



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

Order No. 03/2015	2 March 2015
Last Order No. 02/2015	Esquimalt, BC

**ROUTINE ORDER ENTRIES**

The following is a listing of the contents of Routine Order 03/2015 dated 2 March 2015

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**052/15 – 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)

**053/15 – REPORTS AND RETURNS**

ACO (Land)	Training Support Requests (TSR) for Spring 2015 Army Cadet Activities	ASAP
All	Cdt #101, Annual Ceremonial Review Information Sheet	13 Mar 15
All	Cdt #140, Lord Strathcona Medal Nominations	31 Mar 15
All	Cdt #144, Royal Canadian Legion Cadet Medal of Excellence Nominations	31 Mar 15
All	Local Support Allocation (Ref: CATO 17-34)	31 Mar 15
All	Nominations for Colonel Robert Perron Award (Ref: CATO 13-16 Annex G)	15 Apr 15

(CC)

**054/15 – AMENDMENTS TO PUBLICATIONS, ORDERS, AND FORMS**

1. The following amendments to CATO are to be noted:
  - a. CATO 11-34, CADETNET – cancelled 13 Feb 15;
  - b. CATO 18-05, Disposal of Non-Serviceable Cadet Clothing, issued 13 Feb 15; and
  - c. CATO 24-02, Cadet Instructors Cadre Individual Training and Education, issued 13 Feb 15.

2. The following form amendments are to be noted:
  - a. Cdt #115 has been replaced by DND 2977, Pre-Enrolment Security Clearance Pre-Assessment Questionnaire;
  - b. Cdt #145, Air Rifle Repair Request is a new form (issued 03-15).

(Exec Svcs O)

### **055/15 – RCSU (PAC) PERSONNEL CHANGES**

The following personnel change has occurred at RCSU (Pac):

Sgt K. McColl has assumed an Area Cadet Advisor (Army) position effective 5 Feb 15.

(Exec Svcs O)

### **056/15 – SECURITY SCREENING UPDATES**

1. All CF members working in support of the CCO must hold a security screening of at least Reliability Status (RS). Security screenings must be updated every 10 years. The following personnel must renew their security screening prior to the due date indicated below:

<b>Unit</b>	<b>Rank</b>	<b>Name</b>	<b>Due Date</b>
RCSU (Pac)	Lt	Anderson, SL	18 Apr 15
RCSU (Pac)	LCdr	Audley, PA	7 Jun 15
3300 RCACC	Maj	Blomme, JR	3 Jun 15
RCSU (Pac)	Lt(N)	Bollen, LD	16 Mar 15
RCSU (Pac)	Capt	Bradbury, SL	19 May 15
325 RCSCC	Lt(N)	Clausen, TP	25 Apr 15
386 RCACS	Capt	Conway, CM	4 May 15
RCSU (Pac)	SLt	Daily, CJ	11 May 15
258 RCACS	Capt	Eichinger, ND	13 May 15
RCSU (Pac)	Capt	Escobar, FG	10 May 15
3005 RCACC	Capt	Fearn, CA	16 Mar 15
2893 RCACC	Capt	Giroux, CD	12 Jul 15
RCSU (Pac)	Maj	Gregg, J	23 Jun 15
100 RCSCC	Lt(N)	Haslam, GVD	12 Apr 15
RCSU (Pac)	SLt	Hauser, WM	30 Jun 15
893 RCACS	Lt	Higgs, TM	28 Apr 15
158 RCSCC	Lt(N)	Howard, CA	7 Jun 15
RCSU (Pac)	Maj	Kerr, DH	15 Jun 15
RCA Ops (Pac)	Lt	Kitts, SDL	11 Apr 15
RCSU (Pac)	Capt	Lau, AJH	6 Apr 15
RCSU (Pac)	2Lt	Ledward, RF	15 Jul 15
841 RCACS	CI	Lewall, JR	10 May 15
89 RCACS	Lt	Mason, SE	10 Jun 15
RCSU (Pac)	Capt	Moldowan, MEA	6 Jul 15
1705 RCACC	Lt	Patterson, SM	26 Apr 15
828 RCACS	Capt	Peel, MK	27 Jun 15
RCSU (Pac)	Maj	Reddy, G	7 Jun 15
2308 RCACC	Capt	Solda, PBA	28 Jul 15
RCA Ops (Pac)	Capt	Vucko, J	7 Jun 15
2308 RCACC	Capt	Welbourn, RC	6 May 15
RCA Ops (Pac)	Capt	Willis, TM	5 Apr 15
RCSU (Pac)	Capt	Wright, MW	29 Aug 15

2. Personnel who have not initiated their security screening update process are required to submit a Cdt #172, Enhanced Reliability Status Screening Form with two pieces of official identification prior to the due date indicated above. Personnel who do not initiate the process prior to the due date will be directed to cease parading until the screening process is completed and the RS is authorized at RCSU (Pac).

3. Personnel should note that after submitting the Cdt #172, a TBS/SCT 330-23E, Personnel Screening, Consent and Authorization Form will be generated. This form will be sent to the member's home address for verification that the information entered is correct and then member will initial parts 1, 2, and 3, and sign section C. The form must be returned to RCSU (Pac) to continue the processing.

4. The following personnel have passed the security screening update deadline and have been directed to cease all cadet activities including voluntary duty/support effective the date indicated below. These members shall not be authorized to return to duty until the RS has been processed and approved.

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

(Exec Svcs O)

### **057/15 – 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
195 RCSCC	Lt(N)	Andrews, BM	22 May 15
RCA Ops (Pac)	MWO	Bekus, BS	7 Jul 15
7 RCSCC	SLt	Boychuk, GN	21 Jun 15
47 RCSCC	SLt	Broom, BTT	25 Mar 15
RCSU (Pac)	CI	Candel, J	29 Jun 15
RCA Ops (Pac)	2Lt	Cardoso, DM	30 Aug 15
2289 RCACC	Lt	Chow, MP	22 Apr 15
759 RCACS	OCdt	Cua, LB	11 May 15
89 RCACS	Lt	Davies, HG	30 Aug 15
2381 RCACC	Capt	Emde, DR	1 Mar 15
222 RCACS	Lt	Ennis, DB	8 Apr 15
111 RCACS	Lt	Fallah, M	12 May 15
RCA Ops (Pac)	2Lt	Gilmour, JS	9 Apr 15
777 RCACS	Lt	Goh, MC	20 Jun 15
RCSU (Pac)	OCdt	High, CD	11 Mar 15
531 RCACS	Lt	Hossack, JA	10 May 15
RCSU (Pac)	A/SLt	Johnson, JB	6 May 15
746 RCACS	Lt	Kelly, AC	8 Jul 15
768 RCACS	CI	Lisk, KA	4 Jun 15
47 RCSCC	SLt	Pawlik, FE	8 Jun 15
2757 RCACC	Capt	Pennock, PJ	20 Aug 15
307 RCSCC	SLt	Puckering, JF	10 May 15
RCSU (Pac)	Cpl	Spencer, TL	4 Jun 15
135 RCACS	Lt	Tan, JZ	11 May 15
2276 RCACC	2Lt	Titley, KR	5 Jul 15
1922 RCACC	Lt	Turner, S	17 Mar 15

2. Personnel are advised that completion of a VSS check can take up to three or four months, therefore it is important that the process be initiated well in advance of the expiry date.

Fingerprints are now required to complete a VSS when the gender and date of birth of an applicant matches a pardoned sex offender record.

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

(Exec Svcs O)

**058/15 – TEMPORARY DIRECTING STAFF EMPLOYMENT OPPORTUNITIES – RCIS (PACIFIC)**

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

- a. Rank: Captain / Lieutenant
- b. Minimum Qualifications:
  - (1) must have completed the Sea, Air or Land Environmental Training Course,
  - (2) have a minimum of five years of experience with the CCO,
  - (3) be a competent and enthusiastic classroom instructor,
  - (4) be capable of preparing lesson plans, course reports, memoranda and other military correspondence,
  - (5) have competent computer skills (MS Office) with special emphasis on Power Point, and
  - (6) possess well-developed counselling and facilitator skills; and

- c. Additional desired qualifications:
- (1) completion of the Senior Instructor Course,
  - (2) completion of the Intermediate Officer Training Course, and/or
  - (3) completion of additional job-based or specialty courses or qualifications (i.e. TOC, UCCMA, OIC, BCI, AIC, MBI, SCOP or Pilot qualifications, etc.), as they relate to the courses for which employment is sought.

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

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

4. Interested officers must complete a Cdt #176, Application for Temporary Directing Staff and an RCIS (Pac) Temporary Directing Staff Availability form. Both of these forms are located in the File Repository (Pacific > RCIS (Pac) > 8 - Temp DS Information). Completed forms are to be submitted to:

Regional Cadet Instructor School (Pacific)  
Albert Head Training Area, CFB Esquimalt  
PO Box 17000 Stn Forces  
Victoria, BC V9A 7N2

**Note:** This is an update from the previous entry in the February ROs. Please submit completed Cdt #176 and RCIS (Pac) Temporary Directing Staff Availability forms directly to RCIS (Pac).

5. Those who have previously submitted a Cdt #176 and who are still interested in employment opportunities can indicate their continued interest by submitting a completed RCIS (Pac) Temporary Directing Staff Availability form by email to Lt (N) Tien at [jim.tien@cadets.gc.ca](mailto:jim.tien@cadets.gc.ca) by **15 March 2015**.

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

(OC RCIS)

### **059/15 – RESERVE SERVICE OPPORTUNITIES**

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

Public Affairs Officer – competition closing date is 1 Apr 15. In Monitor Mass, look under all jobs and search for 19913.

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

- a. Regional Medical Liaison Officer (CPO1/CWO); and
- b. Chief Clerk at RCA Ops (Pac).

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

(Admin WO)

### **060/15 – UNIT PUBLIC AFFAIRS REPRESENTATIVE EXPRESSIONS OF INTEREST**

1. Expressions of Interest are now being accepted to create a pool of personnel for potential short term Unit Public Affairs Representative (UPAR) activities and training that may be available throughout the region. Personnel interested in Public Affairs activities should use the Cdt #135 to detail their training and experience in the areas of writing, media relations, photography, videography, social/new media and event planning/management. The completed form can be submitted by email to LCdr C. Ensing at [Carolyn.Ensing@forces.gc.ca](mailto:Carolyn.Ensing@forces.gc.ca) or mailed to RCSU (Pac). Expressions of Interest for UPAR activities will be accepted on an ongoing basis.

2. Questions and feedback regarding the Cdt #135 may be directed to Capt Cheryl Major.

(RCPAO)

### **061/15 – CHANGE TO SUMMER DRESS**

The change to summer dress will take effect Tuesday, 7 April 2015.

(CC)

### **062/15 – HONOUR BAND AND BAND DISPLAYS**

1. **Honour Band:** The BC Cadet Honour Band will be held from 13-21 Mar 15. Joining Instructions and additional information, including the names of selected Cadets and Staff, are found in the File Repository (Pacific – Pacifique > Common Trg, RSO list and Music (RCMA) > Music (RCMA) > Honour Band 2015). The following Honour Band performances will be held during the week and attendance is encouraged:

<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Location</b>
Tuesday, 17 March 2015	1930	McPherson Play House	Victoria
Wednesday, 18 March 2015	1930	Port Theatre	Nanaimo
Thursday, 19 March 2015	1930	Michael J. Fox Theatre	Burnaby
Friday, 20 March 2015	1930	Vernon and District Performing Arts Centre	Vernon

2. **Band Displays:** The General and Joining Instructions for the following Cadet Marching Band Displays have been sent out to all Corps and Squadrons and can be found in the File Repository.

<b>Date</b>	<b>Location</b>
18 Apr 15	Okanagan (Vernon)
25 Apr 15	Lower Mainland (Richmond)
2 May 15	Vancouver Island (Victoria)

(Spec Trg O Music and Biathlon)

### **063/15 – THE COLONEL ROBERT PERRON AWARD**

Ref: CATO 13-16 Annex G

Corps/Squadron Commanding Officers are encouraged to submit nominations for the Colonel Robert Perron Award for Excellence in Physical Fitness in accordance with ref. Nominations must be received at RCSU (Pac) by 15 April 2015. Submissions may be made by fax, mail, or as an email attachment. Only one nomination per corps/squadron will be accepted.

(Exec Svcs O)

## **064/15 – DISTRIBUTION – 2014 T-4**

1. T-4s for 2014 are distributed directly from Ottawa not later than 28 February 2015. If you currently receive your pay statements by email, then your T-4 will be sent to that email account. If you have not set-up email for your pay statement, then you will receive your T-4 via Canada Post.

2. If you do not receive your T-4 by 16 March 2015, you may request a reprint from the Pay Office by telephone or by e-mail through your Cadet email account. For security purposes, reprint requests by email will only be accepted if they originate from a Cadet email account. Information to include in your request is: which T-4 is requested (year), contact phone number and correct mailing address. Due to the need to verify identification, telephone requests will only be accepted during business hours (0800 – 1600 hrs), Monday through Friday. Direct any questions to the pay office at [RCSUPacPay@forces.gc.ca](mailto:RCSUPacPay@forces.gc.ca) or call 250-363-0902.

(Pay and Claims Officer)

## **065/15 – EXPRESS POST AND PRIORITY COURIER - SIGNATURES**

Be advised all postal mail sent to RCSU (Pac) via Canada Post Express Post, Priority Courier or regular mail is to be addressed to the RCSU (Pac) only. Do not address the envelope to a specific person at the RCSU (Pac) as this results in delivery delays as the mail is then held by the Base Post Office to be picked up by the individual. If mailing Express Post/courier, make sure not to request a signature (this may delay receipt of the mail). Any mail that needs to be directed to a specific member of the RCSU (Pac) can be done by attaching a note to the front of the paperwork being submitted.

(Ops & Trg Admin O)

## **066/15 – CIC OFFICER TRAINING COURSES**

All CIs or CIC Officers applying for RCIS training courses (DL or In-House course) must ensure their CCO/Outlook accounts are active prior to applying. If accounts are not active, a new Access Control Form is to be completed (found in the File Repository – Pacific > Forms > Miscellaneous) and emailed to MCpl Crotty ([Kelly.Sprague@cadets.gc.ca](mailto:Kelly.Sprague@cadets.gc.ca)).

(Ops & Trg Admin O)

## **067/15 – FAMILIARIZATION FLYING IN POWERED AIRCRAFT – CADET ACTIVITY (CAP) SUBMISSION AND APPROVAL PROCESS**

Ref: CATO 52-07

1. Authority for approval of all cadet flying operations rests with the RCA Ops O of the Region. As such, the RCA Ops O must ensure that a robust procedure is in place to ensure that an appropriate level of oversight is applied to all cadet related flying ops. The first step in this procedure is the accurate and timely submission of a CAP. All Squadrons are again reminded that CAPs for Powered Aircraft Familiarization Flying must be submitted a minimum of 30 days in advance of the requested flying date.

2. RCA Ops (Pac) is not able to see a CAP until after it is reviewed at the RCSU (Pac). Therefore, depending on workload at the RCSU (Pac), any CAP will see at least a day or two of delay in reaching RCA Ops (Pac). Once a CAP is visible to RCA Ops (Pac), a number of factors must be reviewed prior to an Air Tasking Order (ATO) being issued. If all required supporting documentation is already on file at RCA Ops (Pac), an ATO can usually be issued reasonably quickly. If that documentation is not on hand, an ATO will not be issued until the Squadron submits the required supporting documentation.

3. Incomplete and/or inaccurate submissions require considerably more time and effort to review and evaluate than a proper submission. While our priority is to ensure that cadets have the opportunity to enjoy a safe and educational flying experience, all documentation for such



flying must be properly submitted in a timely manner, in order to ensure that sufficient time is available for a proper review of the required documents and proposed flying operations.

4. Required pilot documentation:
  - a. digital colour image of the Title page of the Aviation Document Book;
  - b. digital colour image of the License page(s) of the Aviation Document Book;
  - c. digital colour image of the Medical page of the Aviation Document Book;
  - d. proof of flying currency as defined in ref (can be as simple as a Log Book entry). Must be on the same type of aircraft as will be used for the fam flying (ie: if C172 to be used, must be current in C172); and
  - e. proof of completion of an Annual Proficiency Check Flight (APC) within the past 365 days, on the type of aircraft to be used for the fam flying. For all APC flights conducted on or after 1 January 2015, a copy of the Flight Instructor Report is required.
  
5. Required aircraft documentation (commercial operator / DND contracted / DND aircraft). If the aircraft is to be rented from a commercial operator (Flying School, Flying Club, etc.) which holds a Transport Canada Operating Certificate, or is DND contracted or owned, no further aircraft related documentation is required.
  
6. Required aircraft documentation (privately owned aircraft):
  - a. proof of current insurance, IAW ref;
  - b. proof that the aircraft is considered to be airworthy (Certificate of Airworthiness AND has a current and valid Annual Inspection);
  - c. proof of ownership (Certificate of Registration); and
  - d. if the pilot is not the aircraft owner, proof that the pilot has authorization from the aircraft owner and insurer to fly the aircraft.
  
7. In addition to the restrictions imposed by ref, the following types of Flight Operations are not currently authorized:
  - a. float flying;
  - b. night flying; and
  - c. helicopter flying in privately owned / operated helicopters.
  
8. Note that, with the exception of requiring the Flight Instructor Report of an APC, all of the above are requirements of ref. This CATO is currently under review and is expected to be updated within the next few months. Upon re-issue, it is expected that the APC Report will also be a CATO requirement.
  
9. As with all other CATOs, 52-07 is an order, and any proposed flying operation which is not in full compliance with CATO 52-07 will not be authorized. CATO 52-07 is available in the File Repository.

(RCA Ops O)

## **068/15 – SHORTAGE OF LIGHT GREEN HIJAB IN THE CF SUPPLY SYSTEM**

Ref: CATO 46-01, Annex C

Currently, the CAF Supply System is experiencing a shortage of the light green hijab; time of resolution of the issue is unknown. Until resolution, cadets may wear personal hijab at no cost to the Crown in accordance with the following (excerpt from ref):

Method of Wear. The hair covering worn by some cadet female Muslim is hijab. Specific requirements for wearing of the hijab are as follows:

- a. the hijab must be versatile, comfortable, neat, breathable, and easy to remove. It must also provide the wearer with adequate protection against specific climate and environmental training conditions;
- b. the hijab must be the same color as the head dress worn by other cadets in the Cadet Corps;
- c. the type of the hijab must be two pieces; and
- d. the hijab must adjust to fit the face of the wearer and it must allow for the proper wearing of the headdress, and headgear, and the hijab must also conform to the colors and the uniformity of the uniform.

(Coxn)

## **069/15 – WEARING OF UNAUTHORIZED/NON-ISSUED CLOTHING AND ACCOUTREMENTS**

Refs: A. A-DH-265-000/AG-001 Canadian Forces Dress Instructions

B. A-LM-007-014/AG-001, Canadian Forces Supply Manual

1. The wearing of purchased clothing items, or CAF clothing items not in the Scale of Issue for CIC/COATS members, is not authorized. There have been occurrences of staff wearing items purchased at the member's expense, or acquired by other means. These items are not authorized and are not to be worn.

2. Any questions may be directed to the RCSU (Pac) Unit Chief Petty Officer – [william.slater@forces.gc.ca](mailto:william.slater@forces.gc.ca).

(Coxn)

## **070/15 – PACIFIC REGION CADETS AIR RIFLE REPAIR PROCEDURE**

1. Repair of air rifles is a Cadet Organization responsibility.
2. Repair procedures are as follows:
  - a. When a Corps/Squadron has a defective air rifle, the Cdt #145, Air Rifle Repair Request will be completed. Corps/Squadrons are to ensure that the complete description of the defect is included on the form. The rifle will be packaged either in the issued case, or a plain cardboard container. There shall be no exterior indication of the contents. Corps/Squadrons are to include only the front and rear sights, no slings or extra accoutrements; and
  - b. Prior to shipping or delivery, corps/squadrons are to contact the appropriate repair facility to ensure the repair facility can accept the rifle(s) at that time. Once approval has been received, rifles are to be hand delivered or shipped through Loomis using RCSU (Pac) account number P70638, third party billing to the appropriate repair facility.

3. Shipping address and contact information:

**Interior & Kootenay:**

Sgt Todd Sheppard  
Logistics Support Centre  
Bldg B3, Hwy 97S  
Vernon, BC V1T 6M8  
Phone (250) 549-5830

**Vancouver Island:**

Sgt Phil Lemire  
RCSU (Pac) Supply  
Bldg 1055 WP, Victoria View Road  
Victoria, BC V9A 7N2  
Phone (250) 363-0940

**Northern:**

Maj Rick Lewis  
Connaught Youth Centre  
1491 17<sup>th</sup> Ave  
Prince George BC V2L 3Z2  
Phone (250) 961-7016  
[Rickey.Lewis@cadets.gc.ca](mailto:Rickey.Lewis@cadets.gc.ca)

**Lower Mainland:**

Sgt Lorena Bogaerts  
Col St. John Armoury  
Cadet Supply  
5535 Korea Road, Bay 15  
Chilliwack, BC V2R 5P2  
Phone (604) 858-1004

4. The repair facility will complete the repairs and return the air rifle to the corps/squadron through Loomis or will contact the corps/squadron for pick up. Should an air rifle require replacing or a barrel replacement, the repair facility will supply the updated serial number to RCSU (Pac) Supply Section, PO2 Kim Chaisson.

(C4 Sup)

**071/15 – DIRECTIVE ON AUTHORIZED PROCESS WHEN REQUESTING RIFLES, RIFLE REPLACEMENT PARTS, OR RETURNING RIFLES TO CAF SUPPLY DEPOTS**

Ref: CANCDTGEN 001/15 D Cds & JCR 29 Jan 2015

1. The directive issued at ref is effective immediately. The intent of this document is to provide guidance to RCSUs and their units concerning the authorized process to be used when requesting CCO rifles, rifle replacement parts or returning rifles to CAF supply depots before initiating submissions through Defence Resource Management Information System (DRMIS).

2. In order to streamline the current rifle ordering process, the following steps are now required prior to initiating a DRMIS requisition:

- a. RCSUs will identify one single point of contact to be in charge of this process and will forward his/her name to all their units (Corps, Sqns, Dets, CTCs, etc.) and to D Cds & JCR 2-4-2. CCO units shall submit all rifle demands through their RCSU OPI for approval. Only after RCSU approval is received that CCO units will enter or forward their requests to local support Bases/Wings for requisitioning through DRMIS. As there is no DRMIS requisition to be done when ordering rifle parts, all these requests will be forwarded to the RCSU OPI first for onward staffing to D Cds & JCR 2-4-2 for approbation;
- b. RCSU OPI will validate all requests and make adjustments as required;
- c. RCSU OPI will then forward requests to D Cds & JCR 2-4-2. Once approved, D Cds & JCR 2-4-2 will advise the RCSU OPI to submit the DRMIS demand via proper channel ensuring that the D Cds & JCR 2-4-2 approval is entered on all DRMIS requisitions; and
- d. Once the demand has been inserted in DRMIS, the DRMIS “Demand Requisition Number” needs to be forwarded back from the requesting CCO unit to D Cds & JCR 2-4-2 via the RCSU OPI for onward staffing to DSSPM 4-5-4. It is important that this step be followed as no DRIMS rifle demands will be actioned by DSSPM 4-5-4 unless validated by D Cds & JCR 2-4-2 first. Same principle applies when requesting rifle parts as the Connaught Range will not provide any

rifle parts unless the request was properly channeled via the RCSU OPI to D Cdt's & JCR 2-4-2 for approval.

3. IAW with the above direction, C4 Supply, CPO1 Slater will be the single POC for all rifles and parts to be requested / returned through Pac Region. Corps and Squadrons shall continue with business as usual, all concerns should be addressed to your ACO/ACA and the appropriate action shall be taken to correct any rifle deficiencies.

(C4 Sup)

### **072/15 – IDENTIFICATION CARDS**

Refs: A. PRCI 211, Identification Cards

B. CFAO 26-3, Identification Cards

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

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

(Admin O)

### **073/15 – PASSING OF A FORMER CADET**

RCSU (Pac) mourns the loss of Samantha Anne Marie Calder, a former cadet from Parksville who tragically passed away in a motor vehicle accident on 1 February 2015. Samantha started as a Navy League cadet at the age of 9 and completed five years as a member of 296 ESQUIMALT RCSCC. She focused on the music program and completed two years of training as a musician at HMCS QUADRA, also playing bass drum in the corps band. Samantha was the recipient of the Long Service Medal and the Lord Strathcona Medal of Excellence. She also received the Citizenship Award from her corps, partly for her work mentoring Navy League Cadets. A dedicated and compassionate leader, Samantha is mourned by all those who knew her in the Cadet Program. A representative from RCSU (Pac) will attend Samantha's memorial service on Saturday, 23 May 2015.

(RCPAO)

### **074/15 – CO'S CORNER**

We continue to fine tune and streamline processes at the RCSU (Pac) as part of the overall re-organization with an aim to provide the best support to the corps and squadrons. As a reminder, your first point of contact with the RCSU (Pac) will be your ACA. The ACA will either assist you by providing the information or support that you need, or will direct your inquiry to the right person within the HQ. This should help to eliminate your need to guess about who has responsibility for various matters and minimize the amount of time you spend trying to get the answers that you need.

This past month, I was very fortunate to witness the Provincial Biathlon Championships in Whistler. This proved to be an excellent venue for the competition and I can't thank the organizers enough for all the excellent support to make this event happen. All of the cadets enjoyed a fantastic experience and congratulations to all the medalists. This month, we have a number of cadet activities as part of the March Break. Many corps and squadrons are taking the opportunity to travel within the province or across the border into Washington to visit Seattle, the Boeing Museum or Whidbey Is NAS. Many are participating in Spring Break Gliding, sailing around the Gulf Islands in a PCT ORCA or competing in the Seamanship Competition. Some

cadets will be put through the paces on the pre-para course or engaged in the marksmanship selections and the provincial competition in Vernon or on Silver Expedition. Others will participate in the Honour Band performing both on the mainland and island to large audiences. All in all, a few busy weeks!! Thank you to all those who work in the background to make this happen for the cadets. Have fun, but above all, be safe!!

Lastly, I want to bring to your attention a major milestone fast approaching in the cadet renewal project initiated back in 2013. On 1 April 2015, a new Formation called the Commander National Cadet and Junior Canadian Ranger Support Group (Comd Natl CJCR Sp Gp) stands up within the VCDS group and assumes full command over all RCSUs and the Cadet Program. What it represents is a wholesale change from five independent regions conducting business independently to now being one Formation under a single commander. Brigadier-General P.J. Bury will become the first Commander of Cadets in Ottawa and Rear Admiral W.S. Truelove will become the Regional "Champion" providing support to Pac Region cadets when required. This transition from a regional to nationally directed command and control will result in some major changes to how the RCSU functions (partly why we re-organized) but should be relatively transparent to the corps and squadrons.

As always, my door is open (which includes my phone and email) if you have any questions or concerns. Have a wonderful Spring Break and month of March!

*// original signed by //*

A.W. Muir  
Commander  
Commanding Officer