



**ROUTINE ORDERS**  
**ISSUED BY**  
**COMMANDER D.A. COULOMBE**  
**COMMANDING OFFICER**  
**REGIONAL CADET SUPPORT UNIT (PACIFIC)**

Order No. 02/2017	1 February 2017
Last Order No. 101/2017	Esquimalt, BC

**ROUTINE ORDER ENTRIES**

The following is a listing of the contents of Routine Order 02/2017 dated 1 February 2017:

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## **16/17 – 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 nor J3 Area OIC is available, the J35 Chief Training Officer, LCol Head, is to be contacted at 250-508-7572.

(J1 HR Manager)

## **17/17 – RCSU (PAC) PERSONNEL CHANGES**

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

- a. Lt(N) S. Bruce will assume the position of J3 Zone Trg O (Victoria) effective 9 Feb 17;
- b. Capt M. Crawford has ceased his period of Class B Reserve Service as the J35 CIC CDL Trg O effective 18 Jan 17;
- c. Capt M. Dahl will cease backfill of the J5 Army Cadet Trg Plans and will assume the position of J1 HR Admin (CTC Staffing) Seasonal effective 13 Feb 17;
- d. Capt D.T. Gee has been selected through external competition to backfill the position of J3 OIC Lower Mainland for one year, tentatively effective 1 Mar 17. An REO for backfill of the J3 Zone Trg O (Vancouver 3) will be promulgated shortly;
- e. Capt C.M. Johnston has been selected through external competition to fill the position of J5 CTC Trg Plans tentatively effective 1 Mar 17;
- f. Capt I.E. Malczynski's period of Class B Reserve Service will cease 13 Feb 17;
- g. Capt K. Palmer has been selected for a short-term 89-day backfill for the J35 CIC CDL Trg O position effective 16 Jan 17. An REO for this position will be promulgated shortly;
- h. Lt(N) T. Pichaloff is temporarily backfilling the position of J4 Contracting Supr for the period 9 Jan – 13 Apr 17;
- i. Capt D. Rolfe has been selected through external competition to fill the position of J3 Zone Trg O (Comox) effective 1 Feb 17;
- j. Capt K.B. Russell will cease backfill of the J3 Zone Trg O (Victoria) position and will assume the position of J5 Army Cadet Trg Plans to which he was competency appointed effective 10 Feb 17; and
- k. MCpl T. O'Keefe has retired from the CAF effective 21 Jan 17.

(J1 HR Manager)

## **18/17 – 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:

<b>Unit</b>	<b>Rank</b>	<b>Last Name</b>	<b>Due Date</b>
7 RCSCC	Lt(N)	Ash, JK	23-May-17
RCSU (Pac)	LCdr	Audley, PA	30-Apr-17
2943 RCACC	Lt	Aufleger, EB	16-May-17
RCSU (Pac)	SLt	Beland, DL	22-May-17
47 RCSCC	Lt	Berthiaume, MB	23-Feb-17
RCSU (Pac)	Sgt	Besse, LD	11-Feb-17
RCSU (Pac)	Maj	Bissell, JS	11-May-17
135 RCACS	Capt	Blackstock, MJ	06-Feb-17
903 RCACC	Capt	Blomme, WE	06-Mar-17
RCSU (Pac)	MWO	Bogaerts, LA	11-Feb-17
RCSU (Pac)	Lt(N)	Bollen, LD	11-May-17
902 RCACS	Capt	Braam, FJ	03-May-17
RCSU (Pac)	Lt	Burt, DA	01-Feb-17
105 RCSCC	Lt(N)	Calado, SD	01-May-17
195 RCSCC	Lt(N)	Cardoza, MA	11-Apr-17
848 RCACS	Capt	Chan, AM	22-May-17
RCAOps	Capt	Chan, KF	02-Feb-17
296 RCSCC	Lt(N)	Chapman, PL	16-Apr-17
655 RCACS	Capt	Cheung, KC	04-May-17
109 RCSCC	Capt	Cloke, JF	18-Apr-17
2924 RCACC	Lt(N)	Coles, BD	26-Mar-17
RCSU (Pac)	WO	Curran, DF	24-May-17
243 RCACS	Lt	Davis, ND	24-Apr-17
RCSU (Pac)	Maj	Deck, BE	05-Apr-17
201 RCSCC	Lt(N)	Deck, KC	30-May-17
135 RCACS	Capt	Dight, RH	23-May-17
RCSU (Pac)	Capt	Drought, RS	23-May-17
RCSU (Pac)	Lt(N)	Eames, KH	07-Mar-17
655 RCACS	Capt	Elder, DJ	25-Feb-17
1838 RCACC	Capt	Evans, D	02-Mar-17
RCSU (Pac)	Lt	Fox, AM	24-Mar-17
2757 RCACC	Lt	Ganter, DL	09-Mar-17
RCSU (Pac)	Capt	Goddard, KA	09-Feb-17
105 RCSCC	A/SLt	Gravelle, EM	09-Mar-17
950 RCACC	Capt	Grenier, AE	31-May-17
137 RCSCC	A/SLt	Hare, NM	21-Mar-17
RCSU (Pac)	Capt	Harrop, JC	29-Mar-17
2305 RCACC	Capt	Henville, LM	17-Apr-17
RCSU (Pac)	Capt	Heywood, BL	16-May-17
893 RCACS	Capt	Higgs, TM	13-Apr-17
RCSU (Pac)	MWO	Hobor, TA	08-Feb-17
561 RCACS	2Lt	Hoglund, JM	23-May-17
RCSU (Pac)	Capt	Hollis, JB	24-May-17
828 RCACS	Capt	Jantzen, A	09-May-17
RCSU (Pac)	Capt	Jeffries, LK	26-Apr-17
RCSU (Pac)	Capt	Johnston, AE	25-May-17
RCSU (Pac)	Maj	Johnston, CM	15-May-17
47 RCSCC	Lt(N)	Juliusson, LD	01-Mar-17
354 RCSCC	Lt(N)	Juliusson, RJ	15-May-17
2290 RCACC	Lt	Karmazinuk, JW	07-Mar-17
RCAOps	Capt	Kelley, RA	22-Feb-17
848 RCACS	Capt	Ketchum, AE	08-Feb-17
777 RCACS	Capt	Kitts, SD	11-Feb-17
759 RCACS	Lt	Ko, G	29-May-17
RCSU (Pac)	A/Maj	Kopan, KM	10-Feb-17
RCSU (Pac)	Capt	Lacey, EB	01-Feb-17

2381 RCACC	A/Maj	Law, GK	02-Apr-17
103 RCACS	Lt	Lee, RL	31-May-17
RCAOps	Lt	Levasseur, F	07-May-17
RCSU (Pac)	Lt(N)	Levesque-Martel, JL	19-Mar-17
2290 RCACC	Capt	Liem, AE	28-May-17
63 RCSCC	NCdt	Lochhead, DM	25-Apr-17
259 RCACS	CI	Lysohirka, AK	20-Apr-17
819 RCACS	A/Maj	Macdonald, JL	27-Feb-17
RCAOps	Capt	Manary, WJ	09-Mar-17
RCSU (Pac)	Capt	Masoun, JS	04-Mar-17
RCSU (Pac)	Capt	Matheson, DW	25-Apr-17
RCSU (Pac)	Capt	McAuley, BI	17-Apr-17
861 RCACS	Lt	McCarthy, SJ	18-Apr-17
2618 RCACC	Capt	McCue, WC	28-Feb-17
RCSU (Pac)	Capt	McIntosh, HE	23-Feb-17
131 RCSCC	Lt(N)	McTeer, LM	30-Apr-17
2316 RCACC	Lt	Meade, TA	17-Apr-17
513 RCACS	Capt	Mitra, S	24-May-17
232 RCACS	Capt	Mowry, JD	24-May-17
2276 RCACC	Capt	Nicoll, GW	24-Feb-17
147 RCACS	Lt	Noordegraaf, CP	08-Feb-17
147 RCACS	Lt	Noordegraaf, GW	07-Apr-17
848 RCACS	Capt	Osborne, AR	01-Mar-17
HMCS Quadra	LCdr	Packer, MJ	06-Feb-17
RCSU (Pac)	Capt	Perrin, RM	25-Apr-17
RCAOps	Capt	Peters, AD	20-Apr-17
RCSU (Pac)	MWO	Plante, PJ	08-May-17
RCAOps	Lt	Prior, MP	11-May-17
232 RCACS	Capt	Ralph, CA	16-Apr-17
RCSU (Pac)	MCpl	Reeves, LL	23-Apr-17
655 RCACS	Capt	Richards, LM	16-May-17
RCAOps	Lt	Roach, JM	10-May-17
1787 RCACC	Capt	Roebuck, LT	18-May-17
2827 RCACC	A/Capt	Rothwell, RA	06-Feb-17
513 RCACS	Lt	Sattler, MD	04-Apr-17
RCSU (Pac)	Capt	Schenkeveld, RW	28-Mar-17
RCSU (Pac)	Maj	Shim, NS	24-May-17
135 RCACS	Capt	Smith, CJ	29-Mar-17
296 RCSCC	SLt	Smith, SK	16-Feb-17
349 RCSCC	Lt(N)	Stewart, DA	04-Mar-17
RCSU (Pac)	Lt(N)	Stewart, JL	22-May-17
2305 RCACC	Capt	Stilborn, CA	16-Apr-17
RCAOps	CI	Summers, LT	09-Feb-17
2472 RCACC	Lt	Tebbutt, CN	07-Apr-17
354 RCSCC	Lt(N)	Thompson, WR	14-May-17
2472 RCACC	Capt	Townley, TJ	28-Mar-17
RCSU (Pac)	A/Maj	Wagner, TN	08-Feb-17
263 RCSCC	A/SLt	Welsh, BJ	18-May-17
RCAOps	Capt	White, JM	01-Apr-17
3066 RCACC	2Lt	Williams, JC	28-Feb-17
RCSU (Pac)	Lt	Wolfe, DL	07-Apr-17
195 RCSCC	SLt	Wong, AL	08-Feb-17
2289 RCACC	Lt	Worth, JN	14-Mar-17
RCSU (Pac)	Capt	Wright, MW	26-Apr-17
759 RCACS	Lt	Yip, PP	30-Apr-17
RCSU (Pac)	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, DR	19-Sep-16	28-Oct-16
RCSU (Pac)	Lt	Anderson, SL	25-Dec-16	12-Jan-17
RCAOps	Lt	Bambey, S	19-Jan-17	20-Jan-17
3064 RCACC	Capt	Berns, MA	14-Dec-16	15-Dec-16
3067 RCACC	CI	Blakey, CI	17-Jan-17	20-Jan-17
3063 RCACC	Capt	Brookes, TD	24-Aug-16	26-Aug-16
RCSU (Pac)	A/Maj	Cable, RW	05-Feb-13	06-Feb-13
109 RCSCC	SLt	Callaghan, KM	17-Jan-17	19-Jan-17
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
89 RCACS	Capt	Fairchild, RK	16-Jan-17	19-Jan-17
RCSU (Pac)	OCdt	Fernstrom, TJ	14-Sep-16	14-Jan-16
RCSU (Pac)	2Lt	Fox, DJ	16-May-16	12-Jan-17
1922 RCACC	Lt	Francis, SB	11-Aug-16	01-Mar-16
RCSU (Pac)	CI	Garber, EP	31-Jan-17	01-Feb-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)	2Lt	Goswell, ML	09-Nov-16	09-Nov-16
RCSU (Pac)	Capt	Griffith, MJ	07-May-12	08-May-12
2510 RCACC	Lt	Harvey, CA	02-May-13	20-Sep-12
2289 RCACC	Lt	Hill, VL	14-Oct-16	24-Oct-16
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
637 RCACS	Lt	Keogh, BL	07-Sep-16	09-Sep-16
RCSU (Pac)	2Lt	Kwok, NK	02-Aug-16	10-Aug-16
RCSU (Pac)	SLt	Lee, A	29-Oct-15	07-Jan-16
RCSU (Pac)	2Lt	Leung, C	17-Sep-16	17-Oct-16
2277 RCACC	Lt	Macdougall, A	24-Mar-16	29-Mar-16
RCSU (Pac)	OCdt	Pike, SR	23-Sep-15	12-Mar-14
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
655 RCACS	Lt	Tsang, CY	28-Nov-16	29-Nov-16
RCAOps	Lt	Tung, J	25-Jan-17	31-Jan-17
RCAOps	Capt	Tuyttens, DW	09-Jan-17	10-Jan-17
223 RCACS	Lt	Van Overschot, CJ	29-Oct-16	31-Oct-16
RCAOps	Capt	Vucko, DL	21-Nov-16	23-Nov-16
RCAOps	Capt	Vucko, J	07-Nov-16	09-Nov-16
258 RCACS	Capt	Wanner, TD	21-Oct-16	24-Oct-16
2308 RCACC	Capt	Welbourn, RC	14-Nov-16	17-Nov-16
RCSU (Pac)		Weston, M	31-Jan-17	01-Feb-17
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
RCSU (Pac)	Sgt	Bagnell, KA	06-Jun-16	19-Jan-17
137 RCSCC	SLt	Carter Squire, C	12-Jan-17	27-Jan-17
RCAOps	Lt	Heim, KM	20-Jan-17	26-Jan-17
396 RCACS	Capt	Jensen, A	09-Jan-17	19-Jan-17
135 RCACS	Lt	Law, KK	09-Jan-17	30-Jan-17
2381 RCACC	Lt	Lu, T	13-Sep-16	12-Jan-17
835 RCACS	2Lt	Pedersen, RJ	05-Dec-16	01-Feb-17
RCSU (Pac)	Lt(N)	Tien, J	19-Jan-17	20-Jan-17
RCAOps	Capt	White, DC	09-Nov-16	09-Jan-17
759 RCACS	A/Maj	Wong, BS	12-Jan-17	19-Jan-17

(J1 Staffing O)

### **19/17 – 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
609 RCACS	Capt	Antoniou, PJ	02-Feb-17	update in process
100 RCSCC	A/SLt	Arruda, RJ	12-Apr-17	Cdt #172 required
2812 RCACC	Capt	Bach, R	27-Feb-04	update in process
1725 RCACC	Capt	Banks, BW	26-Feb-17	Cdt #172 required
RCSU (Pac)	Capt	Bendfeld, DT	29-Mar-17	Cdt #172 required
903 RCACC	Capt	Blomme, WE	14-Feb-17	Cdt #172 required
325 RCSCC	Lt(N)	Blount, DW	17-May-17	Cdt #172 required
296 RCSCC	Lt(N)	Chapman, PL	26-May-17	Cdt #172 required
2924 RCACC	Lt(N)	Coles, BD	15-May-17	Cdt #172 required
513 RCACS	Capt	Edmiston, P	26-Jan-17	update in process
1838 RCACC	Capt	Evans, D	18-Apr-17	Cdt #172 required
89 RCACS	Capt	Fairchild, RK	09-Apr-17	update in process
296 RCSCC	SLt	Gueguen, GP	14-May-17	Cdt #172 required
259 RCACS	Capt	Hellyer, MK	03-Apr-17	Cdt #172 required
1867 RCACC	Capt	Henderson, TG	29-Mar-17	Cdt #172 required
RCAOps	Capt	Hoath, K	25-Jan-17	update in process
100 RCSCC	Lt(N)	Irving, S	11-Jan-17	update in process
354 RCSCC	Lt(N)	Juliusson, RJ	02-Feb-17	Cdt #172 required
RCSU (Pac)	SLt	Kardal, RM	07-Feb-17	Cdt #172 required
RCAOps	Capt	Kerry, SK	20-Mar-17	Cdt #172 required
RCAOps	Capt	Kirkpatrick, DO	21-Mar-17	update in process
RCSU (Pac)	LCol	Kopan, TW	02-Feb-17	update in process
808 RCACS	Capt	Kung, CS	30-May-17	Cdt #172 required
2276 RCACC	Capt	Lane, RJ	02-Feb-17	Cdt #172 required
5 RCSCC	Lt(N)	Lesperance, P	25-Jan-17	update in process
692 RCACS	Capt	Leung, EY	12-Apr-17	Cdt #172 required
RCAOps	Lt	Levasseur, F	27-Apr-17	Cdt #172 required
RCSU (Pac)	Capt	Lewis, RM	02-Feb-17	update in process
2289 RCACC	Capt	Logan, KD	05-May-17	Cdt #172 required
3063 RCACC	Capt	March, KJ	26-Feb-17	update in process
521 RCACS	Capt	Martin, DK	05-Apr-17	Cdt #172 required
131 RCSCC	Lt(N)	McTeer, LM	05-Apr-17	Cdt #172 required
72 RCACC	Capt	Millard, MJ	05-Feb-17	update in process
848 RCACS	Capt	Osborne, AR	28-May-17	Cdt #172 required
259 RCACS	Lt	Power, D	06-Feb-17	Cdt #172 required
RCAOps	Capt	Pritchard, N	10-Nov-16	update in process

2827 RCACC	A/Capt	Rothwell, RA	22-Mar-17	Cdt #172 required
296 RSCC	SLt	Smith, SK	12-May-17	Cdt #172 required
RCSU (Pac)	Lt(N)	Tsang, TK	26-May-17	Cdt #172 required
RCSU (Pac)	Capt	Tujik, P	26-Jan-17	update in process
RCSU (Pac)	MCpl	Vonpetzinger, CE	07-Feb-17	update in process
258 RCACS	Capt	Wanner, TD	16-May-17	Cdt #172 required
RCAOps	Capt	White, JM	20-Mar-17	update in process
3005 RCACC	Capt	Wilson, MK	15-May-17	Cdt #172 required
759 RCACS	A/Maj	Wong, BS	04-Apr-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
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
RCSU	Capt	Hull, C	02-Apr-12	17-Sep-12
RCSU (Pac)	Capt	L'Heureux, KLR	04-Jan-15	09-Jan-15
RCA Ops	Lt	Norris, KDB	31-Mar-16	01-Apr-16
828 RCACS	Capt	Peel, MK	27-Jun-15	07-Jan-16
RCSU (Pac)	Capt	Stroet, MA	06-Sep-15	02-Feb-16
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
655 RCACS	Capt	Elder, DJ	29 Nov 16	1 Feb 17

(J1 Staffing O)

**20/17 – AMENDMENTS TO PUBLICATIONS, ORDERS AND FORMS**

Ref: CANCDTGEN 001/17 DComd Natl CJCR Sp Gp 18 Jan 17

1. Ref announced the new Natl CJCR Sp Gp Order 5022-0, Cadet Organizations Administration and Training Service Promotion Policy. This Group Order supersedes CATO 22-02, *Cadet Organizations Administration and Training Service–Promotion Policy*.

2. The major changes in the policy include:

- a. the approving authority for promotion up to the rank of major;
- b. promotion criteria for promotion to substantive major;
- c. promotion criteria to acting rank when temporarily appointed to fill a full-time Class “B” position established at a higher rank; and

- d. the content from Annex A, promotion requirements, is included in the main document.
3. This order can be accessed in the CCO Extranet at <https://portal-portail.cadets.gc.ca>.

(J1 Admin O)

#### **21/17 – DISTRIBUTION OF T4**

T4s are mailed directly from Ottawa, no later than 28 February 2017, to the residential addresses as reflected on your pay statement. If the address on your pay statement is incorrect, please contact the RCSU (Pac) Orderly Room to correct the mailing address. If you do not receive your T4 by 15 March 2017, please direct all queries to the Chief Clerk, WO Dave Curran, at 250-363-7293 or email at Dave.Curran@forces.gc.ca. Information to include in your queries is: the year for which the T4 is requested, contact phone number, service number and correct mailing address.

(J1 HR Manager)

#### **22/17 – APPLICATIONS FOR BRANCH ADVISOR (PACIFIC) CIC BRANCH ADVISORY COUNCIL**

1. Captain R. Lewis' term as Branch Advisor for BC and chair of the Regional Advisory Council (RAC) is coming to a close. Applications are being accepted until 10 Mar 17 for CIC officers interested in working on a national council of peers whose objectives are to provide advice to CAF leadership on issues pertaining to the Branch. The successful applicant will have a minimum of 8 years of broad CIC experience at the local training, CTC, RCIS, regional, and national levels, be a self-starter, work well under no supervision, have demonstrated communications ability, and have agility with electronic and social media. This is a Class A position that requires an individual who can transcend geography and lead a team of like-minded individuals in BC who will form the Regional Advisory Council (RAC). Some regional travel and attendance at national meetings will be required. The rank for this position is substantive or acting LCdr/Maj.

2. Applications are to be sent either electronically or in hard copy to the J1 Admin O, Maj B.L. Ennis (Beverley.Ennis@forces.gc.ca), and shall state why you are interested in the position, what you would like to achieve during your term, and why you consider yourself to be the best candidate for the position.

3. The mandate of the BAC will include items submitted by CIC officers to National CJCR Sp Gp HQ for consideration via their BAC / RAC member and / or the Chairperson. The BAC may also consider, but is not limited to, making recommendations on the following topics:

- a. policy and procedures for the CIC Military Occupational Structure (MOS);
- b. policy and procedures for the recruitment, training and retention of CIC officers;
- c. policy regarding the terms of service of CIC officers (i.e. enrolment, appointment, progression, promotion, transfer or release);
- d. standards of dress and type of accoutrements and insignia, including scales of issue for CIC officers; and
- e. provide policy advice to Natl CJCR Sp Gp HQ as required on CIC matters.

(J1 Admin O)



## **23/17 – ANNUAL CEREMONIAL REVIEWS – 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.
2. Similarly, HQ RCSU (Pac) shall be advised if any of the above noted members announce their intention to attend an Annual Ceremonial Review 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.

(DCO)

## **24/17 – RESERVE SERVICE FOR NON-CADET RELATED DUTIES**

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

(J1 Admin O)

## **25/17 – 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 DND 4154, Explanation of Lost, Stolen or Damaged – National Defence Identification Card form. IAW ref B, if the loss of 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 \$25.00 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.
3. Prior to members attending the Identification Section, they require at least a 60 day notice to accommodate appointments; therefore members must ensure they submit their form requests from RCSU (Pac) Orderly Room, a minimum of 60 days prior to the expiration date of the identification card.

(J1 HR Manager)

## **26/17 – TOW PILOT CONVERSION COURSE RECRUITING**

1. RCA Ops is recruiting new tow pilots to support the glider familiarization flying program in Pacific Region, as well as for potential summer employment at the Comox Cadet Flying Training Centre.
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 be exemplary role models of airmanship, leadership and professionalism, conduct air operations with the highest regard for flight safety, and actively mentor the cadets involved with the gliding program.

3. Applicants for the Tow Pilot Conversion Course (TPCC) must meet the following mandatory minimum qualifications:
- a. a valid Transport Canada private pilot licence, or higher;
  - b. a valid Transport Canada Cat 3 or 1 medical certificate;
  - c. 100 hours pilot in command of aeroplanes prior to starting the course;
  - d. 5 hours pilot in command within the 12 months preceding the course start date;
  - e. meet Transport Canada recency requirements;
  - f. must be a COATS, Reg F, or P Res member, a Civilian Instructor, or a Cadet; and
  - g. be available for duty 3 to 5 days per month, including occasional long weekends, from Mar-Jun, and Sep-Nov each year.

4. Additional preferred selection criteria 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 CCFTC employment; and
  - d. overall flying experience including total time, C-182, light aircraft, CS prop, and recency.

5. The course is conducted at CFB Comox, is 2 weeks duration and may offer a third week of employment to gain experience flying as a tow pilot for the Glider Pilot Instructor Course. It may be shortened somewhat to accommodate civilian employment, depending on weather and individual pilot proficiency. The 2017 TPCC is scheduled for 29 May to 10 Jun 17. Prospective candidates who are not available for these dates are encouraged to still submit an application form and to contact the undersigned. If demand and organizational needs exist, other training delivery options may be considered including different course dates or training in a different location.

6. A Cdt #124A (03-16), Application for Tow Pilot Conversion Course must be completed up to and including the Commanding Officer's comments and recommendation, and be submitted NLT 28 Feb 17 by email to [Robert.Allison@forces.gc.ca](mailto: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

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

(D RCA Ops O)

### **27/17 – 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 2016 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 17 Feb 17 in order to be processed by the deadline of 1 Mar 17. 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 2016.

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

(J1 Admin O)

### **28/17 – REPORTING INCIDENTS OF HARASSMENT**

Ref: CATO 13-24, Harassment Prevention and Resolution

1. All indicants 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 seven 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 Major Beverley Ennis who can be reached by phone at (250) 363-0804 or by cell phone at (250) 888-1343.

(RCCMA)

### **29/17 – UNIT HARASSMENT 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 D.A. Coulombe and the HA is Maj Beverley Ennis. Members may contact the following WRAs for assistance or advice if required:

- a. Maj Irene Green at 250-363-0814;
- b. Capt James Hollis at 250-339-8211 x 6968;
- c. Lt(N) Mary Kay Meeker at 250-391-4105; and
- d. PO2 Kim Chaisson at 250-363-0876.

(J1 Admin O)

## **30/17 – 2017 TRI-ELEMENT CIC DINNER**

1. The 19th Annual Tri-Element Cadet Instructors Cadre Branch Dinner will be held on the evening of Saturday, 4 March 2017, at 1830 for 1930 hours at the Royal Westminster Armoury, 530 Queens Ave, New Westminster, BC. Parking is available, at no cost, in the City Hall parking lot adjacent to the armoury. This event always draws a capacity crowd to enjoy a meal and the camaraderie of colleagues.
2. All Officers, Civilian Instructors, Civilian Volunteers, League and Affiliated Support Personnel, serving or retired, 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.
3. This is a formal event. Dress for Officers is Mess Kit 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 kit or with DEU to an evening function). Dress for non-uniform personnel is tuxedo, formal evening gown, dark business suit or evening dress.
4. Hotel accommodations in close proximity to the dinner venue will be posted on the CIC Dinner Facebook page; taxi transportation to/from any local hotel to the venue is a short distance. Individuals and/or groups are also encouraged to pre-plan transportation to/from other major centres within the Lower Mainland, to local hotels or to your home; several limo company options are posted on Facebook page for consideration.
5. Inquiries may be directed to [CICdinnercommittee@shaw.ca](mailto:CICdinnercommittee@shaw.ca) or to any of the following members of the dinner committee:
  - a. LCol Terry Kopan, Committee Chair, (604) 850-0274, [tkopan@shaw.ca](mailto:tkopan@shaw.ca);
  - b. Maj Kathi Kopan, Committee Member, (604) 850-0274, [CICdinnercommittee@shaw.ca](mailto:CICdinnercommittee@shaw.ca);
  - c. Maj Dave Timms, Committee Member, (604) 418-5546, [dtimms@shaw.ca](mailto:dtimms@shaw.ca);
  - d. Maj Paul Savoie, Committee Member, (604) 910-3783, [Paul.Savoie@cadets.gc.ca](mailto:Paul.Savoie@cadets.gc.ca);
  - e. Capt Angela Sargent, Committee Member, (604) 922-7666, [Angela.Sargent@cadets.gc.ca](mailto:Angela.Sargent@cadets.gc.ca); or
  - f. Capt Roberta Dight, Committee Member, 604-817-0241, [Roberta.Dight@gmail.com](mailto:Roberta.Dight@gmail.com).
6. Seating is limited to 75 persons and a seat can only be secured by forwarding your payment. The tariff is \$70.00 per person and includes a four-course meal and wine at the dinner table. The menu is posted on Facebook (2017 Annual Cadet Instructor Cadre Dinner); a vegetarian alternative will be available, as will a non-alcoholic beverage.
7. To secure seating, submit a cheque or money order payable to the “2017 CIC Dinner Committee” to the attention of Maj Kathi Kopan, c/o 31833 Mayne Avenue, Abbotsford, BC V2T 4W9. Alternatively, payment via PayPal is also available by contacting Maj Kopan via email for details and by link on the Facebook page; the PayPal fee will be added to the tariff. 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; as well, indicate your choice of alcohol or no alcohol.
8. 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 (2017 Annual Cadet Instructor Cadre 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 10 days before the dinner.

(Chair, Annual CIC Dinner)

**31/17 – LIEUTENANT GOVERNOR HOSTS CANADA 150 DINNER CELEBRATING THE CCO – 18 FEBRUARY 2017**

1. The Honourable Judith Guichon, Lieutenant Governor of British Columbia, invites past, present and affiliated members of the CCO to join her in celebrating Canada's 150th anniversary of confederation. Hosted in partnership with the CIC Branch Association, a special dinner will be held on Saturday, 18 February 2017 at Government House in Victoria, BC.

2. The dinner will pay special tribute to the contributions of the Canadian Cadet Organization and its leaders who dedicate themselves to the betterment of Canada through the development of our nation's youth. Guests and spouses welcome. Space is limited, and tickets will be sold on a first come, first served basis. For more information, visit [www.cic-bc.ca](http://www.cic-bc.ca).

(CIC Branch Association)

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

D.A. Coulombe  
Commander  
Commanding Officer