



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

Order No. 09/2015	1 November 2015
Last Order No. 08/2015	Esquimalt, BC

ROUTINE ORDER ENTRIES

The following is a listing of the contents of Routine Order 09/2015 dated 1 November 2015:

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209/15 – 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)

210/15 – REPORTS, RETURNS AND DEADLINES

Cdt #194, Unit Ethics Focus Session	30 Nov 15
Completion of Annual Verifications in FORTRESS	30 Nov 15
Submission of Detailed Health Questionnaires	30 Nov 15
Cdt #184, Power & Glider Pilot Scholarship Examination Applicants	11 Dec 15
Completion of Security Awareness Training (A230)	31 Dec 15
Completion of the Positive Youth Development and Program Outreach (PYDPO) Learning Package	31 Mar 16

(CC)

211/15 – AMENDMENT TO PUBLICATIONS, ORDERS AND FORMS

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

Cdt #172, Reliability Status Initiation Form (10-15).

(Exec Svcs O)

212/15 – CHANGE OF COMMAND AND APPOINTMENTS

In accordance with Queen's Regulations and Orders for the Canadian Cadet Organization (QR Cadets) article 2.27, the following officers have been appointed Commanding Officer, Acting Commanding Officer, or have had their tenure extended:

- a. Lt(N) G. Gaucher's appointment as CO of 93 RCSCC is extended until 30 Jun 16;
- b. Lt(N) S. Dudley's appointment as CO 136 RCSCC is extended until 30 Jun 16;
- c. Lt(N) T. Isabelle was appointed CO of 158 RCSCC, effective 28 May 15 for a three year term ending 27 May 18;
- d. Lt(N) T. Orange was appointed CO of 189 RCSCC, effective 2 Jun 15 for a three year term ending 1 Jun 18;
- e. Lt(N) S. Tofsrud was appointed CO of 201 RCSCC, effective 12 Sep 15 for a three year term ending 11 Sep 18;
- f. Lt(N) A. Nutbrown was appointed CO of 349 RCSCC, effective 31 May 15 for a three year term 30 May 18;
- g. Capt J. Boswall was appointed CO of 1726 RCACC, effective 8 Sep 15 for a three year term ending 7 Sep 18;
- h. 2Lt T. Mainville was appointed CO of 1746 RCACC, effective 30 Jan 15 for a three year term ending 29 Jan 18;
- i. Capt R. Schell was appointed CO of 1789 RCACC, effective 24 Oct 15 for a three year term ending 23 Oct 18;
- j. 2Lt E. Nickel-Thibodeau was appointed CO of 1813 RCACC, effective 11 Feb 15 for a three year term ending 10 Feb 18;
- k. Capt C. Stilborn was appointed CO of 2305 RCACC, effective 5 Oct 15 for a three year term ending 4 Oct 18;
- l. A/Maj G. Law's appointment as CO of 2381 RCACC is extended until 30 Jun 16;
- m. Capt J. MacFadyen-Miskulin was appointed CO of 2422 RCACC, effective 17 Mar 15 for a three year term ending 16 Mar 18;
- n. Lt M. McConnell was appointed CO of 2756 RCACC, effective 1 Sep 14 for a three year term ending 31 Aug 17;
- o. 2Lt R. Lafitte was appointed CO of 2943 RCACC, effective 4 Oct 14 for a three year term ending 3 Oct 17;
- p. Capt C. Fearn was appointed CO of 3005 RCACC, effective 26 Feb 15 for a three year term ending 25 Feb 18;
- q. Capt A. Smith was appointed CO of 111 RCACS, effective 28 Sep 15 for a three year term ending 27 Sep 18;
- r. Capt C. Smith was appointed CO of 135 RCACS, effective 17 Sep 15 for a three year term ending 16 Sep 18;
- s. Capt S. Bradbury was appointed CO of 147 RCACS, effective 20 Jun 15 for a three year term ending 19 Jun 18;
- t. Maj M. Cross was appointed CO of 223 RCACS, effective 10 Sep 15 for a one year term ending 9 Sep 16;

- u. Capt F. Shore was appointed CO of 243 RCACS, effective 8 Apr 15 for a three year term ending 7 Apr 18;
- v. Capt R. Hellyer was appointed CO of 259 RCACS, effective 9 Jun 15 for a three year term ending 8 Jun 18;
- w. Capt S. Mitra was appointed as Acting CO of 513 RCACS, effective 16 Sep 15 until 1 Sep 16;
- x. Lt T. Trapp was appointed CO of 525 RCACS, effective 15 Sep 15 for a three year term ending 14 Sep 18;
- y. Capt L. Bott was appointed CO of 552 RCACS, effective 7 Apr 15 for a three year term ending 6 Apr 18;
- z. Lt J. Restemeyer was appointed CO of 561 RCACS, effective 29 May 15 for a three year term ending 28 May 18;
- aa. Capt G. Rempel was appointed CO of 581 RCACS, effective 29 May 15 for a three year term ending 28 May 15;
- bb. Capt T. Heiland was appointed CO of 637 RCACS, effective 11 Jun 15 for a three year term ending 10 Jun 18;
- cc. Capt G. Hinton was appointed CO of 655 RCACS, effective 20 Apr 15 for a three year term ending 19 Apr 18;
- dd. Capt M. Tellier was appointed CO of 676 RCACS, effective 17 Sep 15 for a three year term ending 16 Sep 18;
- ee. A/Maj E. Lay's appointment as CO of 692 RCACS is extended until 6 Jun 16;
- ff. A/Maj D. Timms was appointed CO of 754 RCACS, effective 23 Sep 15 for a three year term ending 22 Sep 18;
- gg. Lt D. Law was appointed CO of 787 RCACS, effective 10 Sep 15 for a three year term ending 9 Sep 18;
- hh. Capt K. Strutt was appointed CO of 819 RCACS, effective 15 Sep 15 for a three year term ending 14 Sep 18;
- ii. Capt A. Mei was appointed CO of 828 RCACS, effective 9 Jun 15 for a three year term ending 7 Jun 18;
- jj. A/Maj M. Taylor's appointment as CO of 861 RCACS is extended until 30 Jun 16;
- kk. Capt R. Perrin was appointed as CO of 893 RCACS, effective 15 Sep 15 for a three year term ending 14 Sep 18
- ll. Lt A. Somers was appointed CO of 899 RCACS, effective 27 May 15 for a three year term ending 26 May 18;
- mm. Capt R. Bott was appointed CO of 904 RCACS, effective 21 Oct 15 for a three year term ending 20 Oct 18; and
- nn. A/Maj G. Dowler was appointed CO of 907 RCACS, effective 15 Sep 15 for a three year term ending 14 Sep 18.

(CC)

213/15 – RCSU (PAC) PERSONNEL CHANGES

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

- a. Capt I.B. Green has been promoted A/Maj (WSE) to assume the position of Comptroller effective 22 October 2015; and
- b. SLt W. Hauser has assumed his substantive rank of Lt(N) effective 22 October 2015. He remains in the Pay and Claims Officer position with increased responsibilities assigned.

(Admin WO)

214/15 – PRC/VSS REQUIRING UPDATE

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
204 RCACS	Capt	Aspinall, DL	13 Nov 15
204 RCACS	Capt	Aspinall, SA	13 Nov 15
583 RCACS	Lt	Becker, AM	29 Jan 16
136 RCSCC	SLt	Botta, TN	10 Jan 16
521 RCACS	Lt	Brown, SR	5 Dec 15
581 RCACS	CI	Brown, VL	7 Dec 15
754 RCACS	Lt	Cheung, CH	11 Dec 15
RCSU (Pac)	2Lt	Cheung, EL	29 Nov 15
2947 RCACC	Lt	Choi, RS	28 Feb 16
2822 RCACC	2Lt	Dhillon, OK	23 Feb 16
RCSU (Pac)	SLt	Douglas, RS	7 Jan 16
258 RCACS	Lt	Ferreira, DM	30 Nov 15
47 RCSCC	SLt	Groff, TML	17 Dec 15
609 RCACS	Capt	Hashmi, S	8 Dec 15
1922 RCACC	Lt	Hazelton, AM	10 Nov 15
1705 RCACC	OCdt	Heighes, MP	15 Mar 16
655 RCACS	Lt	Hwang, BW	4 Dec 15
525 RCACS	Lt	James, JW	3 Feb 16
861 RCACS	Lt	Jenks, WC	12 Mar 16
909 RCACS	Lt	Johnston, CA	3 Nov 15
201 RCSCC	SLt	Kapustina, OI	15 Nov 15
103 RCACS	Lt	Khan, ZI	14 Jan 16
2573 RCACC	Lt	Knoll, AJ	23 Feb 16
2381 RCACC	Lt	Kwan, RDH	22 Mar 16
2893 RCACC	Lt	Lancaster, SE	5 Jan 16
754 RCACS	Lt	Lee, CB	13 Nov 15
195 RCSCC	Lt(N)	Leong, CM	28 Nov 15
2277 RCACC	Lt	MacDougall, A	24 Mar 16
RCSU (Pac)	CI	MacDuff, JL	2 Feb 16
RCSU (Pac)	Lt	Mackie, MJ	17 Feb 16
907 RCACS	CI	Martin, EFV	25 Jan 16
205 RCACS	Capt	Morgan, CR	3 Dec 15
81 RCSCC	A/SLt	Robertson, SQ	2 Mar 16
RCSU (Pac)	Capt	Sauve, WA	7 Feb 16
RCSU (Pac)	2Lt	Schneider, AR	25 Feb 16
54 RCSCC	NCdt	Schoenfelder, AE	25 Feb 16
353 RCACS	Capt	Shipton, KL	25 Nov 15
521 RCACS	Lt	Smith-Breton, NT	23 Mar 16
2618 RCACC	Lt	Tomlinson, AL	14 Dec 15
RCSU (Pac)	SLt	Tomlinson, DM	19 Feb 16
525 RCACC	Lt	Trapp, TR	10 Nov 15

907 RCACS	Lt	White, DS	30 Nov 15
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2. Personnel are advised that completion of a VSS check can take up to three or four months, therefore it is important that the process be initiated well in advance of the expiry date. Fingerprints are now required to complete a VSS when the gender and date of birth of an applicant matches a pardoned sex offender record.

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

(Admin O)

215/15 – RELIABILITY STATUS REQUIRING UPDATE

1. All CF members working in support of the CCO must, as a minimum, hold Enhanced Reliability Status (ERS). ERS must be updated every 10 years. The following personnel must renew their ERS prior to the due date indicated below:

Unit	Rank	Name	Due Date
RCSU (Pac)	Capt	Bafaro, SA	16 Jan 16
396 RCACS	Capt	Callaghan, JE	17 Nov 15
222 RCACS	Lt	Carsience, JR	13 Mar 16
RCSU (Pac)	Capt	Chisholm, BG	9 Feb 16
347 RCSCC	Lt(N)	Curran, DP	22 Dec 15
2510 RCACC	Capt	Devine, LR	31 Jan 16
RCSU (Pac)	Capt	Dornan, WJE	25 Jan 16
RCSU (Pac)	Capt	Gee, DT	20 Jan 16
3080 RCACC	2Lt	Gillespie, TN	7 Dec 15
259 RCACS	Capt	Hellyer, RR	29 Mar 16
1922 RCACC	Capt	Henderson, TJ	2 Mar 16
RCSU (Pac)	Capt	Hull, C	20 Feb 16
396 RCACS	Capt	Jensen, AL	2 Feb 16
RCSU (Pac)	Capt	Johnston, AEM	1 Mar 16
RCSU (Pac)	Lt	Lowther, CJ	13 Mar 16
861 RCACS	Capt	Martin, LA	30 Mar 16
RCA Ops (Pac)	Capt	Matsumoto, KT	11 Jan 16
909 RCACS	Capt	Paterson, PR	17 Mar 16
RCSU (Pac)	Civ	Piper, JE	16 Mar 16
223 RCACS	Capt	Schultz, JC	31 Jan 16
1867 RCACC	Capt	Smith, D	24 Jan 16
2472 RCACC	Lt	Wade, SM	28 Feb 16
2781 RCACC	Lt(N)	Walker, AG	24 Nov 15
2277 RCACC	Capt	Ward, ME	6 Dec 15

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

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

(Admin O)

216/15 – POPPY SALES AND REMBRANCE DAY CEREMONIES

1. Within Pacific Region, poppy sales are a supervised and officially sanctioned activity, conducted by cadets in uniform. I expect all CCO local leadership and partners to exercise due diligence as follows:

- a. conduct a site assessment prior to organizing poppy sales;
- b. preferably sales indoors (i.e. in malls) or proximity of store fronts protected from direct vehicle access;
- c. do not authorize “street corner” sites. Liaise with CCO partners and advise local authorities regarding intentions and timings;
- d. adult supervision at all times (CIC, League Representatives, Legion member etc.);
- e. ensure Cadets work in pairs at all times; and
- f. remain vigilant.

2. Foremost in the planning of all Cadet activities is the safety and security of our youth. No Cadet should be asked to participate in any activity if they, the CCO leadership, or their parents are uncomfortable or feel unsafe.

(CO)

217/15 – 100TH ANNIVERSARY CEREMONIES FOR BATTLE OF VIMY RIDGE

1. As you know, 2017 will mark, not only Canada’s 150th Anniversary, but also the 100th anniversary of the Battle of Vimy Ridge. It is easy to anticipate that several thousand Canadians will travel to Vimy, France to celebrate what is considered as the birth of our nation.

2. To this effect, we know a large number of corps and squadrons across the country are feverishly anticipating the opportunity to travel overseas to be part of the celebrations, using locally raised funds. The National Cadets and Junior Canadian Rangers Support Group (Natl CJCR Sp Gp) is coordinating with other organizations (CJOC, Heritage Canada, VAC, etc) to ensure we comply with national support requirements and restrictions.

3. Any corps or squadrons that are considering organizing a trip to Vimy in 2017 are to advise their ACO of their plans with an estimate of number of cadet participants and when the trip is being planned by close of business 9 November 2015. The short notice on this requirement is regretted, however, necessary to get necessary resources organized.

4. If you are considering a trip to Vimy, you must be fully aware of the requirements detailed in CATO 14-06. Significant planning time is required in order to complete the full authorization process which includes support at the RCSU (Pac) level first and then approval from the Natl CJCR Sp Gp. This approval is to be in place before starting any fundraising activities, promising a trip to cadets, etc.

(CO)

218/15 – EXPRESSIONS OF INTEREST – REGIONAL NON-PUBLIC FUNDS ACCOUNTING OFFICER

The Regional Finance office is calling for Expressions of Interest for a Regional Non-Public Funds Accounting Officer (NPFAO). This position is a permanent Class A position with employment tasks scheduled to meet the requirements of the unit. This position is approximately 50 days per year. Much of the work can be produced from your home with occasional TD/tasking located at RCSU (Pac) in Victoria or at the CTCs. The successful candidate must have a strong working knowledge of Simply Accounting (SAGE), hold either a degree in an accounting field or at least 15 years of experience in bookkeeping including closing/adjusting entries and year end reports. Knowledge of the CAF non public funds and summer experience at

a CTC are assets. Interested candidates should submit a Cdt #135 with proof of prerequisites to WO Curran NLT 1600 hrs 20 Nov 15.

(Admin O)

219/15 – CADET TRAINING CENTRE 2016 POSITIONS FOR MEMBERS OF THE COATS AND CIVILIAN INSTRUCTORS

1. Applications for 2016 Cadet Training Centre positions are now being solicited. Members of the COATS and (potential) Civilian Instructors are invited to apply for positions at a Cadet Training Centre (CTC). Specific CTC positions will be released under separate cover. Personnel may apply for a CTC outside of their element, however, priority may be made for the member's elemental CTC. It is important to note that members of COATS will have priority for filling CTC Reserve Service. Civilian Instructors may be provided with an offer of employment once all COATS applications have been exhausted. Members of the COATS and (potential) Civilian Instructors may apply for partial employment (normally a minimum of two weeks).
2. All adult staff must have an approved Police Record Check (PRC)/Vulnerable Sector Screening (VSS), a favourable Reliability Screening, and a medical category with no significant medical employment limitations. All documents shall be current prior to the Reserve Service and not to expire during 2016 CTC employment. Applicants not meeting these requirements may not be afforded an Offer of Reserve Service.
3. Members of the COATS and (potential) Civilian Instructors are to apply for CTC 2016 by submitting a Cdt #112 (available in the File Repository) or by sending an email with the same information. The Cdt #112 or email shall reach the Staffing Officer, no later than **4 January 2016**. Late applicants shall be disadvantaged and may result in the member not being considered for reserve service during the initial selection process.
4. RCSU (Pac) will notify all applicants by e-mail when their applications have been received.
5. Questions may be directed to Lt(N) Jennifer Stewart, C4 Tasks, by phone at (250) 363-0919 or by email at Jennifer.Stewart2@forces.gc.ca or Jennifer.Stewart@cadets.gc.ca.

(C4 Tasks)

220/15 – 2016 INTERNATIONAL SEA CADET EXCHANGE ESCORT OFFICERS

1. The following International Sea Cadet Exchange (ISCE) destinations will require CIC (Sea) Officers as an Escort Officer (EO) for 2016:
 - a. Bermuda (1 EO);
 - b. United Kingdom (1 EO);
 - c. Japan (1 EO);
 - d. United States (1 EO);
 - e. Sweden (1 EO);
 - f. South Korea (1 EO);
 - g. Australia (1 EO); and
 - h. Hong Kong (1 EO).
2. All details for subject positions are included in CATO 34-02.
3. Dates for ISCE EOs visiting foreign countries and host Escort Officer will be released under separate cover.

4. CIC officers (Sea) interested in participating in the ISCE as an EO must submit the 'EscortAppForm Nov 2014.pdf' application form found in the File Repository (*File Repository > Pacific > Sea Office > International Sea Cadet Exchanges*) through the sea office at the RCSU (Pac) NLT 30 Jan 16.

5. The selection of all EO positions will take place early February and selection results shall be forwarded to RCSUs shortly thereafter. If there any questions, please contact Lt(N) Shawn Stewart, Trg O (Sea), at 1-800-661-8733 or directly at 250-363-0943.

(C4 Tasks)

221/15 – 2016 INTERNATIONAL AIR CADET EXCHANGE ESCORT OFFICERS

1. The following International Air Cadet Exchange (IACE) destinations will require CIC (Air) Officers as an Escort Officer (EO) for 2016:

a. For the IACE portion that takes place in Canada:

- (1) Host Escort Officer (1 or 2 EOs), and
- (2) NCR Visit Coordinator (1 EO); and

b. For the IACE portion that takes place outside Canada:

- (1) Australia (1 EO),
- (1) Turkey (1 EO),
- (2) South Korea (1 EO), and
- (3) United Kingdom (1 EOs).

2. All details for subject positions are included in CATO 54-25, paras 14 to 22 (Ch 1/09 dated Jun 09).

3. Dates for IACE EOs visiting foreign countries, NCR Visit Coordinator and Host Escort Officers will be released under separate cover.

4. CIC officers (Air) interested in participating in the IACE as an EO must submit the application form found at CATO 54-25 Annex A through the C4 Tasks at the RCSU (Pac) NLT 4 Jan 16.

5. The selection of all EO positions will take place early February and selection results shall be forwarded to RCSUs shortly thereafter. If there any questions, please contact Capt Nicole Shim, Trg O (Air) at 1-800-661-4255 or directly at 250-363-0993 or by email at Nicole.Shim@forces.gc.ca.

(C4 Tasks)

222/15 – CALL FOR APPLICATIONS – 2016 EXCHANGES, PARA AND NRT STAFF

Refs: A. CATO 40-01

B. CATO 42-05

1. Qualified CIC Officers are invited to apply for Escort Officer positions for Advanced Training/Exchanges and as staff for the Basic Parachutist Course to be conducted during the 2016 summer training period.

2. The following positions are available:

- a. British Cadet Rifle Team (BCRT) Coordinator (Rank: Capt, no shooting experience required);

- b. OC Maple Leaf England (MLE);
 - c. 2IC MLE;
 - d. OC Outward Bound Wales (OBW);
 - e. 2IC OBW;
 - f. OC Outward Bound Scotland (OBS);
 - g. 2IC OBS;
 - h. OC Army Cadet Exchange (ACE), countries TBC;
 - i. OC Para (should have previous experience as 2IC/Admin O Para);
 - j. 2IC Para/Admin O Para (must be ready to take over as OC Para the following summer);
 - k. Escort Officer Para (should have previous experience as OC Para and must be prepared to take the course);
 - l. RCAC National Rifle Team (NRT) OC;
 - m. RCAC NRT Trg O (Head Coach); and
 - n. RCAC NRT Coach.
3. Officers must meet the following criteria:
- a. Basic Parachutist personnel:
 - (1) be MOS 00232-02,
 - (2) hold the rank of Captain or be eligible to be employed as a Captain WSE,
 - (3) meet the fitness requirements applicable to the course for which they seek employment (see para 10 below),
 - (4) be actively involved at the Cadet Corps level during the current training year (paid establishment or volunteer),
 - (5) have demonstrated superior skills in the planning and conduct of Army Cadet training activities,
 - (6) be physically, medically and dentally fit,
 - (7) be functional in English, bilingual preferred,
 - (8) have a valid First Aid qualification – Standard level with CPR (clearly indicated at the time of application), and
 - (9) be recommended by the Cadet Corps CO and RCSU CO;

* Please note that only the escort officer will partake in the Basic Parachutist Course.
 - c. Escort Officers for International Exchanges:
 - (1) be MOS 00232-02,

- (2) hold the rank of Captain or be eligible to be employed as a Captain WSE,
- (3) in normal circumstances, and on the basis of performance, must be available for employment for two years, the first year as 2IC, and the second year as OC of the same course,
- (4) achieve the physical fitness level required for the exchange (see para 10),
- (5) be physically, medically and dentally fit,
- (6) must be active with a Cadet Corps or an Expedition Site,
- (7) be functional in English, bilingual preferred,
- (8) have valid first aid certification – Standard level with CPR (clearly indicated at the time of application), and
- (9) have performed the duties of Platoon Commander at a summer CTC or Star level officer at a Cadet Corps; and

c. Escort Officers for RCAC NRT:

- (1) be MOS 00232-02,
- (2) hold the rank of Major or be eligible to be employed as a Major WSE for the OC position,
- (3) hold the rank of Captain or be eligible to be employed as a Captain WSE for the Trg O position,
- (4) normally, be a Lt or 2Lt for the Coach position,
- (5) achieve the physical fitness level required for the exchange (see para 10),
- (6) be physically, medically and dentally fit,
- (7) must be active with a Cadet Corps or an Expedition Site,
- (8) be functional in English, bilingual preferred,
- (9) have valid first aid certification – Standard level with CPR (clearly indicated at the time of application), and
- (10) have performed the duties of Platoon Commander, Company 2IC or Company Commander at a summer CTC.

4. The following qualifications, knowledge, skills and experience are desirable in a CIC officer who applies for an international exchange position and must be **clearly indicated on the application**:

- a. interest in travelling abroad (preferably the applicant has travelled overseas in the past);
- b. an interest, experience or qualifications in adventure activities, such as mount-climbing, canoeing, rock-climbing, kayaking, orienteering, parachuting, SCUBA diving, hiking, rappelling, spelunking, mountain biking, etc;
- c. Cadet Corps CO and/or CTC experience as Company OC or 2IC, or Course Officer;
- d. experience at expedition sites, in organizing marksmanship or biathlon

- competitions or in other regional activities; and
- e. relevant professional experience, civilian employment that include leadership responsibilities, crisis management responsibilities, and/or youth supervision and/or training or any relevant civilian experience (volunteer work, training, etc).
5. Tasking dates for the above positions will be released under separate cover.
6. Selected personnel for overseas training will be required to perform duties during the May/June 2016 preparation phase:
- a. contacting their selected cadets to ensure they have received joining instructions;
 - b. ensuring their cadets are completing required preparations (passports, visas, maintaining physical fitness, etc.);
 - c. obtaining a copy of the cadet's passport;
 - d. answering queries from cadets and parents; and
 - e. keeping the National Coordinator apprised of progress and problems.
7. Personnel will be reimbursed for actual costs for long distance charges (original invoices required) and will be paid for 2 days per officer for these duties (this does not apply to the RCAC NRT and Basic Para staff).
8. All officers applying will submit the following documents:
- a. Staff Employment Request for Exchanges, Parachutist and Expeditions Form. This form is available in the File Repository (Pacific > Forms > Misc Forms). This form incorporates the information required for screening/selection, as well as space to indicate the fitness results and Para fitness evaluations which require certification by an evaluator;
 - b. the officer's two (2) most recent CTC performance evaluation reports (PERs);
 - c. a copy of a valid passport (if available);
 - d. a copy of the officer's military and civilian qualifications (preferably an MPRR printed by the RCSU); and
 - e. an up-to-date civilian resume.
9. The completed application form, with Regional approval, must be forwarded to Natl CJCR Sp Gp NLT 15 Jan 16. Therefore, applications should arrive at RCSU (Pac) by 4 Jan 16 in order to allow for sufficient time to be processed and forwarded. Selections will be completed by 31 Jan 16. Officers selected will be informed via their respective RCSU by 15 Feb 16.
10. The physical fitness standards (CATO 14-18) which must be met by applicants are as follows:
- a. MLE, OBW, OBS, ACE and RCAC NRT: Bronze Incentive Level (16 years old) on the Cadet Fitness Assessment Incentive Program. Priority will be given to candidates who can achieve a higher level; and
 - b. Para: 1.6 km run in 7:30; 31 consecutive sit-ups; and 7 chin-ups. Officers must achieve the prescribed standard before being selected.
11. The Incentive Level/Para test results must be clearly indicated on the application and certified by an evaluator on the application form.

NOTE: Officers selected for reserve service will be required to undergo physical fitness

testing on arrival at the CTC to confirm that the required standards of physical fitness have been maintained.

12. Questions may be directed to Capt Ken Russell at 1-800-661-3317 or directly at 250-363-0936 or by email at Kenneth.Russell@cadets.gc.ca

(C4 Tasks)

223/15 – APPLICATION DEADLINE EXTENSION – SENIOR APPOINTMENTS FOR SUMMER 2016

The application deadline for Senior Appointments in HMCS QUADRA, Vernon and Albert Head CTCs, as indicated in RO entry 187/15, has been extended to 30 Nov 15.

(C4 Tasks)

224/15 – CHANGES FOR CLAIM ENTITLEMENT

1. Effective 1 Oct 15, rates for meal allowances and mileage have been updated by the National Joint Council. These rates are reviewed regularly and updated as needed. Current rates are as follows:

- a. low rate of mileage used for Transportation Assistance (TA), \$0.215 per km;
- b. high rate of mileage used for Minor Expense Travel Claims (MTEC) and Travel Claims, \$0.485 per km; and
- c. meal allowance for duty outside the geographical area (inside the geographical area require receipts), Breakfast- \$16.55, lunch - \$16.80, dinner - \$44.40.

2. These rates change frequently, to ensure that you have the most current information please add these links to your bookmarks.

- a. low rate of mileage used for Transportation Assistance (TA):
<http://www.njc-cnm.gc.ca/directive/index.php?lang=eng&svid=248-23>;
- b. high rate of mileage used for Minor Expense Travel Claims (MTEC) and Travel Claims: <http://www.njc-cnm.gc.ca/directive/travel-voyage/td-dv-a2-eng.php>; and
- c. Meal allowance for duty outside the geographical area:
<http://www.njc-cnm.gc.ca/directive/travel-voyage/td-dv-a3-eng.php>.

(Pay/Claims O)

225/15 – MANDATORY IMPLEMENTATION OF SECURITY AWARENESS TRAINING FOR ALL COATS MEMBERS AND CIVILIAN INSTRUCTORS

1. All COATS Class A and short-term Class B members, as well as Civilian Instructors are required to complete the mandatory Security Awareness Training (A230). No Class A pay will be authorized for this training.

2. 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.

3. 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. The CIC CDL will be tracking those members who have completed the learning package and will provide a national report broken down by region on a monthly basis to the RCSUs. Members are encouraged to complete this

training in a timely manner; however must be completed by NLT 31 December 2015. Upon completion of the security awareness training learning package, it will be recorded in MITE and will appear on the member's MPRR.

(CO)

226/15 – FORTRESS ANNUAL VERIFICATIONS

1. All corps/squadron staff must ensure that the Annual Validation Form, which is generated through FORTRESS, is completed by all returning cadets not later than 30 Nov 15. The Annual Validation Form must be completed prior to a cadet being able to submit a Participation Application.
2. In addition, those returning cadets who require a Detailed Medical Verification must complete a DND 2570, Detailed Health Questionnaire (DHQ) and submit that form to the RCMLO. The following points are to be noted with regard to DHQs being submitted to the RCMLO:
 - a. the due date for all DHQs for returning cadets is 30 Nov 15. Although the RCMLO will continue to process late returns up to 31 Jan 16, it must be noted that after that date, only DHQs for new enrollees or for current cadets reporting a new medical condition will be accepted. This means that returning cadets who require a DHQ and who do not submit one by 31 Jan 16 will not be eligible for CTC selection;
 - b. DHQs must be printed from FORTRESS so that the “tombstone” data is printed onto the form – those that have handwritten information in sections 1 and 2 will not be processed as they are too frequently incomplete or illegible;
 - c. DHQs must be signed by the parent/guardian and not the cadet. There are no exceptions, regardless of the age of the cadet;
 - d. only the current version of the DHQ will be accepted;
 - e. photocopies, scanned or faxed versions of the DHQ will not be accepted;
 - f. if corps/squadron staff become aware of a new medical condition, a new DHQ will be required; and
 - g. if possible, corps/squadron staff should provide a pre-addressed envelope with the DHQ so parents/guardians may mail the DHQs directly to the RCMLO at:

Regional Cadet Support Unit (Pacific)
Attn: RCMLO
PO Box 17000 Stn Forces
Victoria, BC V9A 7N2

3. The DHQ process is intended to protect cadets from participating in activities that may not be compatible with their medical conditions and also to protect the corps/squadron staff as well as the CCO from liability which may result from allowing a cadet to participate in an activity that aggravates or worsens a medical condition. Participation limitations assigned to a cadet through this process are to be respected during local training activities as well as CTC training.

(Exec Svcs O)

227/15 – 2016 POWER PILOT OR GLIDER PILOT SCHOLARSHIP EXAMS

1. All squadrons with cadets wishing to write the 2016 Power Pilot or Glider Pilot Scholarship Exams must submit a Cdt #184 to the RCSU (Pac) NLT 11 December 2015 in order for the cadet(s) to be eligible to write the exam. This will enable the RCSU (Pac) and RCA Ops

(Pac) staff to validate all registered cadets and adequately prepare exam packages for the invigilators. Late applications will not be accepted.

2.. Squadron staff members are required to carefully review, and ensure full compliance with CATO 51-01 Annex B, CATO 54-26, and CATO 54-27. All height, weight, and age restrictions must be respected, as there is no provision for exemptions to these requirements. For example, a cadet who is one day too young, or one day too old, is not eligible for these courses.

3. Additionally, cadets who already hold any form of Transport Canada Pilot License are not eligible for the Glider Pilot Scholarship Course. A cadet who already holds a Transport Canada Pilot License for anything other than gliders is not eligible for the Power Pilot Scholarship Course.

(RCA Ops O (Pac))

228/15 – OUTSTANDING TRAVEL CLAIMS

Ref: CBI 203.05

1. Members are reminded to submit their travel expense claims, incurred expense receipts, completed and signed travel worksheet to RCSU (Pac) Orderly Room office 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 submit your claim promptly after TD causes delay in claim finalization, and affects overall financial management and staff resources.

(Pay/Claims O)

229/15 – 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)

230/15 – UNAUTHORIZED WEARING OF UNIFORMS

Ref: QR&O 17.06, Wearing of Uniform – Restriction

1. In accordance with ref, no member of the Reserve Force shall wear a uniform except when:

- a. on service; or
- b. attending a military entertainment or a ceremony at which the wearing of uniform is appropriate.

2. All former Pacific Region Cadets' personnel who have been released for a reason other than misconduct may request authority to wear a uniform to an appropriate ceremony or occasion with prior approval. Such approval shall be sought through the CO RCSU (Pac).

3. For personnel who have transferred to the COATS Inactive List, permission to wear a uniform must still be obtained from this Headquarters when attending ceremonies or entertainment that is not of a military nature such as weddings, civic functions, parades, etc.

(Exec Svcs O)

231/15 – CHANGE OF PERSONAL INFORMATION

All COATS members and CIs are reminded of the importance of advising RCSU (Pac) of any personal information changes. The form Cdt #133 is to be forwarded as soon as possible following a change of mailing address, marital status, telephone number, etc.

(Admin O)

232/15 – USE OF COMMERCIAL COURIERS

Commercial courier services typically require a street address to ensure that packages are delivered to the correct addressee and therefore Cadet Corps/Squadrons sending parcels/packages or envelopes to RCSU (Pac) via courier are to use the following address:

Regional Cadet Support Unit (Pacific)
Room 106
1058 Victoria View Road, Workpoint
Victoria, BC V9A 7N2

(CC)

233/15 – COURT MOUNTING OF MEDALS – PUBLIC EXPENSE

Reference: RCSU (Pac) RO Entry 205/15

1. Reference RO entry is rescinded.
2. Court mounting of medals at public expense is authorized as follows:
 - a. Mainland personnel who are awarded medals may deliver them/send them by registered mail to the Cadet Logistics Support Centre ASU Chilliwack, 5535 Korea Road, Chilliwack, BC, V2R 5P2. Medals will be mounted and returned to members;
 - b. Island personnel located in Nanaimo and north may deliver to 19 Wing Comox Clothing Stores; and
 - c. Island personnel south of Nanaimo and other personnel requesting Medal Mounting through an outside source may do so and claim reimbursement via a CF 52 General Allowance Claim.
3. A completed Medal Entitlement Record Form with all necessary stamps and signatures must be provided in all cases. The form is available in the File Repository in the Miscellaneous Folder.

(C4 Sup)

234/15 – TAILORING – COATS UNIFORMS

1. Tailoring of COATS uniforms at public expense is restricted to:
 - a. Tunic – sleeves shortened or lengthened, sew on rank braid, remove and replace rank braid, wings, etc;

- b. Trousers – waist let out or taken in, and legs lengthened or hemmed; and
 - b. Female Bowler – (Navy only) sew on and replace rank braid.
2. Any other alterations will be at personal expense.
 3. Lower Mainland personnel will mail uniforms received from Logistik to ASU Chilliwack – Cadet Logistics Support Centre Chilliwack, 5355 Korea Road, Chilliwack, BC V2R 5P2. The Log Support Centre will make arrangements to have the tailoring done and the uniforms returned. If the member is required to see the tailor, they will be contacted.
 4. Interior and Northern personnel who only require rank adjustments will use the procedure above. If alterations are required, they may be done locally as shown above and a CF52, General Allowance Claim submitted for reimbursement. Only the alterations shown above will be reimbursed.
 5. Vancouver Island personnel will report to their respective support base clothing stores for all tailoring.

(C4 Sup)

235/15 – TRAINING STORES DAMAGE

It has been noted that a large number of training stores items drawn from the Log Support Centres have been unnecessarily damaged as a result of personnel using “gun/duct tape” to mark or identify the stores such as sleeping bags and ground sheets. Once the gun gape is removed, it leaves a sticky residue which is extremely difficult and almost impossible to remove without special and costly professional cleaning. Personnel are advised to immediately cease using “gun/duct tape” as a method of identification or marking stores loaned from Log Support Centres. Failure to comply may result in corps/squadrons being charged for the cost of special cleaning and/or further action.

(C4 Sup)

236/15 – REIMBURSEMENT – GOVERNMENT SHARE OF PROVINCIAL HEALTH CARE PREMIUMS

Reference: Annex F to 5060-1 (ADM(PER))

1. IAW reference, members of the Reserve Force presently on Class B or A Reserve Service, resident in British Columbia who pay the entire monthly provincial health care premium without assistance from the employer or from any level of government, are entitled to a premium share of up to 50% from the Federal government. Members who had any period of Class B Reserve Service during calendar year 2015 may be eligible to claim this benefit. Note that this is a taxable benefit.
2. To claim the benefit, your submission must be received by RCSU (Pac) not later than 19 Feb 16 in order to be processed by the deadline of 1 Mar 16. No late submissions can be processed. You are required to submit:
 - a. a completed CF 52;
 - b. a completed “Reserve Health Benefit Plan Provincial Premium Rebate Form”; and
 - c. a copy of your Medical Services Plan (MSP) account invoice, confirming that it has been paid in full for 2015.
3. The required forms are available in the File Repository (Pacific > Forms > Misc Forms). Completed claims are to be submitted to RCSU (Pac) through your elemental office.

(Exec Svs O)

237/15 – DOCUMENTATION REQUIRED FOR RELIABILITY STATUS PROCESSING

1. When a Reliability Status (RS) request is being initiated, it is required that the applicant's identity be verified using two or more of the official documents listed below. Therefore, effective immediately, personnel who are requesting a new or update to their RS must attach certified true copies of two of the following official documents to their Cdt #172, Enhanced Reliability Status Screening Form:

- a. current passport (page 2);
- b. birth certificate;
- c. citizenship certificate or Immigrant Visa and Record of Landing;
- d. Canadian work permit/visa; or
- e. valid driver's licence that has been issued in Canada, which includes a laminated photograph, or BC ID.

2. The RS cannot be processed without copies of two of these documents.

(CC)

238/15 – COMPLETION OF CF 742 EMERGENCY CONTACT (S) NOTIFICATION AND DND 2587 NEXT OF KIN IDENTIFICATION FORMS

Refs: A. CANFORGEN 115/14 CMP 051/14 241814Z JUL 14

B. CBI 211.07

C. QR&O 209.02

1. As detailed in ref A, the CAF use distinct Emergency Contact(s) Notification (ECN) and Next of Kin (NOK) forms so as to meet the requirements of modern family relationships while respecting the expressed wishes of the CAF member.

2. The ECN form is a record of the names and coordinates of those persons who the CAF member would want notified in the event of their demise, very serious illness/injury, or if they are reported missing. It also addresses the emergency roles and expectations of the person to be notified. The NOK form serves to identify the immediate family and other persons who the CAF member considers closest to him or her. It also focuses on the support that the CAF offers to the NOK.

3. All CAF members must complete their ECN and NOK forms accurately and submit updates when there are changes to their ECN or NOK. The proper and timely completion and updating of both are critical, particularly for the NOK form. These precautions will ensure that the travel expenses of NOK to attend specific events marking a CAF member's serious illness, injury or death are paid for or reimbursed by the Department. These expenses are established as benefits at refs B and C.

4. How to complete the ECN and NOK correctly and in a timely manner is explained on the reverse side of each form. Failure to accurately complete the NOK form has resulted in non-reimbursement of benefits (travel expenses) to CAF members as well as to their immediate family and those persons closest to them.

5. It is the responsibility of CAF members to complete the ECN and NOK forms and submit them the RCSU (Pac) for processing.

(CC)

239/15 – CO'S CORNER

Thank you to everyone who reacted to the very short notice requirement to complete the Operation HONOUR briefing. While I regret that we didn't have a longer period of time to plan for the delivery of this, I think it is evident that this briefing is a high priority issue for our

organization's leadership. It is greatly appreciated that many of you responded by placing this same level of importance on this briefing and getting it done in a very short time. I know several corps and squadrons are still working to get all adult staff in attendance for a briefing and I require that you continue to do so with this high priority task. We are required to submit weekly statistical reports to the Formation and will continue to do so through to 100% completion so every corps and squadron CO must follow this through and ensure that reporting is done as soon as possible.

Another high priority task which all corps and squadron COs must be tracking at this point is completion of the Security Awareness Training which is required for all COATS members and civilian instructors. This training must be completed by 31 Dec 15 and is a condition of employment so any members who have not complied by the deadline will be required to cease activities until the training is done.

Additionally, the Positive Youth Development and Program Outreach (PYDPO) Learning Package is also required for all COATS members and civilian instructors and the deadline of 31 Mar 16 for completion of this package is quickly approaching.

We also have the requirement for CAF members to attend an annual Ethics briefing and we are looking for returns to the RCSU (Pac) by the end of this month.

I realize that these different training and awareness sessions can be challenging to arrange for staff members, however, it is part of our professional development as youth leaders and supervisors, therefore, an important part of our responsibilities. Many of these requirements are being tracked at the highest level of the CAF, with the CDS and VCDS receiving updates on our progress towards completion, so it is absolutely critical that we strive for completion as quickly as possible.

On another note, you will see in this RO that we are asking to have any outstanding claims returned to the RCSU (Pac) for completion. I think it's important for me to acknowledge the frustration that has developed for many members due to the unacceptably long processing time that was experienced earlier this year for claims. I assure you that this problem caught my attention and we have worked very diligently with several staff members at the RCSU (Pac) engaged in resolving the backlog. I want to thank everyone for their patience as we worked through this and I pass on my appreciation to the staff who stepped up to help with this problem. We are back on track now and I am confident that we will not see this occur again. Please be sure to be clear and complete when you submit your paperwork for a claim as this also helps to expedite the processing time.

I look forward to hearing the news of cadet corps and squadron participation in local Remembrance Day Ceremonies throughout the province. You each play an important part in your community's recognition of our sailors, soldiers, airmen and airwomen, past and present, and it is such an important tradition to be passing on to our younger generation. Thank you for your commitment to these events and for being the uniformed presence in your communities.

// original signed by //

A.W. Muir
Commander
Commanding Officer

Annex

Annex A Wearing of Poppy

WEARING OF POPPY LE PORT DU COQUELICOT

GABARDINE OVERCOAT
ALL ELEMENTS

RAIN JACKET
ALL ELEMENTS

GORTEX JACKET
NAVY & AIR

CANEX WINDBREAKER
ALL ELEMENTS

MESS KIT
ALL ELEMENTS

SWEATER
ALL ELEMENTS

SERVICE DRESS
ALL ELEMENTS

NCO SHIRT
NAVY

NCO JACKET
NAVY

SHORT SLEEVE SHIRT
ALL ELEMENTS

ALL ARMY AND AIR WITH EPAULETTE
WORN ON FRONT OF CLOTHING ARTICLE *

* AIR AND ARMY PERSONNEL WILL REMOVE THE CNC PIN ON CADPAT DURING THE POPPY CAMPAIGN