



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

Order No. 10/2016	3 October 2016
Last Order No. 09/2016	Esquimalt, BC

**ROUTINE ORDER ENTRIES**

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## **148/16 – 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)

## **149/16 – RCSU (PAC) PERSONNEL CHANGES**

1. The following personnel changes have occurred at RCSU (Pac):
  - a. Capt J. Cater has assumed the duties of the J35 CIC CDL Support Services Officer effective 1 Oct 16;
  - b. Capt E. Chiang has commenced short term Class B Reserve Service as J5 Cadet Training Plans (Air) effective 1 Sep 16;
  - c. Lt(N) T. Pichaloff commenced short term Class B Reserve Service as J1 HR Supervisor (Program Staffing) effective 12 Sep 16;
  - d. Lt B. Justason has commenced short term Class B Reserve Service as J8 Financial Services Supervisor (Travel and Claims) effective 12 Sep 16; and
  - e. MCpl C. Woods has been selected through external competition to backfill the position of J4 Material Control Clerk effective 19 Sep 16.

(J1 HR Manager)

## **150/16 – AMENDMENTS TO PUBLICATIONS, ORDERS AND FORMS**

1. The following updates to forms are to be noted (current forms are available in the File Repository):
  - a. CF 98, Report of Injury, Disease or Illness (03-2016);
  - b. DND 423, Driver's Report of Collision (10-2015);
  - c. DND 424, Vehicle Collision Report (12-2013);
  - d. DND 2227, Supply Document (07-2016);
  - e. DND 2228, Supply Document (Supplementary) (07-2016); and
  - f. DND 2839, Confidential Report (08-2016).
2. The following forms are cancelled:
  - a. Cdt #103A, Record of Completion – Harassment Prevention Mandatory Reading for all Adult Supervisors Working With Cadets;
  - b. Cdt #104, Certificate of Completion – Leadership Through Diversity Training;
  - c. Cdt #106, Certificate of Completion – Training and Education for Environmental Stewardship (TrEES);

- d. Cdt #115, Pre-enrolment Security Clearance Pre-assessment;
- e. Cdt #116, Explanation of Loss or Damage to Identification Card is cancelled and replaced by DND 4154;
- f. Cdt #129, Illicit Drug Involvement in Maritime Forces Pacific;
- g. Cdt #132, Certificate of Change of Command;
- h. Cdt #146, Reserve Force – Application for Voluntary Release/Transfer;
- i. Cdt #148, Application for Exempt Drill and Training (ED&T); and
- j. Cdt #194, Unit Ethics Focus Session.

(J1 Admin O)

**151/16 – 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
RCSU (Pac)	Lt	Anderson, SL	25 Dec 16
100 RCSCC	A/SLt	Arruda, RJ	15 Jan 17
2887 RCACC	Capt	Bachmier, DJ	18 Oct 16
RCA Ops (Pac)	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, MAL	14 Dec 16
3067 RCACC	CI	Blakey, CI	17 Jan 17
325 RCSCC	Lt(N)	Blount, DW	16 Jan 17
2276 RCACC	SLt	Bough, GC	3 Nov 16
2573 RCACC	Lt	Bramhoff, CRS	24 Jan 17
RCA Ops (Pac)	Capt	Brown, JW	5 Jan 17
RCSU (Pac)	Capt	Callaghan, JA	4 Jan 17
396 RCACS	Capt	Callaghan, JE	16 Jan 17
109 RCSCC	SLt	Callaghan, KMA	17 Jan 17
RCSU (Pac)	Lt(N)	Cartwright, JE	20 Jan 17
RCA Ops (Pac)	Maj	Chester, TR	4 Nov 16
RCSU (Pac)	SLt	Clausen, TP	6 Dec 16
767 RCACS	Lt	Colosie, DSS	5 Oct 16
RCSU (Pac)	Lt	Coombs, TL	2 Nov 16
RCA Ops (Pac)	Capt	Cote, JC	25 Jan 17
RCSU (Pac)	PO2	Covlin, KM	11 Jan 17
3064 RCACC	Capt	Crawford, ME	29 Dec 16
1725 RCACC	Capt	Dalglish, RE	14 Dec 16
195 RCSCC	A/LCdr	De La Pena, JAU	25 Jan 17
RCSU (Pac)	A/LCdr	Debert, BA	13 Jan 17
2510 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
RCA Ops (Pac)	Capt	Elgert, SW	17 Nov 16
RCSU (Pac)	Capt	Escobar, FG	7 Jan 17
257 RCACS	Lt	Fagervik, KA	17 Oct 16

89 RCACS	Capt	Fairchild, RK	16 Jan 17
RCA Ops (Pac)	Capt	Gagliano, RA	13 Jan 17
RCSU (Pac)	CI	Garber, EP	31 Jan 17
581 RCACS	2Lt	Gardner, RD	18 Oct 16
RCSU (Pac)	2Lt	Gill, YK	2 Dec 16
RCSU (Pac)	2Lt	Goswell, ML	9 Nov 16
RCA Ops (Pac)	Capt	Grantham, HJ	23 Jan 17
746 RCACS	Capt	Groome, CN	12 Dec 16
296 RCSCC	SLt	Gueguen, GP	25 Jan 17
81 RCSCC	Lt(N)	Harris, SM	21 Dec 16
RCA Ops (Pac)	Capt	Hathiramani, S	25 Jan 17
RCA Ops (Pac)	Lt	Heim, KM	18 Jan 17
259 RCACS	Capt	Hellyer, MKD	7 Nov 16
1725 RCACC	Capt	Herbert, KR	16 Dec 16
2289 RCACC	Lt	Hill, VL	14 Oct 16
RCSU (Pac)	Capt	Hills, KR	10 Nov 16
787 RCACS	OCdt	Hinch, CD	23 Nov 16
692 RCACS	Lt	Ho, CS	19 Oct 16
59 RCACS	Lt	Ho, IW	7 Nov 16
RCA Ops (Pac)	Lt	Hunt, AJ	17 Nov 16
396 RCACS	Capt	Jensen, AL	12 Dec 16
RCSU (Pac)	CI	Kelly, SS	24 Jan 17
RCA Ops (Pac)	Capt	Kerry, SK	16 Nov 16
RCA Ops (Pac)	Capt	Kirkpatrick, DO	4 Jan 16
808 RCACS	Capt	Kung, CS	26 Dec 16
135 RCACS	Lt	Law, KK	4 Jan 17
RCA Ops (Pac)	Capt	Leslie, DJP	13 Nov 16
RCSU (Pac)	Lt	Lewis, BC	20 Dec 16
RCSU (Pac)	Capt	Malczynski, IE	13 Dec 16
RCA Ops (Pac)	Capt	Mansueto, AR	29 Jan 17
861 RCACS	Lt	McCarthy, DA	12 Oct 16
RCA Ops (Pac)	Capt	Morrice, EA	25 Dec 16
386 RCACS	CI	Nielsen, TE	7 Nov 16
103 RCACS	Lt	Nobakht, O	15 Dec 16
2827 RCACC	Lt	Nutley, CL	8 Oct 16
835 RCACS	2Lt	Pedersen, RJ	2 Dec 16
257 RCACS	Capt	Peel, KA	12 Dec 16
655 RCACS	Lt	Persaud, A	14 Nov 16
RCSU (Pac)	Sgt	Phillips, GS	4 Jan 17
RCA Ops (Pac)	Capt	Pritchard, NA	3 Nov 16
747 RCACS	Capt	Ross, DE	14 Dec 16
RCSU (Pac)	Lt	Schillinger, KE	24 Oct 16
111 RCACS	A/Maj	Smith, AJ	18 Jan 17
307 RCSCC	SLt	Smith, JJ	12 Oct 16
RCA Ops (Pac)	LtCol	Stewart, KD	19 Dec 16
109 RCSCC	Lt(N)	Stoney, CV	10 Jan 17
676 RCACS	Capt	Tellier, MRE	5 Dec 16
RCSU (Pac)	LCdr	Terry, TSM	15 Dec 16
296 RCSCC	Lt(N)	Thurber, BDT	12 Jan 17
RCSU (Pac)	Lt(N)	Tien, JH	12 Jan 17
888 RCACS	Capt	Tiwana, AS	10 Jan 17
819 RCACS	Lt	Truong, LC	28 Dec 16
655 RCACS	Lt	Tsang, CY	28 Nov 16
RCA Ops (Pac)	Lt	Tung, J	25 Jan 17
111 RCACS	Lt	Tung, SP	30 Jan 17
RCA Ops (Pac)	Capt	Tuyttens, DW	9 Jan 17
RCSU (Pac)	Lt(N)	Van Der Linden, JT	28 Dec 16
223 RCACS	Lt	Van Overschot, CJ	29 Oct 16
RCSU (Pac)	MCpl	Vonpetzinger, CE	17 Jan 17
RCA Ops (Pac)	Capt	Vucko, DL	21 Nov 16

RCA Ops (Pac)	Capt	Vucko, J	7 Nov 16
692 RCACS	Capt	Wah, W	27 Dec 16
258 RCACS	Capt	Wanner, TD	21 Oct 16
2308 RCACC	Capt	Welbourn, RC	14 Nov 16
RCA Ops (Pac)	Capt	White, DC	8 Nov 16
RCSU (Pac)	Lt	White, KM	16 Oct 16
902 RCACS	Capt	Willis, TM	1 Nov 16
3005 RCACC	Capt	Wilson, MK	18 Jan 17
105 RCSCC	Lt(N)	Wisla, MA	11 Jan 17
325 RCSCC	A/SLt	Wisla, SMI	11 Jan 17
759 RCACS	A/Maj	Wong, BS	10 Jan 17
1838 RCACC	Capt	Wright, JL	6 Jan 17
2381 RCACC	Lt	Wu, F	25 Jan 17
744 RCACS	Capt	Yablonski, GTB	8 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
RCA Ops (Pac)	2Lt	Amelia, JAR	14 Apr 16	15 Apr 16
RCSU (Pac)	OCdt	Anderson, DRK	19 Sep 16	3 Oct 16
RCSU (Pac)	Sgt	Bagnell, KA	25 May 16	6 Jun 16
3063 RCACC	Capt	Brookes, TD	24 Aug 16	26 Aug 16
RCSU (Pac)	A/Maj	Cable, RW	5 Feb 13	6 Feb 13
RCA Ops (Pac)	2Lt	Carlson, IM	3 Sep 15	7 Jan 16
RCSU (Pac)	Capt	Chen, MM	10 Sep 16	13 Sep 16
RCSU (Pac)	2Lt	Cheung, EL	29 Nov 15	7 Jan 16
RCSU (Pac)	Lt	Chung, LC	18 Sep 16	3 Oct 16
RCSU (Pac)	Lt	Contractor, DK	23 Jun 14	24 Jun 14
RCSU (Pac)	2Lt	Crawford, DY	7 Sep 16	9 Sep 16
RCSU (Pac)	SLt	Douglas, RS	7 Jan 16	8 Jan 16
RCSU (Pac)	2Lt	Fjellgaard, EA	9 Aug 16	11 Aug 16
RCSU (Pac)	OCdt	Fernstrom, TJ	14 Sep 16	3 Oct 16
1922 RCACC	Lt	Francis, SB	11 Aug 16	1 Mar 16 *
RCSU (Pac)	Lt	George, BT	2 Sep 16	9 Sep 16
RCSU (Pac)	Capt	Griffith, MJ	7 May 12	8 May 12
531 RCACS	Lt	Gurnett, CL	6 Sep 16	9 Sep 16
2510 RCACC	Lt	Harvey, CA	2 May 13	3 May 13
531 RCACS	Lt	Hossack, JA	10 May 15	7 Jan 16
828 RCACS	Lt	Houle, EKD	27 Jan 15	28 Jan 15
RCSU (Pac)	Capt	Hull, C	16 Sep 12	17 Sep 12
RCSU (Pac)	A/SLt	Johnson, JB	6 May 15	7 Jan 16
637 RCACS	Lt	Keogh, BL	7 Sep 16	9 Sep 16
232 RCACS	Lt	Klitbo, AK	20 Oct 15	26 Aug 16
RCSU (Pac)	A/SLt	Kwan, IH	14 Sep 16	3 Oct 16
RCSU (Pac)	2Lt	Kwok, NK	2 Aug 16	10 Aug 16
RCSU (Pac)	SLt	Lee, A	29 Oct 15	7 Jan 16
RCSU (Pac)	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 (Pac)	Lt	Mackie, MJ	17 Feb 16	26 Feb 16

583 RCACS	Lt	Meade, AC	13 Sep 16	19 Sep 16
RCSU (Pac)	OCdt	Pike, SR	23 Sep 15	7 Jan 16
RCSU (Pac)	Lt	Restemeyer, JS	8 Sep 16	9 Sep 16
RCSU (Pac)	OCdt	Roussell, CK	2 Oct 13	3 Oct 13
54 RCSCC	NCdt	Schoenfelder, AE	25 Feb 16	26 Feb 16
RCSU (Pac)	Capt	Seal, KA	21 Aug 16	26 Aug 16
RCA Ops (Pac)	Capt	Sort, SB	8 Jul 16	12 Jul 16
RCSU (Pac)	Lt(N)	Sullivan, RL	15 Oct 12	17 Oct 12
220 RCSCC	SLt	Tarrington, NM	22 Jun 16	23 Jun 16
RCSU (Pac)	2Lt	Tarape, FG	24 Feb 15	25 Feb 15
676 RCACS	Lt	Tellier, DLJ	13 Sep 16	19 Sep 16
RCA Ops (Pac)	Lt	Wong, WW	6 Sep 16	9 Sep 16
2422 RCACC	Lt	Wu, E	29 Sep 16	30 Sep 16
2381 RCACC	2Lt	Wu, VT	15 Oct 15	7 Jan 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
2812 RCACC	OCdt	Emanuels, SL	19 Sep 16	23 Sep 16
1705 RCACC	Capt	Forsyth, AK	9 Sep 16	13 Sep 16
102 RCSCC	SLt	Howe, JB	26 Aug 16	26 Sep 16
858 RCACS	Capt	Kidd, CG	26 Aug 16	9 Sep 16
609 RCACS	Lt	Law, SC	29 Sep 16	30 Sep 16
59 RCACS	Capt	Lyford, SC	19 Sep 16	23 Sep 16
RCSU (Pac)	Lt	Mak, BH	26 Aug 16	30 Sep 16
819 RCACS	Lt	Malimban, MA	9 Sep 16	30 Sep 16
521 RCACS	Capt	Martin, DK	11 Aug 16	27 Sep 16
3300 RCACC	Capt	Nagra, KS	11 Aug 16	27 Sep 16
552 RCACS	Lt	Notari, RU	26 Aug 16	19 Sep 16
552 RCACS	Lt	Palmer, DR	9 Sep 16	23 Sep 16
RCA Ops (Pac)	Capt	Sort, SB	12 Jul 16	16 Sep 16
353 RCACS	Lt	Stromquist, LC	19 Sep 16	30 Sep 16
903 RCACC	Capt	Wolf, MJ	27 Sep 16	29 Sep 16

(J1 Admin O)

### **152/16 – 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
RCSU (Pac)	Capt	Campbell, DS	25 Jan 17	Cdt #172 required
RCSU (Pac)	WO	Curran, DF	3 Nov 16	Cdt #172 required
513 RCACS	Capt	Dwyer, CC	6 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	3 Nov 16	Cdt #172 required
257 RCACS	Capt	Graczyk, KE	6 Nov 16	Cdt #172 required
RCSU (Pac)	Capt	Haak, K	31 Oct 16	Cdt #172 required
205 RCACS	Capt	Herrington, RA	20 Oct 16	In process
RCA Ops (Pac)	Capt	Hoath, KL	25 Jan 17	Cdt #172 required

100 RCSCC	Lt(N)	Irving, SL	11 Jan 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
581 RCACS	2Lt	Makortoff, BJ	2 Nov 16	Cdt #172 required
RCA Ops (Pac)	Capt	Manary, WJ	26 Jan 17	Cdt #172 required
64 RCSCC	Lt(N)	McLennan, DE	20 Oct 16	Cdt #172 required
513 RCACS	Capt	Mitra, S	6 Dec 06	Cdt #172 required
RCA Ops (Pac)	Capt	Morrice, EA	2 Nov 16	Cdt #172 required
835 RCACS	2Lt	Pedersen, RJ	20 Oct 16	Cdt #172 required
259 RCACS	Lt	Power, BD	18 Dec 16	Cdt #172 required
RCA Ops (Pac)	Capt	Pritchard, NA	10 Nov 16	Cdt #172 required
232 RCACS	Capt	Ralph, CA	1 Nov 16	In process
232 RCACS	Capt	Ralph, RA	25 Oct 16	In process
349 RCSCC	Lt(N)	Stewart, DA	17 Jan 17	Cdt #172 required
RCIS (Pac)	Lt(N)	Tien, JH	18 Oct 16	Cdt #172 required
RCSU (Pac)	Capt	Tujik, PF	26 Jan 17	Cdt #172 required
RCSU (Pac)	Capt	Turra, E	24 Jan 17	Cdt #172 required

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

Unit	Rank	Name	Due Date	Cease Parading Effective Date
RCSU (Pac)	Lt(N)	Allan, OA	21 Sep 15	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
2510 RCACC	Lt	Harvey, CA	10 Sep 12	20 Sep 12
RCSU (Pac)	Capt	L'Heureux, KLR	4 Jan 15	9 Jan 15
2924 RCACC	SLt	Lesemann, CRD	29 Feb 16	1 Mar 16
RCA Ops (Pac)	Lt	Norris, KDB	31 Mar 16	1 Apr 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
396 RCACS	Capt	Jensen, AL	1 Mar 16	17 Aug 16
RCA Ops (Pac)	Capt	Heim, RW	9 Aug 16	12 Sep 16
135 RCACS	Lt	Law, KK	1 Apr 16	6 Jun 16
RCSU (Pac)	Lt	Mak, BH	21 Mar 16	24 Aug 16
909 RCACS	Capt	Paterson, PR	1 Apr 16	8 Aug 16
2308 RCACC	Capt	Welbourn, RC	19 Apr 16	16 Aug 16

(J1 Admin O)

### **153/16 – GUIDANCE ON APPROPRIATE DRESS**

Recent information in regards to locally produced documents that inappropriately provide guidance on the civilian attire to be worn by cadets have highlighted a need to remind Corps/Squadron Commanding Officers to ensure that any communications, written or verbal,



about acceptable civilian attire for cadets is to be respectful and consistent with the CAF values. The RCSU (Pac) staff will be seeking confirmation that any locally produced documents are appropriate.

(CO)

### **154/16 – CHANGE TO WINTER DRESS**

Reference: MARCORD 17-3

The change to winter dress will take effect Mon, 17 Oct 16.

(J1 HR Manager)

### **155/16 – RCSU (PAC) REORGANIZATION INFORMATION BOOKLET**

The entire RCSU (Pac) Reorganization Booklet, as well as the pull-out Quick Reference Guides, Contact Information, Zone Breakdown and Administration Handbook, is now available on the File Repository in the RCSU (Pac) Reorganization folder. The Contact Information sheet will be updated regularly as we stand up new offices.

(PAO)

### **156/16 – LG0059 CARTRIDGE 5.56 MM BALL C77 CLP TRG PACK MANUFACTURE IN 2012 OR LATER – CEASE USAGE BY CCO**

Ref: 11315-01 (DLR Coord 4), Certificate of acceptance for continued service – C77 5.56mm Ball Ammunition, 4 August 2016.

1. The Directorate of Ammunition and Explosive Management and Engineering (DAEME) has identified concerns associated with subject ammunition, with a manufacturing date of 2012 or later. LG0059 5.56 mm Ball is the ammunition used within the CCO to complete C7/C8 Familiarization Shoot training activities offered at corps/squadron, RDA, NDA and summer training as well as during the Large bore Phase 1 and phase 2 courses provided in CTC Connaught.
2. Notwithstanding the mitigation measures put in place by the Director of Land Requirements (DLR) at ref, the CCO will respect a safety pause on the use of C77 5.56mm Ball ammunition (Log guide 0059) with a manufacture date 2012 or later until further notice and effective immediately.
3. It is recognized that there is potential impact on training, specifically the Largebore courses using the 5.56mm C77 round (Log Guide 0059), thus alternate courses of action to ensure we have the appropriate ammunition are being investigated.

(DCO)

### **157/16 – LOST OR DAMAGED CHEQUES FOR CADET TRAINING ALLOCATION**

1. Course cadets may receive a cheque at out-clearance for any balance remaining in their account while at the CTC. Corps and Squadron officers are encouraged to remind all course cadets to deposit their CTC cheques as soon as possible if they have not already done so.
2. Should a cadet have a problem cashing the cheque (or if they have lost the cheque), the officer receiving the query from the cadet at the corps/squadron will initiate an email to [pacific.comptroller@cadets.gc.ca](mailto:pacific.comptroller@cadets.gc.ca). The email is to provide the CTC location, year and name of the course, the name of the cadet and any other information plus the officer's contact information. It is the responsibility of the J8 staff to assign the query to the applicable CTC finance officer.

(J8 Compt)

## **158/16 – TD WHILE ON CLASS A SERVICE**

Refs: A. Canadian Forces Temporary Duty and Travel Instructions (CFTDTI)  
B. QR&O 9.06 (2)

In accordance with ref A, Temporary Duty (TD) is defined as travel to and from a place of residence. For a Reserve Force member, it is further defined at ref B as a period of consecutive paid service to and from their place of duty. All members are required to travel on the approved travel dates and shall not arrive earlier or stay later in the TD location. Failing to adhere to the travel authority can result in forfeiture of all travel claim entitlements.

(J8 Compt)

## **159/16 – EXPRESSIONS OF INTEREST – FINANCE SECTION**

1. RCSU (Pac) Comptroller is seeking specific individuals who have skillsets to complement the J8 Finance team.
2. If you are interested in finance support positions and you consider you have relevant experience and training you are requested to email the J8 Comptroller directly [Irene.green@forces.gc.ca](mailto:Irene.green@forces.gc.ca). to request a telephone interview. Skillsets or work experience such as retail sales with cash handling, SAGE or similar bookkeeping software skills, formal education in business or accounting, work experience in payables/receivables, and federal government Peoplesoft accounting software are all similar to the responsibilities of the J8 Finance team.

(J8 Compt)

## **160/16 - SPONSOR COMMITTEE INVOICES**

At present, approximately 50% of Sponsoring Committees are actively submitting invoices and being paid via direct deposit. The other half are missing banking forms or have not submitted any invoices for reimbursement and this is a concern. Corps/Squadron COs are asked to check with their Sponsoring Committee to inquire about invoice processing. You can also contact the J8 Accounts payable team directly through [pacific.comptroller@cadets.gc.ca](mailto:pacific.comptroller@cadets.gc.ca) with any invoice query you may have.

(J8 Compt)

## **161/16 – REGIONAL DIRECTED ACTIVITIES (DISRECTIONARY)**

1. The following RDA (Discretionary) activities are upcoming:
  - a. 15-16 Oct 16:
    - (1) Music Clinic, Comox (15 Oct 16) and Nanaimo (16 Oct 16),
    - (2) Pipes and Drum Clinic in Victoria (15 Oct 16), and
    - (3) Pipes and Drum Clinic in Creston (15-16 Oct 16);
  - b. 22-23 Oct 16: Silver and Gold Biathlon Community Coach Course, Vancouver Island; and
  - c. 29-30 Oct 16: Music Clinic (Mil Band and Pipes and Drums) in Vernon.
2. Joining Instructions can be found in either the shared CCO Calendar by clicking on the activity date or the File Repository.

(J35 RDA Trg O (Discretionary))

## **162/16 – 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)

## **163/16 – REQUEST FOR PERSONNEL TRANSACTION**

1. As part of transition to our new organizational structure, the J1 Admin Section has assumed responsibility for processing of all personnel transactions, to include promotions, postings, transfers, release, etc. In an effort to streamline personnel transactions, the process has been changed and the DND 324 is no longer required from a corps/squadron to request a personnel transaction be initiated. Instead, the following process is to be followed:
  - a. send an email request to the J1 section (RCSUPac\_Orderlyroom@forces.gc.ca);
  - b. in the subject line of the email, include the personnel transaction being requested, member’s service number, rank, name and initials (i.e. PROMOTION – A12 345 678 Lt Bloggins, JD);
  - c. in the text of the email, include a single sentence describing which pers transaction is requested. Unless there are unusual circumstances, no further detail should be required; and
  - d. if the request is from a member directly, include your supervisor as a cc: addressee on the email.
2. Examples of these emails are available in the Reorganization Information Booklet distributed at the Area Meetings and also posted in the File Repository.

(J1 Admin O)

## **164/16 – PERSONNEL ON CISS**

Ref: CATO 23-25

1. IAW ref, the Cadet Instructor Supplementary Staff (CISS) establishment is managed by the Regional Cadet Support Unit (Pacific) (RCSU (Pac)) and provides members who are unable to commit to parading with a corps, squadron or other establishment with an opportunity to remain active within the organization. Transfer to the CISS establishment is based on both the member’s ability to continue to provide meaningful service and organizational need.
2. Members held against the CISS establishment are required to serve a minimum of seven paid days in a consecutive 12-month period, from their initial posting date annually. Members are responsible to seek service opportunities; a member’s offered service may be approved or declined by the chain of command based on the member’s suitability for the specific task and / or the organization’s need.
3. A review of members held against the CISS establishment is being initiated, and all members will be receiving a letter detailing their current status and requiring a return which will detail their intent to provide continued service. Members who have not provided recent paid service and who do not reply to this correspondence will be declared Non-Effective Strength (NES) and the release process will be initiated.

(J1 Admin O)

## **165/16 – 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 anticipated to be promulgated in the November 2016 Routine Orders. 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 valid medical with no significant medical employment limitations. All documents shall be current prior to the Reserve Service and not to 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 Officer)

## **166/16 – 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 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 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)

## **167/16 –MANDATORY TRAINING REQUIREMENTS**

1. The requirement for the following mandatory reading packages has been rescinded:

- a. Harassment Prevention Mandatory Reading for all Adult Supervisors Working With Cadets (resulting in the cancellation of form Cdt #103A);
  - b. Leadership Through Diversity Training (resulting in the cancellation of form Cdt #104); and
  - c. Training and Education for Environmental Stewardship (TrEES) (resulting in the cancellation of form Cdt #106).
2. Checklists for Civilian Volunteers, Civilian Instructors and COATS member attestations are being updated to reflect these changes.
3. Civilian Instructors and COATS members are required to complete the following mandatory training through the DLN within six months of their offer of employment / enrolment / transfer:
- a. Positive Youth Development and Program Outreach; and
  - b. Security Awareness.

(J1 Admin O)

### **168/16 – STATUS DURING PROCESSING OF TRANSFER/POSTING TO CORPS/SQUADRON**

Individuals in the process of transferring to a corps/squadron from out of region, from the Supplementary Reserve, or from other units are not authorized to parade with the gaining corps/squadron until transfer/posting is authorized by RCSU (Pac). Individuals may be appointed as volunteers in accordance with CATO 23-07 pending completion of transfer/posting. Transfers/postings are not normally backdated and authorized paid days will commence upon completion of transfer/posting.

(J1 Admin O)

### **169/16 – EMPLOYMENT FOR NON-CADET RELATED ACTIVITIES**

All Pacific Region personnel are reminded that, in accordance with the CF Military Personnel Instructions 20/04, members of COATS shall not be employed for non-cadet related activities unless approved, through the chain of command, by Natl CJCR Sp Gp HQ. This includes any employment with a Primary Reserve unit or Canadian Rangers.

(J1 Admin O)

### **170/16 – CHANGE OF PERSONAL INFORMATION**

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

(J1 HR Manager)

### **171/16 – LOAN OF EQUIPMENT BETWEEN CORPS/SQUADRONS**

DND equipment is not to be informally loaned between corps/squadrons. Equipment will be either signed for on a temporary loan card for short periods, or transferred between Storage Location (SLoc) accounts on a DND 2227 for periods exceeding two months. If assistance is required, contact Sgt P. Lemire at (250) 363-0940.

(J4 Tech Svcs O)

## **172/16 – RANGE STANDING ORDERS – CHILLIWACK**

1. In accordance with Chilliwack Armoury Range Standing Orders, it is required that all requests for use of range(s) be received by Chilliwack Armoury Operations and Training staff 6 weeks in advance of the activity for approval and allocation/confirmation of training area use. Short notice submissions will not be entertained. Therefore, Cadet Activity Planner (CAP) requests for use of Chilliwack Armoury training areas must be submitted to RCSU (Pac) a minimum of two months in advance of the planned activity.
2. All users of training areas within Chilliwack Armoury's area of responsibility are obligated to report any unacceptable conditions when arriving into their designated area(s). In addition, all user groups have an obligation/responsibility to leave the area in the same or better condition than when they were granted use. All users are reminded to log any significant events on the Chilliwack Armoury Range Standing Order Annex A Chapter 1 "Range/Training Area Brief and Clearance Certificate" issued with the training area package.
3. Chilliwack Armoury Ops & Trg Staff conduct regular inspections of all training areas after use and have mandatory follow up action to address any problems encountered related to misuse of a training area as follows:
  - d. the infraction/observation is entered into the Chilliwack Armoury Unit Master file applicable to the corps/squadron that caused the concern; and
  - b. the infraction/observation is considered a "first warning".
4. A second infraction/observation will result in reverse cleanup fees being levied against the corps/squadron or higher HQ.
5. A third infraction/observation may result in a letter from the CO of Chilliwack Armoury to the applicable corps/squadron CO and the CO RCSU (Pac), indicating that the corps/squadron has failed to comply with Chilliwack Armoury Range Standing Orders as directed and all training privileges may be suspended indefinitely pending resolution from the higher Headquarters.
6. The severity of the infraction/observation will dictate the level of response. Chilliwack Armoury Ops & Trg Section will make recommendations to the Chilliwack Armoury Commanding Officer based on their physical inspection. This could be in the form of an immediate cost recovery action for cleanup, suspension of use privileges, etc.

(J4 Tech Svcs O)

## **173/16 – AIR CADET GLIDING PROGRAM SCHEDULE**

The 2016/17 Air Cadet Gliding Program Schedule is now available on the Air Cadet League of Canada, BC Provincial Committee Website: <http://bc-aircadetleague.com/glidingSchedules.php>. Squadrons are directed to participate as per the Scheduling Directive, which is also published on the BCPC Website.

(RCA Ops O)

## **174/16 – FAMILIARIZATION FLYING IN POWERED AIRCRAFT – CADET ACTIVITY PLAN (CAP) SUBMISSION AND APPROVAL PROCESS**

1. Authority for approval of all cadet flying operations rests with the RCA Ops O of the Region. As such, the RCA Ops O must ensure that a robust procedure is in place to ensure that an appropriate level of oversight is applied to all cadet related flying ops. The first step in this procedure is the accurate and timely submission of a CAP. All Squadrons are again reminded that CAPs for Powered Aircraft Familiarization Flying must be submitted a minimum of 30 days in advance of the requested flying date.
2. RCA Ops is not able to "see" a CAP until after it is reviewed at the RCSU (Pac). Therefore, depending on workload at the RCSU (Pac), any CAP will see at least a day or two of

delay in reaching RCA Ops. Once a CAP is visible to RCA Ops, a number of factors must be reviewed prior to an Air Tasking Order (ATO) being issued. If all required supporting documentation is already on file at RCA Ops, an ATO can usually be issued reasonably quickly. If that documentation is not on hand, an ATO will not be issued until the Squadron submits the required supporting documentation.

3. Incomplete and/or inaccurate submissions require considerably more time and effort to review and evaluate than a proper submission. While our priority is to ensure that cadets have the opportunity to enjoy a safe and educational flying experience, all documentation for such flying must be properly submitted in a timely manner, in order to ensure that sufficient time is available for a proper review of the required documents and proposed flying operations.

4. The following is required:

a. Required Pilot Documentation:

- (1) digital colour image of the Title page of the Aviation Document Book,
- (2) digital colour image of the License page(s) of the Aviation Document Book,
- (3) digital colour image of the Medical page of the Aviation Document Book,
- (4) proof of completion of an Annual Proficiency Check Flight (APC) within the past 365 days, on the type of aircraft to be used for the fam flying. A digital colour image of the Flight Instructor Report is required, and
- (5) proof of flying currency as defined in CATO 52-07 (can be as simple as a Log Book entry). Must be on the same type of aircraft as will be used for the fam flying (i.e. if C172 to be used, must be current in C172);

b. Required Aircraft Documentation (Commercial Operator / DND Contracted / DND Aircraft):

- (1) if the aircraft is to be rented from a commercial operator (Flying School, Flying Club, etc) which holds a Transport Canada Operating Certificate, or is DND contracted or owned, no further aircraft related documentation is required; and

c. Required Aircraft Documentation (Privately Owned Aircraft):

- (1) proof of current insurance, IAW CATO 52-07,
- (2) proof that the aircraft is considered to be airworthy (Certificate of Airworthiness AND has a current and valid Annual Inspection),
- (3) proof of ownership (Certificate of Registration), and
- (1) if the pilot is not the aircraft owner, proof that the pilot has authorization from the aircraft owner and insurer to fly the aircraft.

7. In addition to the restrictions imposed by CATO 52-07, the following types of Operations are not authorized:

- a. float flying;
- b. night flying; and
- c. helicopter flying in privately owned / operated helicopters.

8. With the exception of requiring the Flight Instructor Report of an APC, all of the above are requirements of CATO 52-07. This CATO is currently under review and is expected to be updated within the next few months. Upon re-issue, it is expected that the APC Report will also be a CATO requirement.

9. As with all other CATOs, CATO 52-07 is an order and any proposed flying operation which is not in full compliance with CATO 52-07 will not be authorized. CATO 52-07 is available in the File Repository.

(RCA Ops O)

### **175/16 – 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, 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)

### **176/16 – TEMPORARY DIRECTING STAFF POSITIONS – RCIS (PAC)**

1. The Regional Cadet Instructor School (Pacific) is collecting Expression of Interest from CIC Officers for temporary Directing Staff positions during the training year 2016-17. Officers interested in these positions should apply by submitting a Cdt #176 – Application for Temporary DS and the Temp DS Availability Form (both can be located in the RCIS (Pac) folder in the File Repository) to Capt E. Lacey, CIC Trg Prog Trg O, at [Evelyne.Lacey@cadets.gc.ca](mailto:Evelyne.Lacey@cadets.gc.ca).

2. If you have recently received an email regarding availability, you do not need to re-apply.

3. Temporary Directing Staff will be employed for short-term Class A or B periods of service when extra instructional staff is required to augment existing RCIS (Pac) staff in the delivery of in-house courses.

4. Prerequisites:

a. Rank: Lieutenant(N) / Captain, Sub-Lieutenant / Lieutenant;

b. CIC Officer with MOSID 00232-01, -02 or -03, depending on course requirement;

c. Command Experience: Corps / Squadron CO or equivalent experience at a Cadet Training Centre (for IOTC and COC courses);



- d. possess extensive knowledge of the Canadian Cadet Organizations, their element Cadet Training Program and the operation of a Cadet Corps / Squadron;
  - e. be a competent instructor;
  - f. be capable of preparing lesson plans, course reports and After Action Reports;
  - g. be computer literate, skilled in word processing and presentation programs, with special emphasis on Office 2010 using Word and PowerPoint;
  - h. possess well-developed organizational and administrative skills; and
  - j. possess counseling and facilitator skills.
5. Preference will be given to applicants who possess additional specialist skills relative to the course (i.e. Navigation, Pilotage, SCOP, Fieldcraft and Bushcraft, RSO qualified, Private Pilot Licence, Canoe Instructor, Abseil Instructor, Orienteering Instructor, etc). Applicants must also be available for course preparation consisting of approximately two (2) days prior to start of course.
6. Employment may be required for the following in-house courses:
- a. DP 1 and DP 2 Courses – as required (BOTC, OTC, SIC, IOTC, TOC and COC);
  - b. DP1 – Sea ETC, Land ETC and Air ETC Courses;
  - c. UCCMA;
  - d. Abseil Instructor Course;
  - e. Flat Water Canoe Instructor Course;
  - f. Orienteering Instructor Course; and
  - g. Mountain Bike Instructor Course.
7. Successful applicants for this position may receive training through a training session to be delivered at RCIS (Pac) (dates TBD).
8. Applications will be accepted until close of business 28 Oct 16.
9. The 2016/17 Training Schedule is available in the RCIS (Pac) folder in the File Repository.

(J35 OIC Reg Trg)

### **177/16 – BACKCOUNTRY TRIPS IN AVALANCHE TERRAIN**

1. Custodial groups must obtain a permit and be accompanied by a certified mountain or ski guide before they will be allowed to travel into avalanche terrain in Mount Revelstoke, Glacier, Yoho, Kootenay, Banff, Jasper and Waterton Lakes National Parks. A certified mountain or ski guide means a member of the Association of Canadian Mountain Guides (ACMG) or the International Federation of Canadian Mountain Guides (IFMGA).
2. A “custodial group” means an institutional group where at least one person is below the age of majority and includes cadet groups. The rule applies to both day and overnight trips between 15 October and 31 May each year and has been implemented to ensure appropriate backcountry leadership and terrain choices are made. The application process takes about two weeks.

3. Information on ACMG guides can be accessed online at <http://www.acmg.ca>. Required forms and checklists from Parks Canada are located at <http://www.pc.gc.ca/> or by contacting the J35 Expedition Training Officer.

(J35 Expedition Trg O)

*// original signed by //*

D.A. Coulombe  
Commander  
Commanding Officer