



ROUTINE ORDERS
ISSUED BY
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REGIONAL CADET SUPPORT UNIT (PACIFIC)

Order No. 06/2015	1 June 2015
Last Order No. 05/2015	Esquimalt, BC

ROUTINE ORDER ENTRIES

The following is a listing of the contents of Routine Order 06/2015 dated 1 June 2015:

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116/15 – 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)

117/15 – AMENDMENTS TO PUBLICATIONS, ORDERS, AND FORMS

1. The following updated CATO, which is available in the File Repository, is to be noted:
CATO 51-01, Air Cadet Program Outline.
2. The following new CATO, which is available in the File Repository, is to be noted:
CATO 12-50, Searches and Inspections of Cadets issued 28 May 15.
3. The following amendments to PRCIs, which are available in the File Repository, are to be noted:
 - a. PRCI 106, Harassment Prevention and Resolution (updated effective 26 May 15, replacing PRCI 106 dated 14 Jun 12);
 - b. PRCI 224, Cadets – Membership (updated effective 26 May 15, replacing PRCI 224 dated 13 Jul 12);
 - c. PRCI 228, Cadets – Return to Unit (updated effective 26 May 15, replacing PRCI 228 dated 1 Jun 01);
 - d. PRCI 250, Corps/Squadron Monthly Routine Orders (updated effective 26 May 15, replacing PRCI 250 dated 8 Nov 06);
 - e. PRCI 307, Water Activities (updated effective 26 May 15, replacing PRCI 307 dated 17 Nov 08);
 - f. PRCI 323, Cadet Instructors Cadre Training (updated effective 26 May 15, replacing PRCI 323 dated 13 Feb 07); and
 - g. PRCI 363, Sea Cadet Regattas (updated effective 26 May 15, replacing PRCI 363 dated 5 Dec 06).
4. The following PRCIs have been cancelled effective 26 May 15:
 - a. PRCI 114, Probation or Disbandment of a Cadet Corps/Squadron;
 - b. PRCI 121, Inspections of Personal Belongings and Quarters; and
 - c. PRCI 220, Vulnerable Sector Screening.

(Exec Svcs O)

118/15 – RCSU (PAC) PERSONNEL CHANGES

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

- a. Capt J.C. Zweng is appointed Area Cadet Officer (Air) effective 27 May 15;
- b. SLt S. Lafleur's period of Class B Reserve Service as the temporary backfill for the Movements Clerk position ended 18 May 15;
- c. WO T. Negraeff, Area Cadet Advisor (Air), is retiring from the CAF effective 15 Jun 15. A replacement has not yet been named;

- d. Sgt D. Martin, Area Cadet Advisor (Land), is posted effective 24 Jul 15 and will be replaced by Sgt N. Verhoog;
- e. Sgt C. McMahon, Area Cadet Advisor (Land), is posted effective 15 Jul 15 and will be replaced by Sgt M. Gosselin;
- f. MCpl M. Martin, Claims Clerk, is posted effective 13 Jul 15 and will be replaced by LS O. Chavarria; and
- g. Cpl M. Daigle, Orderly Room Clerk, was posted 27 May 15 and will be replaced by LS H. Goldie.

(Admin WO)

119/15 – SECURITY SCREENING UPDATES

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	Suspension Date
RCSU (Pac)	Lt(N)	Bollen, LD	20 Mar 15
2510 RCACC	Lt	Harvey, CA	20 Sep 12
22 RCACS	Capt	Johnson, GAF	26 Jan 15
RCSU (Pac)	Capt	Lau, AJH	13 Apr 15
RCSU (Pac)	Lt	Lee, DG	12 Feb 15
RCSU (Pac)	Capt	L'Heureux, KLR	9 Jan 15
RCSU (Pac)	2Lt	Veillette, DJ	8 Jan 15
RCSU (Pac)	Capt	Wong, N	1 Sep 11

(Admin O)

120/15 – 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	Suspension Date
RCSU (Pac)	A/Maj	Cable, RW	6 Feb 13
RCSU (Pac)	Lt	Contractor, DK	24 Jun 14
759 RCACS	2Lt	Cua, LB	20 May 15
RCSU (Pac)	Capt	Griffith, MJ	8 May 12
2510 RCACC	Lt	Harvey, CA	3 May 13
531 RCACS	Lt	Hossack, JA	20 May 15
828 RCACS	Lt	Houle, EKD	28 Jan 15
RCSU (Pac)	Capt	Hull, C	17 Sep 12
RCSU (Pac)	SLt	Johnson, JP	22 Apr 14
RCSU (Pac)	A/SLt	Johnson, JB	20 May 15
204 RCACS	Capt	Kelly, SJ	30 Jan 15
RCSU (Pac)	2Lt	Ledward, RF	4 Oct 12

RCSU (Pac)	Lt	Lee, DG	26 Jul 12
RCSU (Pac)	2Lt	Martin, JR	18 Oct 12
RCSU (Pac)	Lt	O'Neill, SE	11 Oct 12
RCSU (Pac)	2Lt	Perry, TA	10 Aug 12
RCSU (Pac)	OCdt	Roussell, CK	3 Oct 13
RCA Ops (Pac)	Lt	Shook, TQ	27 Feb 15
RCSU (Pac)	Lt(N)	Sullivan, R	17 Oct 12
RCSU (Pac)	2Lt	Swaenepoel, KA	22 Feb 13
RCSU (Pac)	2Lt	Tarape, FG	25 Feb 15
RCSU (Pac)	Capt	Wong, N	22 Nov 12

2. The five-year validity period will expire for the following pers in the next 3 months:

Unit	Rank	Name	Renewal Date
RCA Ops (Pac)	MWO	Bekus, BS	7 Jul 15
7 RCSCC	SLt	Boychuk, GN	21 Jun 15
RCSU (Pac)	CI	Candel, J	29 Jun 15
RCSU (Pac)	2Lt	Cardoso, DM	30 Aug 15
89 RCACS	Lt	Davies, HG	30 Aug 15
777 RCACS	Lt	Goh, MC	20 Jun 15
746 RCACS	Lt	Kelly, AC	8 Jul 15
768 RCACS	(G)CI	Lisk, KA	4 Jun 15
RCSU (Pac)	PO2	O'Connor, WJ	5 Aug 15
47 RCSCC	SLt	Pawlik, FE	8 Jun 15
2757 RCACC	A/Capt	Pennock, PJ	20 Aug 15
RCSU (Pac)	Cpl	Spencer, TL	4 Jun 15
2276 RCACC	2Lt	Titley, KR	5 Jul 15

(Admin O)

121/15 – SEARCHES AND INSPECTIONS OF CADETS

Ref: CATO 12-50, Searches and Inspections of Cadets

1. Ref CATO has been promulgated effective 28 May 15 and contains important information that must be understood with regard to the conduct of searches and inspections of cadets. While all Corps/Squadron Commanding Officers must read the CATO to ensure full understanding of the direction that has been issued, following is a summary of key points:
 - a. a search (as defined in ref) of a cadet may only be conducted by the Military Police or civilian police;
 - b. inspections of cadets may include uniform inspections, luggage or kit inspections, sleeping accommodations inspections, or safety rounds. Inspections shall not be used as a pretext to examine a cadet's, or group of cadets', effects, locker(s) and other items under his/her care on suspicion of being involved in an illegal, restricted or unauthorized activity. Under no circumstances may personal cellular telephones, electronic or computer devices (tablets, laptops, desktops, etc), journals, notes or diaries be inspected;
 - c. inspections may be conducted during an approved activity only if the parental consent form (available as Annex A to ref) has been completed and the parent has consented to the conduct of inspections. Under no circumstances may a parent consent to their child's participation in an activity without consenting also to the conduct of inspections; and
 - d. annex B of ref contains a list of items that are prohibited or restricted by law or unauthorized by CAF policy. This list of items must be included in all joining instructions or other information documents provided to cadets and their

parents. It is highly recommended that this list be provided annually to all cadets and their parents at the beginning of the training year and to new recruits on enrolment, either on its own or included in a corps/squadron general information package.

2. It is important that all staff who may be given responsibility for supervising cadet training activities are familiar with the detailed information provided in ref.

(Exec Svcs O)

122/15 – CHANGES TO EMAIL SIGNATURE BLOCKS

Refs: A. Shared Services Canada - Email Transformation Initiative (<http://www.ssc-spc.gc.ca/pages/ml-crrl-eng.html>)

B. Treasury Board of Canada Secretariat - Standard on Email Management (<http://tbs-sct.gc.ca/pol/doc-eng.aspx?id=27600§ion=text>)

C. The Governor General of Canada Website - Order of Precedence (<http://www.gg.ca/document.aspx?id=14979>)

1. Shared Services Canada (SSC) is working with the Department of National Defence (DND) / Canadian Armed Forces (CAF) on the Email Transformation Initiative (ETI) at ref A, to roll out a new, secure and modern email system across 43 departments of the Government of Canada including the CCO as part of the DND/CAF. For DND, this transition will occur over a three month period, starting 30 August 2015. This means that all users on the CCO Net who have an @cadets.gc.ca email account will have their mailboxes migrated to the new system during this time. Note: This will be occurring simultaneously with the migration from the Defence Wide Area Network (DWAN) (@forces.gc.ca). In the end state, all @cadets.gc.ca and @forces.gc.ca mailboxes will be merged into a single @canada.ca account. Details and user instructions will be sent out as the migration begins to roll out.

2. Email is a form of official government record and identification of the sender is critical to efficient management of information. IAW the ref, Sections 5.1.1 Ensure email and instant messages are managed efficiently, effectively, and in a timely manner to support business operations and decision making; and 5.1.2 Provide organizations with the specifications to support the implementation of strong, consistent, and standardized email management practices.

3. The standard states that signature blocks must appear in both official languages and include a separate section for each language, as illustrated below:

4. One of the steps required prior to the migration is that users must adopt the new signature block format in accordance with the Treasury Board of Canada Secretariat's new [Standard on Email Management](#), ref B, under appendix E.

5. Personnel shall adopt the new signature block style to comply with Treasury Board policy by **19 June 2015**. Signature blocks must be applied to all outgoing emails, including replies.

6. The following requirements apply to all signature blocks:

- a. bilingual – either English or French first, depending on language of preference;
- b. sans-serif font style, such as Verdana, Calibri or Arial;
- c. font size of 10 points and **black** text colour;
- d. white background colour;
- e. this is the standard, so additions or modifications are not authorized

7. The following format shall be followed for all personal email signature blocks:

2Lt John Canadian, CD* (Rank in the single language of preference)

(No content – empty line)

Position, Corps/Squadron Name

Department of National Defence / Government of Canada

First.LastName@cadets.gc.ca / Tel: 613-955-5555

(No content – empty line)

Position, Nom du corps/escadron

Ministère de la Défense nationale / Gouvernement du Canada

Prénom.NomDeFamille@cadets.gc.ca / Tél. : 613-955-5555

*Only officially recognized post-nominal letters may be used, as indicated in the Order of Precedence (ref C)

8. The following format shall be followed for all group accounts:

Program or service name

Department of National Defence / Government of Canada

Group.Account.Address@cadets.gc.ca / Tel: 613-955-5555

(No content – empty line)

Nom du programme ou service

Ministère de la Défense nationale / Gouvernement du Canada

Compte.du.groupe@cadets.gc.ca / Tél. : 613-955-5555

(No content – empty line)



Government of Canada
Gouvernement du Canada

Canada

9. For ease of translation, common squadron/corps position names are translated below:

ENGLISH	FRENCH
Commanding Officer	Commandant
Deputy Commanding Officer	Commandant adjoint
Executive Officer	Commandant en second
Training Officer	Officier de l'instruction
Administration Officer	Officier de l'administration
Supply Officer	Officier d'approvisionnement
Royal Canadian Air Cadet Squadron (RCACS)	Escadron des Cadets de l'Aviation royale du Canada (ECARC)
Royal Canadian Army Cadet Corps (RCACC)	Corps des Cadets royaux de l'Armée canadienne (CCRAC)
Royal Canadian Sea Cadet Corps (RCSCC)	Corps des Cadets de la Marine royale canadienne (CCMRC)

10. For help changing your signature block, please check here: <https://support.office.com/en-au/article/Change-and-add-an-email-message-signature-95cce669-d370-43fe-afbe-4e79361dfc12>. For more information, please send your questions your CCO Regional IT Service Desk or consult the general information provided at: <https://portal-portail.cadets.gc.ca/en/IMIT-GITI/>

(Exec Svcs O)

123/15 – WEARING OF PATCHES, BADGES, PINS AND DECALS

1. Any insignia (such as patches, stickers, and pins) that is associated with any organization or group that has links to criminal activity (including biker gangs, street gangs, etc), or that depicts any theme prohibited by DAODs or CFAOs (e.g. racist, sexist, pornographic etc), is not authorized to be worn or displayed on the property of CFB Esquimalt. Anyone found wearing or displaying such insignia while on CFB Esquimalt property will be directed to leave base property immediately, or remove the displayed insignia. Appropriate administrative and/or disciplinary action shall be taken against CAF members or DND employees who contravene this policy, in accordance with regulations or Public Service policies.

2. Nothing in this order prevents any person from wearing or displaying the insignia of institutions such as sports teams, schools, Scouts, Guides, the SPCA, or any other organization as

long as the insignia does not relate to the criminal activity or prohibited themes mentioned in paragraph 1.

3. Motorcyclists are authorized to wear motorcycle safety attire that does not contravene the rules established in paragraph 1 of this order. Additionally, CAF motorcyclists who wear safety attire while in uniform are required at all times to wear helmets that are free of insignia and gaudy or bizarre designs in accordance with CFAO 17-1. To reduce risk of injury, members are encouraged to wear additional protective garments such as a leather jacket and pants, or motorcycle coveralls. Any garment worn with uniform must be free of gaudy or bizarre designs, and shall be of a sombre subdued style. The garment need not cover the uniform completely (i.e., a jacket by itself is acceptable).

(C4 Sup)

124/15 – TRI-ELEMENT CIC CAP BADGE

1. The CIC Branch Advisory Council has worked on the return to a single tri-element CIC cap badge which has been approved by Director History & Heritage (DHH). A single branch cap badge is consistent with the CAF standard of one badge for all elements within a branch and is a primary unifying symbol. The CIC cap badge is a modernized version of the cap badge that was originally approved in 1974.

2. At this time, a gold wire embroidered tri-element CIC cap badge is available and authorized for wear. This badge may be purchased at personal expense from an approved supplier. It is the norm in most CAF branches and regiments for commissioned officers to purchase and wear a gold wire badge; CIC officers are strongly encouraged to follow this custom.

3. In late October 2014, the Branch Advisor presented the Branch Colonel Commandant with the first prototype of the new badge. The Colonel Commandant remarked, “In addition to enhancing Branch unity, the new tri-element badge is a key symbol, reminding all, that many CIC officers represent the entire CAF beyond any environmental affiliations in many communities across Canada. I am certainly proud to have the opportunity to wear this badge and represent CIC officers everywhere.”

4. It is the Branch’s intent to have a basic version of the new badge made available through the CAF supply system. When that badge becomes available through the supply system, all CIC officers will be required to change their cap badge. In the interim, existing badges may be worn.

5. The CIC Branch Advisory Council has created a process to approve suppliers in order to ensure proper design, quality and consistency of CIC NPF items and accouterments. Purchasing accouterments from approved suppliers will ensure that the items meet the high quality and standards for wear. Branch members are discouraged from purchasing any items from non-approved suppliers as quality and proper design have not been verified. Currently there are two approved suppliers for CIC accouterments:

Joe Drouin Enterprises Ltd.
36 Rue de Varennes, Unit 3
Gatineau, Québec J8T 0B6
www.joedrouin.com

Penny’s of Thunder Bay
26 Manion Street
Thunder Bay, Ontario P7A 6Y6
www.pennys.ca

6. The CIC Branch Advisory Council has also designed CIC ties and cummerbunds; as well as CIC buttons for members wearing the army uniform. These items will be available for purchase at personal expense from approved suppliers and may be worn upon becoming available.

(C4 Sup)

125/15 – RCAF DISTINCTIVE ENVIRONMENTAL UNIFORM UPDATE

1. A CANFORGEN is being prepared to advise personnel when they can anticipate delivery of DEUU items to their supporting clothing stores, or when the Logistiks Unicorp/Clothing Online link will be ready to accept orders. The purpose of this is to advise that in June, the sequenced production of CWO to Aviator items will be ready for distribution, while Col to OCdt items will follow in June/July with officer braid and ready-to-wear slip-ons in July/August. Questions/concerns regarding General Officers, or CWO SA/KP, are being fielded by the POC as per the MIP.
2. Based on the distribution schedule, frequent updates will be provided to keep you informed of progress. Of particular note is that in late May/early June self-identifying personnel (COATS/OUTCAN) can begin to register for shipments via mail from Clothing Online. To manage expectations however, this does not mean they will receive items in a week as this is predicated on the production and distribution schedules mentioned above.
3. A number of queries have been received regarding personnel who are both promoted and posted, deploying, or designated participants at parades or ceremonial activities and wish to have the DEUU items in advance of the dates mentioned above. To be clear, the ability to accommodate these requests is beyond our control and as a result reliance on the distribution method that applies to the current or new position/location is preferred / recommended.
4. Finally, items may be worn on receipt and one tunic is to be tailored to meet the 20 Sep 15 deadline. Please refer to the two previous CANFORGENs, the MIP or the RCAF CWO's web page on this subject if amplifying details are required.

(XO)

126/15 – CLARIFICATION ON THE POSITIVE YOUTH DEVELOPMENT AND PROGRAM OUTREACH (PYDPO) LEARNING PACKAGE

Refs: A. 4500-3 (D Cdts & JCR 6-4) Implementation Instructions – Positive Youth Development and Program Outreach (PYDPO) 16 January 2015
B. Pacific Region Routine Orders 02/2015 article 023/15.

1. In accordance with refs A and B, all officers, civilian instructors and volunteers are reminded to complete the PYDPO learning package prior to **31 March 2016**.
2. All regional and local cadet corps/squadron staff (Reg F, P Res, CIC, COATS and CIs) are required to complete this package through the Defence Learning Network (DLN). Detailed instructions on how to access and complete this learning package have been distributed to all corps and squadrons within Pacific Region. Commanding Officers are to ensure that their staff members are aware of their obligation to take this training and that they have the necessary instructions to do so. If you require more information on how to complete the PYDPO Learning Package, contact Lt(N) Rex Ford at RCIS (Pac) at rex.ford@cadets.gc.ca.
3. Civilian volunteers and League members **shall receive direction from their respective leagues** concerning the delivery of this learning package. At this time, no DLN accounts will be set up for volunteers or League members.
4. Technical difficulties (passwords, login issues) should be referred to the CIC Centre for Distributed Learning Helpdesk at help.ciccdl.aide@cadets.gc.ca

(Stds O RCIS (Pac))

127/15 – CERTIFIED SPECIALTY INSTRUCTORS

Reference: 24-14 Annex A

1. Below are current Abseil Instructors, Flat Water Canoe Instructors, Moving Water Canoe Instructors, and Mountain Bike Instructors in Pacific Region as of 25 May 15.

2. Officers are reminded to maintain their Specialty Training and Activity Logbooks which may be acquired from the RCIS (Pac) Stds O. Army Officers are to submit the Cdt #156 to the Trg O Expn to track certifications.

3. Abseil Instructors. The following pers are currently certified Abseil Instructors:

Last Name	Initials	Rank	Unit	Qualification	Last Abseil	Currency
DALGLEISH	B.P. F.	Capt	RCSU (Pac)	ABSEIL INSTRUCTOR	20-Sep-14	Current
HERBERT	K.R.	Capt	1725 RCACC	ABSEIL INSTRUCTOR	11-Aug-14	Current
TOWNLEY	T.J.	Capt	2472 RCACC	ABSEIL INSTRUCTOR	26-Jul-13	Current

4. Certification is awarded for a two-year period after the Abseil Instructor Course. Instructors must conduct at least four abseil training activities within a two-year period to maintain currency.

5. Flat Water Canoe Instructors. The following pers are currently certified Flat Water Canoe Instructors:

Last Name	Initials	Rank	Unit	Last Canoe Trip	Currency
BEDDOES	E.P.	Capt	RCSU (Pac)	13-Apr-14	Current
BENDFELD	D.T.V.	Capt	RCSU (Pac)	19-May-13	Current
BERTHIAUME	M.B.	Lt	2893 RCACC	24-Jul-14	Current
BLOUNT	D.W.	Lt(N)	325 RCSCC	26-Sep-12	Current
BOYSEN	K.I.	Capt	2573 RCACC	18-Apr-15	Current
BROOKES	T.D.	Capt	1787 RCACC	04-May-14	Current
BROWN	Q.J.D.	Lt	1838 RCACC	08-Jun-13	Current
CAMPBELL	D.S.	Capt	RCSU (Pac)	10-Jun-12	Current
CURTIS	B.D.	Lt	2136 RCACC	14-Aug-14	Current
DAHL	M.M.M.	Capt	RCSU (Pac)	09-Aug-14	Current
DALGLEISH	B.P.F.	Capt	RCSU (Pac)	05-Oct-13	Current
DAVIS	J.A.	Capt	1838 RCACC	15-Feb-15	Current
DEVINE	L.R.	Capt	2510 RCACC	04-May-14	Current
DUFRESNE	C.J.	Lt(N)	63 RCSCC	03-Jun-12	Current
EMDE	D.R.	Capt	2381 RCACC	26-May-12	Current
EVANS	D.	Capt	1838 RCACC	15-Feb-15	Current
FITZGERALD	W.H.	Capt	2963 RCACC	31-Jan-15	Current
HALE	T.L.	Capt	3067 RCACC	29-Jul-14	Current
HERBERT	K.R.	Capt	1725 RCACC	03-May-15	Current
HILDEBRANDT	L.Y.	Maj	RCIS (Pac)	16-Jun-14	Current
HILL	V.L.	Lt	2289 RCACC	12-Apr-15	Current
IREDALE	M.J.	Capt	2277 RCACC	09-Jun-15	Current
JONES	A.S.	Capt	RCSU (Pac)	10-Jun-12	Current
JULIUSSON	L.D.	Lt(N)	47 RCSCC	31-Aug-14	Current
KEMP	P.J.G.E.	Lt	3300 RCACC	09-May-15	Current
KWAN	R.D.H.	Lt	2381 RCACC	29-Jun-14	Current
LACEY	E.B.	Capt	RCIS (Pac)	01-Jun-13	Current
LAING	J.R.	Lt	2290 RCACC	24-Jul-14	Current
LANE	K.R.J.	A/Capt	2276 RCACC	28-Jun-13	Current
LOGAN	K.D.	Capt	2289 RCACC	07-Jun-13	Current
LOWTHER	C.J.	Lt	RCSU (Pac)	10-Aug-14	Current
MACFADYEN-MISKULIN	J.A.G.	Capt	2422 RCACC	28-Jun-13	Current
MACFADYEN-MISKULIN	K.M.C.	2Lt	2483 RCACC	10-Aug-15	Current
MACKIE	M.J.	Lt	1922 RCACC	24-Jul-14	Current
MARCH	K.J.	Capt	3063 RCACC	09-Aug-14	Current
MARSHALL	W.J.	Capt	2963 RCACC	31-Jan-15	Current
MATERI	B.C.L.	Capt	3005 RCACC	27-Sep-15	Current
MCAULEY	B.I.T.	Capt	2483 RCACC	29-Mar-15	Current
MCCARTHY	D.A.	Lt	861 RCACS	24-Jul-14	Current
MCINTOSH	H.E.	Capt	2941 RCACC	19-May-14	Current
MCROBERT	B.M.	Capt	RCSU (Pac)	05-Apr-14	Current
NUTLEY	C.L.	Lt	2827 RCACC	24-Jul-14	Current

Last Name	Initials	Rank	Unit	Last Canoe Trip	Currency
PETER	J.L.	Maj	VCTC	08-Aug-13	Current
ROEBUCK	L.T.	Capt	1787 RCACC	04-May-14	Current
SCHELL	R.L.	Capt	1789 RCACC	08-Jun-13	Current
SEAL	K.A.	Capt	2887 RCACC	05-May-13	Current
SHEARSMITH	D.D.	Capt	2305 RCACC	08-Jun-13	Current
SOLDA	P.B.A.	Capt	2308 RCACC	29-Jul-14	Current
STECK	M.A.	A/Maj	RCSU (Pac)	25-May-14	Current
TEBBUTT	C.N.	Lt	2472 RCACC	10-May-14	Current
TOWNLEY	T.J.	Capt	2472 RCACC	10-May-14	Current
TUJIK	P.F.	Capt	RCSU (Pac)	14-Aug-14	Current
WAGNER	T.N.	Capt	2924 RCACC	28-Jun-13	Current
WANGLER	M.I.S.	Capt	1705 RCACC	25-May-14	Current
WHITE	K.M.	Lt	RCSU (Pac)	10-May-14	Current
WILSON	M.K.	Capt	3005 RCACC	09-Jun-13	Current
WONG	J.C.	Capt	2381 RCACC	26-May-12	Current
WORTH	J.N.L.	2Lt	2289 RCACC	11-Aug-14	Current
WRIGHT	J.L.	Capt	1838 RCACC	15-Feb-15	Current
WU	C.	Lt	2422 RCACC	11-Aug-14	Current

6. Certification is awarded for a three-year period after the Flat Water Canoe Instructor Course. Instructors must conduct at least one flat water training activity within a three-year period to maintain currency.

7. Moving Water Canoe Instructors. The following pers are currently certified Moving Water Canoe Instructors:

Unit	Rank	Last Name	Initials	Qualification	Last Moving Water Canoeing	Currency
RCSU (Pac)	Capt	MATERI	B.C.L.	Moving Water Instructor	29-Jun-13	Current
2308 RCACC	Capt	SOLDA	P.B.A.	Moving Water Instructor	08-Aug-15	Current
RCSU (Pac)	Capt	TUJIK	P.F.	Moving Water Instructor	08-Aug-15	Current
RCSU (Pac)	Lt	WHITE	K.M.	Moving Water Instructor	29-Jun-13	Current

8. Certification is awarded for a three-year period after the Moving Water Canoe Instructor Course. Instructors must conduct at least three moving water training activities within a three-year period to maintain currency.

9. Mount Bike Instructors. The following pers are currently certified Mountain Bike Instructors:

Unit	Rank	Last Name	Initials	Qualification	Last Mountain Bike Trip	Currency
RCSU (Pac)	Capt	BEDDOES	E.P.	Mountain Bike Instructor	29-Jun-12	Current
RCSU (Pac)	Capt	BENDFELD	D.T.V.	Mountain Bike Instructor	24-Jun-14	Current
2893 RCACC	Lt	BERTHIAUME	M.B.	Mountain Bike Instructor	20-Jul-14	Current
2573 RCACC	Capt	BOYSEN	K.I.	Mountain Bike Instructor	20-Jul-14	Current
1838 RCACC	Lt	BROWN	Q.J.D.	Mountain Bike Instructor	29-Jun-12	Current
2289 RCACC	Lt	CHOW	M.P.	Mountain Bike Instructor	23-Jun-13	Current
RCSU (Pac)	Capt	DAHL	M.M.M.	Mountain Bike Instructor	08-Aug-14	Current
1725 RCACC	Capt	DALGLEISH	R.E.	Mountain Bike Instructor	29-Jun-14	Current
1838 RCACC	Capt	DAVIS	J.A.	Mountain Bike Instructor	23-Jun-13	Current
1838 RCACC	Capt	EVANS	D.	Mountain Bike Instructor	08-Jun-14	Current
2573 RCACC	Lt	FOX	A.M.M.	Mountain Bike Instructor	04-Apr-15	Current
3067 RCACC	Capt	HALE	T.L.	Mountain Bike Instructor	14-Aug-14	Current
1725 RCACC	Capt	HERBERT	K.R.	Mountain Bike Instructor	18-Oct-14	Current
RCIS (Pac)	Maj	HILDEBRANDT	L.Y.	Mountain Bike Instructor	16-Jun-14	Current
2289 RCACC	Lt	HILL	V.L.	Mountain Bike Instructor	12-Apr-15	Current
2277 RCACC	Capt	IREDALE	M.J.	Mountain Bike Instructor	21-Apr-15	Current
RCSU (Pac)	Capt	JONES	A.S.	Mountain Bike Instructor	17-Sep-13	Current
2290 RCACC	Lt	LAING	J.R.	Mountain Bike Instructor	29-Jul-14	Current
2276 RCACC	A/Capt	LANE	K.R.J.	Mountain Bike Instructor	23-Jun-13	Current

Unit	Rank	Last Name	Initials	Qualification	Last Mountain Bike Trip	Currency
1922 RCACC	Lt	MACKIE	M.J.	Mountain Bike Instructor	29-Jul-14	Current
3063 RCACC	Capt	MARCH	K.J.	Mountain Bike Instructor	17-Sep-13	Current
2483 RCACC	Capt	MCAULEY	B.I.T.	Mountain Bike Instructor	29-Mar-15	Current
861 RCACS	Lt	MCCARTHY	D.A.	Mountain Bike Instructor	29-Jul-14	Current
2827 RCACC	Lt	NUTLEY	C.L.	Mountain Bike Instructor	29-Jul-14	Current
RCIS (Pac)	Sgt	PHILLIPS	G.S.	Mountain Bike Instructor	17-Sep-13	Current
RCSU (Pac)	Maj	PRINCE	K.M.	Mountain Bike Instructor	04-Apr-15	Current
561 RCACS	Lt	RESTEMEYER	J.S.	Mountain Bike Instructor	23-Jun-13	Current
2893 RCACC	Lt	SCHARF	N.M.	Mountain Bike Instructor	04-Apr-15	Current
2308 RCACC	Capt	SOLDA	P.B.A.	Mountain Bike Instructor	08-Aug-14	Current
2472 RCACC	Capt	TOWNLEY	T.J.	Mountain Bike Instructor	26-Jul-14	Current
RCSU (Pac)	Capt	TUJIK	P.F.	Mountain Bike Instructor	17-Sep-13	Current
2924 RCACC	Capt	WAGNER	T.N.	Mountain Bike Instructor	11-Jul-14	Current
RCSU (Pac)	Lt	WHITE	K.M.	Mountain Bike Instructor	11-Jul-14	Current
2422 RCACC	Lt	WU	C.	Mountain Bike Instructor	08-Aug-14	Current

10. Certification is awarded for a three-year period after the Mountain Bike Instructor Course. Instructors must conduct at least three mountain bike training activities within a two-year period to maintain currency.

(Trg O Expn)

128/15 – CORPS AND SQUADRON PUBLIC AFFAIRS

Commanding Officers are reminded that IAW CATO 13-33, the RCPAO is to be informed, in advance if possible, of all media interviews for cadets or staffs. Corps and squadron COs are responsible for briefing cadets prior to an interview. In addition, all media releases from corps and squadrons should be copied to cadetsbc@forces.gc.ca. The RCPAO is available to review news releases and provide feedback prior to release.

(PAO)

129/15 – CIC CITIZEN SCHOLARSHIP

1. The CIC Citizen Scholarship Trust is a registered charity established in 1984. The aim is to award scholarship funds to members of the CIC from any region who are pursuing post-secondary education.
2. Each year, two scholarships in the amount of \$1500.00 are awarded with at least one scholarship being awarded to an applicant from Central Region and the remaining scholarship being available to any applicant. Eligibility for the scholarship is limited to currently serving CIC Officers pursuing their first post-secondary degree or diploma at an accredited university or college.
3. A fully completed application package (see Annex A) must be received at RCIS (C) no later than 30 Jun each year.
4. A selection board meets early each summer to assess the applications and award the scholarships. Once the winners have been selected and notified, the funds are then disbursed directly to the applicable institution. Application form is at Annex A.

(OC RCIS (Pac))

130/15 – CIC BRANCH ASSOCIATION OF BC – COUNCIL MEMBERS 2015-16

The CIC Branch Association of BC recently held their 2015 Council Elections and the 2015-16 Council is as follows:

- a. President – Capt T. Welsh;
- b. Past President – Capt C. Shewchuk;

- d. Vice Presidents:
 - (1) Maj L. Hildebrandt, and
 - (2) Capt B. McAuley;
- e. Secretary – Capt M. Adams;
- f. Treasurer – Capt J. Hollis;
- g. Regional Councillors:
 - (1) Fraser Valley – 2Lt C. Noordegraaf,
 - (2) Lower Mainland – Maj J. Adams,
 - (3) North / Kootenay – Capt B. Harker,
 - (4) Okanagan / Interior – Maj T. Toms, and
 - (5) Vancouver Island – Maj C. Johnston;
- h. Councillors-at-Large:
 - (1) Lt(N) M. Cardoza,
 - (2) Capt M. Dahl,
 - (3) 2Lt O. Nobakht,
 - (4) Capt S. Ronholm, and
 - (5) Capt M. Stroet; and
- i. Associate Representative – Vacant.

(CIC Branch Association)

131/15 – IDENTIFICATION CARDS

References: A. PRCI 211, Identification Cards
 B. CFAO 26-3, Identification Cards

1. As detailed in reference 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 reference 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 at RCSU (Pac).

(Admin O)

132/15 – PAYROLL EMAIL ACCOUNT

1. Any payroll inquiries can be sent electronically to the positional email account, RCSUPacPay@forces.gc.ca. The use of this positional account will increase efficiency of communication and avoid duplication of efforts by the Pay Accounting Staff.
2. Members are reminded that general attendance inquiries should still be sent through their chain of command.

(Pay Acct O)

133/15 – FRAUDULENT TRAVEL CLAIMS

Refs: A. Canadian Forces Temporary Duty Travel Instructions (CFTDTI) 1 January 2012
B. National Defence Act Section 117(f)
C. QR&O 103.49

1. Travel entitlements are designed to provide equitable reimbursement for expenses actually incurred, and are based on the assumption that claimants will submit honest and accurate claims.
2. The submission of fraudulent receipts or a claim for cadets who were not on exercise may constitute an offence under Section 117(f) of the National Defence Act (QR&O 103.49). A claimant, on conviction of such an offence, is liable to imprisonment for less than two years, or to less punishment. In addition to disciplinary action, personnel may be compulsorily released from the Canadian Armed Forces.

(Pay/Claims O)

134/15 – CO'S CORNER

As we near the end of another training year, I want to take this chance to send out a big thanks to the countless people who have worked hard at the cadet corps and squadrons throughout BC over these past 9 months. The dedication of the CIC officers, COATS members, civilian instructors, CAF volunteers, civilian volunteers and League members has supported another successful year for the cadets. Along with CPO1 Slater, our unit Coxswain, I have just finished a trip to northern BC to attend ACRs and I am again so impressed with the wonderful programs that each corps and squadron puts together to showcase their successes and accomplishments during the training year. Speaking to cadets, it is evident that they are participating in a program that makes a difference in their lives and I am immensely proud of everyone who contributes to this.

We have a couple more weeks to finish off the last of the ACRs and then our focus will shift primarily to the summer training season. Things are coming together nicely with staffing and course loading in high gear. For those who are heading off to a CTC as a member of the staff, I trust that you will have a rewarding experience as you make a positive contribution to the training of our cadets.

You will have noted that there is a new CATO with directions on the conduct of searches and inspections of cadets. It is very important that all officers become familiar with this CATO and ensure that any inspections being conducted are compliant with the direction provided. As always, any questions should be directed through your ACO or ACA.

// original signed by //

A.W. Muir
Commander
Commanding Officer

Annex

Annex A CIC Citizen Scholarship Application Form and Document Checklist



CIC Citizen Scholarship Application Form and Document Checklist

SN		RANK		Home Region	
Home Unit					
Home Address				Postal Code	
Home Telephone			Email Address		
Work Telephone					

Applicant Signature		Date	
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Document Checklist

The application package must contain the following;	
	This completed and signed application form,
	A letter of introduction from the applicant's Commanding Officer describing the applicant's character, leadership qualities and potential , past achievements and future goals;
	A transcript of the most-recent mid-term or semester grades available for the current year;
	A letter of acceptance or proof of registration from a recognized college, university or other accredited institute of higher learning;
	Two letters of recommendation (in addition to the letter of introduction provided by the Commanding Officer); and
	A personal history written by the applicant that emphasizes their need for the scholarship and future goals.

The application **must be received no later than 30 Jun** each year and are to be mailed to the following address:

CIC Citizen Scholarship
Regional Cadet Instructor School (Central)
Canadian Forces Base Borden
PO Box 1000 Station Main
Borden ON L0M 1C0