



ROUTINE ORDERS
ISSUED BY
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COMMANDING OFFICER
REGIONAL CADET SUPPORT UNIT (PACIFIC)

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ROUTINE ORDER ENTRIES

The following is a listing of the contents of Routine Order 05/2015 dated 1 May 2015:

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099/15 – 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)

100/15 – PUBLIC RELEASE OF THE DESCHAMPS REPORT: JOINING EFFORTS TO ERADICATE SEXUAL MISCONDUCT

By now, you may have seen the release of the [External Review into Sexual Misconduct and Sexual Harassment in the Canadian Armed Forces](#), by former Justice of the Supreme Court of Canada, Marie Deschamps, and the CDS' message to members of the Canadian Armed Forces (CAF). While the focus is on the CAF, the leaders of both the Department of National Defence (DND) and CAF are committed to providing a harassment-free workplace – one that promotes teamwork, mutual respect and fairness for all.

Every member of the Defence Team has the right to work in a healthy and safe workplace, as well as a responsibility to help shape that environment by preventing problems before they occur. While Leaders continue to bear the responsibility for consistency in applying our shared policy on military and civilian [Harassment Prevention and Resolution](#), every one of us is responsible for our own behaviour, and we need to do our part to create a work environment where inappropriate behaviour is not present or tolerated.

Ours is a diverse and fast-paced workplace and more than ever, everyone needs to do their part to create a positive environment. Working toward the collective goal of eradicating harassment from our workplace is no exception.

Familiarize yourself with the [harassment policy](#), the [DND and CAF Code of Values and Ethics](#) and the [Values and Ethics Code for the Public Sector](#) and apply its principles to all that you do. It is everyone's responsibility to ensure that the workplace is free of harassment. I encourage all of you to be part of the solution, be alert, communicate and seek help.

John Forster
Deputy Minister

101/15 – AMENDMENTS TO PUBLICATIONS, ORDERS, AND FORMS

The following updated CATO, which is available in the File Repository, is to be noted:

CATO 51-01, Air Cadet Program Outline.

(Exec Svcs O)

102/15 – RCSU (PAC) PERSONNEL CHANGES

1. The following personnel changes have occurred/will occur at RCSU (Pac):
 - a. Lt(N) R. Ford has transferred to the position of Standards Officer for RCIS (Pac) effective 1 Apr 15 replacing Lt(N) T. Silvester who has retired;
 - b. Capt C. Major has assumed the position of Public Affairs Officer effective 1 Apr 15;

- c. Capt B. McAuley has assumed the position of Specialty Training Officer Expedition and First Aid effective 20 Apr 15 replacing Capt G. Scott whose period of Class B Reserve Service as a backfill in this position has now ended;
- d. Capt F. Milne is temporarily backfilling the short-term Class B Reserve Service position of Bus Officer until a member is selected through the application process;
- e. Lt J. Donner is temporarily backfilling the position of Training Support Clerk for the period 23 Mar – 12 Jun 15;
- f. Lt B. Justason has assumed responsibility for Staff Cadet and Course Cadet CTC loading (Air Cadets) on Class A Reserve Service until 18 May 15 and he will then continue in this role on Class B Reserve Service for the period 19 May to 3 Aug 15;
- g. SLt S. Lafleur is temporarily backfilling the short-term Class B Reserve Service position of Movements Clerk until a member is selected through the application process;
- h. SLt N. Tarrington has assumed responsibility for Staff Cadet and Course Cadet CTC loading (Sea Cadets) on Class A Reserve Service until 18 May 15 and she will then continue in this role on Class B Reserve Service for the period 19 May to 3 Aug 15;
- i. 2Lt K. Miskulin has assumed responsibility for Staff Cadet and Course Cadet CTC loading (Army Cadets) on Class A Reserve Service until 18 May 15 and she will then continue in this role on Class B Reserve Service for the period 19 May to 3 Aug 15; and
- j. MCpl M. Toews, Chief Clerk for RCA Ops (Pac), has ceased her period of Class B Reserve Service effective 31 Mar 15 and will be serving on Class A Reserve Service until her retirement on 1 Jun 15.

(Exec Svcs O)

103/15 – SECURITY SCREENING UPDATES

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

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

(Admin O)

104/15 – PRC/VSS REQUIRING UPDATE

Ref: CATO 23-04

1. A current Police Records Check/Vulnerable Sector Screening (PRC/VSS) is required for all adult staff within the CCO, therefore, personnel who do not submit an updated PRC/VSS

prior to the expiry date will not be authorized to parade until a PRC/VSS is received and approved at RCSU (Pac). The PRC/VSS for the following pers has extended beyond the five-year validity period; therefore, the following pers have been directed to cease parading on the date indicated below:

Unit	Rank	Name	Suspension Date
RCSU (Pac)	A/Maj	Cable, RW	6 Feb 13
2289 RCACC	Lt	Chow, MP	23 Apr 15
RCSU (Pac)	Lt	Contractor, DK	24 Jun 14
RCSU (Pac)	Capt	Griffith, MJ	8 May 12
2510 RCACC	Lt	Harvey, CA	3 May 13
2308 RCACC	OCdt	High, CD	17 Mar 15
828 RCACS	Lt	Houle, EK	28 Jan 15
RCSU (Pac)	Capt	Hull, C	17 Sep 12
RCSU (Pac)	SLt	Johnson, JP	22 Apr 14
RCSU (Pac)	2Lt	Ledward, RF	4 Oct 12
RCSU (Pac)	Lt	Lee, DG	26 Jul 12
RCSU (Pac)	2Lt	Martin, JR	18 Oct 12
RCSU (Pac)	Lt	O'Neill, SE	11 Oct 12
RCSU (Pac)	2Lt	Perry, TA	10 Aug 12
RCSU (Pac)	OCdt	Roussell, CK	3 Oct 13
RCA Ops (Pac)	Lt	Shook, TQ	27 Feb 15
RCSU (Pac)	Lt(N)	Sullivan, R	17 Oct 12
RCSU (Pac)	2Lt	Swaenepoel, KA	22 Feb 13
RCSU (Pac)	2Lt	Tarape, FG	25 Feb 15
1922 RCACC	Lt	Turner, S	18 Mar 15
RCSU (Pac)	Capt	Wong, N	22 Nov 12

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

Unit	Rank	Name	Renewal Date
195 RCSCC	Lt(N)	Andrews, BM	22 May 15
RCA Ops (Pac)	MWO	Bekus, BS	07 Jul 15
7 RCSCC	SLt	Boychuk, GN	21 Jun 15
RCSU (Pac)	CI	Candel, J	29 Jun 15
759 RCACS	2Lt	Cua, LB	11 May 15
777 RCACS	Lt	Goh, MC	20 Jun 15
531 RCACS	Lt	Hossack, JA	10 May 15
RCSU (Pac)	A/SLt	Johnson, JB	06 May 15
746 RCACS	Lt	Kelly, AC	08 Jul 15
768 RCACS	(G)CI	Lisk, KA	04 Jun 15
47 RCSCC	SLt	Pawlik, FE	08 Jun 15
RCSU (Pac)	Cpl	Spencer, TL	04 Jun 15
2276 RCACC	2Lt	Titley, KR	05 Jul 15

(Admin O)

105/15 – FORTRESS – NOTICES REGARDING INCOMPLETE TRAINING RESULTS

1. As of 15 Apr 15, Corps/Squadrons will have started to see a notice on their FORTRESS dashboard with regard to cadets with incomplete training results. This notice is provided as a reminder of the importance of inputting local training results before 30 Jun 15. Note that because the fifth year training program is designed to last more than a year, cadets registered to Phase 5/Master Cadet/Level 5 are excluded from this notice.

2. For Army Corps, it is important to remember that cadets who will not receive their Silver Star qualification as of 30 Jun 15, will not be registered to the NSE as of 1 Jul 15. They will be registered to the NSE on the day after they receive their Silver Star qualification.

(Exec Svcs O)

106/15 – NEW CADET TRAVEL ITINERARIES

1. A recent update to FORTRESS has included a new feature for Corps/Squadrons to access cadet travel itineraries and track changes to those itineraries in FORTRESS. These itineraries can be located in FORTRESS in the Corps/Sqn Menu > Summer Training and Activities by Selection > Itineraries. Currently, an individual itinerary may be printed from this location for distribution to cadets and parents. Note that only itineraries to which cadets are assigned will appear in FORTRESS.

2. Additional features to support this function will be coming. A “print group itinerary” function is planned. A FORTRESS Help File for itineraries is expected to be available to view by the middle of May. Once this Help File is published, an email will be sent to advise Corps/Squadron staff.

(Mov O)

107/15 – INVITATIONS FOR VVIP

1. All invites for VVIPs to ANY cadet event (ACR, anniversary, training event) must go through the RCSU (Pac) for proper staffing upwards to the Commander of Cadets. Corps/Squadrons are NOT permitted to invite Senior Military or political figures without following the Chain of Command. There have been too many Corps/Squadrons across the country creating some embarrassment and needless administrative burden by not following the correct protocols.

2. As a reminder, Corps/Squadrons can certainly invite local dignitaries within their community to their events (mayors, school principals, police/fire chiefs, local military members etc.). In fact, this is encouraged. Inviting Provincial, Federal politicians, or senior military members (i.e. Admirals and Generals) must be coordinated through the RCSU (Pac), who will either approve locally or staff the request to Commander of Cadets as required.

(CO)

108/15 – CIC ARMY BUTTONS

1. Joe Drouin Enterprises has the new, approved CIC Army buttons available for order through they website (<http://www.joedrouin.com/>).

2. The purchase of these buttons is the responsibility of the individual member; this is standard across the entire Canadian Army. The CAF does not provide branch or regimental badges at public expense.

3. CIC buttons are approved for wear on Army DEU and Mess Kit. The buttons are for commissioned officers in the Army uniform – OCdts are to wear the generic Army issued buttons.

4. At this time, there is no direction or order that all commissioned CIC officer in Army uniform must purchase and wear CIC buttons. It is an Army custom to wear branch/regimental buttons and as such, it is suggested that commissioned officers shouldn't have to be directed or ordered to dress appropriately for their respective branch. I hope that CIC colleagues in Army uniform will purchase and wear these branch buttons with pride.

5. Our approved CIC Branch supplies, Joe Drouin Enterprises (JDE) and Pennys of Thunder Bay (<http://www.pennys.ca/New/>), are both modifying their websites and adding new approved CIC items regularly. Both suppliers have the new tri-element CIC badge available. JDE has the new approved branch cummerbund and a number of other items. Penny's is in the process of

adding several new items over the next few weeks. CIC officers are encouraged to purchase from their choice of these two approved suppliers.

(CIC Branch Advisor)

109/15 – DIVESTMENT OF RCAF HEAVY WEIGHT DISTINCTIVE ENVIRONMENTAL UNIFORM

1. In response to pressures to the Common National Procurement (CNP) funding, the RCAF was asked to assess divestment of the DEU heavy weight scale of issue (tunic, skirt and pant). Drivers for this divestment request include a rise in the number of new items being introduced, unexpected growth in the volume of requests for betterments driven by new and emerging technologies, growth in requirements and CNP funding reductions. Similar divestments have already taken place by the RCN and the CA. RCAF DEU heavy weight divestment ultimately supports reinvestment opportunities that will be beneficial to other higher priority RCAF requirements.

2. Therefore, while Air Force personnel are authorized to continue to wear DEU heavy weight items until otherwise directed by their chain of command, manufacture of the Air Force DEU heavy weight tunic, skirt and pant has been ceased effective 1 Apr 15.

3. Air Force personnel may continue to order the heavy weight tunic, skirt or pant through Logistik Unicorp until stock is depleted but no further DEU heavy weight articles will be manufactured. Clothing scales will be amended to reflect this change.

(C4 Sup)

110/15 – ANNUAL ALLOCATION OF LOGISTIK POINTS

1. Points for regular uniform items are now being allocated annually by RCSU (Pac) HQ. In April of each year, points for the entire fiscal period will be transferred to unit accounts. These points comprise the entire budget for the April through March fiscal period. The practice of expending points for stock top-ups at the end of the training year in June shall cease. RCSU (Pac) will still maintain a block of points for ordering certain items and as a back-up for supplementing un-forecasted Corp/Squadron requirements.

2. The allocation is 110 points per cadet based on current FORTRESS populations. The points are broken down as follows: 90 points for regular uniforms and 20 points for parkas.

3. Ordering Process: When placing orders the following information is required:

a. Orders for Individuals: Only the name of the individual shall be used. The practice of using formats such as, "a", "one, one", "a, a", or a false name "OS Boggins" or "Admiral of the Fleet" shall cease; and

b. Orders for Unit Stock: Identify the order accordingly i.e. "stock".

4. CAF Scales of Issue units are only authorised to hold the equivalent of 1 full uniform for every 5 cadets as unit stock.

5. Parkas have been added to the regular uniform order screen. Be advised the parka point allocation has already been included in your regular uniform budget. These items are still considered to be high value and shall only be ordered on an as required basis not for local stock.

6. Order Cut-off Dates: COs and Sup Os should make note of the following cut-off dates:

a. Uniform Orders: 19 June 2015;

b. Shoulder Insignia Orders: 15 May 2015; and

c. Fiscal Year: 15 March 2016 (Est).

7. Requesting Additional Logistik Points: The following information is required when requesting additional Logistik points for uniform or parka requirements:
 - a. Parkas: These are considered high value and therefore have the tightest controls. In order to request additional points for parkas, corps/squadrons shall submit a list with the name of each cadet who requires one. Upon receipt, the Supply section shall transfer the requested number of points. We will not be issuing points for parkas to be held as stock. All corps/squadrons are to ensure that as much as possible existing parkas are redistributed within their corps/squadron prior to submitting a request; and
 - b. Regular Uniforms: In order to action requests for additional points for regular uniform items, we do not necessarily need to know the cadet's name, however, in order to correctly calculate the points required for each kitting or exchange, we need to know gender and which items each cadet requires. For example, Cadet 1 (M), T-Shirt – 1, Socks – 1, Shirt (Type) – 1, etc.
8. Corps/squadrons shall expend all existing points prior to requesting top-ups.
9. Requests for all Logistik support including point requests should be sent directly to RCSU (Pac) Supply, with a CC copy to the supporting ACO and ACA:
 - a. Sgt Phil Lemire: Phillip.Lemire@forces.gc.ca; or
 - b. PO2 Kim Chaisson: Kim.Chaisson2@forces.gc.ca.

(C4 Sup)

111/15 – RSO UPDATE AND RE-CERTIFICATION PROCESS

Refs: A. PRCI 110

B. CATO 24-14

C. Pacific Region Routine Orders entry 093/15

1. In accordance with the references above, Range Safety Officers must be certified as current in order to be permitted to conduct range practices with cadets.
2. In order to maintain an RSO certification, members are required to participate in the duties of and function as a RSO at a **minimum** of once within a 12 month period, and report that activity via email to the RSO Certification Manager, Lt(N) Ford, at Rex.Ford@cadets.gc.ca. This email must be in the following format:
 - a. Last name;
 - b. First name;
 - c. Rank;
 - d. Service number;
 - e. Date of most recent RSO duties; and
 - f. Type of rifle used.
3. For those personnel who have not functioned as an RSO for greater than 1 year, the re-certification process is as follows:
 - a. conduct a range practice under the supervision of a certified current RSO;
 - b. send an email as outlined in para 2 above; and
 - c. the supervising RSO is to send an email containing the following statement:

“I have overseen [Rank and Name] set up, conduct and dismantle a [Type] range activity. It is my judgement that [he or she] is competent to conduct and supervise a [Type] range activity”

4. Upon receipt of these two emails, you will be certified as current and the regional database and RSO list will be updated accordingly.
5. Corps/Squadron COs are reminded that you are NOT permitted to run a range activity without a qualified and certified current RSO in place. It is strongly recommended that all RSOs maintain their Specialty Training and Activity Log Book (A-CR-050-876/PW-000) as directed in ref B.
6. In the event that you do not hold the log book, send an request via email to Lt(N) Ford containing the following information:
 - a. Rank;
 - b. Full name;
 - c. Postal address; and
 - d. Number of books required.
7. Personnel who have not updated their certification for greater than 3 years may be required to retake the required training before being re-certified.

(Stds O RCIS (Pac))

112/15 – POSSIBLE NETWORK INTERRUPTIONS

In order to abide by recommended security guidelines, all servers within the Pacific Region will have outstanding security patches applied at the beginning of each work week (Mondays from 0600 to 0730 hrs). Occasionally this drill requires equipment to be rebooted. Servers may need to be rebooted, causing temporary loss of services such as: printing, web browsing and network drive access.

(Svc Desk Supr)

113/15 – FRAUDULENT TRAVEL CLAIMS

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

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

(Pay/Claims O)

114/15 – OUTSTANDING TRAVEL CLAIMS

Ref: CBI 203.05

1. Members are reminded to submit their travel and expense claims to the RCSU (Pac) promptly after Temporary Duty (TD) has ended.
- 2.. Ref states: “Any sum of money payable under the QR&O or CBI that is not claimed within a period of twelve months after the date on which it might have been claimed is forfeited, except when the circumstances disclose sufficient reason for the delay in submitting the claim and the payment is approved by the Chief of the Defence Staff.”
3. In summary, failing to plan to submit your claim promptly after TD ceases is not a sufficient reason to submit a request to the CDS for approval. As well, delay in claim submission affects overall financial management and staff resources.

(Pay/Claims O)

115/15 – CO’S CORNER

1. Spring brings a flurry of activity. With the better weather that comes with this season, our cadets are out enjoying opportunities to glide, sail, practice their survival skills, and so much more. A number of competitions have been running – Regional Interdivisional Seamanship, National Qualifying Regatta, Drill, First Aid, Band – and I extend my congratulations to all who have participated. I’ve had the chance to see several events over the year, and each reminds me that this program is truly remarkable in all of the various opportunities that we provide to the cadets. Keep up the great work as we head into the final stretch of the local training year!
2. With ACR season nearly upon us, many of you are busy making plans and preparations to showcase and celebrate your cadets and their accomplishments over the training year. I look forward to being able to attend some of these parades. I wish I could see all of you – I know you all put so much work into this final event – but, of course, timings and geography do not allow this. I wish you all a successful ACR. I also want to remind you of the importance of following the direction that is published in this RO, as it was in last month’s also, about invitations to VVIPs. It is very important that the Chain of Command be engaged in this process so that we can be sure that all protocols are properly followed with these important guests.
3. The summer training season will soon be upon us. Staff at the HQ is currently busy with all of the planning and preparation that goes into staffing, course loading, and all of the service support aspects of standing up the CTCs. As noted earlier in this RO, all corps/squadron staff must be aware that travel itineraries for cadets will now be promulgated in FORTRESS. This is a significant change from how these were distributed previously so please be sure to have a look at the RO entry and if you do have any questions as we learn our way through this new process, please reach out to your ACA.

// original signed by //

A.W. Muir
Commander
Commanding Officer