



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

Order No. 06/2016	1 June 2016
Last Order No. 05/2016	Esquimalt, BC

ROUTINE ORDER ENTRIES

The following is a listing of the contents of Routine Order 06/2016 dated 1 June 2016:

<u>TITLE</u>	<u>PAGE</u>
101/16 – CRISIS SITUATION – PROCEDURES.....	2
102/16 – RCSU (PAC) PERSONNEL CHANGES	2
103/16 – PRC/VSS REQUIRING UPDATE.....	3
104/16 – RELIABILITY STATUS REQUIRING UPDATE.....	6
105/16 – REIMBURSEMENT OF EXPENDITURES	7
106/16 – TRAVEL CLAIMS	8
107/16 – RECEPTION AND DISPATCH AT A PACIFIC REGION CTC.....	8
108/16 – CCO IT SERVICE DESK CONTACT	9
109/16 – TEMPORARY SHUTDOWN FOR TRANSITION OF THE DLN	9
110/16 – CHANGE OF PERSONAL INFORMATION	9
111/16 – IDENTIFICATION CARD REQUEST UPDATE.....	9
112/16 – PAYROLL INQUIRIES EMAIL ACCOUNT	10
113/16 – CADETS WITH CHANGED MEDICAL INFORMATION ATTENDING CTC.....	10
114/16 – RCAF DRESS	10
115/16 – CO’S CORNER.....	11

101/16 – 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)

102/16 – RCSU (PAC) PERSONNEL CHANGES

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

- a. A/Maj I. Green has been appointed through Competency Profile review to fill the position of J8 Fin Svcs O effective 20 May 16, however, will continue to backfill the J8 Compt position;
- b. Lt(N) K. Eames has been appointed through Competency Profile review to fill the position of J35 Sail Trg O effective 20 May 16;
- c. Capt B. Ennis has been selected through external competition to fill the position of J1 Admin O and promoted to Maj effective 10 May 16;
- d. Lt(N) R. Ford has been appointed through Competency Profile review to fill the position of J35 CIC Trg Program Trg O effective 20 May 16;
- e. Capt D. Gee has been appointed through Competency Profile review to fill the position of J5 CTC Trg Plans effective 1 Jul 16;
- f. Capt J. Hollis has been appointed through Competency Profile review to fill the position of J3 CTC Coord (CCFTC/Quadra/Albert Head) effective 1 Jul 16;
- g. Capt E. Lacey has been appointed through Competency Profile review to fill the position of J35 CIC Trg Program Stds O effective 20 May 16;
- h. Lt(N) C. Lawless has been appointed through Competency Profile review to fill the position of J5 Sea Cadet Trg Plans effective 29 Aug 16;
- i. Capt C. Major has been appointed through Competency Profile review to fill the position of Public Affairs Officer effective 20 May 16;
- j. Capt D. Matheson has been appointed through Competency Profile review to fill the position of J1 Human Resources Officer effective 1 Jul 16 for a period of two years and will then move to the J5 Regional Trg Plans O position;
- k. Capt B. McAuley has been appointed through Competency Profile review to fill the position of J35 Expedition Trg O effective 20 May 16;
- l. Lt(N) C. McLean has been appointed through Competency Profile review to fill the position of J35 RDA Trg O (Discretionary) effective 20 May 16;
- m. Lt(N) M.K. Meeker has been appointed through Competency Profile review to fill the position of J3 Zone Trg O Nanaimo effective 29 Aug 16;
- n. Capt M. Owen has been appointed through Competency Profile review to fill the position of J35 RDA Trg O (Non-Discretionary) effective 1 Jul 16, however, will backfill the J4 Movements Supervisor position for up to three years;

- o. Capt K. Russell has been appointed through Competency Profile review to fill the position of J5 Army Cadet Trg Plan effective 1 Jul 16, however, will backfill the J3 Zone Trg O (Victoria) position for up to two years;
- p. Capt N. Shim has been selected through external competition to fill the position of J3 OIC Lower Mainland and promoted to Maj effective 1 Jul 16;
- q. Capt Q. Stevens has been appointed through Competency Profile review to fill the position of J4 Movements Officer effective 29 Aug 16, and will backfill the J4 Tech Svcs O position for the period 6 Jun – 28 Aug 16 in the rank of A/Maj (WSE);
- r. Lt(N) J. Stewart has been appointed through Competency Profile review to fill the position of J1 Staffing Officer effective 1 Jul 16 for a period of two years and will then move to the position of J1 Human Resources Officer;
- s. Lt(N) S. Stewart has been through Competency Profile review to fill the position of J6 IMO/DSR effective 1 Jul 16;
- t. Lt(N) T. Terry has been selected through external competition to fill the position of J3 OIC Vancouver Island and promoted to LCdr effective 1 Jul 16;
- u. Capt J. Zweng has been appointed through Competency Profile review to fill the position of J5 Air Cadet Training Plans effective 20 May 16;
- v. CWO M. Chapman has been selected through external competition for the position of Regional Cadet Medical Liaison Officer, and has assumed those duties 5 May 16;
- w. MWO T. Chudyk has been appointed through Competency Profile review to fill the position of J4 Warehouse Supervisor Vernon effective 10 May 16;
- x. WO D. Curran has been appointed through Competency Profile review to fill the position of J1 HR Manager (Chief Clerk) effective 10 May 16;
- y. MCpl B. Brennan has been appointed through Competency Profile review to fill the position of J1 Sr HR (Records & Pay) eff 19 May 16;
- z. MCpl H. Dronyk has been appointed through Competency Profile review to fill the position of J1 Sr HR Admin (Releases) effective 1 Jul 16; and
- aa. LS H. Goldie is posted effective 6 Jun 16 and this position will not be filled.

(J1 HR Manager)

103/16 – 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:

Unit	Rank	Name	Due Date
RCSU (Pac)	OCdt	Anderson, DR	19 Sep 16
189 RCSCC	SLt	Arnott, MGR	22 Sep 16
676 RCACS	Capt	Aumonier, BL	30 Sep 16
2887 RCACC	Capt	Bachmier, DJ	18 Oct 16
861 RCACS	Lt	Bailey, SG	15 Nov 16
2822 RCACC	Lt	Barks, GN	22 Nov 16
RCSU (Pac)	Capt	Bendfeld, DTV	13 Oct 16
2618 RCACC	Lt	Bergey, JAR	19 Sep 16

2276 RCACC	SLt	Bough, GC	3 Nov 16
1787 RCACC	Capt	Brookes, TD	24 Aug 16
2510 RCACC	Capt	Brunskill, ML	19 Aug 16
521 RCACS	Lt	Bunyan, JM	8 Sep 16
222 RCACS	Lt	Carsience, JR	16 Aug 16
131 RCSCC	Lt(N)	Chanig, RJ	26 Sep 16
888 RCACS	Lt	Chen, MM	10 Sep 16
RCA Ops (Pac)	Maj	Chester, TR	4 Nov 16
RCSU (Pac)	Lt	Chung, LC	18 Sep 16
767 RCACS	Lt	Colosie, DSS	5 Oct 16
RCSU (Pac)	Lt	Coombs, TL	2 Nov 16
RCA Ops (Pac)	CI	Corrigan, JTB	24 Oct 16
RCSU (Pac)	2Lt	Crawford, DY	7 Sep 16
2483 RCACC	Capt	Dahl, MMM	26 Oct 16
2510 RCACC	Capt	Devine, LR	10 Nov 16
1726 RCACC	CI	Donovan, AZ	3 Aug 16
RCSU (Pac)	A/SLt	Doskotch, KT	30 Nov 16
819 RCACS	Lt	Dyke, TE	7 Sep 16
RCA Ops (Pac)	Capt	Elgert, SW	17 Nov 16
RCSU (Pac)	Capt	Elgin, AJ	8 Sep 16
2812 RCACC	OCdt	Emanuels, SL	17 Sep 16
759 RCACS	Lt	Emerslund, WA	16 Sep 16
257 RCACS	Lt	Fagervik, KA	17 Oct 16
RCSU (Pac)	OCdt	Fernstrom, TJ	14 Sep 16
RCSU (Pac)	2Lt	Fjellgaard, EA	9 Aug 16
RCSU (Pac)	OCdt	Fleet, SL	25 Oct 16
1705 RCACC	Capt	Forsyth, AK	2 Sep 16
1922 RCACC	Lt	Francis, SB	11 Aug 16
RCA Ops (Pac)	Lt	Gadallah, KF	14 Jun 16
581 RCACS	2Lt	Gardner, RD	18 Oct 16
93 RCSCC	Lt(N)	Gaucher, GW	1 Sep 16
RCSU (Pac)	Lt	George, BT	2 Sep 16
RCSU (Pac)	2Lt	Goswell, ML	9 Nov 16
531 RCACS	Lt	Gurnett, CL	6 Sep 16
777 RCACS	Lt	Han, AT	17 Oct 16
259 RCACS	Capt	Hellyer, MKD	7 Nov 16
2289 RCACC	Lt	Hill, VL	14 Oct 16
RCSU (Pac)	Capt	Hills, KR	10 Nov 16
787 RCACS	OCdt	Hinch, CD	23 Nov 16
692 RCACS	Lt	Ho, CS	19 Oct 16
59 RCACS	Lt	Ho, IW	7 Nov 16
102 RCSCC	SLt	Howe, JB	22 Aug 16
RCA Ops (Pac)	Lt	Hunt, AJ	17 Nov 16
2136 RCACC	Capt	Jones, SJR	11 Aug 16
637 RCACS	Lt	Keogh, BL	7 Sep 16
858 RCACS	Lt	Kidd, CG	23 Aug 16
RCSU (Pac)	A/SLt	Kwan, IH	14 Sep 16
RCSU (Pac)	2Lt	Kwok, NK	2 Aug 16
2276 RCACC	Capt	Lane, KRJ	26 Sep 16
609 RCACS	Lt	Law, SC	28 Sep 16
RCA Ops (Pac)	Capt	Leslie, DJP	13 Nov 16
59 RCACS	2Lt	Leung, C	17 Sep 16
5 RCSCC	SLt	Logan, VS	28 Sep 16
RCSU (Pac)	Lt	Lowther, CJ	24 Sep 16
2381 RCACC	Lt	Lu, TD	10 Sep 16
RCA Ops (Pac)	Capt	Lumgair, BG	22 Oct 16
861 RCACS	Lt	Lundstrom, DE	13 Oct 16
59 RCACS	Capt	Lyford, SC	15 Sep 16
RCSU (Pac)	OCdt	Mahon, MB	4 Oct 16
RCSU (Pac)	Lt	Mak, BH	25 Aug 16
819 RCACS	Lt	Malimban, MAGT	5 Sep 16

222 RCACS	Lt	Manning, JP	19 Oct 16
521 RCACS	Capt	Martin, DK	10 Aug 16
5 RCSCC	Lt(N)	McAleer, NA	27 Oct 16
768 RCACS	Capt	McCallum, JP	18 Aug 16
861 RCACS	Lt	McCarthy, DA	12 Oct 16
583 RCACS	Lt	Meade, AC	13 Sep 16
3300 RCACC	Capt	Nagra, KS	9 Aug 16
2947 RCACC	Lt	Ng, JC	15 Nov 16
386 RCACS	CI	Nielsen, TE	7 Nov 16
RCSU (Pac)	Capt	Nielsen, UL	28 Jun 16
552 RCACS	Lt	Notari, RU	22 Aug 16
2827 RCACC	Lt	Nutley, CL	8 Oct 16
266 RCACS	Lt	Palmer, CSM	22 Sep 16
552 RCACS	Lt	Palmer, DR	31 Aug 16
RCA Ops (Pac)	Capt	Kerry, SK	16 Nov 16
655 RCACS	Lt	Persaud, A	14 Nov 16
767 RCACS	Lt	Phillippe, DJE	2 Sep 16
RCSU (Pac)	Capt	Pinard, SK	3 Oct 16
RCA Ops (Pac)	Capt	Pritchard, NA	3 Nov 16
RCSU (Pac)	Maj	Reddy, G	26 Jul 16
561 RCACS	Lt	Restemeyer, JS	8 Sep 16
2822 RCACC	Capt	Ronholm, ME	23 Nov 16
754 RCACS	Lt	Rosario, EFD	31 Aug 16
205 RCACS	Capt	Ruscoff, GW	3 Oct 16
RCSU (Pac)	Lt	Schillinger, KE	24 Oct 16
363 RCACS	Lt	Schuszter, CE	29 Aug 16
RCSU (Pac)	Capt	Seal, KA	21 Aug 16
1867 RCACC	Capt	Smith, D	29 Jun 16
307 RCSCC	SLt	Smith, JJ	12 Oct 16
RCA Ops (Pac)	Capt	Soros, KL	26 Oct 16
RCA Ops (Pac)	Capt	Sort, SB	9 Jul 16
100 RCSCC	A/SLt	Stewart, CE	20 Sep 16
64 RCSCC	A/SLt	Stewart, KR	18 Oct 16
353 RCACS	Lt	Stromquist, LC	14 Sep 16
220 RCSCC	SLt	Tarrington, NM	22 Jun 16
676 RCACS	Lt	Tellier, DLJ	13 Sep 16
3080 RCACC	Lt	Thompson, RR	20 Oct 16
655 RCACS	Lt	Tsang, CY	28 Nov 16
223 RCACS	Lt	Van Overschot, CJ	29 Oct 16
RCA Ops (Pac)	Capt	Vucko, DL	21 Nov 16
RCA Ops (Pac)	Capt	Vucko, J	7 Nov 16
258 RCACS	Capt	Wanner, TD	21 Oct 16
2308 RCACC	Capt	Welbourn, RC	14 Nov 16
RCA Ops (Pac)	Capt	White, DC	8 Nov 16
RCSU (Pac)	Lt	White, KM	16 Oct 16
903 RCACC	Capt	Wolf, MJ	26 Sep 16
RCSU (Pac)	OCdt	Wong, IX	19 Jun 16
RCA Ops (Pac)	Lt	Wong, WW	6 Sep 16
2422 RCACC	Lt	Wu, EC	29 Sep 16
105 RCSCC	SLt	Young, DD	12 Jul 16
754 RCACS	Lt	Yung, JC	31 Aug 16

2. Personnel are advised that completion of a VSS check can take up to three months, 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
RCA Ops (Pac)	2Lt	Amelia, JAR	14 Apr 16	15 Apr 16
RCSU (Pac)	Sgt	Bagnell, KA	25 May 16	6 Jun 16
RCSU (Pac)	Lt	Braam, ER	3 Sep 15	7 Jan 16
RCSU (Pac)	A/Maj	Cable, RW	5 Feb 13	6 Feb 13
RCA Ops (Pac)	2Lt	Carlson, IM	3 Sep 15	7 Jan 16
RCSU (Pac)	2Lt	Cheung, EL	29 Nov 15	7 Jan 16
RCSU (Pac)	Lt	Contractor, DK	23 Jun 14	24 Jun 14
RCSU (Pac)	SLt	Douglas, RS	7 Jan 16	8 Jan 16
RCSU (Pac)	2Lt	Fox, DJ	16 May 16	17 May 16
RCSU (Pac)	Capt	Griffith, MJ	7 May 12	8 May 12
2510 RCACC	Lt	Harvey, CA	2 May 13	3 May 13
828 RCACS	Lt	Houle, EKD	27 Jan 15	28 Jan 15
531 RCACS	Lt	Hossack, JA	10 May 15	7 Jan 16
RCSU (Pac)	Capt	Hull, C	16 Sep 12	17 Sep 12
525 RCACS	Lt	James, JW	3 Feb 16	9 Feb 16
RCSU (Pac)	A/SLt	Johnson, JB	6 May 15	7 Jan 16
RCSU (Pac)	SLt	Lee, A	29 Oct 15	7 Jan 16
2277 RCACC	Lt	MacDougall, A	24 Mar 16	29 Mar 16
RCSU (Pac)	Lt	Mackie, MJ	17 Feb 16	26 Feb 16
RCSU (Pac)	Lt	O'Neill, SE	10 Oct 12	11 Oct 12
RCSU (Pac)	OCdt	Pike, SR	23 Sep 15	7 Jan 16
RCSU (Pac)	OCdt	Roussell, CK	2 Oct 13	3 Oct 13
RCSU (Pac)	2Lt	Schneider, AR	25 Feb 16	26 Feb 16
54 RCSCC	NCdt	Schoenfelder, AE	25 Feb 16	26 Feb 16
RCSU (Pac)	Lt(N)	Sullivan, RL	15 Oct 12	17 Oct 12
RCSU (Pac)	2Lt	Tarape, FG	24 Feb 15	25 Feb 15
RCSU (Pac)	SLt	Wise, PC	12 May 16	17 May 16
RCSU (Pac)	Capt	Wong, N	21 Nov 12	22 Nov 12
2381 RCACC	2Lt	Wu, VT	15 Oct 15	7 Jan 16

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)	Lt	Jenks, WC	15 Mar 16	5 May 16
1867 RCACC	Lt	Rickey, RA	25 Apr 16	2 May 16
RCSU (Pac)	Lt	Tomlinson, AL	7 Jan 16	2 Jun 16
1922 RCACC	Lt	Wiebe, BA	7 Jan 16	13 May 16

(J1 Admin O)

104/16 – 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. The following personnel must renew their RS prior to the due date indicated below:

Unit	Rank	Name	Due Date	Note
RCA Ops (Pac)	Capt	Brown, JW	24 Oct 16	Cdt #172 required
655 RCACS	Capt	Cheung, KK	21 Jun 16	Cdt #172 required
2289 RCACC	Capt	Chow, MP	5 Jul 16	In process
1838 RCACC	Capt	Collier, CT	12 Jun 16	In process
RCSU (Pac)	Maj	Croston, CL	16 Jun 16	Cdt #172 required
513 RCACS	Capt	Dwyer, CC	6 Nov 16	Cdt #172 required
655 RCACS	Capt	Elder, DJ	23 Nov 16	Cdt #172 required
RCSU (Pac)	Capt	Elgin, AJ	3 Oct 16	Cdt #172 required
257 RCACS	Capt	Graczyk, KE	6 Nov 16	Cdt #172 required
RCA Ops (Pac)	Capt	Grantham, HJ	6 Nov 16	Cdt #172 required
RCSU (Pac)	Capt	Harker, RS	8 Nov 16	Cdt #172 required

RCA Ops (Pac)	Lt	Heim, RW	26 Jul 16	Cdt #172 required
205 RCACS	Capt	Herrington, RA	20 Oct 16	Cdt #172 required
RCIS (Pac)	Capt	Lacey, EB	6 Sep 16	In process
RCA Ops (Pac)	Capt	Lumgair, BG	1 Jun 16	Cdt #172 required
581 RCACS	2Lt	Makortoff, BJ	1 Nov 16	Cdt #172 required
64 RCSCC	Lt(N)	McLennan, DE	16 Oct 16	Cdt #172 required
RCA Ops (Pac)	Capt	Morrice, EA	1 Nov 16	Cdt #172 required
RCSU (Pac)	Capt	Patterson, WA	28 Jun 16	Cdt #172 required
609 RCACS	Capt	Pratt, RP	16 Jun 16	Cdt #172 required
RCA Ops (Pac)	Capt	Pritchard, NA	15 Nov 16	Cdt #172 required
232 RCACS	Capt	Ralph, CA	1 Nov 16	Cdt #172 required
232 RCACS	Capt	Ralph, RA	25 Oct 16	Cdt #172 required
204 RCSCC	Lt(N)	Steele, DL	24 Jul 16	Cdt #172 required
RCSU (Pac)	Lt(N)	Stewart, JL	11 Jul 16	In process
RCIS (Pac)	Lt(N)	Tien, JH	18 Oct 16	Cdt #172 required
744 RCACS	Capt	Yablonski, GTB	2 Aug 16	In process

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	7 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	7 Jan 16
RCSU (Pac)	Capt	Escobar, FG	31 Mar 16	1 Apr 16
1922 RCACC	Lt	Francis, SB	29 Feb 16	1 Mar 16
2510 RCACC	Lt	Harvey, CA	10 Sep 12	20 Sep 12
396 RCACS	Capt	Jensen, AL	2 Feb 16	1 Mar 16
RCSU (Pac)	Capt	L'Heureux, KLR	4 Jan 15	9 Jan 15
135 RCACS	Lt	Law, KK	31 Mar 16	1 Apr 16
2924 RCACC	SLt	Lesemann, CRD	29 Feb 16	1 Mar 16
RCSU (Pac)	Lt	Mak, BH	15 Mar 16	21 Mar 16
RCA Ops (Pac)	Lt	Norris, KDB	31 Mar 16	1 Apr 16
909 RCACS	Capt	Paterson, PR	17 Mar 16	1 Apr 16
828 RCACS	Capt	Peel, MK	27 Jun 15	7 Jan 16
RCSU (Pac)	Capt	Schenkeveld, RW	8 May 16	10 May 16
RCSU (Pac)	Capt	Stroet, MA	6 Sep 15	2 Feb 16
347 RCSCC	Lt(N)	Totten, NC	21 Sep 15	7 Jan 16
2308 RCACC	Capt	Welbourn, RC	6 May 15	19 Apr 16
RCSU (Pac)	Capt	Wong, N	18 Jun 11	1 Sep 11
RCSU (Pac)	Capt	Wright, MW	29 Aug 15	7 Jan 16

(J1 Admin O)

105/16 – REIMBURSEMENT OF EXPENDITURES

1. To initiate reimbursement of an authorized expenditure for a funded activity, the J35 section sends emails to the corps / squadron with the invoice template attached. Corps / squadron staff are required to keep their Sponsor Committee (SC) engaged on all invoices by forwarding them the email directly or completing the invoice together with the SC. Completion of the invoice for payment shall include the following:

- a. the SC has an invoice number method that follows the criteria provided on page 2 of the invoice;
- b. the corps / squadron number with applicable element (RCSCC, RCACC, or RCACS) must appear in Vendor information block;
- c. the generic e-mail account for the SC is to be included;

- d. any food purchased or entrance fees must have the FORTRESS Attendance Record attached;
 - e. signatures are required from both the SC and a corps / squadron staff member; and
 - f. all invoices shall provide proof of payment for expenditures claimed.
2. Specific questions on proof of payment may be forwarded to MS Brunet at Noemi.Brunet@forces.gc.ca.
3. Local Support Allocation (LSA) is an approved amount that will not be exceeded. Any LSA invoices submitted in excess of the approved allocation will be returned back to the SC for resubmission. LSA is determined in a fiscal year (1 Apr – 31 Mar), not a training year. Invoices that have expenses overlapping a fiscal year will be returned to the SC for resubmission.
4. The new fiscal year LSA amounts are under review and all SCs will receive their new services agreement soon. In the meantime, SCs could submit LSA invoices in the new fiscal year based upon last year figures but they will be subject to approval against the official population results.
4. The primary point of contact for account status is MS Brunet who may be reached at 250-363-7345 or Noemi.Brunet@forces.gc.ca. An alternate point of contact is Major Irene Green who can be reached at 250-363-7357 or Irene.Green@forces.gc.ca.

(J8 Compt)

106/16 – TRAVEL CLAIMS

1. Travel claims are the responsibility of the J8 Comptroller section. Until the RCSU (Pac) re-organization is fully implemented, there will continue to be small cells within the RCSU (Pac) initiating travel claims. Travel claims are finalized as soon as the claimants' completed worksheet is received by the claims section. Make sure when you return your worksheet you address the envelope to the attention of the Claims Section.
2. When a member accepts the Method of Travel (MOT), the member may request an advance for the estimated travel costs. This advance request must be done at the time of the acceptance of the (MOT) and through the hiring authority. The advance will be deposited directly into the claimant's bank account approximately 10 days after approval date. The final claim amount will be offset by the advance issued.
3. Claims are a priority and finalized as soon as possible. The point of contact for the status of a claim is MS Chavarria who can be reached at 250-363-0945 or Orlando.Chavarria@forces.gc.ca.

(J8 Compt)

107/16 – RECEPTION AND DISPATCH AT A PACIFIC REGION CTC

Reception and dispatch are utilized at a large concentration to ensure the member's travel and pay entitlements are accurate and the documents are well managed. The finance section at the three Pacific Region CTCs and CCFTC are tasked to ensure the following is completed:

- a. the travel terms/particulars will be reviewed and signed as required by the member during in-clearance. Original claims received by out of region members will be retained in the finance office. Any questions regarding travel will be responded to in a timely manner;
- b. the amendment of source document date changes that affect pay, leave entitlement, and travel entitlements including any TD within a TD period will be managed;

- c. during out-clearance, the member will confirm the departure dates and out of region members will receive their original claim to take home. Pacific claimants will receive a travel worksheet, a checklist and an addressed envelope to return the worksheet and receipts as soon as possible to the RCSU (Pac) claims section; and
- d. after the completion of CTC all claims, leave passes and route letters will be returned in bulk to the RCSU (Pac) for finalization by the J1 and J8 sections.

(J8 Compt)

108/16 – CCO IT SERVICE DESK CONTACT

1. It has come to our attention that 1-877-363-7347 still redirects callers to the base operator. We are in the process of getting the legacy toll-free number transferred.
2. Here is the new CCO IT service desk contact information:

Email address: DND.CCOITSD-STTIOCC.MDN@cadets.gc.ca
Address Book listing (On the CCO): +CCO IT Support Desk
Telephone number: 1-855-252-8082
Hours: Monday to Friday, 0800-2100 hrs local time

(RCISO)

109/16 – TEMPORARY SHUTDOWN FOR TRANSITION OF THE DLN

1. The Defence Learning Network (DLN) will be temporarily off-line from **20 June until 18 July 2016** to facilitate the transition to a new upgraded learning platform. This transition is expected to have minimal impact on scheduled CIC DL phases, with the exception of the Sea Environmental Training Course. Participants in any affected DL serials will be contacted for additional instructions on how they can complete their DL phase requirements as needed.
2. Individual login IDs and passwords are expected to remain the same and should provide access to the new DLN platform after 18 July 2016. However, the ability to retrieve a lost password may be affected. It is highly advised that anyone with a DLN login make note of their password to make sure it can be retrieved easily.

(OIC Regional Trg)

110/16 – CHANGE OF PERSONAL INFORMATION

All COATS members and CIs are reminded of the importance of advising the Orderly Room – through your elemental office at RCSU (Pac) of any personal information changes. The form Cdt #133 is to be forwarded to RCSU (Pac) as soon as possible following a change of address, change of dependants (add/delete), change of marital status, change of telephone number, etc.

(CC)

111/16 – IDENTIFICATION CARD REQUEST UPDATE

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

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

2. Members are also reminded to ensure that they have a current ID card. The process for ID card applications is contained in ref 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 a member 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 60 days prior to the expiration date of the identification card.

(CC)

112/16 – PAYROLL INQUIRIES EMAIL ACCOUNT

Any payroll inquiries may 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.

(HR Supr (Rcds & Pay))

113/16 – CADETS WITH CHANGED MEDICAL INFORMATION ATTENDING CTC

1. Each summer, a few cadets arrive at a CTC with obvious changes to the medical situation (i.e. a broken arm in a cast). It is very important that the most up-to-date medical information be provided prior to a cadet leaving for CTC. Corps/Squadron contact officers are asked to be in touch with all cadets selected to attend a CTC a few days prior to their travel dates to confirm that they are still available to attend, offer to answer any questions and confirm that their medical situation has not changed. If there is a possible medical change, the cadet shall be asked to complete a DHQ and that must be submitted to RCSU (Pac) for review prior to their departure for the CTC.

2. Any questions about the impacts of a possible change of medical condition for a cadet shall be forwarded to the RCMLO at RCSU (Pac).

(RCMLO)

114/16 – RCAF DRESS

Refs: A. CF Dress Instructions, A-DH-265-000/AG-001

B. AFO 1002-0, Air Command Clothing and Dress Committee

C. 1 CAD Orders, Vol 1-006, Operational Clothing

D. CANAIRGEN 11/16

D. CANAIRGEN 07/14

E. CANAIRGEN 10/14

1. In the military, the uniform is an outward symbol of identity, ethos and service. Coupled with overall appearance, the uniform is the most powerful visual expression of pride by the individual service member, and is one of the primary means by which the public image of the CAF is projected.

2. The Royal Canadian Air Force blue represents the sky above. Our uniform is richly endowed with history and tradition. Wearing the uniform bestows recognition of the individual as an honoured representative of the RCAF. Veterans have proudly worn the Air Force blue and today's RCAF airmen and airwomen continue this legacy with pride and honour.

3. The focal point for all RCAF clothing and dress matters, the RCAF Clothing and Dress Committee (RCAFDC), oversees RCAF dress regulations and policy. When required, the RCAFDC coordinates submissions affecting CAF dress regulations and policy through the National Defence clothing and dress committee (NDCDC).

4. The RCAFDC is committed to the continuous improvement of the Air Force scale of issue in order to ensure that our airmen and airwomen are provided with the clothing and equipment required to not only achieve their mission, but also to continue fostering the legacy of the RCAF recent initiatives introduced include:

- a. the new RCAF DEU rank insignia and accoutrements – incorporate both historical and modern elements of the RCAF;
 - b. the RCAF mess dress – intended to better connect members with their rich history and heritage and strengthen the identity of the modern-day RCAF;
 - c. the RCAF DEU parka – available for purchase through clothing online as an optional item of dress;
 - d. the RCAF fleece jacket – worn IAW ref C; and
 - e. the RCAF leather jacket – worn IAW refs D and E. This is an optional clothing item available for purchase through Canex.
5. The RCAF CDC regularly reviews articles that have been identified as deficiencies and, as a result, modifies policy and or the applicable scale of issue. Examples of recent and ongoing undertakings include:
- a. RCAF light-weight thermal headwear – the RCAF is currently investigating sizing concerns that were brought to the attention of the RCAF CDC;
 - b. RCAF Canex Windbreaker – effective 1 July 2016, the old pattern dark blue air force Canex windbreaker will no longer be authorized for wear. The current RCAF windbreaker will remain an optional item of dress worn IAW ref A. The windbreaker is available for purchase through Canex;
 - c. sweater service dress blue – only the current pattern sweater acquired through clothing online is authorized for wear all former patterned sweaters issued, including the ribbed-knit sweater, are obsolete items and not authorized for wear; and
 - d. RCAF DEU flying, specialist and occupational badges – this project is ongoing and includes all cloth and metal DEU badges controlled by the RCAF. Badges will be released in a phased approach with an estimated project completion date in 2018.
6. The RCAF clothing and equipment portfolio continuously evolves to meet the needs of the airmen and airwomen of the RCAF in order for changes to occur; it is essential that constructive feedback be provided in a timely manner. Various mechanisms of change are identified in ref B and it is essential that these submissions be staffed via the chain of command in order for changes to be addressed accordingly.
7. Leadership at all levels must strive to set the example of high standards of dress and deportment. RCAF leadership shall maintain these standards at all times as they are universally recognized as marks of a well-trained, disciplined and professional force.

(CC)

115/16 – CO'S CORNER

As we near the end of the training year, all of the critical activities to stand up our Cadet Training Centres are well underway and we are shifting into summer mode. We do still have a few positions at each of our CTCs that need to be filled so if there are any COATS members or CIs out there who find themselves available for part or all of the summer, our Staffing section would appreciate hearing from you.

I have certainly enjoyed being able to be out in a few of the communities to attend ACRs. These parades are always an excellent reminder of why we do the things that we do in this program and to be able to see the highlights of the training year in different corps and squadrons is always inspiring. Although I have not been able to visit every corps and squadron, know that I recognize and appreciate the immense efforts that each of you puts into running a successful training program.

You will have seen at the beginning of this RO that a number of RCSU (Pac) staff are being selected for positions in our new organizational structure. There are also a number of position that have now been posted via Reserve Employment Opportunities messages and we are

currently accepting applications. While our transition to this new organization is still very much ongoing, I am confident that as we prepare for the next training year, our full-time staff will be well-positioned to provide all of the corps and squadrons in Pacific Region with the very best support and assistance. Having Zone Training Officers and Area OICs forward deployed throughout the Region will make direct access to these staff much easier. We still have many details to work out and there will be an adjustment period as we go through this significant change, but I appreciate your patience and feedback as we continue to improve our organizational structure to meet the needs of our local training programs.

As the training year winds up, I look forward to seeing some of you at the CTCs and wish you all a safe and enjoyable summer!

// original signed by Maj S.E. Melanson, DCO RCSU (Pac), for //

A.W. Muir
Commander
Commanding Officer