
RCSU (Pac)	Capt	Wong, N	21 Nov 12	22 Nov 12

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

Unit	Rank	Name	Cease Parading Effective Date	PRC/VSS Approval Date
93 RCSCC	A/SLt	Earl, RS	5 Jan 15	19 Jan 15

(Exec Svcs O)

027/15 – RCSU (PAC) REORGANIZATION – CONTACT INFORMATION

1. Throughout the month of January, the RCSU (Pac) reorganization had staff moving to new locations in the various sections and this has resulted in some changes to telephone numbers for some of the key members with whom corps and squadron staff interact.

2. For all regular corps and squadron business, the primary point of contact is the elemental ACAs, who will navigate the RCSU (Pac) workflow on your behalf. All questions regarding the operation of the corps or squadron, including training or support questions, should first be directed to your ACA.

3. To reach your ACA, you may call the same toll-free office you used prior to the reorganization. The numbers are included below for reference. The 1-800 numbers will direct you to an updated automated list. Your ACAs are available at Option 1. You may use the directory from any of these 1-800 numbers to access any person at RCSU (Pac), but most inquiries can be handled through your ACA.

4. The following information is provided to assist you in reached the ACA or ACO responsible for your corps or squadron:

a. Sea Cadets – toll-free number 1-800-661-8733

ACO (Sea) – Lt(N) S. Bruce, 250-363-0834, cell 250-818-9364,

ACA (Sea) – PO1 T. Olejnik, 250-0892, cell 250-508-7572, responsible for support to the following Sea Cadet Corps: 5, 7, 63, 64, 81, 93, 100, 109, 131, 169, 195, 202, 204, 220, 307

ACA (Sea) – PO2 A. Sison, 250-363-0899, cell 250-514-6093, responsible for support to the following Sea Cadet Corps: 47, 54, 102, 105, 136, 137, 158, 189, 201, 263, 296, 325, 347, 349, 354;

b. Army Cadets – toll-free number 1-800-661-3317

(1) ACO (Land) – Capt W. Sauve, 250-363-0937, cell 250-208-1512

ACA (Land) – Sgt D. Martin, 250-363-0897, cell 250-415-0386 responsible for support to the following Army Cadet Corps: 1705, 1725, 1726, 1746, 1789, 1813, 1838, 1922, 2316, 2573, 2756, 2757, 2822, 2887, 2943, 3064, 3066, 3067, and

(2) ACO (Land) – Capt I. Malczynski, 250-363-0995

ACA (Land) – WO J. Sprague, 250-363-7260, cell 250-507-9853 responsible for support to the following Army Cadet Corps: 72, 788, 903, 2276, 2277, 2290, 2305, 2458, 2472, 2556, 2781, 2827, 2963, 2983, 3020, 3080, 3300

ACA (Land) – Sgt C. McMahon, 250-363-0869 responsible for support to the following Army Cadet Corps: 950, 1787, 1867, 2136, 2289, 2308, 2381, 2422, 2483, 2510, 2618, 2812, 2893, 2924, 2947, 3005, 3063; and

c. Air Cadets – toll-free number 1-800-661-4255

(1) ACO (Air) – Capt M. Brush, 250-363-0896

ACA (Air) – WO K. Gulliford, 250-363-0809, cell 250-508-7973

ACA (Air) – WO S. Marinelli, 250-363-0839, cell 250-812-2592

Responsible for support to the following Air Cadet Squadrons: 22, 59, 89, 103, 111, 135, 147, 205, 257, 363, 386, 513, 521, 525, 583, 609, 637, 655, 676, 692, 744, 746, 754, 759, 767, 777, 819, 828, 835, 848, 858, 861, 888, 893, 907, and

(2) ACO (Air) – Capt J. Zweng, 250-363-0849, cell 778-508-7319

ACA (Air) – WO T. Negraeff, 250-363-0845, cell 250-508-7483

ACA (Air) – PO1 B. Greeley, 250-363-7311

Responsible for support to the following Air Cadet Squadrons: 204, 222, 223, 232, 243, 258, 259, 266, 279, 353, 396, 531, 552, 561, 581, 747, 768, 787, 841, 899, 902, 904, 909.

5. In addition to the ACAs and ACOs, the following phone numbers may be needed:

a. Cdr Muir, CO RCSU (Pac) – 250-363-0824, cell 250-896-7080;

b. Movements Toll-Free Number: 1-866-668-8388;

c. Capt C. Major, Public Affairs Officer – 250-363-7302, cell 250-818-4525; and

d. Capt B. Ennis, Regional Cadet Conflict Management Advisor – 250-363-0804, cell 250-888-1343.

(Ops & Trg O)

028/15 – WAR OF 1812 COMMEMORATION PIN

Ref: CANFORGEN 140/12 CMP XX/12 191850Z JUL 12

As per ref, please note that the last day to wear the War of 1812 Commemorative pin is 16 Feb 15.

(C4 Supply)

029/15 – SCREENING FOR FITNESS TO FLY

1. The following important information must be relayed to all fliers or future fliers both Adults and Cadets. Failure for pilots or future pilots to maintain their fitness to fly could result in them being grounded until they rectify their deficiencies. The onus is on the pilots and future pilots to maintain their fitness to fly.

To all Flight Instructors/Standards Officers, etc. involved in Cadet Flying Operations/Instruction:

2. Flight safety is a priority concern, especially when it comes to Cadets. All pers with a Ministry of Transport (MOT) license to fly are obligated under the Aeronautics Act to report medical conditions to their Civilian Aviation Medical Examiner (CAME) to determine continued

fitness to fly. DCdts, in coordination with medical experts, will be developing a more robust screening process of all aircrew to ensure this aspect of flight safety is met.

3. If you have any current medical concerns that may affect your ability to fly, we recommend that you follow-up with your CAME soonest so that these issues can be addressed and do not affect your license. Your CAME may recommend follow-up with your family doctor for investigation and/or treatment of these medical issues. Access to this medical care could become the rate-limiting step in ensuring your fitness to fly if not done in a timely fashion.

4. No exceptions will be made for aircrew who show up for duty but need to be grounded pending further medical work-up based on this new screening process. Your pro-active assessment of any medical concerns will ensure a successful and safe flying experience for everyone.

5. For further information regarding your MOT license, please contact your local CAME or phone the Civil Aviation Medicine Headquarters at 1-800-305-2059 for further guidance. The Aeronautics Act can be found at the following hyperlink: <http://laws-lois.justice.gc.ca/eng/acts/A-2/>

To all Cadets:

6. Flight safety is a priority concern, especially when it comes to Cadets. All Cadets with a Ministry of Transport (MOT) license to fly are obligated under the Aeronautics Act to report medical conditions to their Civilian Aviation Medical Examiner (CAME) to determine continued fitness to fly. DCdts in coordination with medical experts will be developing a more robust screening process of all Cadets to ensure this aspect of flight safety is met.

7. If you have any current medical concerns that may affect your ability to fly, we recommend that you follow-up with your CAME soonest so that these issues can be addressed and do not affect your license. Your CAME may recommend follow-up with your family doctor for investigation and/or treatment of these medical issues. Access to this medical care could become the rate-limiting step in ensuring your fitness to fly if not done in a timely fashion.

8. No exceptions will be made for Cadets who show up for flying instruction and activities but need to be grounded pending further medical work-up based on this new screening process. Your pro-active assessment of any medical concerns will ensure a successful and safe flying experience for everyone.

9. For further information regarding your MOT license, please contact your local CAME or phone the Civil Aviation Medicine Headquarters at 1-800-305-2059 for further guidance. The Aeronautics Act can be found at the following hyperlink: <http://laws-lois.justice.gc.ca/eng/acts/A-2/>

(CO)

030/15 – TEMPORARY DIRECTING STAFF EMPLOYMENT OPPORTUNITIES – RCIS (PACIFIC)

1. Recent staffing adjustments at RCIS (Pac) have increased the opportunities for CIC Officers within Pacific Region to serve as temporary Directing Staff (DS) in support of CIC training courses. Any interested CIC Officers who wish to be considered for either Class A or short-term Class B service as temporary DS are invited to submit an application to RCIS (Pac) by **15 March 2015**. Prerequisites are:

- a. Rank: Lt(N)/Capt / SLt/Lt;
- b. Minimum qualifications:
 - (1) must have completed the Sea, Air or Land Environmental Training Course,
 - (2) have a minimum of five years of experience with the CCO,

- (3) be a competent and enthusiastic classroom instructor,
 - (4) be capable of preparing lesson plans, course reports, memoranda and other military correspondence,
 - (5) have competent computer skills (MS Office) with special emphasis on Power Point, and
 - (6) possess well-developed counselling and facilitator skills; and
- c. Additional desired qualifications:
- (1) completion of the Senior Instructor Course,
 - (2) completion of the Intermediate Officer Training Course, and/or
 - (3) completion of additional job-based or specialty courses or qualifications (i.e. TOC, UCCMA, OIC, BCI, AIC, MBI, SCOP or Pilot qualifications, etc.), as they relate to the courses for which employment is sought.

2. Preference in selection of officers for temporary DS positions will be given to those who have the highest level of qualification and experience matched to course requirements. For example, those wishing to teach on a Trg Officer Course must have their TOC and experience as a Trg O. Those interested in specialty courses must ensure their relevant qualifications and their certifications are current.

3. New applicants who have not attended a previous temporary DS Professional Development session are encouraged to attend a DS Training Session to be held at RCIS (Pac) on **11-12 April 2015**. This training session will be used as an additional aid to selection for upcoming temporary DS opportunities.

4. Interested officers must complete a Cdt #176, Application for Temporary Directing Staff and an RCIS (Pac) Temporary Directing Staff Availability form. Both of these forms are located in the File Repository (Pacific > RCIS (Pac) > 8 - Temp DS Information). Completed forms are to be submitted to the RCSU (Pac). Once the RCSU (Pac) approves the application, it will be forwarded to RCIS (Pac). Those who have already sent in a previous Cdt #176, and are still interested in employment opportunities can indicate their continued interest by emailing Lt(N) Tien at jim.tien@cadets.gc.ca and submit a completed RCIS (Pac) Temporary Directing Staff Availability form with their email no later than **15 March 2015**.

5. Please check the File Repository (Pacific > RCIS (Pac) > 8 - Temp DS Information) for more information and application forms.

(OC RCIS)

031/15 – OUT OF REGION CTC RESERVE SERVICE

1. There are several out of region CTC staff vacancies available as indicated below.

Position	Rank	MOS	Start Date	End Date
Canadore College (AATC)				
Duty Officer - Aircraft Maintenance Course	OCdt - Lt	00232-03	28-Jun-15	18-Aug-15
Connaught				
Fullbore Marksmanship Standards Officer	Capt	00232-02	8-Jun-15	27-Aug-15
OC B Coy - Fullbore Marksman Courses	Maj	00232-02	22-Jun-15	27-Aug-15
Training Officer/2IC Basic Marksman	Capt	00232-02	22-Jun-15	18-Aug-15
Blackdown				
Platoon Commander J Coy (Mil Band-Basic Musician)	Lt	COATS	28-Jun-15	16-Aug-15
Flight Commander J Coy (Mil Band-Basic Musician)	Lt	COATS	28-Jun-15	16-Aug-15
CEVC St-Jean / Svc Instruction				
Commander - Agnecy	Capt	00232-02	29-Jun-15	17-Aug-15

Cold Lake				
Asst Trg Coord	2Lt	COATS	15-Jun-15	19-Aug-15
Admin O Surv	Lt	COATS	15-Jun-15	19-Aug-15
Sqn Comd GT	Capt	COATS	15-Jun-15	19-Aug-15
Sqn Comd SI	Capt	COATS	15-Jun-15	19-Aug-15
Flt Comd Basic F & S	OCdt - Lt	COATS	21-Jun-15	15-Aug-15
Rocky Mtn				
TC Ops (Female)	Lt	COATS	15-Jun-15	19-Aug-15
2 Pl Comd	Lt - Capt	COATS	21-Jun-15	15-Aug-15
Pipe Instr	OCdt - Lt	COATS	21-Jun-15	15-Aug-15
Snare Instr	OCdt - Lt	COATS	21-Jun-15	15-Aug-15
Whitehorse				
Team Ldr – Expd Instr (Female)	Lt	COATS	21-Jun-15	15-Aug-15
ADJT	Capt	COATS	8-Jun-15	21-Aug-15
Gimli				
Bata Trg O	Lt - Capt	COATS	21-Jun-15	19-Aug-15
Flight Comd Bata	OCdt - Lt	COATS	21-Jun-15	15-Aug-15
TC Ops	OCdt - Lt	COATS	15-Jun-15	19-Aug-15
Canteen O	Lt - Capt	COATS	15-Jun-15	19-Aug-15

2. If you are interested in any of these positions, please contact Lt(N) Jennifer Stewart, Jennifer.Stewart@cadets.gc.ca, as soon as possible to amend your current application.

(C4 Tasks)

032/15 – POSITIVE YOUTH DEVELOPMENT AND PROGRAM OUTREACH (PYDPO) LEARNING PACKAGE

1. All cadet corps/squadron officers, CIs and volunteer staff are reminded of their obligation to complete the PYDPO Learning Package. This Learning Package was designed to provide adult program leaders and volunteers with a better understanding of the principles of preventative youth programs and positive youth development. The PYDPO is a self-led / self-paced learning package which is mandatory for all adult leaders (Reg F, P Res, CIC, COATS and Civilian Instructors) in direct support of the Cadet and Junior Canadian Rangers programs. The learning package is available through the Defence Learning Network (DLN), which can be accessed through the internet at: <https://dln-rad.forces.gc.ca/Saba/Web/Main>. The deadline to complete the PYDPO is **31 March 2016**. However, all Pacific Region personnel are encouraged to complete this module at their earliest convenience.

2. Detailed instructions on how to access and complete the PYDPO Learning Package have already been distributed to all units within Pacific Region via email. Commanding Officers are encouraged to check to make sure all of their staff are aware of their obligation to complete the PYDPO Learning Package and have the instructions to do so. Please contact Lt(N) Ford at RCIS (Pac) at rex.ford@cadets.gc.ca if more information is needed on how to complete the PYDPO Learning Package.

3. Technical difficulties (passwords, login issues), should be referred to the CIC Centre for Distributed Learning Helpdesk at help.ciccdl.aide@cadets.gc.ca.

(OC RCIS Pac)

033/15 – REIMBURSEMENT – GOVERNMENT SHARE OF PROVINCIAL HEALTH CARE PREMIUMS

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

1. IAW ref, 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 2014 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 20 Feb 15 in order to be processed by the deadline of 1 Mar 15. 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 2014.

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

(Exec Svcs O)

034/15 – PUBLIC AFFAIRS SUPPORT REQUEST

1. In order to streamline and organize the process of requesting display and give-away materials for outreach and recruiting initiatives, a new form has been created. The Cdt #138, Public Affairs Support Request is available in the File Repository and includes a list of all of the available display and give-away items. This form should now be used for all Public Affairs support requests. Directions are included on the form.

2. Questions and feedback regarding the Cdt #138 may be direct to Capt Cheryl Major.

(RCPAO)

035/15 – MOVEMENTS POLICY CLARIFICATION

Ref: A-LM-158-005/AG-001, Transportation Manual

Since September, a number of inquiries have been received regarding the rules and regulations pertaining to the guidelines regarding DND vehicle use. The excerpts below from ref are provided to help clarify some of these policies and procedures.

- a. DND Vehicle. Vehicles and equipment rented, without a driver; by transportation authorities to augment the local fleet are DND vehicles. A properly completed trip ticket must be carried in DND vehicles and all supporting documentation related to DND vehicles (DND 423, Driver’s Report of Collision) must be available for verification at all times. Vehicles rented personally by CAF members or DND employees while on temporary duty are not DND vehicles;
- b. DND 404. The DND 404 is an official driver’s licence; it is not a permit. The DND 404 meets all Canadian Driver’s Licence Agreement standards and is equivalent to a provincial driver’s licence in use throughout Canada. Drivers of DND vehicles must present their DND 404 when requested by civilian or military police to produce a driver’s licence. As such, DND 404s shall be used to draft provincial offence notices and summons when a DND vehicle is involved in a GPTR or provincial highway traffic act offence; and
- c. Personal credit cards. When a cardholder rents a vehicle using his/her personal credit card, the rental agreement becomes an agreement between the cardholder and the rental agency. The only insurance provided is the insurance that is purchased by the individual or is provided by the credit card company. The underwriting protection of the federal government is not provided to DND/CAF members who rent using their personal credit cards. As terms and conditions vary between credit card companies, it is recommended that personnel familiarize

themselves with the terms and conditions of their personal credit card prior to entering into a vehicle rental in support of work travel.

(C4 Mov)

036/15 – 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 license to the Rental Agency.
2. If there is a problem at the Rental Agency, immediately contact the RCSU (Pac) Movements Section at 1-866-668-8388.

(C4 Mov)

037/15 – 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 (0800 hrs – 1600 hrs), the appropriate 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 or on weekends.
3. Corps/Squadrons CO and staff can check the status of their buses and u-drive vehicle(s) in the monthly transportation sheets posted in the Movements Requirements and Requests folder in the File Repository. If you see an entry, the bus or vehicle has been ordered. Corps/Squadron staffs are responsible to check and confirm all information a minimum of one day prior to travel and not during the day of travel.
4. For urgent transportation requirements during the weekends and outside of regular working hours, contact the Duty Movements Officer at 1-866-668-8388.

(C4 Mov)

038/15 – REPORTING VEHICLE ACCIDENTS

1. If you are involved in an accident, and there are casualties or injuries to yourself or passengers, it is the driver's responsibility to call 911 to have the appropriate emergency services attend. The safety and welfare of your passengers and yourself is of paramount concern. Attend to other victims as required within your capabilities. For accidents involving more than one vehicle or if there are any injuries, the local municipal police force or the Military Police (if you are within base jurisdiction) must be called.
2. Once emergency services have been contacted and any injuries have been attended to, the RCSU (Pac) Movements Duty Officer must be contacted as soon as possible on the toll-free number at 1-866-668-8388 or within 24 hours whichever is sooner. The duty officer will assist you with the processes set forth in the CAF Transportation Manual. It is then the responsibility of the Movements duty officer to inform the proper chain.
3. The DND 423, Driver's Report of Collision form, which can be found on File Repository in the Forms folder, is to be filled out at the accident scene and faxed to RCSU (Pac) Movements at 250-363-0921. The original DND 423 is to be mailed or hand delivered to RCSU (Pac) Movements. If there is an injury or death to CAF members or DND civilians, the driver must complete and submit a CF 663, Hazardous Occurrence Investigation Report.
4. A vehicle accident includes flat tires or a cracked window, and no accidents are too minor to report. Questions may be directed to the Movements Section at 1-866-668-8388.

(C4 Mov)

039/15 – 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. Rental agencies will not provide a refund for any fuel that remains at the time of drop-off that is why you try to have the same amount in the tank when you return the vehicle.
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 Mov)

040/15 – INVITATIONS TO MEMBERS OF THE PROVINCIAL LEGISLATURE AND FEDERAL MEMBERS OF PARLIAMENT

1. Commanding Officers of all Corps and Squadrons are reminded that they shall advise HQ RCSU (Pac) when members of either the Provincial Legislature or the Federal Parliament have been invited to attend an Annual Ceremonial Review or other cadet training events.
2. Similarly, HQ RCSU (Pac) shall be advised if any of the above noted members announce their intention to attend an Annual Ceremonial Review or other cadet training event in an unofficial capacity.
3. These steps are necessary in order to ensure that correct protocols and procedures are observed and are not meant to restrict the attendance of any VIP whether invited or otherwise.

(XO)

041/15 – AIDE-MEMOIRE FOR INVITING COMMANDER MARPAC/JTFP TO AN EVENT/ACTIVITY

1. An invitation requesting the Admiral's attendance at an event or activity should be sent as early as possible through the chain of command to the CO RCSU (Pac). A minimum of three weeks notice is required but in any case the Admiral's availability is totally dependent upon his operational requirements. Requests with less than three weeks notice shall not be considered.
2. The following information must be included with the invitation:
 - a. full name of the corps/squadron organizing the event;
 - b. title and description of the event (include references to key anniversaries);
 - c. date, time, duration, and location of the event;
 - d. numbers expected on parade;
 - e. numbers expected to attend the event other than those on parade;

- f. whether the Admiral's wife is invited (by indicating "RAdm and Mrs." or RAdm and Guest");
 - g. expected dress (for both military and civilian personnel);
 - h. RSVP/contact number;
 - i. any special duties requested of the Admiral (speech, presentation, inspection, etc.);
 - j. names of other key officials expected to attend (Mayor, local MPs – both Federal and Provincial). Note that any Federal Officials, the Lieutenant Governor, Governor General, etc. need to be invited through the Admiral's office, as MARPAC is required to inform the office of the MND of all such invitations. Provincial officials may be invited directly; however, they must be included in the list of key officials expected to attend; and
 - k. be aware that the Admiral's Flag Lieutenant and the Formation Chief Petty Officer will normally accompany the Admiral to most parades.
3. On the receipt of a properly staffed and fully completed request for an invitation, HQ RCSU (Pac) will check for conflicts and confirm the Admiral's availability.
4. Upon receiving confirmation of the Admiral's attendance and, depending on the scope of the event, some additional background information will be required by the Admiral's staff. This includes but is not limited to:
- a. biographies of key personnel involved;
 - b. list of other confirmed VIPs attending, in particular federal, provincial, and municipal government representatives, and other military personnel;
 - c. background of the event (a briefing note may be appropriate for special events or anniversaries);
 - d. agenda or schedule of events;
 - e. set-up of the venue (i.e. seating, podium, microphone); and
 - f. contact person for any additional information.
5. Once the Admiral has accepted an invitation, and not before, direct liaison will be authorized between the event OPI and the Admiral's staff for coordination; however, this communication should be kept to a minimum.

(XO)

042/15 – DISTRIBUTION – 2014 T-4

1. T-4s for 2014 are distributed directly from Ottawa not later than 28 February 2015. Members who currently receive pay statements by email will receive their T-4 electronically in that email account. Those who have not set-up email for pay statement will receive their T-4 via Canada Post.
2. If you do not receive your T-4 by 16 March 2015, you may request a reprint from the Pay Office by telephone or by e-mail through your CCO Net email account. For security purposes, reprint requests by email will only be accepted if they originate from a CCO Net email account. Information to include in your request is: which T-4 is requested (year), contact phone number and correct mailing address. Due to the need to verify identification, telephone requests will only be accepted during business hours (0800 – 1600 hrs). The Pay Office may be contacted at RCSUPacPay@forces.gc.ca or 250-363-0902.

(Pay/Claims O)

043/15 – REPORTING INCIDENTS OF HARASSMENT

Ref: CATO 13-24, Harassment Prevention and Resolution

1. All incidents of harassment shall be reported to the Unit Cadet Conflict Management Advisor (UCCMA) who is to record the details on the Incident Report Form contained at Annex G to ref. The Incident Report Form must be forwarded to the Regional Cadet Conflict Management Advisor (RCCMA) within 7 days.
2. The RCCMA is available to advise all members of the CCM on policy and procedures in handling harassment issues. Pacific Region's RCCMA is Captain Beverley Ennis who can be reached by phone at (250) 363-0804 or through the elemental office 1-800 numbers or by cell phone at (250) 888-1343.

(RCCMA)

044/15 – HARASSMENT ADVISOR / WORKPLACE RELATIONS ADVISORS

1. Harassment Advisors (HAs) and Workplace Relations Advisors (WRA) are trained throughout the CAF/DND to assist members in understanding and accessing departmental harassment policies and procedures. The role of the HA is to provide advice to the Responsible Officer (RO) in harassment circumstances. WRAs are available to provide advice and policy information to CAF members and DND employees.
2. While the duties and responsibilities of an HA and WRA are similar to that of a Unit Cadet Conflict Management Advisor (UCCMA), the HA and WRA deal specifically with situations pertaining to CAF members and DND employees in accordance with DAOD 5012-0. These procedures are distinctly different from those incidents involving cadets.
3. The RO for RCSU (Pac) is Cdr Muir and the HA is Capt Beverley Ennis. Members may contact the following WRAs for assistance or advice if required:
 - a. Lt(N) Jim Tien at 250-391-4112;
 - b. Capt James Hollis at 250-391-4109;
 - c. Capt Isabelle Malczynski at 250-363-0995;
 - d. Capt Irene Green at 250-363-7358;
 - e. Lt(N) Mary Kay Meeker at 250-363-0931;
 - f. PO1 Tammy Olejnik at 250-363-0892;
 - g. PO2 Kim Chaisson at 250-363-0876;
 - h. PO2 Abel Sison at 250-363-0899; or
 - i. MCpl Margaret Martin at 250-363-0964.

(RCCMA)

045/15 – IDENTIFICATION CARDS

Refs: A. PRCI 211, Identification Cards

B. CFAO 26-3, Identification Cards

1. As detailed in ref A, a lost, stolen, or damaged ID card must be reported to RCSU (Pac) in a timely manner using a Cdt #116, Explanation of Loss or Damage to Identification Card form. IAW ref B, if the loss or damage to an ID card was caused or contributed to by wilfulness or negligence of the cardholder, the CO may authorize an administrative deduction of \$25 to offset the cost of a replacement ID card. This does not preclude disciplinary action.

2. Members are also reminded to ensure that they have a current ID card. The process for ID card applications is contained in reference A. In order to obtain a new or replacement ID card, a form must be completed at RCSU (Pac) prior to a member attending the identification section. Members must ensure that they submit requests for this form at least 7 days prior to their appointments with the identification section in order to allow sufficient time for processing.

(Admin O)

046/15 – 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.

(Admin O)

047/15 – 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 NDHQ/DCdts & JCR. This includes any employment with a Primary Reserve unit or Canadian Rangers.

(Admin O)

048/15 – 2015 TRI-ELEMENT CADET INSTRUCTORS CADRE BRANCH DINNER – VANCOUVER

1. The 17th Annual Tri-Element Cadet Instructors Cadre Branch Dinner will be held on the evening of Saturday, 7 March 2015 at 1830 for 1930 hours at the Bessborough Armoury, 2025 W. 11th Avenue Vancouver. This event always draws a capacity crowd to enjoy a meal and the camaraderie of colleagues. A Guest of Honour has been invited.

2. All officers, civilian instructors, and civilian volunteers are invited to attend. It is recognized that attendance will be primarily from the Lower Mainland and Fraser Valley; however, those from further afield are most welcome to attend. As this is a self-funded event, all costs for attendance at the dinner will be the responsibility of the individual. This event is intended for serving / retired officers and serving civilian instructors / civilian volunteers, along with League and affiliated support personnel; therefore, spouses / partners / others who are not in the aforementioned categories should not be invited.

3. This is a formal event. Dress for officers is mess dress with miniature medals or CAF DEU with plain white shirt / bow tie and oxfords (when wearing DEU to an evening function a plain white shirt and undress ribbons are worn. Ankle boots are never worn with mess dress or with DEU to an evening function). Dress for civilian instructors and volunteers is tuxedo / formal evening gown or dark business suit / evening dress.

4. Inquiries may be directed to the following members of the dinner committee:

- a. LCol Terry Kopan, Coordinating Officer, (604) 850-0274, tkopan@shaw.ca;
- b. Maj Kathi Kopan, Committee Member, (604) 850-0274, Kathi.Kopan@cadets.gc.ca;
- c. Maj Dave Timms, Committee Member, (604) 418-5546, dtimms@shaw.ca; or
- d. Capt Angela Sargent, Committee Member, (604) 922-7666, Angela.Sargent@cadets.gc.ca

5. Seating is limited to 130 persons and a seat can only be secured by forwarding your payment. The tariff is \$65.00 per person and includes a four-course meal and wine at the dinner table.

6. To secure seating, submit a cheque or money order payable to the “2015 CIC Dinner Committee” to the attention of Maj Kathi Kopan, c/o 31833 Mayne Avenue, Abbotsford, BC V2T 4W9. When payments are submitted, please ensure that the full name, rank and email address is provided for each person attending, along with any food allergies and requests for special diets.

7. A confirmed attendee list will be created from the payments received – no tickets will be sent out. You may verify your name is on the attendance list by checking the posting on Facebook (2015 Annual CIC Dinner). Once maximum seating is reached, a waiting list will be created. Only the Dinner Coordinator may substitute names. Cancellation(s) with refund is available up to one week before the dinner.

(Coordinating Officer, Annual CIC Dinner)

049/15 – TOW PILOTS

1. RCA Ops is recruiting up to 6 new C-182 tow pilots for gliding operations in the Lower Mainland & Fraser Valley, as well as accepting applications from all other areas of Pacific Region.

2. Tow pilots work in an essential support role to the Air Cadet Gliding Program by towing gliders, conducting familiarization flights in the C-182, performing Launch Control Officer duties, and assisting with overall supervision and conduct of airfield operations. Our tow pilots are expected to work toward achieving the aims of the overall Air Cadet Program by being exemplary role models of airmanship, leadership and professionalism, conducting air operations with the highest regard for flight safety, and actively mentoring the cadets involved with the gliding program.

3. Applicants for the Tow Pilot Conversion Course (TPCC) must meet the following mandatory minimum qualifications:

- a. valid Transport Canada private pilot licence, or higher;
- b. valid Transport Canada Cat 3 or 1 medical certificate;
- c. 100 hours pilot in command of aeroplanes;
- d. 5 hours pilot in command within the previous 12 months;
- e. meet Transport Canada recency requirements;
- f. must be a COATS, Reg F, or P Res member, or a Civilian Instructor; and
- g. be available for duty 2 to 3 days per month, including occasional long weekends, from Mar-Jun, and Sep-Nov each year.

4. Additional preferred selection criteria and considerations will include:

- a. demonstrated commitment to the Air Cadet program;
- b. willingness to make a 3 year or longer commitment;
- c. availability for occasional mid-week duty and summer RGS employment; and
- d. overall flying experience including total time, C-182, light aircraft, CS prop, and recency.

5. The course is 14 days duration and conducted at CFB Comox. It may be shortened to 10 days depending on weather and individual pilot proficiency. TPCC 0115 is scheduled for 24 May to 6 Jun 15, plus travel. A second course may be available for 7-20 Jun 15, plus travel. Prospective applicants who are not available for these dates are encouraged to still submit an application form and to contact Maj Allison.

6. A Cdt #124A, Application for Tow Pilot Conversion Course, with parts 1-6 completed, must be submitted NLT 28 Feb 15 by email to Robert.Allison@forces.gc.ca, by fax to 250-339-8137, or by mail to:

RCA Ops (Pacific)
CFB Comox
PO Box 1000, Stn Main
Lazo, BC, V0R 2K0

6. For more information about the TPCC and subsequent flying duties, contact Maj Rob Allison, D RCA Ops O, by email or at 250-339-8211 extension 8787.

(RCA Ops O)

050/15 – RESERVE SERVICE OPPORTUNITIES

1. The following Reserve Service Opportunity is announced in Monitor Mass (<http://armyapp.forces.gc.ca/reo-oer/index.aspx>) and has also been posted to the File Repository (Pacific > Employment Opportunities):

Specialist Trg Coordinator – Expedition Program – competition closing date is 6 Mar 15. In Monitor Mass, look under all jobs and search for 19439.

2. It is anticipated that additional Reserve Service Opportunities will be posted soon, including:

- a. RCA Ops Supply Technician (MS/MCpl);
- b. Operations and Training Clerk (MS/MCpl);
- c. Movements Clerk (MS/MCpl);
- d. Regional Medical Liaison Officer (CPO1/CWO);
- e. Regional Cadet Public Affairs Officer (Lt(N)/Capt); and
- f. Area Cadet Officer (Air) (Capt).

3. Those interested in applying for a Reserve Service Opportunity are reminded to check the File Repository or Monitor Mass regularly.

(Admin WO)

051/15 – CO'S CORNER

With the dust settling from the RCSU (Pac) re-organization, we have everyone in their new sections and working through mapping the workflow processes in our new organization. I have just finished shooting a small video to help provide the corps/squadron staff with some additional insight into what the changes are and how this will improve the support that the HQ is able to provide to the corps and squadrons. The video is in its editing stage now, and it will be posted to the File Repository as soon as it is finished.

In the meantime, we have included some key phone numbers in this RO. What you will note is that for most inquiries that you may have, your first point of contact in the RCSU (Pac) will be your ACA. The ACA will either assist you by providing the information or support that you need, or will direct your inquiry to the right person within the HQ. This should help to eliminate

your need to guess about who has responsibility for various matters and minimize the amount of time you spend trying to get the answers that you need.

You will also find two key documents attached to this RO. First, we are providing an overview of the sections that are now in place at RCSU (Pac) – Administration, Comptroller, Support Services, and Operations & Training – and what the key activities are within each section. The second document is an abridged organizational chart detailing the section that corps and squadrons interact with most – the Operations & Training section.

Thank you for your patience as we worked through the move of staff. There is still some fine-tuning ahead as we ensure that we are managing processes in the most efficient way, but I am confident that we are engaging our staff in a way that provides the best support to the local training level through this new organization.

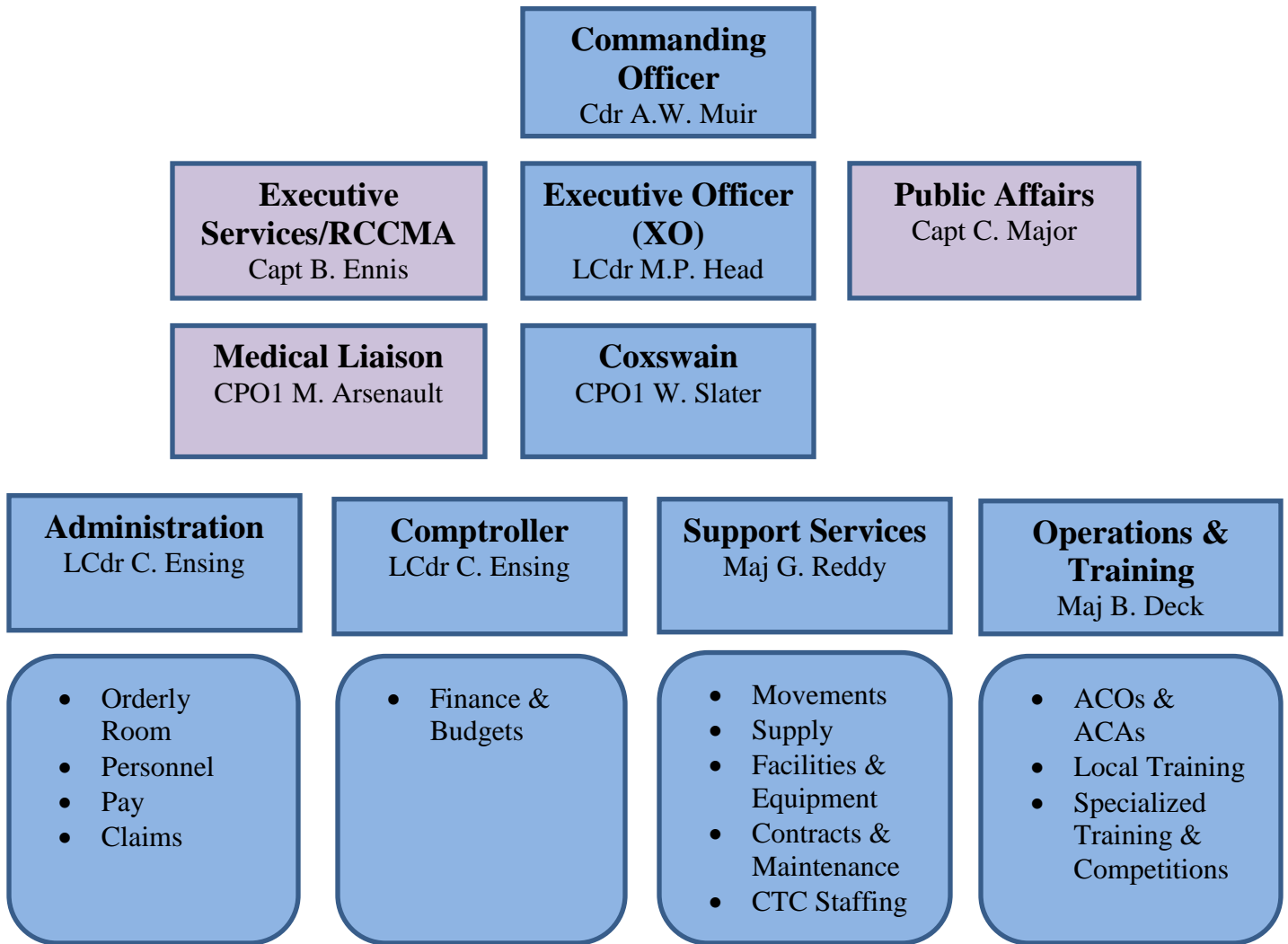
// original signed by //

A.W. Muir
Commander
Commanding Officer

Annexes

Annex A Overview – RCSU (Pac) Sections and Key Responsibilities
Annex B Organization Chart – RCSU (Pac) Operations and Training Section

Overview – RCSU (Pac) Sections and Key Responsibilities



Organization Chart – RCSU (Pac) Operations and Training Section

