



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

Order No. 11/2016	1 November 2016
Last Order No. 10/2016	Esquimalt, BC

**ROUTINE ORDER ENTRIES**

The following is a listing of the contents of Routine Order 11/2016 dated 1 November 2016:

<u>TITLE</u>	<u>PAGE</u>
178/16 – CRISIS SITUATION – PROCEDURES.....	2
179/16 – RCSU (PAC) PERSONNEL CHANGES .....	2
180/16 – AMENDMENTS TO PUBLICATIONS, ORDERS AND FORMS .....	3
181/16 – PRC/VSS REQUIRING UPDATE.....	3
182/16 – RELIABILITY STATUS REQUIRING UPDATE.....	6
183/16 – ADMINISTRATION TIPS .....	8
184/15 – CORPS/SQUADRON OFFICIAL POPULATION AND ESTABLISHMENTS.....	8
185/16 – INJURY REPORTING FOR CAF MEMBERS.....	8
186/16 – CTC POSITIONS 2017 – COATS MEMBERS AND CIVILIAN INSTRUCTORS .....	9
187/16 – SENIOR STAFF APPOINTMENTS FOR CTC 2017 .....	9
188/16 – RCSU (PAC) RESERVE EMPLOYMENT OPPORTUNITIES (REO).....	9
189/16 – RCSU (PAC) RESERVE SERVICE OPPORTUNITIES – EXPRESSIONS OF INTEREST.....	10
190/16 – CADETS AS CAF MEMBERS .....	10
191/16 – PLACEMENT OF POPPIES.....	11
192/16 – ORDER OF PRECEDENCE – CADET MEDALS .....	11
193/16 – 2017 POWER PILOT OR GLIDER PILOT SCHOLARSHIP EXAMS .....	11
194/16 – NEW ZONE UPARS.....	12
195/16 – EXPANDED AIRPORT TRUSTED TRAVELER PROGRAM (FORMERLY NEXUS) FOR CAF MEMBERS.....	12
196/16 – NAVAL ENSIGN PATCHES .....	13
197/16 – CHANGE OF PERSONAL INFORMATION .....	13
198/16 – COURT MOUNTING OF MEDALS AT PUBLIC EXPENSE.....	13
199/16 – UNAUTHORIZED WEARING OF UNIFORMS .....	13
200/16 – USE OF COMMERCIAL COURIERS.....	14
201/16 – CIC BRANCH ASSOCIATION’S CONFERENCE & DINNER.....	14

**178/16 – 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 J3 Area OIC is available, the J35 Chief Training Officer, LCol Head, is to be contacted at 250-508-7572.

(J1 HR Manager)

**179/16 – RCSU (PAC) PERSONNEL CHANGES**

1. The following personnel changes have occurred at RCSU (Pac):
  - a. Lt B. Justason has terminated short term Class B Reserve Service as J8 Financial Services Supervisor (Travel and Claims) effective 7 Oct 16;
  - b. Lt K. McFadyen-Miskulin has commenced short term Class B Reserve Service as J8 Financial Services Supervisor (Travel and Claims) effective 11 Oct 16;
  - c. Lt K. Pratt has commenced short term Class B Reserve Service as J1 HR Supervisor (CFRG Liaison) (Backfill) effective 17 Oct 16; and
  - d. Lt J. Worth has commenced short term Class B Reserve Service as J4 Assistant Movements Officer effective 17 Oct 16.

(J1 HR Manager)

## **180/16 – AMENDMENTS TO PUBLICATIONS, ORDERS AND FORMS**

The following CATO has been cancelled:

CATO 34-09, Local Headquarters Petty Officer First Class Performance Check.

(J1 Admin O)

## **181/16 – PRC/VSS REQUIRING UPDATE**

Ref: CATO 23-04

1. IAW ref, all members shall update their Police Record Check/Vulnerable Sector Screening (PRC/VSS) every five years. Following is a list of personnel whose PRC/VSS will require renewal prior to the due date indicated:

<b>Unit</b>	<b>Rank</b>	<b>Name</b>	<b>Due Date</b>
RCSU (Pac)	Capt	Adams, JH	27 Jan 17
RCA Ops	Maj	Allison, RM	28 Feb 17
RCSU (Pac)	Lt	Anderson, SL	25 Dec 16
767 RCACS	Capt	Antrobus, KA	25 Feb 17
767 RCACS	Capt	Antrobus, LL	25 Feb 17
100 RCSCC	A/SLt	Arruda, RJ	15 Jan 17
RCA Ops	Lt	Bambey, S	19 Jan 17
RCSU (Pac)	CI	Bannister, R	16 Jan 17
2822 RCACC	Lt	Barks, GN	22 Nov 16
3064 RCACC	Capt	Berns, MA	14 Dec 16
2822 RCACC	Lt	Berthiaume, MB	23 Feb 17
RCSU (Pac)	Sgt	Besse, LD	11 Feb 17
135 RCACS	Capt	Blackstock, MJ	06 Feb 17
3067 RCACC	CI	Blakey, CI	17 Jan 17
RCSU (Pac)	Maj	Blomme, JR	16 Feb 17
325 RCSCC	Lt(N)	Blount, DW	16 Jan 17
RCSU (Pac)	MWO	Bogaerts, LA	11 Feb 17
2276 RCACC	SLt	Bough, GC	03 Nov 16
2573 RCACC	Lt	Bramhoff, CR	24 Jan 17
RCA Ops	Capt	Brown, JW	05 Jan 17
907 RCACS	CI	Brown, VW	21 Feb 17
RCSU (Pac)	Lt	Burt, DA	01 Feb 17
RCSU (Pac)	Capt	Callaghan, JA	04 Jan 17
396 RCACS	Capt	Callaghan, JE	16 Jan 17
109RCSCC	SLt	Callaghan, KM	17 Jan 17
363 RCACS	2Lt	Carlow, KS	22 Feb 17
RCA Ops	OCdt	Carlow, MD	22 Feb 17
RCSU (Pac)	Lt(N)	Cartwright, JE	20 Jan 17
RCA Ops	Capt	Chan, KF	02 Feb 17
131 RCSCC	SLt	Cherrington, DM	11 Feb 17
RCSU (Pac)	Lt(N)	Clausen, TP	06 Dec 16
RCSU (Pac)	Lt	Coombs, TL	02 Nov 16
RCA Ops	Capt	Cote, JC	25 Jan 17
RCSU (Pac)	PO2	Covlin, KM	11 Jan 17
RCSU (Pac)	Capt	Crawford, ME	29 Dec 16
RCSU (Pac)	Capt	Crawford, MS	06 Feb 17
RCA Ops	Capt	Davidsen, CH	01 Feb 16
RCSU (Pac)	A/LCdr	Debert, BA	13 Jan 17
1705 RCACC	Capt	Devine, LR	10 Nov 16
RCSU (Pac)	A/SLt	Doskotch, KT	30 Nov 16
136 RCSCC	Lt(N)	Dudley, DR	18 Jan 17
136 RCSCC	Lt(N)	Dudley, SG	18 Jan 17
63 RCSCC	Lt(N)	Dufresne, CJ	29 Dec 16

655 RCACS	Capt	Elder, DJ	25 Feb 17
RCSU (Pac)	Capt	Escobar, FG	07 Jan 17
89 RCACS	A/Maj	Fairchild, RK	16 Jan 17
RCSU (Pac)	CI	Garber, EP	31 Jan 17
RCSU (Pac)	2Lt	Gill, YK	02 Dec 16
RCSU (Pac)	Capt	Goddard, KA	09 Feb 17
RCSU (Pac)	2Lt	Goswell, ML	09 Nov 16
RCA Ops	Capt	Grantham, HJ	23 Jan 17
RCSU (Pac)	A/Maj	Green, I	01 Feb 17
746 RCACS	Capt	Groome, CN	12 Dec 16
296 RCSCC	SLt	Gueguen, GP	25 Jan 17
81 RCSCC	Lt(N)	Harris, MA	30 Jan 17
81 RCSCC	Lt(N)	Harris, SM	21 Dec 16
RCA Ops	Capt	Hathiramani, S	25 Jan 17
RCA Ops	Lt	Heim, KM	18 Jan 17
1725 RCACC	Capt	Herbert, KR	16 Dec 16
RCSU (Pac)	Capt	Hills, KR	10 Nov 16
787 RCACS	OCdt	Hinch, CD	23 Nov 16
59 RCACS	Lt	Ho, IW	07 Nov 16
RCSU (Pac)	WO	Hobor, TA	08 Feb 17
RCA Ops	Lt	Hunt, AJ	17 Nov 16
2277 RCACC	Capt	Iredale, MJ	10 Feb 17
100 RCSCC	Lt(N)	Irving, SL	22 Feb 17
396 RCACS	Capt	Jensen, AL	12 Dec 16
2305 RCACC	Capt	Kallert, BM	20 Feb 17
RCA Ops	Capt	Kelley, RA	22 Feb 17
RCSU (Pac)	CI	Kelly, SS	24 Jan 17
RCA Ops	Capt	Kerry, SK	16 Nov 16
RCSU (Pac)	Capt	Ketchum, AE	08 Feb 17
RCA Ops	Capt	Kirkpatrick, DO	04 Jan 17
777 RCACS	Capt	Kitts, SD	11 Feb 17
RCSU (Pac)	A/Maj	Kopan, KM	10 Feb 17
RCSU (Pac)	WO	Koronko, BA	08 Feb 17
808 RCACS	Capt	Kung, CS	26 Dec 16
RCSU (Pac)	Capt	Lacey, EB	01 Feb 17
3300 RCACC	Capt	Larden, ME	10 Feb 17
135 RCACS	Lt	Law, KK	04 Jan 17
RCSU (Pac)	Lt	Lewis, BC	20 Dec 16
819 RCACS	A/Maj	MacDonald, JL	27 Feb 17
RCSU (Pac)	Capt	Malczynski, IE	13 Dec 16
RCA Ops	Capt	Mansueto, AR	29 Jan 17
861 RCACS	Capt	Martin, LA	15 Feb 17
3005 RCACC	Capt	Materi, BC	22 Feb 17
2618 RCACC	Capt	McCue, WC	29 Feb 17
RCSU (Pac)	Capt	McIntosh, HE	23 Feb 17
RCSU (Pac)	Capt	Moldowan, ME	14 Feb 17
RCA Ops	Capt	Morrice, EA	25 Dec 16
2276 RCACC	Capt	Nicoll, GW	24 Feb 17
386 RCACS	CI	Nielsen, TE	07 Nov 16
147 RCACS	Lt	Noordegraaf, CP	08 Feb 17
189 RCSCC	Lt(N)	Orange, TL	07 Feb 17
HMCS Quadra	LCdr	Packer, MJ	06 Feb 17
835 RCACS	2Lt	Pedersen, RJ	02 Dec 16
655 RCACS	Lt	Persaud, A	14 Nov 16
RCIS	Sgt	Phillips, GS	04 Jan 17
RCSU (Pac)	Civ	Piper, JE	23 Feb 17
2276 RCACC	Capt	Radcliffe, TA	27 Feb 17
893 RCACS	Capt	Rose, ST	23 Feb 17
747 RCACS	Capt	Ross, DE	14 Dec 16
2827 RCACC	A/Capt	Rothwell, RA	06 Feb 17

1789 RCACC	Capt	Schell, RL	27 Feb 17
147 RCACS	Capt	Shore, RG	24 Feb 17
RCSU (Pac)	SLt	Smith, SK	16 Feb 17
204 RCSCC	Lt(N)	Steele, DL	22 Feb 17
109 RCSCC	Lt(N)	Stoney, CV	10 Jan 17
RCA Ops	CI	Summers, LT	09 Feb 17
521 RCACS	Capt	Taylor, MD	15 Feb 17
RCSU (Pac)	A/LCdr	Terry, TS	15 Dec 16
296 RCSCC	Lt(N)	Thurber, BD	12 Jan 17
RCSU (Pac)	Lt(N)	Tien, JH	12 Jan 17
888 RCACS	A/Maj	Tiwana, AS	10 Jan 17
204 RCACS	Capt	Totten, RP	11 Feb 17
819 RCACS	Lt	Truong, LC	28 Dec 16
655 RCACS	Lt	Tsang, CY	28 Nov 16
RCA Ops	Lt	Tung, J	25 Jan 17
111 RCACS	Lt	Tung, SP	30 Jan 17
RCA Ops	Capt	Tuyttens, DW	09 Jan 17
RCSU (Pac)	MCpl	Vonpetzinger, CE	17 Jan 17
RCA Ops	Capt	Vucko, DL	21 Nov 16
RCA Ops	Capt	Vucko, J	07 Nov 16
RCSU (Pac)	A/Maj	Wagner, TN	08 Feb 17
102 RCSCC	Lt(N)	Watson, BA	22 Feb 17
2308 RCACC	Capt	Welbourn, RC	14 Nov 16
RCA Ops	Capt	White, DC	08 Nov 17
3066 RCACC	2Lt	Williams, JC	29 Feb 17
3005 RCACC	Capt	Wilson, MK	18 Jan 17
105 RCSCC	Lt(N)	Wisla, MA	11 Jan 17
325 RCSCC	A/SLt	Wisla, SM	11 Jan 17
195 RCSCC	SLt	Wong, AL	08 Feb 17
759 RCACS	A/Maj	Wong, BS	10 Jan 17
1838 RCACC	Capt	Wright, JL	06 Jan 17
2381 RCACC	Lt	Wu, SJ	25 Jan 17
744 RCACS	Capt	Yablonski, GT	08 Dec 16

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	Name	Due Date	Cease Parading Effective Date
RCAOps	2Lt	Amelia, JA	14 Apr 17	15 Apr 16
RCSU	OCdt	Anderson, DR	19 Sep 17	28 Oct 16
RCSU	Sgt	Bagnell, KA	25 May 17	6 Jun 16
3063 RCACC	Capt	Brookes, TD	24 Aug 17	26 Aug 16
RCSU	A/Maj	Cable, RW	05 Feb 13	6 Feb 13
RCSU	2Lt	Carlson, IM	03 Sep 15	7 Jan 16
RCSU	Capt	Chen, MM	10 Sep 16	13 Sep 16
RCSU	2Lt	Cheung, EL	29 Nov 15	7 Jan 16
RCSU	Lt	Chung, LC	18 Sep 16	28 Oct 16
767 RCACS	Lt	Colosie, DS	05 Oct 16	5 Oct 16
RCSU	Lt	Contractor, DK	23 Jun 14	24 Jun 14
RCSU	2Lt	Crawford, DY	07 Sep 16	9 Sep 16
RCSU	SLt	Douglas, RS	07 Jan 16	12 Jan 16

257 RCACS	Lt	Fagervik, KA	17 Oct 16	24 Oct 16
RCSU	OCdt	Fernstrom, TJ	14 Sep 16	3 Oct 16
RCSU	2Lt	Fjellgaard, EA	09 Aug 16	11 Aug 16
1922 RCACC	Lt	Francis, SB	11 Aug 16	1 Mar 16 *
RCSU	Lt	George, BT	02 Sep 16	9 Sep 16
RCSU	Capt	Griffith, MJ	07 May 12	8 May 12
531 RCACS	Lt	Gurnett, CL	06 Sep 16	9 Sep 16
2510 RCACC	Lt	Harvey, CA	02 May 13	20 Sep 12
2289 RCACC	Lt	Hill, VL	14 Oct 16	24 Oct 16
RCSU	Lt	Hossack, JA	10 May 15	7 Jan 16
RCSU	Lt	Houle, EK	27 Jan 15	29 Jan 15
RCSU	Capt	Hull, C	16 Sep 12	17 Sep 12
RCSU	A/SLt	Johnson, JB	06 May 15	7 Jan 16
RCSU	SLt	Kardal, RM	12 Apr 16	6 Oct 16 *
637 RCACS	Lt	Keogh, BL	07 Sep 16	9 Sep 16
RCSU	A/SLt	Kwan, IH	14 Sep 16	3 Oct 16
RCSU	2Lt	Kwok, NK	02 Aug 16	10 Aug 16
RCSU	SLt	Lee, A	29 Oct 15	7 Jan 16
RCSU	2Lt	Leung, C	17 Sep 16	19 Sep 16
2381 RCACC	Lt	Lu, TD	10 Sep 16	13 Sep 16
2277 RCACC	Lt	MacDougall, A	24 Mar 16	29 Mar 16
RCSU	2Lt	Mackie, MJ	17 Feb 16	26 Feb 16
861 RCACS	Lt	McCarthy, DA	12 Oct 16	24 Oct 16
583 RCACS	Lt	Meade, AC	13 Sep 16	19 Sep 16
RCSU	OCdt	Pike, SR	23 Sep 15	7 Jan 16
54 RCSCC	NCdt	Schoenfelder, AE	25 Feb 16	26 Feb 16
RCSU	Capt	Seal, KA	21 Aug 16	26 Aug 16
RCSU	Lt(N)	Sullivan, RL	15 Oct 12	17 Oct 12
220 RCSCC	SLt	Tarrington, NM	22 Jun 16	23 Jun 16
258 RCACS	Capt	Wanner, TD	21 Oct 16	24 Oct 16
RCSU	Lt	White, KM	16 Oct 16	24 Oct 16
RCAOps	Lt	Wong, WW	06 Sep 16	9 Sep 16
2422 RCACC	Lt	Wu, E	29 Sep 16	30 Sep 16

\* Mbr was suspended for an expired RS on the date indicated, but a new PRC/VSS will also be required prior to authorization to recommence duties.

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
386 RCACS	2Lt	Gardner, R	24 Oct 16	26 Oct 16
259 RCACS	Lt	Klitbo, A	26 Aug 16	11 Oct 16
2827 RCACC	Lt	Nutley, C	11 Oct 16	12 Oct 16
RCSU	Lt	Restemeyer, J	09 Sep 16	17 Oct 16
RCSU	Lt	Schillinger, E	25 Oct 16	27 Oct 16
307 RCSCC	SLt	Smith, JM	24 Oct 16	26 Oct 16
676 RCACS	Lt	Tellier, D	19 Sep 16	13 Oct 16

(J1 Staffing O)

### **182/16 – RELIABILITY STATUS REQUIRING UPDATE**

1. Reliability Screening consists of conducting verifications and checks in order to be able to grant individuals a Reliability Status (RS), which is the minimum level required for all CAF members and civilian instructors working in support of the CCO. RS must be updated every 10 years. 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	Note
609 RCACS	Capt	Antoniou, PJ	02 Feb 17	Cdt #172 required
1725 RCACC	Capt	Banks, BW	26 Feb 17	Cdt #172 required
903 RCACC	Capt	Blomme, WE	14 Feb 17	Cdt #172 required
RCSU	Capt	Campbell, DS	26 Jan 17	Cdt #172 required
RCAOps	Maj	Chester, TR	15 May 16	in process
RCSU	WO	Curran, DF	03 Nov 16	Cdt #172 required
513 RCACS	Capt	Dwyer, CC	06 Nov 16	Cdt #172 required
513 RCACS	Capt	Edmiston, PJ	26 Jan 17	Cdt #172 required
655 RCACS	Capt	Elder, DJ	28 Nov 16	Cdt #172 required
1922 RCACC	Lt	Francis, SB	03 Nov 16	Cdt #172 required
257 RCACS	Capt	Graczyk, KE	07 Nov 16	Cdt #172 required
RCAOps	Capt	Hoath, KL	25 Jan 17	Cdt #172 required
100 RCSCC	Lt(N)	Irving, SL	11 Jan 17	Cdt #172 required
354 RCSCC	Lt(N)	Juliusson, RJ	02 Feb 17	Cdt #172 required
RCSU	SLt	Kardal, RM	07 Feb 17	Cdt #172 required
RCSU	LCol	Kopan, TW	02 Feb 17	Cdt #172 required
2276 RCACC	Capt	Lane, KRJ	30 Dec 16	Cdt #172 required
5 RCSCC	Lt(N)	Lesperance, P	25 Jan 17	Cdt #172 required
RCSU	Maj	Lewis, RM	02 Feb 17	Cdt #172 required
581 RCACS	2Lt	Makortoff, BJ	02 Nov 16	Cdt #172 required
RCAOps	Capt	Manary, WJ	26 Jan 17	in process
3063 RCACC	Capt	March, KJ	26 Feb 17	Cdt #172 required
72 RCACC	Capt	Millard, MJ	05 Feb 17	Cdt #172 required
513 RCACS	Capt	Mitra, S	06 Dec 16	Cdt #172 required
RCSU	Capt	Peter, JL	25 Apr 16	in process
259 RCACS	Lt	Power, BD	06 Feb 17	Cdt #172 required
RCAOps	Capt	Pritchard, NA	10 Nov 16	in process
349 RCSCC	Lt(N)	Stewart, DA	17 Jan 17	Cdt #172 required
296 RCSCC	Lt(N)	Thurber, BD	12 May 16	in process
RCSU	Capt	Tujik, PF	26 Jan 17	Cdt #172 required
RCSU	Capt	Turra, E	24 Jan 17	Cdt #172 required
RCSU	MCpl	Vonpetzinger, CE	07 Feb 17	Cdt #172 required
RCSU	SLt	Wilde, BM	13 Apr 16	in process

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

Unit	Rank	Name	Due Date	Cease Parading Effective Date
RCSU (Pac)	Lt(N)	Allan, OA	21 Sep 15	7 Jan 16
RCSU (Pac)	Lt(N)	Bollen, LD	16 Mar 15	20 Mar 15
RCSU (Pac)	Capt	Dornan, WJE	25 Jan 16	26 Jan 16
258 RCACS	Capt	Eichinger, ND	17 Nov 14	7 Jan 16
RCSU (Pac)	Capt	Escobar, FG	31 Mar 16	1 Apr 16
1922 RCACC	Lt	Francis, SB	29 Feb 16	1 Mar 16
RCSU (Pac)	Capt	Griffith, MJ	23 May 06	08 May 12
RCSU (Pac)	Capt	Haak, K	31 Oct 16	1 Nov 16
2510 RCACC	Lt	Harvey, CA	10 Sep 12	20 Sep 12
RCSU (Pac)	Capt	Hull, C	02 Apr 02	17 Sep 12
RCSU (Pac)	Capt	L'Heureux, KLR	4 Jan 15	9 Jan 15
RCA Ops (Pac)	Lt	Norris, KDB	31 Mar 16	1 Apr 16
835 RCACS	2Lt	Pedersen, RJ	20 Oct 06	20 Oct 16
828 RCACS	Capt	Peel, MK	27 Jun 15	7 Jan 16
RCSU (Pac)	Capt	Stroet, MA	6 Sep 15	2 Feb 16
347 RCSCC	Lt(N)	Totten, NC	21 Sep 15	7 Jan 16
RCSU (Pac)	Capt	Wright, MW	29 Aug 15	7 Jan 16

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

Unit	Rank	Name	Cease Parading Effective Date	RS Approval Date
2924 RCACC	SLt	Lesemann, CRD	1 Mar 16	12 Oct 16

(J1 Staffing O)

### **183/16 – ADMINISTRATION TIPS**

1. As we continue to work in our new organizational structure and function with newly established work processes, the following tips will assist when corps/squadron staff are forwarding administration requests to RCSU (Pac):
  - a. when scanning documents to attach to an email (i.e. pay sheets), please decrease the scan size (i.e. reduce the resolution) as the increased reliance on email submissions has maximized the capacity in our mailboxes and during peak periods, emails were being bounced back;
  - b. when submitting a personnel transaction request by email, please include a requested effective date;
  - c. limiting emails to one personnel transaction helps to ensure that each situation is properly and thoroughly actioned. When more than one issue is in an email, it is easily misdirected, and tracking and filing of information becomes difficult; and
  - d. submission of documents or personnel transaction requests should only be made once (i.e. if you are submitting a pay sheet via email, don't also send in the hard copy as this is creating a duplication of paperwork and slowing down processing).

(J1 Admin O)

### **184/15 – CORPS/SQUADRON OFFICIAL POPULATION AND ESTABLISHMENTS**

1. Annex A provides the corps/squadron official population and establishments for the current training year.
2. In cases where a corps/squadron's establishment has decreased since last training year, RCSU (Pac) staff will be working with the corps/squadron to determine any required action.

(J1 Admin O)

### **185/16 – INJURY REPORTING FOR CAF MEMBERS**

1. When a CAF member is injured on duty, a CF 98 must be completed and submitted to the J1 Services Officer within 15 days. In the event that a member needs to seek or has already received medical or dental treatment for a service-related injury, the J1 Services Officer must be notified by email or phone ASAP. This will ensure that mechanisms are underway for appropriate compensation and coverage.
  2. If the injury is serious enough that a member must miss employment or school, there may be benefits under the Government Employees Compensation Act (GECA) or Reserve Force Compensation. In this case, it is important that the member contact the J1 Services Officer ASAP and not perform Class A service until cleared to do so.
2. Further information can be obtained from by contacting the J1 Services Officer.

(J1 Svcs O)



## **186/16 – CTC POSITIONS 2017 – COATS MEMBERS AND CIVILIAN INSTRUCTORS**

1. Applications for 2017 Cadet Training Centre (CTC) positions are now being solicited. Members of the COATS and (potential) Civilian Instructors are invited to apply for positions at a CTC. Specific CTC positions are located in Annex B. All vacancies and dates must be regarded as tentative and are subject to change. Dates are inclusive of travel and will be amended if travel days are not required and/or authorized. Personnel may apply for a CTC outside of their environment, however, priority may be made for the member's environmental 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/Vulnerable Sector Screening (PRC/VSS), a favourable Reliability Screening (RS), and a valid medical with no significant medical employment limitations. All documents shall be current prior to commencing the Reserve Service and must not expire during 2017 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 2017 by submitting a Cdt #112 (available in the File Repository) or by sending an email with the same information to rcsupacstaffing@forces.gc.ca. The Cdt #112 or email shall reach the Staffing Officer no later than **3 February 2017**. 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, J1 Staffing Officer, by email at rcsupacstaffing@forces.gc.ca or by phone at 250-363-0919.

(J1 Staffing O)

## **187/16 – SENIOR STAFF APPOINTMENTS FOR CTC 2017**

1. Applications are being accepted for LCdr/Maj Class B positions for summer 2017 at Pacific Region CTCs (HMCS QUADRA, Vernon, Albert Head and Comox). These positions include but are not limited to Operations Officer, Training Officer, OC Coy Commander, Service Support Officer, Chief Administration Officer, Chief Flying Instructor, Chief Ground School Instructor and Executive Officer / Deputy Commanding Officer.
2. The tentative period of service shall be 18 June – 25 August 2017 and may be renewed for two (2) additional summer periods based on performance and organizational requirements.
3. Applicants are to apply by submitting a Cdt #112 (available in the File Repository) or by sending an email with the same information to rcsupacstaffing@forces.gc.ca. Applications shall reach the J1 Staffing Officer, no later than **4 November 2016**. Late applications shall not be entertained.
4. RCSU (Pac) will notify all applicants by e mail when their applications have been received.
5. The OPI for CTC Staffing is Lt(N) Jennifer Stewart, J1 Staffing Officer, who can be contacted by email at rcsupacstaffing@forces.gc.ca or by phone at 250-363-0919.

(J1 Staffing O)

## **188/16 – RCSU (PAC) RESERVE EMPLOYMENT OPPORTUNITIES (REO)**

1. The following REOs with the Regional Cadet Support Unit (Pacific) are available to serving Reservists who meet the required criteria as stated for each employment opportunity:

- a. [O 28338 J4 Supply Tech \(Vernon\);](#)
- b. [O 28181 J4 Warehouse 2IC \(Vernon\);](#)
- c. [O 28182 J8 Financial Services Supervisor;](#)
- d. [O 28183 J8 Financial Services Supervisor \(Travel & Claims\);](#)
- e. [O 28157 J8 Fin Services Specialist \(Travel & Claims\);](#)
- f. [O 27752 J8 Fin Services Specialist \(Travel & Claims\);](#)
- g. [O 28179 J8 Fin Svc Specialist \(Travel & Claims\) Seasonal;](#) and
- h. [O 27769 J8 NPF Supervisor \(Backfill\).](#)

2. The following REOs will be published shortly and will be available in the File Repository:

- a. J1 CTC Staffing (Seasonal Positions x 3) – to start in January 2017; and
- b. J1 HR Supervisor (Program Staffing).

(J1 Staffing O)

### **189/16 – RCSU (PAC) RESERVE SERVICE OPPORTUNITIES – EXPRESSIONS 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 offered a period of Class A or 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 an offer of Reserve Service 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)

### **190/16 – CADETS AS CAF MEMBERS**

Ref: DAOD 5002-1

1. Ref states:

“On the day of enrolment, an applicant may not be a cadet in a cadet organization authorized under section 46 of the *National Defence Act*.”

2. Cadets may not continue their membership in the CCO if they enrol into either the Regular or Reserve Force.

(J1 Admin O)

### **191/16 – PLACEMENT OF POPPIES**

The wearing of the poppy commenced 28 October 2016 at 1200 hrs. Annex C contains details on the proper placement of poppies on the CAF uniform.

(Coxn)

### **192/16 – ORDER OF PRECEDENCE – CADET MEDALS**

Ref: CATO 13-16 – National Cadet Honours and Awards

With the introduction of the Order of St. George Medal, there was a requirement to update the Order of Precedence for Cadet medals and decorations as outlined in ref. Following is the updated Order of Precedence for Cadet Medals and Decorations:

- a. Cadet Award for Bravery;
- b. Lord Strathcona Medal;
- c. Royal Canadian Legion Cadet Medal of Excellence;
- d. Navy League of Canada Medal of Excellence;
- e. The Major-General W.A. Howard;
- f. Air Force Association Medal;
- g. Army, Navy, and Air Force Veterans in Canada Cadet Medal of Merit;
- h. The Order of St. George Medal;
- i. Sea Cadet Service Medal;
- j. Army Cadet Service Medal; and
- k. Air Cadet Service Medal.

(J1 Admin O)

### **193/16 – 2017 POWER PILOT OR GLIDER PILOT SCHOLARSHIP EXAMS**

1. Cadets wishing to write the 2017 Power Pilot or Glider Pilot Scholarship Exams must have the Cdt #184 and all required FORTRESS documentation completed no later than 12 December 2016 in order to be eligible to write the exam. This will enable the BCPC, RCSU (Pac) and RCA Ops 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 (GPS) and CATO 54-27 (PPS). All height and weight restrictions must be respected, as there is no provision for exemptions to these requirements.

3. In addition to these limitations, cadets may be required to prove that they can comfortably sit in the aircraft, fully manipulate all aircraft controls, and maintain a good field of visibility outside of the aircraft while safely strapped into the aircraft. Due to normal

anthropometric variances, it is possible that a cadet who meets defined limitations may not be able to safely operate the aircraft while properly secured. In these cases, cadets will be unable to proceed to training.

4. The age requirements are also rigid. For example, a cadet who is one day too young or one day too old is not eligible for these courses. 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)

#### **194/16 – NEW ZONE UPARs**

The following personnel have been offered the opportunity to fulfill Class A Zone UPAR positions until 30 Jun 17:

- a. Capt Wally McCue – Zone UPAR Prince George 2;
- b. Capt Melissa Peel – Zone UPAR Chilliwack;
- c. Lt(N) Carson Stoney – Zone UPAR Nanaimo; and
- d. Capt Jason Paas – Zone UPAR Vernon 2

(PAO)

#### **195/16 – EXPANDED AIRPORT TRUSTED TRAVELER PROGRAM (FORMERLY NEXUS) FOR CAF MEMBERS**

Ref: CANFORGEN 037/16 CMP 022/16 031606Z MAR 16

1. Ref outlined how Canadian Armed Forces (CAF) members in uniform could access the Nexus lines at airport pre-board screening checkpoint.
2. The Canadian Air Transport Security Authority (CATSA) is now providing serving CAF members, including reservists, with additional benefits under the Expanded Trusted Traveller Program. CAF members are no longer required to be in uniform to access the Nexus/Trusted Travellers lines.
3. Military personnel only need to present their valid military ID card and Boarding Pass to CATSA Screening Officers when they enter the Screening Checkpoints.
4. Furthermore, when military members are traveling with family and/or friends on the same flight, those co-travellers may also access the Nexus/Trusted Traveller Line.
5. Trusted Travellers are also eligible for simpler security screening procedures. Simpler procedures mean that passengers using these lines can keep shoes, belts and light jackets on, and items in pockets. They can also keep containers of liquids, aerosols and gels under 100 ml inside their carry-on bags.
6. The Trusted Traveller Program is now in place at many pre-board screening checkpoints when departing Canadian airports. These include airports in Victoria, Vancouver, Calgary, Edmonton, Regina, Winnipeg, Toronto, Ottawa, Montreal, Quebec City, Moncton, Halifax and St John's.
7. CAF members must still follow screening rules with regard to forbidden items. They must still pass through a walk through metal detector. They must remove laptops from carry-on bags and their carry-on items will continue to be x-rayed. CAF members may also be subject to additional search procedures.

8. To find out more about Trusted Traveller Program, visit the CATSA website [www.CATSA.gc.ca/Trusted-Traveller](http://www.CATSA.gc.ca/Trusted-Traveller).

(J1 Admin O)

### **196/16 – NAVAL ENSIGN PATCHES**

Ref: NAVGEN 004/16 011702Z FEB 16 Para 3

At this time, RCSU (Pac) HQ will not be purchasing the Naval Ensign Patches for wear on the Naval Wind and Rain Jacket or the Naval Combat Dress Jacket. Personnel will be advised when these badges become available in the Supply System. In the interim, members may purchase the patch for the Naval Wind and Rain Jacket at their own cost. CANEX carries an approved version with Velcro backing which is available for order from their website:

[http://www.canex.ca/military/military-merchandise/navy-merchandise/royal-canadian-navy-velcro-sleeve-patch.html#product\\_tabs\\_additional\\_tabbed](http://www.canex.ca/military/military-merchandise/navy-merchandise/royal-canadian-navy-velcro-sleeve-patch.html#product_tabs_additional_tabbed)

(J4 Tech Svcs O)

### **197/16 – CHANGE OF PERSONAL INFORMATION**

All COATS members and CIs are reminded of the importance of advising the Records and Pay Section of any personal information changes. The form Cdt #133 is to be forwarded directly to the Records and Pay Section RCSUPAC\_ORDERLYROOM@forces.gc.ca as soon as possible following a change of address, change of dependants (add/delete), change of marital status, telephone number, etc.

(J1 HR Supr (Rcds & Pay))

### **198/16 – COURT MOUNTING OF MEDALS AT PUBLIC EXPENSE**

1. 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 in Port Alberni and north of Nanaimo may bring their medals to 19 Wing Comox Clothing Stores; and
  - c. Island personnel from Nanaimo south may have their medals mounted through a commercial source, and submit for reimbursement via a CF 52 General Allowance Claim which will be processed through CFB Esquimalt. The current maximum authorised is \$18.45 per medal.
  
3. A completed CF Medal Entitlement Record form (available in the Misc Forms folder on the File Repository) with all necessary stamps and signatures must be provided in all cases. For personnel whose claim is being submitted through CFB Esquimalt, a copy of their ID card must also be included and an MPRR will be added to the claim by RCSU (Pac) staff.

(J4 Tech Svcs O)

### **199/16 – 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).

(J1 Admin O)

### **200/16 – 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

(J1 Admin O)

### **201/16 – CIC BRANCH ASSOCIATION'S CONFERENCE & DINNER**

1. Registration is now open for the CIC Branch Association's third annual Conference & Dinner to be held Saturday, 26 November 2016 at the Royal Westminster Regiment Armoury in New Westminster.

2. The conference will be an excellent opportunity to hear from local influencers, engage in discussion, share ideas and build camaraderie among fellow CIC, COATS and volunteers of the CCO. For more information, visit [www.cic-bc.ca](http://www.cic-bc.ca).

(CIC Branch Association)

### **202/16 – CLOSURE OF RCSU (PAC) – 2 DECEMBER 2016**

Please note that all RCSU (Pac) staff will be attending a Professional Development Day on Friday, 2 December 2016 and therefore the RCSU (Pac) will be closed for the full day.

(J1 Admin O)

*// original signed by Maj S.E. Melanson, A/CO, for Cdr Coulombe //*

D.A. Coulombe  
Commander  
Commanding Officer

Annexes

Annex A Corps and Squadron Official Population 2016/2017  
Annex B 2017 CTC Staff Positions  
Annex C Wearing of Poppies

CORPS AND SQUADRON OFFICIAL POPULATION 2016/2017

Corps/ Squadron	Official Population	Paid Positions
5 RCSCC	79	7
7 RCSCC	40	6
47 RCSCC	94	8
54 RCSCC	29	5
63 RCSCC	19	5
64 RCSCC	22	5
81 RCSCC	20	5
93 RCSCC	17	5
100 RCSCC	29	5
102 RCSCC	77	7
105 RCSCC	42	6
109 RCSCC	23	5
131 RCSCC	15	5
136 RCSCC	83	7
137 RCSCC	27	5
158 RCSCC	21	5
169 RCSCC	27	5
189 RCSCC	36	6
195 RCSCC	113	8
201 RCSCC	104	8
202 RCSCC	21	5
204 RCSCC	34	6
220 RCSCC	20	5
263 RCSCC	37	6
296 RCSCC	19	5
307 RCSCC	41	6
325 RCSCC	30	6
347 RCSCC	17	5
349 RCSCC	25	5
354 RCSCC	37	6
72 RCACC	45	6
788 RCACC	23	5
903 RCACC	28	5
950 RCACC	23	5
1705 RCACC	48	6
1725 RCACC	59	6
1726 RCACC	21	5
1746 RCACC	24	5
1787 RCACC	16	5
1789 RCACC	26	5
1813 RCACC	25	5
1838 RCACC	54	6
1867 RCACC	78	7
1922 RCACC	26	5
2136 RCACC	39	6
2276 RCACC	53	6
2277 RCACC	78	7
2289 RCACC	20	5

Corps/ Squadron	Official Population	Paid Positions
2290 RCACC	62	7
2305 RCACC	46	6
2308 RCACC	19	5
2316 RCACC	78	7
2381 RCACC	159	10
2422 RCACC	41	6
2458 RCACC	13	5
2472 RCACC	52	6
2483 RCACC	43	6
2556 RCACC	13	5
2573 RCACC	39	6
2618 RCACC	56	6
2756 RCACC	19	5
2757 RCACC	9	5
2781 RCACC	17	5
2812 RCACC	131	9
2822 RCACC	44	6
2827 RCACC	34	6
2887 RCACC	28	5
2893 RCACC	97	8
2924 RCACC	21	5
2943 RCACC	20	5
2947 RCACC	73	7
2963 RCACC	16	5
2983 RCACC	14	5
3005 RCACC	39	6
3020 RCACC	16	5
3063 RCACC	12	5
3064 RCACC	21	5
3066 RCACC	9	5
3067 RCACC	14	5
3080 RCACC	18	5
3300 RCACC	69	7
22 RCACS	12	5
59 RCACS	77	7
89 RCACS	102	8
103 RCACS	73	7
111 RCACS	158	10
135 RCACS	107	8
147 RCACS	77	7
204 RCACS	50	6
205 RCACS	67	7
222 RCACS	30	6
223 RCACS	24	5
232 RCACS	23	5
243 RCACS	62	7
257 RCACS	15	5
258 RCACS	12	5

<b>Corps/ Squadron</b>	<b>Official Population</b>	<b>Paid Positions</b>
259 RCACS	40	6
279 RCACS	20	5
353 RCACS	33	6
363 RCACS	36	6
386 RCACS	82	7
396 RCACS	36	6
513 RCACS	62	7
521 RCACS	70	7
525 RCACS	39	6
531 RCACS	18	5
552 RCACS	22	5
561 RCACS	18	5
581 RCACS	28	5
583 RCACS	83	7
609 RCACS	80	7
637 RCACS	204	11
655 RCACS	222	12
676 RCACS	81	7
692 RCACS	236	12
744 RCACS	41	6
746 RCACS	147	9
747 RCACS	54	6

<b>Corps/ Squadron</b>	<b>Official Population</b>	<b>Paid Positions</b>
754 RCACS	194	11
759 RCACS	160	10
767 RCACS	137	9
768 RCACS	33	6
777 RCACS	136	9
787 RCACS	20	5
808 RCACS	70	7
819 RCACS	160	10
828 RCACS	51	6
835 RCACS	22	5
841 RCACS	14	5
848 RCACS	53	6
858 RCACS	12	5
861 RCACS	139	9
888 RCACS	181	11
893 RCACS	21	5
899 RCACS	18	5
902 RCACS	19	5
904 RCACS	16	5
907 RCACS	135	9
909 RCACS	36	6



2017 CTC STAFF POSITIONS

**HMCS QUADRA**

Position Title	Qty	Source	Rank	From	To
CO		COATS	Cdr	11-Jun-17	25-Aug-17
XO		COATS	LCdr	11-Jun-17	25-Aug-17
Quadra CPO		COATS - NCM	CPO1	11-Jun-17	25-Aug-17
Stds O		COATS	Lt(N)	25-Jun-17	25-Aug-17
A/Stds O		COATS	SLt	25-Jun-17	21-Aug-17
Ops O		COATS	LCdr	18-Jun-17	25-Aug-17
OIC PCT	2	COATS	Lt(N) - LCdr	25-Jun-17	23-Aug-17
XO PCT	2	COATS	Lt(N)	25-Jun-17	21-Aug-17
BWK PCT	4	COATS	A/SLt - Lt(N)	25-Jun-17	21-Aug-17
OC TC Ops		COATS	Lt(N)	21-Jun-17	23-Aug-17
TC Ops O	3	COATS	Lt(N)	25-Jun-17	21-Aug-17
TC Ops 2IC	4	COATS	NCdt - SLt	25-Jun-17	21-Aug-17
TC Ops - Class A Surge		COATS	NCdt - SLt	As Req'd	
Boats O		COATS	Lt(N)	18-Jun-17	25-Aug-17
Boats Trg O		COATS	Lt(N)	21-Jun-17	25-Aug-17
Boats Maint O		COATS	SLt	21-Jun-17	25-Aug-17
Sail Maint / General Trg		COATS	SLt	21-Jun-17	25-Aug-17
Small Craft Operator Program Instructor	2	COATS	Lt(N)	21-Jun-17	23-Aug-17
Trg Support O		COATS	LCdr	18-Jun-17	25-Aug-17
Nav O		COATS	Lt(N)	25-Jun-17	21-Aug-17
First Aid Instructor		COATS	Lt(N)	As Req'd	
Drill Trg O		COATS	SLt - Lt(N)	25-Jun-17	21-Aug-17
Seamanship Trg O		COATS	SLt - Lt(N)	25-Jun-17	21-Aug-17
RSO		COATS	SLt - Lt(N)	25-Jun-17	21-Aug-17
PERO		COATS	Lt(N)	21-Jun-17	23-Aug-17
A/Sports O	2	COATS	SLt	25-Jun-17	21-Aug-17
Sail & Shipwright Trg O		COATS	LCdr	18-Jun-17	25-Aug-17

Sail LF		COATS	Lt(N)	21-Jun-17	23-Aug-17
Basic Sail Crse O		COATS	Lt(N)	21-Jun-17	23-Aug-17
Basic Sail Trg O		COATS	SLt	25-Jun-17	21-Aug-17
Basic Sail Div O		COATS	SLt	25-Jun-17	21-Aug-17
Inter Sail Crse O		COATS	Lt(N)	21-Jun-17	23-Aug-17
Inter Sail Trg O	2	COATS	SLt	25-Jun-17	21-Aug-17
Inter Sail Div O	2	COATS	SLt	25-Jun-17	21-Aug-17
Snr Sail Crse O		COATS	Lt(N)	21-Jun-17	23-Aug-17
Snr Sail Trg O		COATS	SLt	25-Jun-17	21-Aug-17
Snr Sail Div O		COATS	SLt	25-Jun-17	21-Aug-17
Seamanship Trg O		COATS	LCdr	18-Jun-17	25-Aug-17
Basic Seamanship Crse O		COATS	Lt(N)	21-Jun-17	23-Aug-17
Basic Seamanship Div O	2	COATS	SLt	25-Jun-17	21-Aug-17
Ship's Boat Operator Crse O		COATS	Lt(N)	21-Jun-17	23-Aug-17
Ship's Boat Operator Div O	2	COATS	SLt	25-Jun-17	21-Aug-17
Boatswain Mate Crse O		COATS	Lt(N)	21-Jun-17	23-Aug-17
Boatswain Mate Div O	2	COATS	SLt	25-Jun-17	21-Aug-17
Shipwright Crse O		COATS	Lt(N)	21-Jun-17	23-Aug-17
Shipwright Div O		COATS	SLt	25-Jun-17	21-Aug-17
Music Trg O		COATS	LCdr	18-Jun-17	25-Aug-17
Director of Music		COATS	Lt(N)	21-Jun-17	23-Aug-17
Basic Musician Crse O		COATS	Lt(N)	21-Jun-17	23-Aug-17
Basic Musician Div O	3	COATS	SLt	25-Jun-17	21-Aug-17
Inter Musician Crse O		COATS	Lt(N)	21-Jun-17	23-Aug-17
Inter Musician Div O		COATS	SLt	25-Jun-17	21-Aug-17
Adv Musician Crse O		COATS	Lt(N)	21-Jun-17	23-Aug-17
Adv Musician Div O		COATS	SLt	25-Jun-17	21-Aug-17
Music Trg Coord		COATS	Lt(N)	25-Jun-17	21-Aug-17
Music Instructors	9	COATS	SLt	25-Jun-17	21-Aug-17
GT & DC Trg O		COATS	LCdr	18-Jun-17	25-Aug-17
D&C Crse O		COATS	Lt(N)	21-Jun-17	23-Aug-17
Basic D&C Div O		COATS	SLt	25-Jun-17	21-Aug-17

D&C Instr Div O		COATS	SLt	25-Jun-17	21-Aug-17
GT Crse O		COATS	Lt(N)	21-Jun-17	23-Aug-17
GT Div O	3	COATS	SLt	25-Jun-17	21-Aug-17
Sp Scvs O		COATS	LCdr	18-Jun-17	25-Aug-17
Fin O		COATS	Lt(N)	18-Jun-17	25-Aug-17
NPFAO		COATS	Lt(N)	18-Jun-17	25-Aug-17
Mov O		COATS	Lt(N)	21-Jun-17	23-Aug-17
Maint Eng/GSO		COATS	Lt(N)	18-Jun-17	25-Aug-17
A/Maint Eng O		COATS	SLt	21-Jun-17	23-Aug-17
Canteen Supervisor		COATS	Lt(N)	25-Jun-17	23-Aug-17
Chief Admin O		COATS	LCdr	11-Jun-17	25-Aug-17
Pers Admin O		COATS	Lt(N)	18-Jun-17	25-Aug-17
Trg Admin O		COATS	SLt	25-Jun-17	23-Aug-17
Intake & Exhaust Officers (Class A)		COATS	NCdt - Lt(N)	As Req'd	
UPAR		COATS	Lt(N)	25-Jun-17	23-Aug-17
UCCMA		COATS	Lt(N)	25-Jun-17	21-Aug-17
SCdt PD Trg Sp O	5	COATS	Lt(N)	28-Jun-17	7-Jul-17

**Vernon**

Position Title	Qty	Source	Rank	From	To
CO		COATS	LCol	11-Jun-17	25-Aug-17
DCO		COATS	Maj	11-Jun-17	25-Aug-17
RSM		COATS - NCM	CWO	11-Jun-17	25-Aug-17
QMSI		COATS - NCM	MWO	18-Jun-17	25-Aug-17
Adjt		COATS	Capt	18-Jun-17	25-Aug-17
A/Adjt		COATS	Lt	21-Jun-17	23-Aug-17
Admin O		COATS	Capt	11-Jun-17	25-Aug-17
Pers Admin O		COATS	Capt	18-Jun-17	25-Aug-17
Stds O		COATS	Capt	25-Jun-17	25-Aug-17
A/Stds O		COATS	Lt	25-Jun-17	21-Aug-17
UCCMA	2	COATS	Capt	25-Jun-17	21-Aug-17

UPAR		COATS	Capt	25-Jun-17	23-Aug-17
Trg Sp & Ops O		COATS	Maj	18-Jun-17	25-Aug-17
First Aid Instructor		COATS	OCdt - Capt	As Req'd	
OC TC Ops		COATS	Capt	21-Jun-17	23-Aug-17
TC Ops O	4	COATS	Capt	25-Jun-17	21-Aug-17
TC Ops 2IC	5	COATS	Lt	25-Jun-17	21-Aug-17
TC Ops - Class A Surge		COATS	Ocdt - Lt	As Req'd	
OIC Evening Rec Scvs		COATS	Capt	21-Jun-17	23-Aug-17
PERO		COATS	Capt	21-Jun-17	23-Aug-17
A/Sports O / RSO	2	COATS	Lt	25-Jun-17	21-Aug-17
Company Commander - Drill & Ceremony (Land)		COATS	Maj	18-Jun-17	25-Aug-17
Crse O Basic D&C		COATS	Capt	21-Jun-17	23-Aug-17
Pl Comd Basic D&C	2	COATS	Lt	25-Jun-17	21-Aug-17
Crse O D&C Instr		COATS	Capt	21-Jun-17	23-Aug-17
Pl Comd D&C Instr	3	COATS	Lt	25-Jun-17	21-Aug-17
Company Commander - Music & Sports		COATS	Maj	18-Jun-17	25-Aug-17
Director of Music		COATS	Capt	21-Jun-17	23-Aug-17
Crse O Basic Musician		COATS	Capt	21-Jun-17	23-Aug-17
Pl Comd - Basic Music		COATS	Lt	25-Jun-17	21-Aug-17
Crse O Inter & Adv Musician		COATS	Capt	21-Jun-17	23-Aug-17
Pl Comd - Inter and Adv Musician	2	COATS	Lt	25-Jun-17	21-Aug-17
Music Training Coordinator		COATS	Capt	25-Jun-17	21-Aug-17
Music Instr - Military Band	9	COATS	Lt	25-Jun-17	21-Aug-17
Music Level Testing		COATS	Capt	As Req'd	
Crse O Basic Fitness and Sport		COATS	Capt	21-Jun-17	23-Aug-17
Pl Comd Basic Fitness and Sport	4	COATS	Lt	25-Jun-17	21-Aug-17
Company Commander - GT		COATS	Maj	18-Jun-17	25-Aug-17
Crse O GT	2	COATS	Capt	21-Jun-17	23-Aug-17
Pl Comd GT	6	COATS	Lt	25-Jun-17	21-Aug-17
Company Commander - Markmanship		COATS	Maj	18-Jun-17	25-Aug-17
Head Coach		COATS	Capt	25-Jun-17	21-Aug-17
Coach	2	COATS	Lt	25-Jun-17	21-Aug-17

RSO	2	COATS	Lt	25-Jun-17	21-Aug-17
Crse O - Basic Marksman		COATS	Capt	21-Jun-17	23-Aug-17
Pl Comd - Basic Marksman	2	COATS	Lt	25-Jun-17	21-Aug-17
Crse O - ARMI		COATS	Capt	21-Jun-17	23-Aug-17
Pl Comd - ARMI	4	COATS	Lt	25-Jun-17	21-Aug-17
Company Commander - Expedition		COATS	Maj	18-Jun-17	25-Aug-17
Crse O - Expedition Instr		COATS	Capt	21-Jun-17	23-Aug-17
Crse O - Basic Expedition		COATS	Capt	21-Jun-17	23-Aug-17
Pl Comd - Basic Expedition	2	COATS	Lt	25-Jun-17	21-Aug-17
Team Leader - Expedition Instr	6	COATS	Lt	25-Jun-17	21-Aug-17
Expedition Specialty Instr		COATS	Capt	As Req'd	
Sqn Comd - Drill & Ceremony (Air)		COATS	Maj	18-Jun-17	25-Aug-17
Crse O Basic D&C		COATS	Capt	21-Jun-17	23-Aug-17
Fl Comd Basic D&C	4	COATS	Lt	25-Jun-17	21-Aug-17
Crse O D&C Instr		COATS	Capt	21-Jun-17	23-Aug-17
Fl Comd D&C Instr	4	COATS	Lt	25-Jun-17	21-Aug-17
Sp Svcs O		COATS	Maj	18-Jun-17	25-Aug-17
Sp Svcs O 2IC		COATS	Capt	21-Jun-17	23-Aug-17
Fin O		COATS	Capt	18-Jun-17	25-Aug-17
NPFAO		COATS	Capt	18-Jun-17	25-Aug-17
Mov O		COATS	Capt	21-Jun-17	23-Aug-17
A/Mov O		COATS	Lt	21-Jun-17	23-Aug-17
Intake & Exhaust Officers (Class A)		COATS	OCdt - Capt	As Req'd	
SCdt PD Trg Sp O	5	COATS	Capt	28-Jun-17	7-Jul-17

**Albert Head**

Position Title	Qty	Source	Rank	From	To
CO		COATS	LCol	11-Jun-17	25-Aug-17
Wing CWO		COATS - NCM	CWO	11-Jun-17	25-Aug-17
DCO		COATS	Maj	11-Jun-17	25-Aug-17
Admin O		COATS	Capt	11-Jun-17	25-Aug-17

Chief Clerk		COATS - NCM	Sgt	18-Jun-17	25-Aug-17
Pers Admin O		COATS	Capt	18-Jun-17	25-Aug-17
Intake & Exhaust Officers (Class A)		COATS	OCdt - Capt	As Req'd	
Familiarization Flying Pilots (Class A)		COATS	Capt	As Req'd	
First Aid Instructor	2	COATS	Capt	As Req'd	
UPAR		COATS	Capt	25-Jun-17	23-Aug-17
UCCMA		COATS	Capt	25-Jun-17	21-Aug-17
Padre		COATS	Capt	25-Jun-17	21-Aug-17
Stds O		COATS	Capt	25-Jun-17	25-Aug-17
A/Stds O		COATS	Lt	25-Jun-17	21-Aug-17
Wing Ops O		COATS	Maj	18-Jun-17	25-Aug-17
OC TC Ops		COATS	Capt	21-Jun-17	23-Aug-17
TC Ops O	3	COATS	Capt	25-Jun-17	21-Aug-17
TC Ops 2IC	4	COATS	Lt	25-Jun-17	21-Aug-17
TC Ops - Class A Surge		COATS	Ocdt - Lt	As Req'd	
Sports O		COATS	Capt	21-Jun-17	23-Aug-17
A/Sports O / RSO	2	COATS	Lt	25-Jun-17	21-Aug-17
Wing Trg O	3	COATS	Maj	18-Jun-17	25-Aug-17
Crse O General Trg	2	COATS	Capt	21-Jun-17	23-Aug-17
General Trg Fl Comd	6	COATS	Lt	25-Jun-17	21-Aug-17
Crse O Basic Survival		COATS	Capt	21-Jun-17	23-Aug-17
Basic Survival Fl Comd	2	COATS	Lt	25-Jun-17	21-Aug-17
Basic Survival Assitant Fl Comd	2	COATS	2Lt	25-Jun-17	21-Aug-17
Crse O BATA		COATS	Capt	21-Jun-17	23-Aug-17
BATA Fl Comd	2	COATS	Lt	25-Jun-17	21-Aug-17
Crse O Fitness And Sport Instructor		COATS	Capt	21-Jun-17	23-Aug-17
Fitness and Sport Instructor Fl Comd	3	COATS	Lt	25-Jun-17	21-Aug-17
Director of Music		COATS	Capt	21-Jun-17	23-Aug-17
Crse O Inter and Adv Musician		COATS	Capt	21-Jun-17	23-Aug-17
Inter Music Fl Comd	2	COATS	Lt	25-Jun-17	21-Aug-17
Adv Musician Fl Comd		COATS	Lt	25-Jun-17	21-Aug-17
Music Trg Coord		COATS	Capt	25-Jun-17	21-Aug-17

Music Instructors (Class A)		COATS	Lt	As Req'd	
Wing Sp Svcs O		COATS	Maj	18-Jun-17	25-Aug-17
Sp Svcs O 2IC		COATS	Capt	21-Jun-17	23-Aug-17
Mov O		COATS	Capt	21-Jun-17	23-Aug-17
Fin O		COATS	Capt	18-Jun-17	25-Aug-17
NPFAO		COATS - NCM	MWO	18-Jun-17	25-Aug-17
Banking Officer		COATS	Capt	18-Jun-17	25-Aug-17
Canteen Officer		COATS	Lt	18-Jun-17	25-Aug-17
SCdt PD Trg Sp O	5	COATS	Capt	28-Jun-17	7-Jul-17

**Comox CFTC**

Position Title	Qty	Source	Rank	From	To
CO		COATS	LCol	1-Jun-17	31-Aug-17
DCO		COATS	Maj	1-Jun-17	31-Aug-17
Admin O		COATS	Capt	27-May-17	25-Aug-17
Stds O		COATS	Maj	1-Jun-17	31-Aug-17
Maint O		COATS	Capt	1-Jun-17	31-Aug-17
UFSO		COATS	Capt	11-Jun-17	19-Aug-17
Mov O		COATS	Capt	25-Jun-17	16-Aug-17
CWO		COATS	CWO	4-Jun-17	14-Aug-17
Timekeeper		COATS	Capt	18-Jun-17	18-Aug-17
CFI		COATS	Maj	11-Jun-17	14-Aug-17
D/CFI		COATS	Capt	18-Jun-17	14-Aug-17
OC TC Ops		COATS	Capt	26-Jun-17	14-Aug-17
TC Ops O	3	COATS	Capt	26-Jun-17	14-Aug-17
Glider Flight Comd	2	COATS	Capt	14-Jun-17	14-Aug-17
Deputy Glider Flight Comd	2	COATS	Capt	14-Jun-17	14-Aug-17
Glider Pilot Instr	20	COATS	Capt	18-Jun-17	14-Aug-17
Tow Flight Comd		COATS	Maj	18-Jun-17	19-Aug-17
Tow Deputy Fl Comd		COATS	Capt	18-Jun-17	19-Aug-17
Tow Pilot	3	COATS	Capt	25-Jun-17	14-Aug-17

CGI		COATS	Maj	11-Jun-17	14-Aug-17
D/CGI		COATS	Capt	18-Jun-17	14-Aug-17
School Supervisor		COATS	Capt	18-Jun-17	14-Aug-17
Adv Aviation Flt Comd	3	COATS	Lt	18-Jun-17	14-Aug-17
Ground Instr	4	COATS	Lt	18-Jun-17	14-Aug-17
Sports Officer		COATS	Capt	18-Jun-17	14-Aug-17
UPAR		COATS	Capt	14-Jun-17	23-Aug-17
PPS Supervisor Vancouver		COATS	Capt	26-Jun-17	20-Aug-17
Site Supervisor Vancouver	3	COATS	Capt	26-Jun-17	20-Aug-17
Site Supervisor Vancouver (Class A)		COATS	Capt	As Req'd	
Site Supervisor Victoria		COATS	Capt	26-Jun-17	20-Aug-17



# 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

**SERVICE DRESS**  
ALL ELEMENTS

**NCD SHIRT**  
NAVY

**NCD 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**