



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

Order No. 01/2017	13 January 2017
Last Order No. 12/2016	Esquimalt, BC

ROUTINE ORDER ENTRIES

The following is a listing of the contents of Routine Order 01/2017 dated 13 January 2017:

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1/17 – CRISIS SITUATION – PROCEDURES

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

(J1 HR Manager)

2/17 – RCSU (PAC) PERSONNEL CHANGES

1. The following personnel changes have occurred/will occur at RCSU (Pac):
 - a. Lt(N) C. Dalton has been posted in to provide assistance to the J8 Comptroller Section effective 7 Dec 16;
 - b. Lt(N) A. Graham has been selected through external competition and assumed the duties of J1 HR Admin (CTC Staffing) – Seasonal effective 16 Jan 17;
 - c. Lt(N) N. Stewart has been selected through external competition and assumed the duties of J1 HR Admin (CTC Staffing) – Seasonal effective 9 Jan 17;
 - d. Lt K. MacFayden-Miskulin has been selected through external competition and assumed the duties of J8 Fin Services (Backfill) effective 3 Jan 17; and
 - e. Lt J. Worth has been selected through external competition and assumed the duties of J8 Fin Services (Backfill) effective 9 Jan 17.

(J1 HR Manager)

3/17 – 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	Last Name	Due Date
RCAOps	Maj	Allison, RM	28 Feb 17
RCSU	LCdr	Audley, PA	30 Apr 17
RCAOps	Lt	Bambey, S	19 Jan 17
47 RCSCC	Lt	Berthiaume, MB	23 Feb 17
RCSU	Sgt	Besse, LD	11 Feb 17
135 RCACS	Capt	Blackstock, MJ	06 Feb 17
3067 RCACC	CI	Blakey, CI	17 Jan 17
RCSU	Maj	Blomme, JR	16 Feb 17
903 RCACC	Capt	Blomme, WE	06 Mar 17
325 RCSCC	Lt(N)	Blount, DW	16 Jan 17
RCSU	MWO	Bogaerts, LA	11 Feb 17
RCSU	MCpl	Burke, LL	23 Apr 17
RCSU	Lt	Burt, DA	01 Feb 17
109 RCSCC	SLt	Callaghan, KM	17 Jan 17
195 RCSCC	Lt(N)	Cardoza, MA	11 Apr 17
363 RCACS	2Lt	Carlow, KS	22 Feb 17
RCAOps	OCdt	Carlow, MD	22 Feb 17
RCSU	Lt(N)	Cartwright, JE	20 Jan 17

RCAOps	Capt	Chan, KF	02 Feb 17
296 RCSCC	Lt(N)	Chapman, PL	16 Apr 17
109 RCSCC	Capt	Cloke, JF	18 Apr 17
279 RCACS	Capt	Clow, MM	02 Mar 17
2924 RCACC	Lt(N)	Coles, BD	26 Mar 17
RCAOps	Capt	Cote, JC	25 Jan 17
RCAOps	Capt	Dauidsen, CH	01 Feb 17
243 RCACS	Lt	Davis, ND	24 Apr 17
RCSU	A/LCdr	Debert, BA	13 Jan 17
RCSU	Maj	Deck, BE	05 Apr 17
RCSU	Lt(N)	Eames, KH	07 Mar 17
655 RCACS	Capt	Elder, DJ	25 Feb 17
1838 RCACC	Capt	Evans, D	02 Mar 17
89 RCACS	Capt	Fairchild, RK	16 Jan 17
RCSU	Lt	Fox, AM	24 Mar 17
2757 RCACC	Lt	Ganter, DL	09 Mar 17
RCSU	CI	Garber, EP	31 Jan 17
RCSU	Capt	Gee, DT	08 Mar 17
RCSU	Capt	Goddard, KA	09 Feb 17
105 RCSCC	A/SLt	Gravelle, EM	09 Mar 17
137 RCSCC	A/SLt	Hare, NM	21 Mar 17
RCSU	Capt	Harrop, JC	29 Mar 17
RCSU	LCol	Head, NR	14 Mar 17
RCAOps	Lt	Heim, KM	18 Jan 17
RCAOps	Lt	Heim, RW	28 Mar 17
2305 RCACC	Capt	Henville, LM	17 Apr 17
893 RCACS	Capt	Higgs, TM	13 Apr 17
RCSU	WO	Hobor, TA	08 Feb 17
158 RCSCC	Lt(N)	Howard, CA	21 Mar 17
2277 RCACC	Capt	Iredale, MJ	10 Feb 17
RCSU	A/LCdr	Irwin, DL	12 Apr 17
RCSU	A/Maj	Jeffries, LK	26 Apr 17
47 RCSCC	Lt(N)	Juliusson, LD	01 Mar 17
2290 RCACC	Lt	Karmazinuk, JW	07 Mar 17
RCAOps	Capt	Kelley, RA	22 Feb 17
RCSU	CI	Kelly, SS	24 Jan 17
848 RCACS	Capt	Ketchum, AE	08 Feb 17
777 RCACS	Capt	Kitts, SD	11 Feb 17
RCSU	A/Maj	Kopan, KM	10 Feb 17
RCSU	Capt	Lacey, EB	01 Feb 17
2983 RCACC	Lt	Landry, DM	23 Mar 17
2381 RCACC	A/Maj	Law, GK	02 Apr 17
692 RCACS	Lt	Leblanc, KJ	08 Mar 17
RCSU	Lt(N)	Levesque Martel, JL	19 Mar 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
581 RCACS	2Lt	Makortoff, BJ	29 Mar 17
RCAOps	Capt	Manary, WJ	09 Mar 17
RCSU	Capt	Masoun, JS	04 Mar 17
3005 RCACC	Capt	Materi, BC	22 Feb 17
RCSU	Capt	Matheson, DW	25 Apr 17
RCSU	Capt	McAuley, BI	17 Apr 17
861 RCACS	Lt	McCarthy, SJ	18 Apr 17
2618 RCACC	Capt	McCue, WC	28 Feb 17

RCSU	Capt	McIntosh, HE	23 Feb 17
131 RCSCC	Lt(N)	McTeer, LM	30 Apr 17
2316 RCACC	Lt	Meade, TA	17 Apr 17
2276 RCACC	Capt	Nicoll, GW	24 Feb 17
692 RCACS	Capt	Nizzar, KS	12 Mar 17
147 RCACS	Lt	Noordegraaf, CP	08 Feb 17
147 RCACS	Lt	Noordegraaf, GW	07 Apr 17
3064 RCACC	CI	Olson, JM	12 Apr 17
848 RCACS	Capt	Osborne, AR	01 Mar 17
HMCS Quadra	LCdr	Packer, MJ	06 Feb 17
RCSU	Capt	Perrin, RM	25 Apr 17
RCAOps	Capt	Peters, AD	20 Apr 17
RCSU	Civ	Piper, JE	23 Feb 17
RCSU	Maj	Prince, KM	16 Mar 17
2276 RCACC	Capt	Radcliffe, TA	27 Feb 17
232 RCACS	Capt	Ralph, CA	16 Apr 17
54 RCSCC	Lt(N)	Richard, DW	17 Apr 17
893 RCACS	Capt	Rose, ST	23 Feb 17
2827 RCACC	A/Capt	Rothwell, RA	06 Feb 17
513 RCACS	Lt	Sattler, MD	04 Apr 17
RCSU	Capt	Schenkeveld, RW	28 Mar 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
2305 RCACC	Capt	Stilborn, CA	16 Apr 17
RCAOps	CI	Summers, LT	09 Feb 17
2472 RCACC	Lt	Tebbutt, CN	07 Apr 17
RCSU	Lt(N)	Tien, JH	12 Jan 17
RCSU	Capt	Totten, RP	11 Feb 17
2472 RCACC	Capt	Townley, TJ	28 Mar 17
RCAOps	Lt	Tung, J	25 Jan 17
RCSU	MCpl	Vonpetzinger, CE	17 Jan 17
RCSU	A/Maj	Wagner, TN	08 Feb 17
RCSU	Capt	Walker, HL	09 Mar 17
102 RCSCC	Lt(N)	Watson, BA	22 Feb 17
RCAOps	Capt	White, JM	01 Apr 17
3066 RCACC	2Lt	Williams, JC	28 Feb 17
195 RCSCC	SLt	Wong, AL	08 Feb 17
2289 RCACC	Lt	Worth, JN	14 Mar 17
RCSU	Capt	Wright, MW	26 Apr 17
2381 RCACC	Lt	Wu, SJ	25 Jan 17
767 RCACS	Lt	Yakiwchuk, JB	04 Mar 17
759 RCACS	Lt	Yip, PP	30 Apr 17
RCSU	Lt	Yu, JM	13 Apr 17
RCSU	Capt	Zweng, JC	16 Mar 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	Name	Due Date	Cease Parading Effective Date
RCAOps	2Lt	Amelia, JA	14 Apr 16	15 Apr 16
RCSU	OCdt	Anderson, DR	19 Sep 16	28 Oct 16
RCSU	Lt	Anderson, SL	25 Dec 16	12 Jan 17
RCSU	Sgt	Bagnell, KA	25 May 16	06 Jun 16
3064 RCACC	Capt	Berns, MA	14 Dec 16	15 Dec 16
3063 RCACC	Capt	Brookes, TD	24 Aug 16	26 Aug 16
RCSU	A/Maj	Cable, RW	05 Feb 13	06 Feb 13
RCSU	2Lt	Carlson, IM	03 Sep 15	07 Jan 16
137 RCSCC	SLt	Carter Squire, C	16 Jun 16	12 Jan 17
RCSU	2Lt	Cheung, EL	29 Nov 15	07 Jan 16
RCSU	Lt	Chung, LC	18 Sep 16	28 Oct 16
RCSU	Lt	Contractor, DK	23 Jun 14	24 Jun 14
RCSU	Lt	Coombs, TL	02 Nov 16	03 Nov 16
RCSU	PO2	Covlin, KM	11 Jan 17	12 Jan 17
RCSU	2Lt	Crawford, DY	07 Sep 16	22 Mar 16
RCSU(P)	Capt	Crawford, ME	29 Dec 16	09 Jan 17
RCSU	A/SLt	Doskotch, KT	30 Nov 16	01 Dec 16
RCSU	SLt	Douglas, RS	07 Jan 16	12 Jan 16
RCSU	Capt	Escobar, FG	07 Jan 17	01 Apr 16
RCSU	OCdt	Fernstrom, TJ	14 Sep 16	14 Jan 16
RCSU	2Lt	Fox, DJ	16 May 16	12 Jan 17
1922 RCACC	Lt	Francis, SB	11 Aug 16	01 Mar 16
RCSU	Lt	George, BT	02 Sep 16	09 Sep 16
RCSU	2Lt	Gill, YK	02 Dec 16	05 Dec 16
RCSU	2Lt	Goswell, ML	09 Nov 16	09 Nov 16
RCSU	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	Lt	Hossack, JA	10 May 15	17 Oct 16
RCSU	Lt	Houle, EK	27 Jan 15	29 Jan 15
RCSU	Capt	Hull, C	16 Sep 12	17 Sep 12
396 RCACS	Capt	Jensen, AL	12 Dec 16	09 Jan 17
RCSU	A/SLt	Johnson, JB	06 May 15	07 Jan 16
RCSU	SLt	Kardal, RM	12 Apr 16	06 Oct 16
637 RCACS	Lt	Keogh, BL	07 Sep 16	09 Sep 16
RCSU	2Lt	Kwok, NK	02 Aug 16	10 Aug 16
135 RCACS	Lt	Law, KK	04 Jan 17	09 Jan 17
RCSU	SLt	Lee, A	29 Oct 15	07 Jan 16
RCSU	2Lt	Leung, C	17 Sep 16	19 Sep 16
2277 RCACC	Lt	MacDougall, A	24 Mar 16	29 Mar 16
835 RCACS	2Lt	Pedersen, RJ	02 Dec 16	05 Dec 16
RCSU	OCdt	Pike, SR	23 Sep 15	12 Mar 14
54 RCSCC	NCdt	Schoenfelder, AE	25 Feb 16	26 Feb 16
RCSU	Capt	Seal, KA	21 Aug 16	26 Aug 16
RCSU	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	Capt	Tuytens, DW	09 Jan 17	10 Jan 17
223 RCACS	Lt	Van Overshot, 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	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
759 RCACS	A/Maj	Wong, BS	10 Jan 17	12 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	2Lt	Fjellgaard, EA	11 Aug 16	07 Dec 16
787 RCACS	Ocdt	Hinch, C	29 Nov 16	12 Dec 16
2381 RCACC	Lt	Lu, TD	13 Sep 16	12 Jan 17
655 RCACS	Lt	Persaud, A	17 Nov 16	16 Dec 16
RCAOps	Capt	White, DC	09 Nov 16	09 Jan 17
2422 RCACC	Lt	Wu, CH	30 Sep 16	15 Dec 16

(J1 Staffing O)

4/17 – 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	Last Name	Due Date	Notes
RCSU	Lt	Anderson, MW	05 Apr 17	Cdt #172 required
609 RCACS	Capt	Antoniou, PJ	02 Feb 17	in process
100 RCSCC	A/SLt	Arruda, RJ	12 Apr 17	Cdt #172 required
2812 RCACC	Capt	Bach, RJ	27 Feb 14	in process
1725 RCACC	Capt	Banks, BW	26 Feb 17	Cdt #172 required
RCSU	Capt	Bendfeld, DT	29 Mar 17	Cdt #172 required
903 RCACC	Capt	Blomme, WE	14 Feb 17	Cdt #172 required
RCSU	Capt	Campbell, DS	26 Jan 17	Cdt #172 required
513 RCACS	Capt	Edmiston, PJ	26 Jan 17	in process
1838 RCACC	Capt	Evans, D	18 Apr 17	Cdt #172 required
89 RCACS	Capt	Fairchild, RK	09 Apr 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, KL	25 Jan 17	in process
100 RCSCC	Lt(N)	Irving, SL	11 Jan 17	in process
354 RCSCC	Lt(N)	Juliusson, RJ	02 Feb 17	Cdt #172 required
RCSU	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	Cdt #172 required
RCSU	LCol	Kopan, TW	02 Feb 17	Cdt #172 required
2276 RCACC	Capt	Lane, KR	02 Feb 16	Cdt #172 required
5 RCSCC	Lt(N)	Lesperance, P	25 Jan 17	in process
692 RCACS	Capt	Leung, EY	12 Apr 17	Cdt #172 required
RCAOps	Lt	Levasseur, F	27 Apr 17	Cdt #172 required
RCSU	Capt	Lewis, RM	02 Feb 17	in process
3063 RCACC	Capt	March, KJ	26 Feb 17	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	in process
259 RCACS	Lt	Power, BD	06 Feb 17	Cdt #172 required
RCAOps	Capt	Pritchard, NA	10 Nov 16	in process
2827 RCACC	A/Capt	Rothwell, RA	22 Mar 17	Cdt #172 required
RCSU	Capt	Tujik, PF	26 Jan 17	in process
RCSU	Capt	Turra, E	24 Jan 17	Cdt #172 required
RCSU	MCpl	Vonpetzinger, CE	07 Feb 17	Cdt #172 required
RCAOps	Capt	White, JM	20 Mar 17	Cdt #172 required
759 RCACS	A/Maj	Wong, BS	04 Apr 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	Dornan, WJE	25 Jan 16	26 Jan 16
258 RCACS	Capt	Eichinger, ND	17 Nov 14	07 Jan 16
655 RCACS	Capt	Elder, DJ	28 Nov 16	29 Nov 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
347 RCSCC	Lt(N)	Totten, NC	21 Sep 15	07 Jan 16
RCSU (Pac)	Capt	Wright, MW	29 Aug 15	07 Jan 16

(J1 Staffing O)

5/17 – AMENDMENTS TO PUBLICATIONS, ORDERS AND FORMS

The DND 2893, COATS – Class “A” Reserve Service Attendance and Transportation Assistance Allowance Register has been updated to record attendance for Local Training. Corps/Squadron personnel are asked to ensure that this updated version, which is available on the File Repository, is used.

(J1 Admin O)

6/17 – SURVEY ON SEXUAL MISCONDUCT IN THE CAF

1. This email is your invitation to participate in the Survey on Sexual Misconduct in the Canadian Armed Forces (SSMCAF).
2. This survey is an initiative of Operation HONOUR. We hope that you will see this survey as an opportunity to communicate your views.
3. The purpose of this survey is to collect information about:
 - a. the prevalence and nature of inappropriate sexual behavior within the Cadet Organizations Administration and Training Service (COATS);

- b. the reporting of inappropriate sexual behavior to authorities;
 - c. COATS members' perception of the CAF's response to this issue.
4. Your contribution is important because the information you provide will be used to develop programs and services to better address this issue. The information that you provide may also be used for other statistical and research purposes.
5. Please use the link provided to complete the SSMCAF in your preferred language (in the top right hand corner of the page, you can select the language of your choice). **Due to some email networks, you may need to copy and paste the URL directly into an Internet browser.** <http://dgmpra-dgrapm.sondages-surveys.ca/s/SexualMisconduct-COATS/>
6. This survey has been approved and coordinated through the Director General Military Personnel Research and Analysis Social Science Research Review Board, in accordance with DAOD 5062-0 and DAOD 5062-1. Approval Number: 1598/16N.
7. Please feel free to email cadet-info@forces.gc.ca if you have any questions regarding this survey.

(CO)

7/17 – NAVY TWO-IN-ONE RAINGEAR

The following direction pertains to the wear of the Navy Two-in-One Raingear:

- a. may be worn with all orders of dress with the exception of No. 1 and No. 2;
- b. in the interest of safety, the reflective tape must be visible at all times (pulled down on the front and back of the jacket);
- c. rank badges and one inch by two inch Canadian flag shoulder flash are to be affixed when worn in uniform; and
- d. may be worn with or without the hood. When the hood is used, headdress shall be worn at all times. Hood is to remain affixed to the jacket.

(J4 Material Control O)

8/17 – AMMUNITION CONTROL – ISSUE/WRITE-OFF/STORAGE

References: A. Supply Administration Manual, A-LM-007-100, dated 1 January 2014 (under development)

B. C-09-005-002/TS-000 Ammunition and Explosives Safety Manual Volume 2 – Storage and Facility Operations

C. A-GG-040-006/AG-001 DND Explosives Safety Program

D. C-09-005-001/TS-000 Ammunition and Explosives Safety Manual Volume 1 – Program Management and Life Cycle Safety, AESI Guide (RDIMS 325478)

1. Requisitions for ammo must be submitted to RCSU (Pac) attention Sgt Lemire or MCpl Woods in time to be forwarded to the applicable ammo issuing facility not less than 14 working days prior to date of issue to the Corps or Squadron. Please allow sufficient time to ensure HQ staff has time to vet/process and action the request, taking into account weekends and holidays when factoring the 14 working day requirement.
2. Ammo should be ordered on an “as required” basis for the planned shoot. Supply will vet/process your request based on account balance and authority to requisition.
3. Within 48 hours of your shoot, write-offs should be raised to account for expended ammunition. An electronic/scanned document may be sent via email to Sgt Lemire or MCpl

Woods, but it is imperative that the original be sent ASAP via the mail. Write-offs are required to provide a true reflection of ammo usage in our Region.

4. Completed write-offs will be processed and a copy will be placed in the applicable Corps or Squadron mailbox in the Orderly Room. The clerical staff will forward copies via the mail.

5. Ammo should not be held over from one Fiscal Year to the next. Every effort should be made to order ammo as required; this will reduce the storage implications. Fiscal Year End (FYE) is March 31st each year. The ideal situation is for all Corps and Squadrons to be at a zero balance each FYE.

6. If a Corps or Squadron is holding a large amount of ammo, a write-off may be required before any request for ammo will be approved.

7. Lastly, as with many items under budgetary restraint, ammo provided to RCSU (Pac) is being closely accounted for and your assistance with prudent control and accounting of ammo resources is appreciated.

(J4 Material Control O)

9/17 – 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)

10/17 – 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, 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)

11/17 – PHOTO ID REQUIRED FOR AIR TRAVEL

1. Corps and Squadron Commanding Officers are to ensure that all cadets and staff are in possession of one piece of government issued picture identification. This identification is required for all modes of transportation to and from the CTC including parent drop off.

2. It is the responsibility of the corps/squadron COs to ensure that cadets being sent on DND-arranged transportation are in possession of the correct types of valid government issued photo ID.

3. All fees associated with acquiring government issued photo ID for cadets are the responsibility of the parents/guardians of the cadets.
4. Valid government photo ID include: driver's license, passport, status card, or a provincial identity card.
5. The following are not considered to be valid government photo ID: school IDs, bus passes or other forms of public transportation passes, or photocopies of any form of government ID.
6. In order to acquire Provincial ID cards from any BC driving license office, the following requirements are to be noted:
 - a. parental consent is required for any individual applicant under the age of 19 years old;
 - b. applicants must produce one primary and one secondary piece of identification - consult the driving license to confirm which documents are accepted;
 - c. as of 10 January 2017, fees are: original ID - \$35, duplicate ID - \$15, renewal - \$15; and
 - d. the completed BC Photo ID card will be mailed to the applicant in four to six weeks.
7. Corps/squadron COs shall ensure that this information is passed to all cadets, all staff, their sponsor/parent committees, and the parents/guardians of all cadets.
8. The cadet's name in FORTRESS shall be the same name that appears on the government issued photo ID.

(J4 Movements Supervisor)

12/17 – CTC POSITIONS 2017 – COATS MEMBERS AND CIVILIAN INSTRUCTORS

1. Applications for 2017 Cadet Training Centre (CTC) positions are now being solicited. Members of the COATS and (potential) Civilian Instructors are invited to apply for positions at a CTC. Specific CTC positions were published in the December 2016 Routine Orders. All vacancies and dates must be regarded as tentative and are subject to change. Dates are inclusive of travel and will be amended if travel days are not required and/or authorized. Personnel may apply for a CTC outside of their environment, however, priority may be made for the member's environmental CTC. It is important to note that members of COATS will have priority for filling CTC Reserve Service. Civilian Instructors may be provided with an offer of employment once all COATS applications have been exhausted. Members of the COATS and (potential) Civilian Instructors may apply for partial employment (normally a minimum of two weeks).
2. All adult staff must have an approved Police Record Check/Vulnerable Sector Screening (PRC/VSS), a favourable Reliability Screening (RS), and a valid medical with no significant medical employment limitations. All documents shall be current prior to commencing the Reserve Service and must not expire during 2017 CTC employment. Applicants not meeting these requirements may not be afforded an Offer of Reserve Service.
3. Members of the COATS and (potential) Civilian Instructors are to apply for CTC 2017 by submitting a Cdt #112 (available in the File Repository) or by sending an email with the same information to rcsupacstaffing@forces.gc.ca. The Cdt #112 or email shall reach the Staffing Officer no later than **3 February 2017**. Late applicants shall be disadvantaged and may result in the member not being considered for Reserve Service during the initial selection process.
4. RCSU (Pac) will notify all applicants by e mail when their applications have been received.

5. Questions may be directed to Lt(N) Jennifer Stewart, J1 Staffing Officer, by email at rcsupacstaffing@forces.gc.ca or by phone at 250-363-0919.

(J1 Staffing O)

13/17 – RCSU (PAC) RESERVE SERVICE OPPORTUNITIES – EXPRESSIONS OF INTEREST

1. Periodically, RCSU (Pac) employs COATS members on short term Class A / Class B Reserve Service for various projects and tasks. Opportunities could include, but are not limited to, such jobs as special projects staff, providing subject matter expert (SME) input for a project, temporary backfill for full time staff who may be absent from their duties for extended periods of time, escort duties, support duties, or administrative duties. While some opportunities may require the member to work at RCSU (Pac) in Esquimalt, others may include a requirement to travel on temporary duty or work remotely from home.

2. To express an interest in being offered a period of Class A or Class B Reserve Service of not more than 89 days at RCSU (Pac), complete and electronically submit the Cdt #135, RCSU (Pac) Reserve Service Opportunities Expression of Interest form which is located in the File Repository.

3. Please note that while future short term Reserve Service Opportunities will normally be filled from members who have submitted a Cdt #135, your submission of this form does not guarantee an offer of Reserve Service of any kind.

4. It must also be noted that Expression of Interest submissions shall have a shelf life of one year only and they will be automatically archived one year from the date that they were submitted. Members may withdraw their Expression of Interest at any time should their personal situation and availability change.

5. Any inquiries or requests for additional information about this process can be directed to Lt(N) J. Stewart at 250-363-0919.

(J1 Staffing O)

14/17 – 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 or to any of the following members of the dinner committee:

- a. LCol Terry Kopan, Committee Chair, (604) 850-0274, tkopan@shaw.ca;
- b. Maj Kathi Kopan, Committee Member, (604) 850-0274, CICdinnercommittee@shaw.ca;
- c. Maj Dave Timms, Committee Member, (604) 418-5546, dtimms@shaw.ca;
- d. Maj Paul Savoie, Committee Member, (604) 910-3783, Paul.Savoie@cadets.gc.ca;
- e. Capt Angela Sargent, Committee Member, (604) 922-7666, Angela.Sargent@cadets.gc.ca; or
- f. Capt Roberta Dight, Committee Member, 604-817-0241, 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)

15/17 – LIEUTENANT GOVERNOR HOSTS CANADA 150 DINNER CELEBRATING THE CCO

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.

(CIC Branch Association)

// original signed by //

D.A. Coulombe
Commander
Commanding Officer