



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

Order No. 03/2017	3 March 2017
Last Order No. 02/2017	Esquimalt, BC

**ROUTINE ORDER ENTRIES**

The following is a listing of the contents of Routine Order 03/2017 dated 3 March 2017:

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### ***32/17 – CRISIS SITUATION – PROCEDURES***

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

(J1 HR Manager)

### **33/17 – RCSU (PAC) PERSONNEL CHANGES**

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

- a. PO1 B. Greeley, Area Cadet Advisor (Sea), has been posted effective 7 Feb 17 and a replacement has not yet been named; and
- b. PO1 A. Sison has been selected through external competition and assumed the duties of J35 Regional Training Support Coordinator effective 21 Feb 17.

(J1 HR Manager)

### **34/17 – 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:

<b>Unit</b>	<b>Rank</b>	<b>Name</b>	<b>Due Date</b>
RCSU	LCdr	Audley, PA	30-Apr-17
2943 RCACC	Lt	Aufleger, EB	16-May-17
583 RCACS	Capt	Baldwin, TW	20-Jun-17
861 RCACS	Capt	Benton, TR	12-Jun-17
RCSU	Capt	Berns, IM	21-Jun-17
RCSU	Maj	Bissell, JS	11-May-17
903 RCACC	Capt	Blomme, WE	06-Mar-17
2812 RCACC	Lt	Blyth, RE	22-Jun-17
RCSU	Lt(N)	Bollen, LD	11-May-17
RCSU	Lt(N)	Bouchard, C	13-Jun-17
902 RCACS	Capt	Braam, FJ	03-May-17
RCSU	MS	Brunet, N	07-Jun-17
105 RCSCC	Lt(N)	Calado, SD	01-May-17
195 RCSCC	Lt(N)	Cardoza, MA	11-Apr-17
655 RCACS	Capt	Cheung, KC	04-May-17
109 RCSCC	Capt	Cloke, JF	18-Apr-17
2924 RCACC	Lt(N)	Coles, BD	26-Mar-17
RCSU	Maj	Croston, CL	25-Jun-17
RCSU	WO	Curran, DF	24-May-17
243 RCACS	Lt	Daly, ND	24-Apr-17
RCSU	Maj	Davies, DJ	11-Jun-17
2983 RCACC	Capt	Davies, EG	14-Jun-17
RCSU	Maj	Deck, BE	05-Apr-17

201 RCSCC	Lt(N)	Deck, KC	30-May-17
135 RCACS	Capt	Dight, RH	23-May-17
RCSU	Capt	Drought, RS	23-May-17
RCSU	A/Maj	Fortino, MA	26-Jun-17
RCSU	Lt	Fox, AM	24-Mar-17
2757 RCACC	Lt	Ganter, DL	09-Mar-17
105 RCSCC	A/SLt	Gravelle, EM	09-Mar-17
950 RCACC	Capt	Grenier, AE	31-May-17
RCSU	Capt	Haffey, MM	01-Jun-17
7 RCSCC	A/SLt	Haggstrom, N	08-Jun-17
RCSU	Capt	Hamilton, CL	26-Jun-17
137 RCSCC	A/SLt	Hare, NM	21-Mar-17
819 RCACS	Capt	Hargreaves, TJ	07-Jun-17
RCSU	Capt	Harrop, JC	29-Mar-17
2305 RCACC	Capt	Henville, LM	17-Apr-17
RCSU	Capt	Heywood, BL	16-May-17
2943 RCACC		Higbee, PM	27-Jun-17
893 RCACS	Capt	Higgs, TM	13-Apr-17
561 RCACS	2Lt	Hoglund, JM	23-May-17
RCSU	Capt	Hollis, JB	24-May-17
828 RCACS	Capt	Jantzen, PJWE	09-May-17
RCSU	Capt	Jeffries, LK	26-Apr-17
22 RCACS	Capt	Johnson, GA	21-Jun-17
22 RCACS	Capt	Johnson, ME	21-Jun-17
RCSU	Capt	Johnston, AE	25-May-17
RCSU	Maj	Johnston, CM	15-May-17
47 RCSCC	Lt(N)	Juliusson, LD	01-Mar-17
354 RCSCC	Lt(N)	Juliusson, RJ	15-May-17
2290 RCACC	Lt	Karmazinuk, JW	07-Mar-17
759 RCACS	Lt	Ko, G	29-May-17
1725 RCACC	Lt	Kostrzewa, C	22-Jun-17
105 RCSCC	Lt(N)	Kroeker, AL	21-Jun-17
2381 RCACC	A/Maj	Law, GK	02-Apr-17
RCSU	Lt(N)	Lawless, CA	23-Jun-17
103 RCACS	Lt	Lee, RL	31-May-17
RCSU	Capt	Leong, KD	20-Jun-17
5 RCSCC	Lt(N)	Lesperance, P	26-Jun-17
RCAOps	Lt	Levasseur, F	07-May-17
RCSU	Lt(N)	Levesque-Martel, JL	19-Mar-17
2290 RCACC	Capt	Liem, AE	28-May-17
63 RCSCC	NCdt	Lochhead, DM	25-Apr-17
259 RCACS		Lysohirka, AK	20-Apr-17
2276 RCACC	Lt	Mallia, TJ	13-Jun-17
RCSU	Capt	Masoun, JS	04-Mar-17
RCSU	Capt	McAuley, BI	17-Apr-17
861 RCACS	Lt	McCarthy, SJ	18-Apr-17
54 RCSCC	Lt(N)	McGill, MR	08-Jun-17
131 RCSCC	Lt(N)	McTeer, LM	30-Apr-17
513 RCACS	Capt	Mitra, S	24-May-17
232 RCACS	Capt	Mowry, JD	24-May-17
3020 RCACC	Capt	Murphy, MA	20-Jun-17
147 RCACS	Lt	Noordegraaf, GW	07-Apr-17
349 RCSCC	Lt(N)	Nutbrown, AK	18-Jun-17

848 RCACS	Capt	Osborne, AR	01-Mar-17
RCSU	Capt	Perrin, RM	25-Apr-17
RCAOps	Capt	Peters, AD	20-Apr-17
RCSU	MWO	Plante, PJ	08-May-17
RCAOps	Lt	Prior, MP	11-May-17
232 RCACS	Capt	Ralph, CA	16-Apr-17
RCSU	MCpl	Reeves, LL	23-Apr-17
655 RCACS	Capt	Richards, LM	16-May-17
RCAOps	Lt	Roach, JM	10-May-17
1787 RCACC	Capt	Roebuck, LT	18-May-17
513 RCACS	Lt	Sattler, MD	04-Apr-17
RCSU	Capt	Schenkeveld, RW	28-Mar-17
RCSU	Capt	Schnider, RA	26-Jun-17
3064 RCACC	Lt	Sheridan, WS	20-Jun-17
RCSU	Maj	Shim, NS	24-May-17
RCSU	Lt	Smith, AG	05-Jun-17
135 RCACS	Capt	Smith, CJ	29-Mar-17
RCSU	Lt(N)	St. Hilaire, MP	02-Jun-17
RCSU	Lt(N)	Stewart, JL	22-May-17
2305 RCACC	Capt	Stilborn, CA	16-Apr-17
263 RCSCC	Lt(N)	Tarrington, JA	18-Jun-17
354 RCSCC	Lt(N)	Thompson, WR	14-May-17
201 RCSCC	A/LCdr	Tofsrud, SA	28-Jun-17
131 RCSCC	SLt	Townsend, MA	25-Jun-17
2893 RCACC	Capt	Wade, CW	20-Jun-17
RCSU	A/SLt	Welsh, BJ	18-May-17
746 RCACS	Capt	White, CJ	13-Jun-17
RCAOps	Capt	White, JM	01-Apr-17
3020 RCACC	Capt	Winsor, MA	20-Jun-17
RCSU	Lt	Wolfe, DL	07-Apr-17
754 RCACS	Lt	Wong, , YC	22-Jun-17
RCSU	Capt	Wright, MW	26-Apr-17
RCSU	Capt	Yau, SS	28-Jun-17
759 RCACS	Lt	Yip, PP	30-Apr-17
RCSU	Lt	Yu, JM	13-Apr-17

2. Personnel are advised that completion of a VSS check can take several weeks, therefore it is important that the process be initiated well in advance of the expiry date.

3. A current PRC/VSS is required for all adult supervisors, therefore, personnel who do not submit an updated PRC/VSS prior to the expiry date will not be authorized to parade until a PRC/VSS is received and approved at RCSU (Pac).

4. The PRC/VSS for the following pers has extended beyond the five year mark, therefore, the following pers have been directed to cease parading on the date indicated:

Unit	Rank	Last Name	Due Date	Cease Parading Effective Date
RCAOps	2Lt	Amelia, JA	14-Apr-16	15-Apr-16
RCSU (Pac)	OCdt	Anderson, DR	19-Sep-16	28-Oct-16
RCSU (Pac)	Lt	Anderson, SL	25-Dec-16	12-Jan-17
RCAOps	Lt	Bambey, S	19-Jan-17	20-Jan-17
3064 RCACC	Capt	Berns, MA	14-Dec-16	15-Dec-16
3063 RCACC	Capt	Brookes, TD	24-Aug-16	26-Aug-16
RCSU	Lt	Burt, DA	01-Feb-17	07-Feb-17

RCSU (Pac)	A/Maj	Cable, RW	05-Feb-13	06-Feb-13
109 RCSCC	SLt	Callaghan, KM	17-Jan-17	19-Jan-17
RCSU (Pac)	2Lt	Carlson, IM	03-Sep-15	07-Jan-16
RCSU (Pac)	2Lt	Cheung, EL	29-Nov-15	07-Jan-16
RCSU (Pac)	Lt	Chung, LC	18-Sep-16	28-Oct-16
RCSU (Pac)	Lt	Contractor, DK	23-Jun-14	24-Jun-14
RCSU (Pac)	Lt	Coombs, TL	02-Nov-16	03-Nov-16
RCSU (Pac)	PO2	Covlin, KM	11-Jan-17	12-Jan-17
RCSU (Pac)	2Lt	Crawford, DY	07-Sep-16	22-Mar-16
RCSU (Pac)	Capt	Crawford, ME	29-Dec-16	09-Jan-17
RCSU (Pac)	A/SLt	Doskotch, KT	30-Nov-16	01-Dec-16
RCSU (Pac)	SLt	Douglas, RS	07-Jan-16	12-Jan-16
RCSU (Pac)	Capt	Escobar, FG	07-Jan-17	01-Apr-16
89 RCACS	Capt	Fairchild, RK	16-Jan-17	19-Jan-17
RCSU (Pac)	OCdt	Fernstrom, TJ	14-Sep-16	14-Jan-16
1922 RCACC	Lt	Francis, SB	11-Aug-16	01-Mar-16
RCSU (Pac)	Lt	George, BT	02-Sep-16	09-Sep-16
RCSU (Pac)	2Lt	Gill, YK	02-Dec-16	05-Dec-16
RCSU (Pac)	Capt	Goddard, KA	09-Feb-17	09-Feb-17
RCSU (Pac)	2Lt	Goswell, ML	09-Nov-16	09-Nov-16
RCSU (Pac)	Capt	Griffith, MJ	07-May-12	08-May-12
2510 RCACC	Lt	Harvey, CA	02-May-13	20-Sep-12
2289 RCACC	Lt	Hill, VL	14-Oct-16	24-Oct-16
RCSU (Pac)	WO	Hobor, TA	08-Feb-17	09-Feb-17
RCSU (Pac)	Lt	Houle, EK	27-Jan-15	29-Jan-15
RCSU (Pac)	Capt	Hull, C	16-Sep-12	17-Sep-12
RCSU (Pac)	A/SLt	Johnson, JB	06-May-15	07-Jan-16
RCSU (Pac)	SLt	Kardal, RM	12-Apr-16	06-Oct-16
RCAOps	Capt	Kelley, RA	22-Feb-17	23-Feb-17
637 RCACS	Lt	Keogh, BL	07-Sep-16	09-Sep-16
RCSU (Pac)	2Lt	Kwok, NK	02-Aug-16	10-Aug-16
RCSU (Pac)	SLt	Lee, A	29-Oct-15	07-Jan-16
RCSU (Pac)	2Lt	Leung, C	17-Sep-16	17-Oct-16
2277 RCACC	Lt	MacDougall, A	24-Mar-16	29-Mar-16
2276 RCACC	Capt	Nicoll, GW	24-Feb-17	28-Feb-17
RCSU (Pac)	OCdt	Pike, SR	23-Sep-15	12-Mar-14
54 RCSCC	2Lt	Schoenfelder, AE	25-Feb-16	26-Feb-16
RCSU (Pac)	Capt	Seal, KA	21-Aug-16	26-Aug-16
RCSU (Pac)	Lt(N)	Sullivan, RL	15-Oct-12	17-Oct-13
819 RCACS	Lt	Truong, LC	28-Dec-16	09-Jan-17
655 RCACS	Lt	Tsang, CY	28-Nov-16	29-Nov-16
RCAOps	Lt	Tung, J	25-Jan-17	31-Jan-17
RCAOps	Capt	Tuytens, DW	09-Jan-17	10-Jan-17
RCAOps	Capt	Vucko, DL	21-Nov-16	23-Nov-16
RCAOps	Capt	Vucko, J	07-Nov-16	09-Nov-16
RCSU (Pac)	A/Maj	Wagner, TN	08-Feb-17	09-Feb-17
258 RCACS	Capt	Wanner, TD	21-Oct-16	24-Oct-16
2308 RCACC	Capt	Welbourn, RC	14-Nov-16	17-Nov-16
RCSU (Pac)	Lt	White, KM	16-Oct-16	24-Oct-16
3066 RCACC	2Lt	Williams, JC	28-Feb-17	1-Mar-17
105 RCSCC	Lt(N)	Wisla, MA	11-Jan-17	12-Jan-17
325 RCSCC	A/SLt	Wisla, SM	11-Jan-17	12-Jan-17
2381 RCACC	Lt	Wu, SJ	25-Jan-17	31-Jan-17

5. PRC/VSS has been completed and approved for the following personnel who are authorized to recommence duties effective on the PRC/VSS approval date indicated below:

Unit	Rank	Name	Cease Parading Effective Date	PRC/VSS Approval Date
135 RCACS	Capt	Blackstock, M	07-Feb-17	15-Feb-17
89 RCACS	Capt	Fairchild, R	16-Jan-17	15-Feb-17
848 RCACS	Capt	Ketchum, A	08-Feb-17	17-Feb-17
777 RCACS	Capt	Kitts, S	20-Feb-17	22-Feb-17
147 RCACS	Lt	Noordegraaf, C	09-Feb-17	11-Feb-17
296 RCSCC	SLt	Smith, S	20-Feb-17	23-Feb-17
223 RCACS	Lt	Van Overschot, CJ	31-Oct-16	17-Feb-17
195 RCSCC	SLt	Wong, A	09-Feb-17	17-Feb-17

(J1 Staffing O)

*35/17 – Reliability status REQUIRING UPDATE*

1. Reliability Screening consists of conducting verifications and checks in order to be able to grant individuals a Reliability Status (RS), which is the minimum level required for all CAF members and civilian instructors working in support of the CCO. RS must be updated every 10 years. Note that for renewals, no supporting documents are required when submitting the Cdt #172. The following personnel must renew their RS prior to the due date indicated below:

Unit	Rank	Name	Due Date	Comment
RCSU (Pac)	Lt	Anderson, MW	05-Apr-17	Cdt #172 required
609 RCACS	Capt	Antoniou, PJ	02-Feb-17	update in process
100 RCSCC	A/SLt	Arruda, RJ	12-Apr-17	Cdt #172 required
2812 RCACC	Capt	Bach, R	27-Feb-04	update in process
1725 RCACC	Capt	Banks, BW	26-Feb-17	Cdt #172 required
RCSU (Pac)	Capt	Bendfeld, DT	29-Mar-17	Cdt #172 required
325 RCSCC	Lt(N)	Blount, DW	17-May-17	Cdt #172 required
296 RCSCC	Lt(N)	Chapman, PL	26-May-17	update in process
2924 RCACC	Lt(N)	Coles, BD	15-May-17	Cdt #172 required
513 RCACS	Capt	Edmiston, P	26-Jan-17	update in process
1838 RCACC	Capt	Evans, D	18-Apr-17	Cdt #172 required
89 RCACS	Capt	Fairchild, RK	09-Apr-17	update in process
296 RCSCC	SLt	Gueguen, GP	14-May-17	update in process
259 RCACS	Capt	Hellyer, MK	03-Apr-17	Cdt #172 required
1867 RCACC	Capt	Henderson, TG	29-Mar-17	Cdt #172 required
RCAOps	Capt	Hoath, K	25-Jan-17	update in process
100 RCSCC	Lt(N)	Irving, S	11-Jan-17	update in process
354 RCSCC	Lt(N)	Juliusson, RJ	02-Feb-17	update in process
RCAOps	Capt	Kerry, SK	20-Mar-17	Cdt #172 required
RCAOps	Capt	Kirkpatrick, DO	21-Mar-17	update in process
RCSU (Pac)	LCol	Kopan, TW	02-Feb-17	update in process
808 RCACS	Capt	Kung, CS	30-May-17	Cdt #172 required
2276 RCACC	Capt	Lane, RJ	02-Feb-17	Cdt #172 required
5 RCSCC	Lt(N)	Lesperance, P	25-Jan-17	update in process
692 RCACS	Capt	Leung, EY	12-Apr-17	Cdt #172 required
RCAOps	Lt	Levasseur, F	27-Apr-17	Cdt #172 required
RCSU (Pac)	Capt	Lewis, RM	02-Feb-17	update in process
2289 RCACC	Capt	Logan, KD	05-May-17	Cdt #172 required
5 RCSCC	SLt	Logan, VS	05-Jun-17	Cdt #172 required
3063 RCACC	Capt	March, KJ	26-Feb-17	update in process
521 RCACS	Capt	Martin, DK	05-Apr-17	Cdt #172 required
131 RCSCC	Lt(N)	Mcteer, LM	05-Apr-17	Cdt #172 required
72 RCACC	Capt	Millard, MJ	05-Feb-17	update in process
189 RCSCC	Lt(N)	Orange, TL	24-Jun-17	Cdt #172 required
848 RCACS	Capt	Osborne, AR	28-May-17	Cdt #172 required
RCSU (Pac)	Capt	Perrin, RM	14-Jun-17	Cdt #172 required
RCAOps	Capt	Pritchard, N	10-Nov-16	update in process

2827 RCACC	A/Capt	Rothwell, RA	22-Mar-17	Cdt #172 required
296 RCSCC	SLt	Smith, SK	12-May-17	Cdt #172 required
222 RCACS	Capt	Stewart, GB	18-Jun-17	Cdt #172 required
RCSU (Pac)	Lt(N)	Tsang, TK	26-May-17	Cdt #172 required
RCSU (Pac)	Capt	Tujik, P	26-Jan-17	update in process
RCSU (Pac)	MCpl	Vonpetzinger, CE	07-Feb-17	update in process
258 RCACS	Capt	Wanner, TD	16-May-17	Cdt #172 required
RCAOps	Capt	White, JM	20-Mar-17	update in process
3005 RCACC	Capt	Wilson, MK	15-May-17	Cdt #172 required
759 RCACS	A/Maj	Wong, BS	04-Apr-17	Cdt #172 required
RCSU (Pac)	Lt	Yu, JM	26-May-17	Cdt #172 required

2. Reliability Status (RS) is valid for a period of 10 years and must be updated prior to the expiry of this validity period. The following personnel have passed the RS update deadline and have been directed to cease all cadet activities including voluntary duty/support effective the date indicated below. These members shall not be authorized to return to duty until the RS has been processed and approved.

Unit	Rank	Name	Due Date	Cease Parading Effective Date
RCSU (Pac)	Lt(N)	Allan, OA	21-Sep-15	07-Jan-16
1725 RCACC	Capt	Banks, B	26-Feb-17	28-Feb-17
903 RCACC	Capt	Blomme, W	14-Feb-17	22-Feb-17
RCSU (Pac)	Lt(N)	Bollen, LD	16-Mar-15	20-Mar-15
RCSU (Pac)	Capt	Campbell, D	26-Jan-17	27-Jan-17
RCSU (Pac)	Capt	Dornan, WJE	25-Jan-16	26-Jan-16
258 RCACS	Capt	Eichinger, ND	17-Nov-14	07-Jan-16
RCSU (Pac)	Capt	Escobar, FG	31-Mar-16	01-Apr-16
1922 RCACC	Lt	Francis, SB	29-Feb-16	01-Mar-16
RCSU	Capt	Griffith, MJ	23-May-16	08-May-12
RCSU (Pac)	Capt	Haak, K	31-Oct-16	01-Nov-16
2510 RCACC	Lt	Harvey, CA	10-Sep-12	20-Sep-12
RCSU (Pac)	Capt	Hull, C	02-Apr-12	17-Sep-12
RCSU (Pac)	SLt	Kardal, R	07-Feb-17	09-Feb-17
RCSU (Pac)	Capt	L'Heureux, KLR	04-Jan-15	09-Jan-15
RCA Ops	Lt	Norris, KDB	31-Mar-16	01-Apr-16
828 RCACS	Capt	Peel, MK	27-Jun-15	07-Jan-16
259 RCACS	Lt	Power, B	06-Feb-17	09-Feb-17
RCSU (Pac)	Lt(N)	Totten, NC	21-Sep-15	17-Oct-16
RCSU (Pac)	Capt	Turra, E	24-Jan-17	25-Jan-17
RCSU (Pac)	Capt	Wright, MW	29-Aug-15	07-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	RS Approval Date
RCSU (Pac)	Capt	Stroet, MA	02-Feb-16	06-Feb-17

(J1 Staffing O)

### *36/17 – RCSU (PAC) Reserve employment opportunities (REO)*

1. Reserve Employment Opportunities (REOs) with the Regional Cadet Support Unit (Pacific) are available to serving Reservists who meet the required criteria as stated for each employment opportunity and can be found at:

<http://armyapp.forces.gc.ca/reo-oer/en/VCDSBRANCH.aspx>

2. The following REOs with the Regional Cadet Support Unit (Pacific) have been published and will be closing on various dates in Mar 17:

[O-28157 - J8 Fin Services Specialist \(Travel & Claims\)](#)  
[O-27769 - J8 NPF Supervisor \(Backfill\)](#)  
[O-27752 - J8 Fin Services Specialist \(Travel & Claims\)](#)  
[O-29875 - J3 Zone Trg O \(Vancouver 3\) \(Temporary Backfill\)](#)  
[O-30011 - J35 CIC CDL Training O](#)  
[O-27584 - J1 HR Supervisor \(Program Staffing\)](#)  
[O-29885 - J4 Supply Tech \(Vernon\)](#)  
[O-26311 - J4 Supply Tech \(Chilliwack\) - Sgt](#)  
[O-26305 - J4 Supply Tech \(Chilliwack\) – MCpl](#)  
[O-26306 - J4 Supply Tech \(Chilliwack\) - Cpl](#)  
[O-29883 - J4 CTC Mov Clk](#)

(J1 Staffing O)

### **37/17 – RCSU (PAC) RESERVE SERVICE OPPORTUNITIES – EXPRESSION OF INTEREST**

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

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

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

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

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

(J1 Staffing O)

### **38/17 – TEMPORARY DIRECTING STAFF POSITIONS**

1. The Regional Cadet Instructor School (Pacific) is collecting applications from CIC Officers for Temporary Directing Staff positions during the Training Year 2017-2018. Officers interested in these positions should apply by submitting a Cdt #176, Application for Temporary DS and the Temp DS Availability Form (both can be located in the RCIS (Pac) folder in the file



Repository) to Capt E. Lacey, CIC Trg Prog Trg O, at [Evelyne.Lacey@cadets.gc.ca](mailto:Evelyne.Lacey@cadets.gc.ca) or mailed in to the address located on the Cdt #176 form.

2. Prerequisites:
  - a. Rank: substantive Captain/Lieutenant(N) or Lieutenant/Sub-Lieutenant;
  - b. CIC Officer MOSID 00232-01, -02 or -03, depending on course requirement;
  - c. Command experience: Corps/Squadron CO or equivalent experience at a CTC (for IOTC, a COC);
  - d. possess extensive knowledge of the Canadian Cadet Organizations, their elements, Cadet Training Program, and the operation of a cadet corps/squadron;
  - e. competent instructor – SIC qualified, preferred;
  - f. capable of preparing lesson plans, course reports, memoranda, and military papers;
  - g. computer literate – skilled in word processing and presentation programs, with special emphasis on Office, using Word and PowerPoint;
  - h. organizational and administrative skills;
  - i. possess counselling, coaching and facilitator skills; and
  - j. preference will be given to applicants who possess additional specialist skills relevant to specific courses (ie: Private Pilot's Licence, SCOP/Sail qualified, First Aid Instructor, etc).
3. Temporary positions may be available for the following courses:
  - a. Qualification Courses (BOTC, CIC OTC, ETC (Sea, Land, Air), IOTC);
  - b. Job-Based Courses (SIC, TOC, COC); and
  - c. Specialty Courses (Abseil, Flat Water Canoe, Mountain Bike, Orienteering Instructor). Note: Relevant qualifications/certifications must be current.

(OIC Reg Trg)

### **39/17 – APPLICATIONS FOR BRANCH ADVISOR (PACIFIC) CIC BRANCH ADVISORY COUNCIL**

1. Captain R. Lewis' term as Branch Advisor for BC and chair of the Regional Advisory Council (RAC) is coming to a close. Applications are being accepted until 10 Mar 17 for CIC officers interested in working on a national council of peers whose objectives are to provide advice to CAF leadership on issues pertaining to the Branch. The successful applicant will have a minimum of 8 years of broad CIC experience at the local training, CTC, RCIS, regional, and national levels, be a self-starter, work well under no supervision, have demonstrated communications ability, and have agility with electronic and social media. This is a Class A position that requires an individual who can transcend geography and lead a team of like-minded individuals in BC who will form the Regional Advisory Council (RAC). Some regional travel and attendance at national meetings will be required. The rank for this position is substantive or acting LCdr/Maj.
2. Applications are to be sent either electronically or in hard copy to the J1 Admin O, Maj Ennis ([Beverley.Ennis@forces.gc.ca](mailto:Beverley.Ennis@forces.gc.ca)), and shall state why you are interested in the position, what you would like to achieve during your term, and why you consider yourself to be the best candidate for the position.

3. The mandate of the BAC will include items submitted by CIC officers to National CJCR Sp Gp HQ for consideration via their BAC / RAC member and / or the Chairperson. The BAC may also consider, but is not limited to, making recommendations on the following topics:

- a. policy and procedures for the CIC Military Occupational Structure (MOS);
- b. policy and procedures for the recruitment, training and retention of CIC officers;
- c. policy regarding the terms of service of CIC officers (i.e. enrolment, appointment, progression, promotion, transfer or release);
- d. standards of dress and type of accoutrements and insignia, including scales of issue for CIC officers; and
- e. provide policy advice to Natl CJCR Sp Gp HQ as required on CIC matters.

(J1 Admin O)

#### **40/17 – REQUESTING SPECIALIST INSTRUCTOR SUPPORT**

Ref: CATO 21-03

1. IAW ref, each corps/squadron is allocated a maximum number of specialist days per training year. The number of days is equal to the authorized number of paid staff for that training year (i.e. if a corps/squadron has a paid establishment of 6 officers, that corps/squadron has an allocation of 6 specialist days).

2. These days can be used to pay a COATS member including members on the CISS establishment, a PRes member or a Civilian Instructor. A member on strength at a corps/squadron cannot collect specialist pay at their corps/squadron, but may be authorized to provide specialist support outside their corps/squadron. Specialist days are not to be used to do administrative or general tasks.

3. Corps/Squadron Commanding Officers are to submit requests for approval of specialist instructors to their Zone Training Officer, preferably by email. Requests are to be submitted in advance of an activity, not after. The Zone Training Officer will review the request and, if supported, forward to the J1 Human Resources Officer (HRO) for final approval. As this is a two part process, it is suggested that last minute requests be avoided where possible. The HRO will then provide final financial approval and instructions via email on how to submit the required paperwork for pay processing.

(HRO)

#### **41/17 – CALL FOR NOMINATIONS – REGIONAL AND FORMATION HONOURS**

Ref: PRCI 212

1. The purpose of Regional and Formation level honours is to recognize the contributions of individuals whose service or actions bring credit to the corps/squadron, RCSU (Pac) or to the Canadian Cadet Organizations (CCO) as a whole. These individuals do not necessarily have to be a cadet or CAF member, they can also be a deserving volunteer or supporter to the CCO. More information about criteria for various honours and awards can be found in ref.

2. Nominations can be submitted using a Cdt #175, found in the File Repository, and should be accompanied by any supporting documentation. All nominations must be submitted to the J1 Services Officer, in confidence, NLT 31 Mar 17.

3. Should further information or clarification be required, contact the J1 Services Officer, Capt Scott, at 250-363-0806.

(J1 Services Officer)

**42/17 – PARTICIPATION OF CADETS – CENTENNIAL CELEBRATIONS OF THE BATTLE OF VIMY RIDGE**

Ref: 1085-16-6 (J3 Trg Ops) 23 February 2017

1. In accordance with ref, the following cadet corps and squadrons from Pacific Region are authorized to attend centennial celebrations of the Battle of Vimy Ridge:

- a. 7 RCSCC;
- b. 100 RCSCC;
- c. 136 RCSCC;
- d. 205 RCACS;
- e. 220 RCSCC;
- f. 263 RCSCC;
- g. 1725 RCACC;
- h. 1813 RCACC;
- i. 2276 RCACC;
- j. 2381 RCACC;
- k. 2618 RCACC;
- l. 2947 RCACC;
- m. 386 RCACS;
- n. 525 RCACS;
- o. 676 RCACS; and
- p. 759 RCACS.

2. Information regarding DND BlueCross medical coverage and instructions for the wearing of uniforms is contained in ref which has been distributed to all corps and squadrons authorized to participate. Corps/Squadron COs are required to ensure that this instruction is read, understood and followed.

3. Supervision for these tours is to be in accordance with the supervision ratios detailed in CATOs 13-12 and 14-06.

(J5 Regional Trg Plans O)

**43/17 – UPCOMING EXPEDITION ACTIVITIES MARCH - MAY 2017**

1. Bus timings, joining instructions, and the consent form have been emailed to all corps for the Silver Star Expeditions at Ellison Provincial Park, 18-27 Mar 17. Please contact J35 Expedition Training Officer with any changes.

2. The Warning Order for the make-up Gold Star Expedition (12-14 May 17) at Golden Ears Provincial Park has been emailed to all corps. The deadline for registration in FORTRESS is 12 Apr 17.

3. The Warning Order for the West Coast Challenge Regional Expedition (20-28 May 17) happening around the Gulf Islands has been emailed to all corps. The deadline for registration in FORTRESS is 21 Apr 17.

4. Members interested in Reserve Service in support of these Expeditions (Expedition Leader, Expedition Team Leaders, Logistics Officer, Bus Escorts) are to email J35 Expedition Training Officer, Capt Brandon McAuley, at [Brandon.mcauley@forces.gc.ca](mailto:Brandon.mcauley@forces.gc.ca)

(J35 Expedition Trg O)

#### **44/17 – TRANSPORTATION WHILE ON CORPS /SQUADRON EXERCISES**

1. Corps/Squadron COs are reminded that authority to order, cancel, or change transportation is to be coordinated through the RCSU (Pac) Movements Section. During regular working hours (0800 hrs – 1600 hrs), the appropriate J3 Training Support Coordinator is to be contacted.

2. For urgent transportation requirements during the weekends, contact the Duty Movements Officer at 1-866-668-8388. The Movements Section's common email cannot be monitored after working hours or on weekends.

3. Corps/Squadron COs and staff can check the status of their buses and u-drive vehicles(s) in the monthly transportation sheets posted in the Movements Requirements and Requests folder in the File Repository. If you see an entry, the bus or vehicle has been ordered. Corps/Squadron staff are responsible to check and confirm all information a minimum of three days prior to travel and not during the day of travel.

4. Toll Charges – if you are required to cross a Toll Bridge during your exercise and you receive a bill from the rental agency, please forward the bill to RCSU (Pac) Movements Section.

(J4 Mov O)

#### **45/17 – VEHICLE RENTAL – FUEL CHARGES**

Ref: Canadian Forces Temporary Duty Travel Instructions (CFTDTI)

1. All personnel are reminded that when picking up and returning rental vehicles the following process shall be followed:

- a. on picking up the rental vehicle, ensure the fuel tank is at least ¼ full. You will return it the same way. These are the terms in all SOAs; and
- b. if the rental agency offers to charge for a tank of gas on return of the vehicle, members shall not accept this offer. Rental agencies will not provide a refund for any fuel that remains at the time of drop-off which is why you try to have the same amount in the tank when you return the vehicle.

2. Failure to follow the above procedure could result in the member having to pay all fuel charges that are determined to be either inappropriate or excessive.

3. All DND/RCSU (Pac) vehicles can be fuelled at MSE or Dockyard. MSE fuel pumps are on your right after entering the gate at the back of the building. Dockyard fuel pumps are located by entering Naden gates, turn left at T, turn right at Fleet School, proceed through Commissionaire gate, follow road through transport area, pumps are on your right. Any questions may be directed to the Movements Section at 1-866-668-8388.

(J4 Mov O)

## **46/17 – TRAVEL WORKSHEET**

The Travel Worksheet has been modified. The new form is effective immediately. Please delete any older versions you may have saved on your local drive. The new worksheet may be found in the File Repository: finance forms or from the J8 Claims Clerks.

(J8 Fin Services Manager)

## **47/17 – DISTRIBUTION OF T4**

T4s are mailed directly from Ottawa, no later than 28 February 2017, to the residential addresses as reflected on your pay statement. If the address on your pay statement is incorrect, please contact the RCSU (Pac) Orderly Room to correct the mailing address. If you do not receive your T4 by 15 March 2017, please direct all queries to the Chief Clerk, WO Dave Curran, at 250-363-7293 or email at Dave.Curran@forces.gc.ca. Information to include in your queries is: the year for which the T4 is requested, contact phone number, service number and correct mailing address.

(J1 HR Manager)

## **48/17 – PENSION BUYBACK – T4 SLIPS**

1. Please be advised that it has come to our attention that there is an issue with the T4 slips that were issued recently to Reserve Force members who have been buying back their pension using a monthly installment plan.
2. These T4 slips that have been issued are incorrect. The T4s currently reflect what a member has paid in up until the end of June. The buyback amount (up to end June) was managed by DMPAP and the buyback was reported to the Mil Pay section.
3. Starting in July when the pension was transferred to PWGSC, the member still paid into the pension buyback but as the management of the pension was transferred, this amount was never reported to the Mil Pay system for inclusion in the member's T4.
4. Staff at the Government Pension Centre are fully aware of the problem and are currently taking steps to ensure an additional T4 slip is issued to all those affected on or before the 28 Feb 17.

(J1 Admin O)

## **49/17 – OUTSTANDING CLAIMS FOR FALL OIC TRAINING MEETINGS**

Ref: CBI 203.05

1. Travel was planned for the fall OIC training meeting and no claim progress has been made to date. The pers listed below are to verify with the claims section whether or not they participated at the OIC training meeting and if they have any expenses to claim, to request a blank worksheet.
2. Send your email to [pacific.comptroller@cadets.gc.ca](mailto:pacific.comptroller@cadets.gc.ca) and make sure you reference RO entry March 2017. Responses must be received NLT 31 March 2017 or claims will be deleted from the system.

0640393770153998	957	BOYD	OIC Trg Mtg 9-11 Sep 16
0640393770151006	977	BOYD	OIC Trg Mtg 10-11 Sep 16
0640393770149747	365	COLES	OIC Trg Mtg 10 - 11 Sep 16
0640393770150902	019	DUDLEY	OIC Trg Mtg 10-11 Sep 16
0640393770150974	199	EDWARDS	OIC Trg Mtg 10-11 Sep 16
0640393770151052	250	KOSTRZEWA	OIC Trg Mtg 10-11 Sep 16
0640393770151000	505	LAFITTE	OIC Trg Mtg 10-11 Sep 16
0640393770149830	419	MCGILL	OIC Trg Mtg 10-11 Sep 16

0640393770149844	362	NICOL	OOIC Trg Mtg 10-11 Sep 16
0640393770151033	991	NUTBROWN	OIC Trg Mtg 10-11 Sep 16
0640393770152003	716	PENNOCK	OIC Trg Mtg 9-11 Sep 16
0640393770150988	396	POTTS	OIC Trg Mtg 10-11 Sep 16
0640393770152050	555	REDDY	OIC Trg Mtg 9-11 Sep 16
0640393770154004	018	REID	OIC Trg Mtg 9-11 Sep 16
0640393770149778	714	RICHARD	OIC Trg Mtg 10-11 Sep 16
0640393770150940	477	SOLDA	OIC Trg Mtg 10-11 Sep 16

(J8 Compt)

**50/17 – OUTSTANDING CLAIMS FOR SUMMER TASKING**

Ref: CBI 203.05

- Travel was planned for a summer tasking and it appears no claim progress has been made to date. The pers listed below are to verify with the claims section whether or not they travelled. If you did travel and you have not returned a worksheet, you are required to do so immediately.
- Send your email to [pacific.comptroller@cadets.gc.ca](mailto:pacific.comptroller@cadets.gc.ca) and make sure you reference RO entry March 2017. Responses must be received NLT 31 March 2017 or claims will be deleted from the system.

0640393770088086	770	ANDREWS	QUADRA	GT Divisional Officer-Pos# 343182
0640393770103859	326	ANTONIOU	QUADRA	Music Instructor-Pos# 343170
0640393770102915	326	ANTONIOU	QUADRA	HMCS Quadra CTC Staff
0640393770091753	798	ARTHUR	ALBERT HEAD	Pos# 354988
0640393770098912	254	BECKER	CFTC COMOX	to Gimli to instruct PacReg students sent there
0640393770076142	572	BURT	VERNON	Training Centre Operations second in charge-Pos# 355236
0640393770096687	158	BYLSMA	VERNON	Operations 2 I/C
0640393770068926	331	CALDER	QUADRA	Music Instructor-Military Band Pos# 343125
0640393770103682	995	CHUN	VERNON	Pos# 355249
0640393770063294	329	CORRIGAN	CFTC COMOX	Site Supervisor-Pos# 341885
0640393770101600	469	CRAWFORD	VERNON	Vernon CTC Staff
0640393770037820	644	DE VAAL	ALBERT HEAD	Assistant Sports Officer-Pos# 355006
0640393770058827	627	DEMER	CFTC COMOX	Power Pilot Supervisor Vancouver-Pos# 341883
0640393770081923	019	DUDLEY	QUADRA	Seamanship Training Officer-Pos #
0640393770088069	808	EARL	VERNON	Range Safety Officer-Pos# 355251
0640393770102655	069	EDWARDS	QUADRA	HMCS Quadra CTC Staff
0640393770098894	400	FLYNN	QUADRA	HMCS Quadra Staff Cadet PD
0640393770077713	921	FRAGA	VERNON	Basic Fitness and Sports-Pos# 355304
0640393770105459	017	FROESE	VERNON	Music Instructor-Pos# 355286B
0640393770051006	769	GADALLAH	CFTC COMOX	School Supervisor-Pos# 341858
0640393770100100	550	GILES	CFTC COMOX	Comox Tow Pilot
0640393770093541	757	HAZELTON	VERNON	First Aid Instructor-Pos# 355254A
0640393770135080	060	HERBERT	VERNON	CTC Staffing Pos#
0640393770098913	355	HILTZ	CFTC COMOX	to Gimli MB to assist with PacReg students
0640393770084165	269	HITCHEN	QUADRA	Divisional Officer-Pos# 343135
0640393770038000	070	HSIEH	ALBERT HEAD	Flight Commander-Pos# 355107
0640393770091002	984	IKOMA	ALBERT HEAD	Aerospace 2 Flight Commander-Pos# 355017
0640393770087891	111	JAMES	VERNON	Platoon Commander-Pos# 355328
0640393770085873	677	JOHANNSSON	QUADRA	Sail Training Officer-Pos# 343117
0640393770098424	084	KENT	QUADRA	HMCS Quadra CTC Staff
0640393770069712	925	KERRY	CFTC COMOX	Chief Ground Instructor-Pos # 341856
0640393770137927	925	KERRY	CFTC COMOX	Final administration of PPS 2016
0640393770137921	925	KERRY	CFTC COMOX	Mid-summer SAV to PPS schools
0640393770099801	077	KWAN	VERNON	Vernon CTC Staff Cadet PD
0640393770071227	108	LEE	ALBERT HEAD	Intermediate Musician Flt Cmdr- Pos# 355073
0640393770071265	746	LEUNG	ALBERT HEAD	Scheduler-Pos#354993
0640393770050699	736	LI	CFTC COMOX	Advanced Flight Commander-Pos# 341860
0640393770041191	382	LOGAN	ALBERT HEAD	Scheduler Pos# 355247

0640393770094725	798	LUM BLACK	VERNON	PE Recreation Officer-Pos# 355257
0640393770103702	507	MAGDAY	ALBERT HEAD	GTC Flight Commander-Pos #355107
0640393770102240	299	MCCALLUM	VERNON	Vernon CTC Staff
0640393770103555	640	MERCER	VERNON	Vernon CTC Staff
0640393770045250	227	MIGLANI	ALBERT HEAD	Training Centre OPS 2IC-Pos# 354984
0640393770071017	415	MOK	ALBERT HEAD	Music Training Coordinator-Pos# 355089
0640393770061264	140	MORRICE	CFTC COMOX	Tow Pilot-Pos# 341853C
0640393770038969	690	NOWAKOWSKI	QUADRA	Sail Leaning Facilitator-Pos# 343111
0640393770068900	261	RANA	CFTC COMOX	Aviation Flt Cmdr - Pos#341897
0640393770077380	633	RATNAYKE	VERNON	Drill and Ceremonial Instructor-Pos# 355320
0640393770038295	674	SARGENT	ALBERT HEAD	UPAR-Pos # 355975
0640393770104435	357	SAUNDERS	QUADRA	Sail Divisional Officer-Pos# 343123
0640393770063500	694	SCHUSZTER	CFTC COMOX	Glider Pilot Candidate/Glider Pilot Instructor-Pos# 341828
0640393770130203	128	SHEWCHUK	ALBERT HEAD	CTC Position # 354990
0640393770102528	534	SIEMENS	QUADRA	HMCS Quadra CTC Staff
0640393770104561	232	SMIS	QUADRA	Training Centre 2 I/C-Pos# 343077
0640393770087577	108	SMITH	QUADRA	Senior Sail -Pos # 343114
0640393770027557	129	STECK	VERNON	Pos# 355338 Vernon CTC
0640393770038297	225	TAN	ALBERT HEAD	General Training Officer-Pos# 355115
0640393770070941	367	TRUONG	ALBERT HEAD	Fitness & Sports Instructor-Pos# 355100
0640393770098524	714	WALKER	QUADRA	HMCS Quadra CTC Staffing
0640393770127726	364	WHITE	VERNON	CTC Staffing
0640393770077496	407	WOLF	VERNON	Basic Marksmanship-Pos# 355316
0640393770089053	295	WONG	QUADRA	Administration Officer-Pos# 343781
0640393770127592	219	WONG	VERNON	Staffing at Vernon CTC

(J8 Compt)

### **51/17 – OUTSTANDING INVOICES FROM SPONSOR COMMITTEES**

1. Corps/Squadron Commanding Officers are to advise their Sponsoring Committee of the information in this RO entry.
2. All invoices for Local Support Allocation and Training Support Requests are to be submitted to J8 Comptroller not later than 3 April 2017. Failing to submit the invoices for all activity from 1 April 2016 to 31 March 2017 in a prompt manner at the end of the Fiscal Year ending 31 March 2017 can result in funds not being reserved for payment to the Sponsoring Committee.

(J8 Compt)

*// original signed by //*

D.A. Coulombe  
Commander  
Commanding Officer