



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

Order No. 03/2016	1 March 2016
Last Order No. 02/2016	Esquimalt, BC

ROUTINE ORDER ENTRIES

The following is a listing of the contents of Routine Order 03/2016 dated 1 March 2016:

<u>TITLE</u>	<u>PAGE</u>
057/16 – CRISIS SITUATION – PROCEDURES.....	2
058/16 – REPORTS, RETURNS AND DEADLINES.....	2
059/16 – RCSU (PAC) PERSONNEL CHANGES	2
060/16 – PRC/VSS REQUIRING UPDATE.....	3
061/16 – RELIABILITY STATUS REQUIRING UPDATE.....	5
062/16 – RELIABILITY STATUS VS. POLICE RECORDS CHECK/VULNERABLE SECTOR SCREENING .	6
063/16 – 2015 T4 SLIPS – REPRINT REQUEST.....	6
064/16 – VIMY RIDGE TRIPS 2017.....	7
065/16 – CLARIFICATION ON THE DELIVERY OF THE POSITIVE YOUTH DEVELOPMENT AND PROGRAM OUTREACH (PYDPO) LEARNING PACKAGE.....	7
066/16 – USE OF SOCIAL MEDIA FOR COMMUNICATION.....	7
067/16 – CHANGE OF PERSONAL INFORMATION	8
068/16 – CHANGE TO SUMMER DRESS.....	8
069/16 – TEMPORARY DIRECTING STAFF POSITIONS RCIS (PAC).....	8
070/16 – FAMILIARIZATION FLYING IN POWERED AIRCRAFT – CADET ACTIVITY PLAN (CAP) SUBMISSION AND APPROVAL PROCESS	9
071/16 – RCN DRESS AND CLOTHING UPDATE.....	10
072/16 – CAF PENSIONS – PROCESSING DELAYS	12
073/16 – LAUNCH OF ONLINE INFORMATION TOOL FOR RELEASING AND RETIRED RESERVISTS	13
074/16 – MANDATORY IMPLEMENTATION OF SECURITY AWARENESS TRAINING	13
075/16 – HONOURS AND AWARDS	14
076/16 – 746 RCACS – SEEKING OFFICERS	14
077/16 – CO’S CORNER.....	14

057/16 – 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)

058/16 – REPORTS, RETURNS AND DEADLINES

Completion of the Positive Youth Development and Program Outreach (PYDPO) Learning Package	31 Mar 16
Cdt #140, Lord Strathcona Medal Nomination	31 Mar 16
Cdt #144, Royal Canadian Legion Cadet Medal of Excellence Nomination	31 Mar 16
Trip Requests for Vimy Ridge 2017 (Ref: CATO 14-06)	1 Apr 16
Nominations for Colonel Robert Perron Award (Ref: CATO13-16 Annex G)	15 Apr 16

(CC)

059/16 – RCSU (PAC) PERSONNEL CHANGES

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

- a. Capt J.L. Donner has been selected through external competition for the short term Class B position of CIC Course Loader effective 19 Feb 16;
- b. Capt E.M. Dykeman commenced short term Class B Reserve Service as an ACO (Air) effective 15 Feb 16;
- c. Capt R. Larche commenced short term Class B Reserve Service as Assistant to the CTC Training Officer effective 8 Feb 16;
- d. Capt B.A. Schneider commenced short term Class B Reserve Service as an ACO (Air) effective 18 Feb 16;
- e. Lt(N) T.S. Terry has been selected through an internal competition to fill the position of Ops & Trg Planner effective 1 Feb 16;
- f. Capt J.C. Zweng has been selected through an internal competition to fill the position of Training Officer (Air) effective 1 Feb 16;
- g. A/SLt D. Beland has been selected through external competition for a short term Class B position in the Movements Section effective 12 Jan 16; and
- h. Cpl J. Lockhart's period of Class A Reserve Service as the Ops & Trg Support Clerk ceased effective 8 Feb 16.

(Admin WO)

060/16 – 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
RCA Ops (Pac)	2Lt	Amelia, JAR	14 Apr 16
RCSU (Pac)	Sgt	Bagnell, KA	25 May 16
3005 RCACC	Lt	Bonneville, SKE	11 Jun 16
1787 RCACC	Capt	Brookes, TD	24 Aug 16
2510 RCACC	Capt	Brunskill, ML	19 Aug 16
222 RCACS	Lt	Carsience, JR	16 Aug 16
1725 RCACC	Capt	Dalgleish, BPF	21 Aug 16
89 RCACS	Capt	Daniels, SW	13 Jun 16
1726 RCACC	CI	Donovan, AZ	3 Aug 16
347 RCSCC	SLt	Fennell, JL	18 Jun 16
RCSU (Pac)	2Lt	Fjellgaard, EA	9 Aug 16
RCSU (Pac)	2Lt	Fox, DJ	16 May 16
1922 RCACC	Lt	Francis, SB	11 Aug 16
RCA Ops (Pac)	Lt	Gadallah, KF	14 Jun 16
2316 RCACC	2Lt	Gibbons, DE	23 Apr 16
3067 RCACC	Capt	Hale, TL	9 Aug 16
89 RCACS	CI	Hargreaves, RA	5 May 16
1705 RCACC	OCdt	Heighes, MP	15 Mar 16
RCA Ops (Pac)	Lt	Henderson, BD	18 Jun 16
RCIS (Pac)	Maj	Hildebrandt, LY	12 Jul 16
2822 RCACC	Capt	Hilmer, PM	29 Jun 16
RCA Ops (Pac)	Lt	Hiltz, ED	19 Apr 16
102 RCSCC	SLt	Howe, JB	22 Aug 16
861 RCACS	Lt	Jenks, WC	12 Mar 16
2136 RCACC	Capt	Jones, SJR	11 Aug 16
RCSU (Pac)	SLt	Kardal, RMP	12 Apr 16
858 RCACS	Lt	Kidd, CG	23 Aug 16
2381 RCACC	Lt	Kwan, RDH	22 Mar 16
RCSU (Pac)	2Lt	Kwok, NK	2 Aug 16
759 RCACS	2Lt	Lalani, S	30 May 16
2289 RCACC	Capt	Logan, KD	13 May 16
63 RCSCC	Lt(N)	Lunder, KL	4 Aug 16
2277 RCACC	Lt	MacDougall, A	24 Mar 16
RCSU (Pac)	Lt	Mak, BH	25 Aug 16
521 RCACS	Capt	Martin, DK	10 Aug 16
907 RCACS	2Lt	May, SL	15 Apr 16
768 RCACS	Capt	McCallum, JP	18 Aug 16
RCSU (Pac)	Lt	Miklossy, SJ	25 May 16
3300 RCACC	Capt	Nagra, KS	9 Aug 16
RCSU (Pac)	Capt	Nielsen, UL	28 Jun 16
552 RCACS	Lt	Notari, RU	22 Aug 16
552 RCACS	Lt	Palmer, DR	31 Aug 16
VCTC	Maj	Peter, JL	29 Jul 16
RCA Ops (Pac)	Capt	Randall, KA	12 Jun 16
RCSU (Pac)	Maj	Reddy, G	26 Jul 16
893 RCACS	Capt	Reid, EE	2 Jun 16
1867 RCACC	2Lt	Rickey, RA	23 Apr 16
754 RCACS	Lt	Rosario, EFD	31 Aug 16
2422 RCACC	Capt	Scarisbrick, SE	13 Apr 16
363 RCACS	Lt	Schuszter, CE	29 Aug 16
RCSU (Pac)	Capt	Seal, KA	21 Aug 16
VCTC	Sgt	Sheppard, TP	7 Jun 16

676 RCACS	Lt	Shewchuk, MD	14 Apr 16
347 RCSCC	Lt(N)	Shymkiw, AC	10 Aug 16
1867 RCACC	Capt	Smith, D	29 Jun 16
521 RCACS	Lt	Smith-Breton, NT	23 Mar 16
899 RCACS	Lt	Somers, AL	3 Jun 16
RCA Ops (Pac)	Capt	Sort, SB	9 Jul 16
220 RCSCC	SLt	Tarrington, NM	22 Jun 16
RCSU (Pac)	Maj	Thompson, RS	22 Jul 16
243 RCACS	Capt	Toms, FI	27 Jun 16
RCSU (Pac)	A/Maj	Toms, TS	21 Aug 16
RCSU (Pac)	Capt	Tujik, PF	23 Aug 16
RCA Ops (Pac)	Lt	Walker, WS	18 Apr 16
1705 RCACC	Capt	Wangler, MIS	22 Jun 16
2277 RCACC	Capt	Ward, ME	10 Aug 16
RCSU (Pac)	SLt	Wise, PC	12 May 16
RCSU (Pac)	OCdt	Wong, IX	19 Jun 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
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)	Capt	Griffith, MJ	7 May 12	8 May 12
2510 RCACC	Lt	Harvey, CA	2 May 13	3 May 13
828 RCACS	Capt	Hirst, TK	9 Oct 15	7 Jan 16
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
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
2618 RCACC	Lt	Tomlinson, AL	14 Dec 15	7 Jan 16
1922 RCACC	Lt	Wiebe, BA	28 Oct 15	7 Jan 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
2893 RCACC	Lt	Lancaster, SE	7 Jan 16	9 Feb 16

(Exec Svcs O)

061/16 – 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
767 RCACS	Capt	Antrobus, LL	10 Mar 16
222 RCACS	Lt	Carsience, JR	7 Mar 16
655 RCACS	Capt	Cheung, KK	21 Jun 16
RCSU (Pac)	Capt	Chisholm, BG	31 Mar 16
2289 RCACC	Capt	Chow, MP	5 Jul 16
1838 RCACC	Capt	Collier, CT	12 Jun 16
RCSU (Pac)	Maj	Croston, CL	16 Jun 16
RCSU (Pac)	Maj	Davies, DJ	23 May 16
RCSU (Pac)	Capt	Dominy, MJ	7 Jun 16
RCSU (Pac)	Capt	Escobar, FG	31 Mar 16
RCA Ops (Pac)	Capt	Gagliano, RA	10 Mar 16
72 RCACC	Capt	Gavaghan, F	30 May 16
RCSU (Pac)	Capt	Griffith, MJ	23 May 16
746 RCACS	Capt	Groome, CN	24 May 16
81 RCSCC	Lt(N)	Harris, MAK	31 Mar 16
RCA Ops (Pac)	Lt	Heim, RW	26 Jul 16
158 RCSCC	Lt(N)	Howard, DW	9 May 16
RCSU (Pac)	Maj	Irvine, RA	31 Mar 16
105 RCSCC	Lt(N)	Kroeker, ALM	24 Apr 16
135 RCACS	Lt	Law, KK	31 Mar 16
158 RCSCC	Lt(N)	Lawrence, M	11 May 16
RCSU (Pac)	Lt	Lowther, CJ	13 Mar 16
RCA Ops (Pac)	Capt	Lumgair, BG	1 Jun 16
63 RCSCC	Lt(N)	Lunder, KL	2 May 16
RCSU (Pac)	Lt	Mak, BH	31 Mar 16
861 RCACS	Capt	Martin, LA	30 Mar 16
RCA Ops (Pac)	Lt	Norris, KDB	31 Mar 16
909 RCACS	Capt	Paterson, PR	17 Mar 16
RCSU (Pac)	Capt	Patterson, WA	28 Jun 16
257 RCACS	Capt	Peel, KA	15 May 16
VCTC	Maj	Peter, JL	25 Apr 16
609 RCACS	Capt	Pratt, RP	16 Jun 16
RCA Ops (Pac)	Capt	Randall, KA	8 May 16
1789 RCACC	Capt	Schell, RL	16 May 16
RCSU (Pac)	Capt	Schenkeveld, RW	8 May 16
204 RCSCC	Lt(N)	Steele, DL	24 Jul 16
RCSU (Pac)	Lt(N)	Stewart, JL	11 Jul 16
RCSU (Pac)	Maj	Thompson, RS	8 May 16
296 RCSCC	Lt(N)	Thurber, BDT	12 May 16
243 RCACS	Capt	Toms, FI	8 May 16
RCSU (Pac)	SLt	Wilde, BM	15 Apr 16
386 RCACS	Capt	Wright, GK	10 Mar 16
744 RCACS	Capt	Yablonski, GTB	2 Aug 16

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
349 RCSCC	Lt(N)	Brophy, PD	22 Sep 15	7 Jan 16
RCSU (Pac)	SLt	Daily, CJ	11 May 15	7 Jan 16
RCSU (Pac)	Capt	Dornan, WJE	25 Jan 16	26 Jan 16
258 RCACS	Capt	Eichinger, ND	17 Nov 14	7 Jan 16
1922 RCACC	Lt	Francis, SB	29 Feb 16	1 Mar 16
3063 RCACC	Capt	Haak, KR	29 Feb 16	1 Mar 16
2510 RCACC	Lt	Harvey, CA	10 Sep 12	20 Sep 12
RCA Ops (Pac)	Lt	Heim, KM	13 Sep 15	7 Jan 16
158 RCSCC	Lt(N)	Isabelle, TA	29 Feb 16	1 Mar 16
396 RCACS	Capt	Jensen, AL	2 Feb 16	1 Mar 16
RCSU (Pac)	Capt	L'Heureux, KLR	4 Jan 15	9 Jan 15
2924 RCACC	SLt	Lesemann, CRD	29 Feb 16	1 Mar 16
828 RCACS	Capt	Peel, MK	27 Jun 15	7 Jan 16
1867 RCACC	Capt	Smith, D	24 Jan 16	26 Jan 16
RCSU (Pac)	Capt	Stroet, MA	6 Sep 15	2 Feb 16
347 RCSCC	Lt(N)	Totten, NC	21 Sep 15	7 Jan 16
2893 RCACC	Capt	Wade, CW	29 Feb 16	1 Mar 16
2277 RCACC	Capt	Ward, ME	6 Dec 15	7 Jan 16
RCSU (Pac)	Capt	Wong, N	18 Jun 11	1 Sep 11
RCSU (Pac)	Capt	Wright, MW	29 Aug 15	7 Jan 16

3. RS has been completed and approved for the following personnel who are authorized to recommence duties effective on the RS approval date indicated below:

Unit	Rank	Name	Cease Parading Effective Date	PRC/VSS Approval Date
1705 RCACC	Lt	Patterson, SM	7 Jan 16	26 Feb 16

(Exec Svcs O)

062/16 – RELIABILITY STATUS VS. POLICE RECORDS CHECK/VULNERABLE SECTOR SCREENING

1. In recent months, a number of personnel have been attending their local police department and having a Police Records Check/Vulnerable Sector Screening (PRC/VSS) done when they are advised that their Reliability Status (RS) is due for renewal. These two processes are separate and a PRC/VSS is not required when the RS is due for renewal.

2. The RS is conducted by the CAF. It consists of a reliability screening, a criminal record check and a credit check. All government employees are required to have this minimum level of screening and on completion, it allows an individual to have access to protected assets and information (up to Protected B).

3. In order to initiate an RS update, a member is to complete and submit the form Cdt #172 with all documents as detailed on the first page of this form. There is no requirement to attend a local police department as part of the RS process.

4. Each RCSU (Pac) RO lists personnel who must update their PRC/VSS and those who must update their RS. Personnel are asked to pay attention to which screening is requiring update so that the appropriate process may be followed.

(Exec Svcs O)

063/16 – 2015 T4 SLIPS – REPRINT REQUEST

1. Request for T4 reprints will not be actioned before 7 Mar 16.

2. To order a T4 reprint, the following information is required:
 - a. full name and rank;
 - b. service number;
 - c. which year the request is for (you may order prior years); and
 - d. a valid email address to send the T4 electronically.
3. Send your request to RCSUPacPay@forces.gc.ca.

(Pay/Claims O)

064/16 – VIMY RIDGE TRIPS 2017

1. All corps/squadrons planning a recreational trip to Vimy Ridge in 2017 are advised that a trip request IAW CATO 14-06 must be submitted to RCSU (Pac) NLT 1 Apr 16.
2. While this may seem like a very early date, because of the significance of the anniversary celebrations in Vimy in 2017, and the high number of cadet corps/squadrons planning to travel there to partake in these celebrations, advance planning is required.

(CO)

065/16 – CLARIFICATION ON THE DELIVERY OF 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. RCSU (Pac) RO Entry 023/15 1 February 2015

1. In accordance the both references above, all CIC officers, COATS members, Reg F and P Res members working in support of the CCO, civilian instructors and volunteers are required to complete the Positive Youth Development and Program Outreach (PYDPO) learning package prior to **31 March 2016**.
2. The PYDPO is to be completed 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 encouraged 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)

066/16 – USE OF SOCIAL MEDIA FOR COMMUNICATION

Staffs are reminded that social media tools such as Twitter and Facebook are not official tools of communication within the CCO and should not be relied upon as the primary means for communicating with cadets, parents, sponsors or League members. At no point should cadets or parents be required to access or join social media applications in order to get timely and complete information about local, zone or regional activities. All efforts should be made to communicate with cadets and parents using their preferred method of communication. In

addition, staffs are required to review Annex A as a refresher on guidelines for using social media appropriately

(PAO)

067/16 – CHANGE OF PERSONAL INFORMATION

All members are reminded of the importance of advising RCSU (Pac) of any personal information changes. Changes such as a change of address, telephone numbers(s), name change, addition or removal of dependants, change of marital status, etc must be reported by completing a Cdt # 133 and forwarding it with any required supporting documents to RCSU (Pac) for further processing.

(CC)

068/16 – CHANGE TO SUMMER DRESS

The change to summer dress will take effect Thursday, 7 April 2016.

(CC)

069/16 – TEMPORARY DIRECTING STAFF POSITIONS RCIS (PAC)

1. The Regional Cadet Instructor School (Pacific) is collecting Expressions of Interest from CIC Officers for temporary Directing Staff positions during the Training Year 2016-2017. Officers interested in these positions should apply by submitting a Cdt #176 and the Availability Form (both can be located in the RCIS (Pac) folder in the File Repository) to Lt (N) Tien at jim.tien@cadets.gc.ca.
2. If you have recently received an email regarding availability you do not have to re-apply.
3. Temporary Directing Staff will be engaged for short-term Class A or B Reserve Service when extra instructional staff is required to augment existing RCIS staff in the delivery of in-house courses.
4. Employment Prerequisites:
 - a. rank: Lieutenant(N) / Captain, Sub-Lieutenant / Lieutenant;
 - b. CIC Officer with MOSID 00232-01, -02 or -03, depending on course requirement;
 - c. command experience: Corps / Squadron CO or equivalent experience at a CTC (for IOTC and COC courses);
 - d. possess extensive knowledge of the Canadian Cadet Organizations, their elemental Cadet Training Program and the operation of a Cadet Corps / Squadron;
 - e. competent instructor;
 - f. capable of preparing lesson plans, course reports and after action reports;
 - g. computer literate: skilled in word processing and presentation programs, with special emphasis on Office 2010 using Word and PowerPoint;
 - h. well-developed organizational and administrative skills; and
 - j. possess counseling and facilitator skills.
5. Preference will be given to applicants who possess additional specialist skills relative to the course (i.e. Navigation, Pilotage, SCOP, Aircrew Survival, Bushcraft, Private Pilot Licence, Canoeing, Mountain Bike, Abseiling and/or Orienteering Instructor, etc). Applicants must also

be available for course preparation consisting of approximately two (2) days prior to start of course.

6. Positions may include the following in-house courses:
 - a. DP 1 and DP 2 Courses – as required (BOTC, OTC, SIC, IOTC, TOC and COC);
 - b. DP1 – ETC (Sea) (Land) (Air) Courses;
 - c. Abseil Instructor Course;
 - d. Basic Canoe Instructor Course;
 - e. Canoe Trip Leader;
 - f. Orienteering Instructor Course,
 - g. Mountain Bike Instructor Course, and
 - h. Unit Cadet Conflict Management Advisor Course.
7. Successful applicants for Temporary Directing Staff positions may receive training through a training session to be delivered at RCIS (Pac). Details for this are pending.
8. Applications will be accepted until close of business **31 Mar 16**. Any unsolicited applications submitted to RCSU (Pac) prior to this posting are not considered.
9. A copy of the 2016/2017 training schedule can be found in the RCIS (Pac) folder in the File Repository.

(RCIS Trg O)

**070/16 – FAMILIARIZATION FLYING IN POWERED AIRCRAFT – CADET
ACTIVITY PLAN (CAP) SUBMISSION AND APPROVAL PROCESS**

Ref: CATO 52-07

1. Authority for approval of all cadet flying operations rests with the RCA Ops O for 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 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. Once a CAP is “visible” to RCA Ops, 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, 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.
4. 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.
5. Other than the CAP submission, all required documentation may be submitted directly to the RCA Ops O at keith.stewart@forces.gc.ca.

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 Logbook entry) which must be on the same type of aircraft as will be used for the fam flying (i.e. C172 to be used, must be current in C172);
- 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; and
- f. for all APC flights, a copy of the Flight Instructor Report is required.

5. 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.

6. 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.

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;
- c. helicopter flying in privately owned / operated helicopters; and
- d. helicopter flying in piston powered helicopters.

8. Note that, with the exception of the regionally directed submission of 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, ref is an order, and any proposed flying operation which is not in full compliance with ref will not be authorized. Ref is available in the file repository.

(RCA Ops O)

071/16 – RCN DRESS AND CLOTHING UPDATE

- Refs: A. Naval Dress Committee Meeting 26 Nov 15
B. Naval Dress Committee Meeting 3 Jun 15
C. National Dress Committee Meeting 2 Nov 15
D. NAVORD 5250-0, Dress Regulations

E. NAVORD 5250-1, Naval Dress Committee

F. NAVORD 5250-2, Personal Appearance

G. [HTTP://NSHQ-QGEMM.MIL.CA/DGNSR-DGEPSM/DNAVP-DPERM/NDC-CTM-ENG.ASP](http://NSHQ-QGEMM.MIL.CA/DGNSR-DGEPSM/DNAVP-DPERM/NDC-CTM-ENG.ASP)

1. The following clothing update is provided as direction and guidance for those who wear the naval uniform.

2. Naval Combat Dress (NCD): Indicated cloth insignias and identifiers will be worn as follows:

a. Naval Combat Dress Jacket:

- (1) name tape – centred above the right side breast pocket parallel to the seam,
- (2) Sea Service Insignia – centred and one quarter inch above the name tape,
- (3) Navy-Marine tape – centred above the left side breast pocket parallel to the seam,
- (4) specialty badge – centred on the left side and one quarter inch above the Navy-Marine tape,
- (5) Canadian Naval Ensign – 2 x 4 inches in size, placed on the left arm and centered on the upper pocket flap,
- (6) unit badge – placed on left arm and centred on the pocket, and
- (7) optional current deployment badge may be worn centred on the right arm pocket;

b. Naval Combat Dress Shirt:

- (1) name tape – centred and directly above the right breast pocket, and
- (2) Navy-Marine tape – centred and directly above the left breast pocket; and

c. Naval Wind and Rain Jacket:

- (1) name tape – centred on the right breast flap (Velcro),
- (2) Canadian Naval Ensign - 2 x 4 inches on the left arm pocket centred on the upper flap, and
- (3) optional current deployment badge may be worn centred on the right arm pocket.

3. Naval staff is currently working with ADM Mat staff to ensure availability of insignias via the CAF supply chain. In the interim, units are authorized to locally acquire the Canadian Naval Ensign patch.

4. Removal of the occupation badges Chief Petty Officer First Class. The recommendation to remove the occupation badges for CPO1 from the Naval distinctive environmental uniform (DEU) has been approved at ref C. This decision is meant to underscore the importance that the RCN places on the transition from leadership within one's occupation to the broader role of institutional leadership and the expectations that comes with promotion to the rank of CPO1.

5. Enhanced Naval Combat Uniform (ECU). The RCN is about to embark on a wholesale change to its operational dress. The proposed enhanced Naval combat uniform will be modeled on the Canadian Army's enhanced combat uniform. The initial functional trials will be conducted on the west coast by members of the Enhanced Naval Boarding Party.

6. Toque (Knit Cap). The wearing of the issued toque is authorized for wear with Naval wind and rain jacket.

(C4 Sup)

072/16 – CAF PENSIONS – PROCESSING DELAYS

Ref: CANFORGEN 007/16 CMP 006/16

1. In light of recent interest in delays in processing pensions, the following is provided to let you know what is being done in this area and what you can do to assist our people as they transition to civilian life.

2. The CAF is modernizing its human resource and financial administration systems by replacing obsolete systems with modern, integrated and flexible platforms to help provide better support to military personnel and their families. In addition, the transfer of pension administration to Public Works and Government Services Canada beginning in July 2016 for currently serving members will provide improved service levels, including online access to member information.

3. Within CMPC, we have identified and are addressing some systemic issues. To address backlogs, significant increases to establishments and staffing these positions is well under way. We will be forming a tiger team using qualified pers provided from the Base/Wings into DGCB in order to address the backlog of release files; this team will require your support to succeed. We have also found opportunities for efficiencies in processing by eliminating duplication of effort within the current process. Accordingly, a business process renewal initiative to streamline release processing has been directed.

4. As you are likely aware, the speed with which members receive their pension after release depends on two factors – how quickly the process moves from when the member indicates an intent to release to final validation of service; and, our possession of all the information necessary to process their pension. Therefore, there are ways in which we can help members prepare for retirement:

- a. members must plan ahead for their retirement – the preferable timeframe is at least a year in advance. There is no substitute for releasing members seeking advice specific to their own circumstances. The Canadian Retirement Income Calculator at <https://srv111.services.gc.ca/generalinformation/index> can be a useful tool to help plan for income and expenses but one-on-one professional advice is key;
- b. for the Reserve Force, Director Reserves has built a web based tool to deliver retirement planning information. The “Before You Go” web tool will go live in February 2016 and will be available over the internet. A media package is under development to accompany the release;
- c. finally, there are factors that are beyond our control. Delays in calculating a member’s entitlement can be caused by factors external to the CAF:
 - (1) an election to buyback prior service by a member should be completely actioned before release. If D CF Pension Services is notified 4 months prior to release, the member’s file will be fast-tracked to ensure that it is complete at release;
 - (2) Canada Revenue Agency must certify that a member has enough RRSP “contribution room” to buy back service in prior years (buyback election). If the member has overdue tax returns or if the member has not already arranged their financial affairs so that there is sufficient contribution room, the Canada Revenue Agency will not provide certification and the buyback cannot be processed; and

- (3) if there is a court order to divide a pension or provide financial support after the breakdown of a marital or common-law relationship, the pension cannot be processed until these legal issues are settled.

5. If problems occur that cannot be solved locally, pers should call our Pension Services help desk toll free within Canada and United States: 1-800-267-0325. They may also send an email to: pensioninquiries@forces.gc.ca. If a member is in financial hardship or distress, they should let us know when they call.

(Exec Svcs O)

073/16 – LAUNCH OF ONLINE INFORMATION TOOL FOR RELEASING AND RETIRED RESERVISTS

1. The CDS and the Chief Reserves and Cadets are pleased to announce the launch of the “Before You Go” website.
2. This website, built by Reservists for releasing and retired Reservists, provides key information including the release process, medical releases, pension process, Department of Veterans Affairs Canada services and benefits, transition services, and a list of other services, programs and benefits that Reservists can access as they leave the CAF and after release.
3. The current Second Career Access Network (SCAN) program is not designed to address the needs of all releasing Reserve Force members. “Before You Go” is therefore intended to be a primary resource to inform the entire CAF community about the services, programs and benefits available to Reservists.
4. The website can be viewed on an accessible internet-based platform from any computer or mobile device. This approach will enable individuals to access the information in a private setting, plus have the added benefit of continued access even after release.
5. The “Before You Go” website can be found at:

www.forces.gc.ca/en/caf-community-support-services-for-members-reservists/before-you-go.page.
7. This message is to have wide distribution throughout the CAF Reserve community including retired personnel where ever possible.

(Exec Svcs O)

074/16 – MANDATORY IMPLEMENTATION OF SECURITY AWARENESS TRAINING

Refs: A. RCSU (Pac) RO Entry 008/16 12 January 2016
B. RCSU (Pac) RO Entry 139/15 10 September 2015
C. RCSU (Pac) RO Entry 185/15 1 October 2015
D. RCSU (Pac) RO Entry 225/15 1 November 2015
E. RCSU (Pac) RO Entry 246/15 1 December 2015

1. Refs A through E advised that all COATS Class A and short-term Class B members, as well as Civilian Instructors were required to complete the mandatory Security Awareness Training NLT 31 December 2015. Ref E advised that completion of this training is a condition of service. Personnel who have not completed this training must do so immediately.
2. It is acknowledged that some personnel have connectivity challenges when trying to access this on-line training, however, as this is mandatory training for all CAF members and CIs, every reasonable effort must be put forth in resolving these challenges. Technical difficulties (passwords, login issues) should be referred to the CIC Centre for Distributed Learning Helpdesk at help.ciccdl.aide@cadets.gc.ca.

3. This training is available through the Defence Learning Network (DLN), and the CIC Centre for DL is tasked to co-ordinate this training for all COATS (military personnel and CIs). All COATS personnel have been automatically loaded onto this course and should have received a course loading email to inform them they have been loaded. Members who have already taken the course in the last year might also receive this message depending on the course version they have completed and / or the language it was completed in. There is no requirement for personnel who were successful on the course to complete it again or attempt it in the other language. The DLN can be accessed through the Internet at <https://dln-rad.forces.gc.ca/login>. The training should take approximately three hours to complete. No Class A pay is authorized for this training.

4. A copy of the certificate of completion or a screen shot indicating completion (instructions of how to do a screen shot were provided in ref E) is to be forwarded to RCSU (Pac).

(CO)

075/16 – HONOURS AND AWARDS

1. There have been a few enquiries lately in regards to the wear of several decorations awarded by the Province of British Columbia. We have received confirmation from the Directorate of Honours and Recognition that the following BC Awards are currently **not authorised** for wear on the CAF uniform:

- a. BC Police Medal of Valour;
- b. BC Police Meritorious Service Medal; and
- c. BC Medal of Good Citizenship.

2. The Province has submitted a request to the Chancellery of Honours to have the awards included in the National Order of Precedence, however, a decision has not been made. The National Order of Precedence is at: <http://www.gg.ca/document.aspx?id=14979&lan=eng>. Attention is brought to Article 7 which reads:

“The insignia of orders, decorations and medals not listed in this Directive, as well as foreign awards, the award of which has not been approved by the Government of Canada, shall not be mounted or worn in conjunction with orders, decorations and medals listed in this Directive.”

3. If there are any questions please do not hesitate to contact HQ.

(C4 Sup)

076/16 – 746 RCACS – SEEKING OFFICERS

746 Lightning Hawk RCACS is currently looking for officers to fill instructor/standards positions. Officers from any element are welcome. The Sqn parades at the Langley Airport on Thursday nights from 1830 – 2130 hrs with admin nights/optional training on Mondays from 1900 – 2100 hrs. Interested officers may contact Capt Nathan Groome at Nathan.Groome@cadets.gc.ca.

(CO 746 RCACS)

077/16 – CO'S CORNER

Just over a year ago, the Regional Cadet Support Unit (Pacific) restructured, bringing down the barriers of delivering the Sea, Army and Air Cadet Programs in isolation. The RCSU (Pac) is now a more cohesive support unit with four complimentary lines of operation: Administration, Support Services, Operations and Training, and Comptrollership. This partial re-organization laid the foundation for the nationally planned final stage of re-organization which occurs in FY 16/17 to all five regional headquarters. Starting on 1 April 16, the RCSU (Pac) will begin the

process of transitioning the majority of the Operations and Training Department to forward-deployed CIC Class B Area Cadet Officers (to be known as Area Training Officers (ATOs)) and Regular Force Area Cadet Advisors (to be known as Area Training Coordinators (ATCs)) located in the major hubs throughout the province. The ATOs/ATCs will be located in Victoria, Nanaimo and Comox within the Vancouver Island zone, Vancouver and Chilliwack in the LMFV zone and Vernon, Prince George and Cranbrook in the Interior/North zone. The RCSU (Pac) will also enhance the Administration, Support Services and Comptrollership Departments to better support you at the local Corps and Squadrons. The finer details of these changes plus the approved organization chart will be made available in next month's Routine Orders but to provide you a general timeframe, the competition and selection boards for many of these positions will occur in May and June. These Class B Reserve Employment Opportunities (REOs) will be published in Monitor Mass, will be found on the DWAN by searching for Reserve Employment Opportunities and will be placed in the File Repository under Employment Opportunities. If you have any questions, please feel free to contact me.

I must also take this opportunity to remind you once again that there are mandatory training requirements which must be completed by all members – the next deadline for completion is coming up quickly on 31 March 2016 at which time everyone should be finished the Positive Youth Development and Program Outreach (PYDPO) Learning Package. Additionally, we still have approximately 400 personnel who still need to complete the Security Awareness training. Those who have not complied with the direction to complete this mandatory training must do so immediately and if you are continuing to experience technological challenges with either of these training packages, please be in touch with the RCSU (Pac) staff for assistance.


I draw your attention to the RO entry on Vimy Ridge included above – those corps/squadrons that are planning to travel to Vimy in 2017 must complete a trip request IAW CATO 14-06 before 1 April 2016. Short notice requests may not be approved – this is a significant event which requires advance planning so if your corps/squadron has plans underway, ensure that the trip request is completed and submitted to RCSU (Pac) this month.

// original signed by //

A.W. Muir
Commander
Commanding Officer

Annex

Annex A Ethics and Web 2.0



Ethics and Web 2.0

As per TB Policy on the Acceptable Network and Device Rules, when using the Internet, social media and other Web 2.0 tools and services, it is important to consider the context of online activities and apply the same judgement that they would to a similar activity in the offline world.

WHENEVER USING SOCIAL MEDIA	
DO	DONT
Use good judgment and common sense in all you do, your obligations as a public servant apply at all times, including your duty of loyalty to the Government of Canada.	Assume that a post is private, even when using a pseudonym; treat online posts as if they will be permanently and publicly available and attributable.
State clearly in your social media profile (used for professional purposes) that your views are your own, not those of your employer. Remember, this statement does not absolve you of your obligations as a public servant or the expected behaviours described in the Values and Ethics Code for the Public Sector and your departmental codes of conduct.	Disclose any classified, confidential, sensitive, or third-party information, or personal information about others.
Move work-related conversations to official channels (e.g., e-mail) so that there is a record of any guidance provided or decisions taken.	Use GC corporate symbols or signatures inappropriately. They are only for official use and their use is subject to the Federal Identity Program Policy and related standards. For more information, visit the Federal Identity Program website .
Maintain the impartiality and objectivity of the public service by not expressing opinions that could impair your ability to be seen as performing your duties in an objective or impartial manner.	Respond to requests for media statements or interviews related to your work (including from online media-like blogs) unless you are an authorized spokesperson. Send all media requests to your departmental media relations advisor.
Speak with your manager or Values and Ethics advisor if you are uncertain or have questions about any of your online activities.	Register or associate a GC e-mail address to a social media account unless it will be used explicitly for official or professional purposes.

• The *Values and Ethics Code for the Public Sector* and the *DND/CAF Code of Values and Ethics* apply to online activities **at all times**, just as they do to your offline activities, **irrespective of whether they happen at work or at home**, or via a government or personally provided network or device.

- **Respect for Democracy:** Public servants uphold Canadian parliamentary democracy and its institutions by ensuring that their online communications are **non-partisan and impartial at all times**, and do not engage in public discussion of departmental policies or elected officials that call into question their objectivity in carrying out their official duties. Caution should be exercised in the context of provincial/municipal politics.
- **Respect for People:** Public servants demonstrate their respect for human dignity and the value of every person by ensuring their online communications are respectful of all individuals and groups of people, including colleagues, managers and members of the public.
- **Integrity:** Public servants serve the public interest by ensuring, for example, that their official communications activities are not used for any inappropriate personal advantage and that government systems and equipment are not used to support personal businesses owned by them, their family or their friends.
- **Stewardship:** Public servants demonstrate good stewardship by using GoC electronic networks to share knowledge and information that will contribute to more effective program delivery, and by using network resources efficiently and effectively.
- **Excellence:** Public servants demonstrate professionalism and excellence in the workplace by ensuring official communications respect Canada's official languages and by using social or other electronic media for team work, learning and innovation.

• Public servants have a right to collective bargaining and to express opinions related to the conditions of employment being negotiated; not to the nature of the employer as such or political opinions above these matters, while identifying themselves or being easily identifiable as public servants.

Document prepared by the AC/MP/PA Ethics Coordinator in consultation with AC/MP/PA, and approved by the Defence Ethics Programme