



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

Order No. 08/2017	4 October 2017
Last Order No. 07/2017	Esquimalt, BC

**ROUTINE ORDER ENTRIES**

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## **143/17 – CRISIS SITUATION – PROCEDURES**

1. Any crisis situation related to Pacific Region cadet activities that involve cadets, COATS members, CIs, and/or volunteers shall be reported to the Regional Cadet Support Unit (Pacific) as soon as possible.

2. After engaging local emergency services as required, Corps/Squadron Commanding Officers are to contact their J3 Zone Training Officer with an initial report of the situation. Should the J3 Zone Training Officer not be available, the applicable J3 Area OIC shall be contacted. In the event that the J3 Zone Training Officer, or the J3 Area OIC are not available, the J35 Chief Training Officer, LCol Head, is to be contacted at 250-508-7572.

(J1 RCSU CC)

## **144/17 – RCSU (PAC) PERSONNEL CHANGES**

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

- a. Lt(N) T. Foata concludes Class B Reserve Service as J8 Financial Services Officer (backfill) effective 13 October 2017;
- b. Capt D. Matheson will assume the duties of the J5 Regional Training Plans effective 10 October 2017;
- c. Lt(N) T. Pichaloff has been selected through external competition to fill the position of J1 Staffing Officer effective 26 September 2017; and
- d. Lt(N) J. Stewart will assume the duties of the J1 Human Resources Officer effective 10 October 2017.

(J1)

## **145/17 – PRC/VSS REQUIRING UPDATE**

Ref: CATO 23-04

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

<b>Unit</b>	<b>Rank</b>	<b>Name</b>	<b>Due Date</b>
195 RCSCC	SLt	Agoes, I	08-Dec-17
59 RCACS	Maj	Alguire, T	30-Dec-17
RCSU	Lt(N)	Allan, O	29-Oct-17
354 RCSCC	Lt(N)	Bailey, D	07-Dec-17
1725 RCACC	Capt	Banks, B	22-Nov-17
RCSU	Capt	Bemister, J	12-Oct-17
RCSU	A/Maj	Bishop, C	28-Sep-17
513 RCACS	Capt	Brand, C	10-Oct-17
5 RCSCC	SLt	Brissard, K	09-Jan-18
3080 RCACC	Capt	Brooks, D	19-Nov-17
RCSU	Capt	Buller, D	22-Nov-17
103 RCACS	Capt	Canlas, O	08-Jan-18
147 RCACS	Lt	Cauchi, R	02-Oct-17
655 RCACS	2Lt	Cheung, Y	31-Dec-17
754 RCACS	Lt	Chui, J	14-Jan-18
2556 RCACC	A/Lt	Cook, S	27-Nov-17
223 RCACS	Maj	Cross, M	02-Oct-17
RCSU	Capt	Curtis, B	13-Sep-17
386 RCACS	Capt	Dauidsen, C	03-Oct-17
1838 RCACC	Capt	Davis, J	08-Nov-17
RCAOps	Lt	Dell, B	25-Jan-18
205 RCACS	Capt	Edwards, T	07-Dec-17

222 RCACS	Capt	Englot, J	03-Oct-17
777 RCACS	CI	Ferguson, T	23-Oct-17
RCSU	Capt	Fitzgerald, W	29-Oct-17
81 RCSCC	SLt	Fortune, M	09-Jan-17
746 RCACS	Lt	Gandouin, C	29-Sep-17
201 RCSCC	Lt(N)	Gervais, M	13-Nov-17
3080 RCACC	Lt	Gillespie, T	25-Oct-17
136 RCSCC	Lt(N)	Grant, D	22-Nov-17
RCAOps	Capt	Hoath, K	11-Sep-17
RCSU	Capt	Holder, A	31-Jan-18
220 RCSCC	Lt(N)	Hood, I	25-Oct-17
189 RCSCC	SLt	Hygaard, M	11-Oct-17
RCSU	Capt	Jackson, S	15-Nov-17
2422 RCACC	Lt	Keely, V	08-Nov-17
RCSU	Lt(N)	Kerr, A	04-Oct-17
777 RCACS	Capt	King, A	14-Jan-18
583 RCACS	Capt	Koenig, C	04-Oct-17
2943 RCACC	Lt	Lafitte, R	19-Dec-17
263 RCSCC	SLt	Lambert, G	21-Dec-17
2316 RCACC	Capt	Landels, B	29-Nov-17
2812 RCACC	Lt	Lau, J	16-Jan-18
888 RCACS	Lt	Lee, M	28-Nov-17
201 RCSCC	SLt	Lesemann, C	10-Oct-17
RCSU	Capt	Leung, E	31-Dec-17
RCAOps	Capt	Lowdon, J	16-Nov-17
2483 RCACC	Lt	MacFadyen-Miskulin, K	10-Jan-18
1746 RCACC	Capt	Mainville, T	22-Jan-18
RCSU	LCdr	McCormick, M	08-Jan-18
RCSU	2Lt	Mitchell, T	11-Oct-17
RCSU	2Lt	Moore, A	15-Oct-17
2277 RCACC	2Lt	Neighbors, R	30-Sep-17
888 RCACS	Lt	Nguyen, L	25-Dec-17
RCSU	Sgt	Noyes, C	27-Sep-17
909 RCACS	Capt	Paterson, P	22-Oct-17
147 RCACS	Capt	Perry, R	09-Nov-17
396 RCACS	2Lt	Phillips, C	16-Oct-17
3066 RCACC	Capt	Riyar-Rondeau, N	05-Nov-17
RCSU	2Lt	Santos, E	19-Oct-17
692 RCACS	Lt	Schmidt, C	21-Nov-17
788 RCACC	Lt	Schur, K	21-Jan-18
RCSU	Capt	Scott, G	21-Jan-18
279 RCACS	Capt	Shaw, S	02-Oct-17
2893 RCACC	Capt	Stephan, M	05-Oct-17
RCSU	Capt	Tenhoeve, S	30-Nov-17
AH	Maj	Thompson, A	14-Jan-18
759 RCACS	Lt	Tsang, T	23-Dec-17
787 RCACS	2Lt	Van De Bon, G	04-Oct-17
2472 RCACC	Lt	Weale, J	21-Nov-17
RCSU	Lt(N)	Webb, J	23-Oct-17
552 RCACS	Lt	Whitehead, M	04-Oct-17
2924 RCACC	2Lt	Wiedenman, R	14-Nov-17
2483 RCACC	Capt	Yarmoshuk, B	09-Oct-17
637 RCACS	Lt	Yoo, P	29-Oct-17
RCSU	Lt	Zhang, L	22-Oct-17

2. Personnel are advised that completion of a VSS check can take up to three months, 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, J	14-Apr-16	15-Apr-16
RCSU	OCdt	Anderson, D	19-Sep-16	27-Jun-16
609 RCACS	Capt	Antoniou, P	31-Aug-17	05-Sep-17
RCSU	LCol	Appels, A	17-Jul-17	11-Feb-16
2618 RCACC	Lt	Archibald, G	10-Aug-17	05-Sep-17
2812 RCACC	Capt	Blakely, A	20-Sep-17	21-Sep-17
RCSU	Capt	Blomme, W	06-Mar-17	22-Feb-17
RCSU	Lt(N)	Bollen, L	11-May-17	07-Jan-16
22 RCACS	Capt	Boyd, K	07-Sep-17	12-Sep-17
RCSU	A/Maj	Cable, R	05-Feb-13	06-Feb-13
RCSU	2Lt	Carlson, I	03-Sep-15	07-Jan-16
RCSU	Capt	Chan, D	07-Sep-17	12-Sep-17
RCSU	2Lt	Cheung, E	29-Nov-15	07-Jan-16
RCSU	2Lt	Choi, L	24-Aug-17	05-Sep-17
RCSU	Lt	Chung, L	18-Sep-16	28-Oct-16
RCSU	Lt	Contractor, D	23-Jun-14	24-Jun-14
RCSU	Lt	Coombs, T	02-Nov-16	03-Nov-16
RCSU	2Lt	Crawford, D	07-Sep-16	22-Mar-16
RCSU	Maj	Croston, C	25-Jun-17	30-Jun-17
325 RCSCC	SLt	Daily, C	11-Sep-17	12-Sep-17
RCSU	Maj	Davies, D	11-Jun-17	15-Jun-17
2983 RCACC	Capt	Davies, E	14-Jun-17	06-Sep-17
220 RCSCC	Lt(N)	DeLong, E	23-Jul-17	03-Aug-17
RCSU	A/SLt	Doskotch, K	30-Nov-16	01-Dec-16
RCSU	SLt	Douglas, R	07-Jan-16	31-Jan-17
RCSU	Capt	Drought, R	23-May-17	29-May-17
RCSU	Lt(N)	Dube, R	09-Jul-17	19-Jul-17
RCSU	Capt	Dwyer, C	21-Aug-17	05-Sep-17
513 RCACS	Capt	Edmiston, P	28-Jul-17	03-Aug-17
258 RCACS	Capt	Eichinger, N	24-Jul-17	07-Jan-16
RCSU	Capt	Elgert, R	20-Aug-17	05-Sep-17
RCSU	Capt	Escobar, F	07-Jan-17	01-Apr-16
RCSU	OCdt	Fernstrom, J	14-Sep-16	14-Jan-16
93 RCSCC	SLt	Galuska, S	27-Sep-17	28-Sep-17
RCSU	Lt	George, B	02-Sep-16	09-Sep-16
RCAOps	Lt	Giles, T	27-Aug-17	05-Sep-17
2893 RCACC	Capt	Giroux, C	08-Aug-17	05-Sep-17
RCSU	2Lt	Goswell, M	09-Nov-16	09-Nov-16
3063 RCACC	2Lt	Haak, P	09-Jul-17	19-Jul-17
353 RCACS	A/SLt	Hare, N	21-Mar-17	30-Mar-17
RCSU	Capt	Harrop, J	29-Mar-17	31-Mar-17
RCSU	Capt	Higgs, T	13-Apr-17	18-Apr-17
RCSU	Capt	Hirst, D	27-Aug-17	05-Sep-17
RCSU	MWO	Hobor, T	08-Feb-17	09-Feb-17
22 RCACS	Capt	Johnson, G	21-Jun-17	30-Jun-17
RCSU	A/SLt	Johnson, J	06-May-15	31-Jan-17
22 RCACS	Capt	Johnson, M	21-Jun-17	30-Jun-17
RCSU	Capt	Jones, A	22-Aug-17	05-Sep-17
RCSU	SLt	Kardal, R	12-Apr-16	06-Oct-16
RCAOps	Capt	Kelley, R	22-Feb-17	23-Feb-17
RCAOps	Capt	Kelley, S	20-Sep-17	21-Sep-17
RCSU	Lt	Keogh, B	07-Sep-16	09-Sep-16
RCSU	LCol	Kopan, T	12-Sep-17	19-Sep-17
RCSU	SLt	Lafleur, S	31-Aug-17	05-Sep-17
RCSU	SLt	Lee, A	29-Oct-15	07-Jan-16
2316 RCACC	Capt	Lee, C	18-Sep-17	19-Sep-17
135 RCACS	Capt	Lee, E	23-Sep-17	28-Sep-17
655 RCACS	Capt	Leung, J	20-Sep-17	21-Sep-17

RCSU	Lt(N)	Levesque-Martel, V	19-Mar-17	20-Mar-17
RCSU	Capt	L'Heureux, M	21-Sep-17	28-Sep-17
2947 RCACC	Lt	Lum Black, K	20-Sep-17	21-Sep-17
205 RCACS	Lt	Lumley, S	07-Sep-17	12-Sep-17
2893 RCACC	Capt	MacDonell, T	07-Aug-17	05-Sep-17
2277 RCACC	Lt	MacDougall, A	24-Mar-16	29-Mar-16
777 RCACS	Capt	MacLean, S	20-Sep-17	21-Sep-17
RCSU	2Lt	Mahar, T	20-Sep-17	21-Sep-17
135 RCACS	Lt	Mak, D	01-Aug-17	03-Aug-17
89 RCACS	Lt	Mason, S	23-Aug-17	05-Sep-17
54 RCSCC	Lt(N)	McGill, B	12-Sep-17	19-Sep-17
54 RCSCC	Lt(N)	McGill, M	08-Jun-17	09-Jun-17
RCSU	Lt(N)	McLennan, D	27-Aug-17	04-Feb-16
RCSU	Capt	Milne, F	07-Aug-17	05-Sep-17
RCSU	OCdt	Moy, K	29-Aug-17	05-Sep-17
RCSU	Capt	Nielsen, L	28-Jun-16	01-Aug-16
102 RCSCC	Lt(N)	Nilsson, C	06-Sep-17	11-Sep-17
RCSU	Capt	Patterson, W	23-Jul-17	05-Sep-17
RCSU	Lt	Pattullo, C	22-Aug-17	05-Sep-17
RCSU	Capt	Peel, M	07-Sep-17	12-Sep-17
RCSU	Capt	Perrin, R	25-Apr-17	26-Apr-17
RCSU	OCdt	Pike, S	23-Sep-15	12-Mar-14
RCSU	MWO	Plante, P	08-May-17	09-May-17
2381 RCACC	CI	Pow, A	27-Aug-17	05-Sep-17
232 RCACS	Capt	Ralph, R	04-Sep-17	05-Sep-17
2458 RCACC	Capt	Rienks, K	06-Sep-17	11-Sep-17
2458 RCACC	2Lt	Rienks, R	14-Sep-17	19-Sep-17
2316 RCACC	Capt	Rimmer, S	18-Jul-17	19-Jul-17
54 RCSCC	NCdt	Schoenfelder, A	25-Feb-16	26-Feb-16
788 RCACC	Capt	Schur, K	17-Sep-17	19-Sep-17
89 RCACS	Capt	Seaton, M	19-Sep-17	21-Sep-17
513 RCACS	Lt	Sekhon, N	29-Jul-17	03-Aug-17
2305 RCACC	Capt	Shearsmith, D	14-Sep-17	19-Sep-17
222 RCACS	Capt	Stewart, G	31-Aug-17	05-Sep-17
RCSU	Lt(N)	Sullivan, R	15-Oct-12	17-Oct-13
2277 RCACC	Lt	Toth, T	04-Aug-17	05-Sep-17
RCSU	Lt(N)	Totten, N	19-Jul-17	17-Oct-16
2305 RCACC	Lt	Tremblay, M	13-Sep-17	19-Sep-17
RCSU	Capt	Turra, E	02-Aug-17	25-Jan-17
RCSU	Capt	Utsch, M	09-Jul-17	19-Jul-17
RCAOps	Capt	Vucko, D	21-Nov-16	23-Nov-16
RCAOps	Capt	Vucko, J	07-Nov-16	09-Nov-16
2893 RCACC	Capt	Wade, C	20-Jun-17	30-Jun-17
64 RCSCC	Lt(N)	Walker, A	06-Sep-17	12-Sep-17
258 RCACS	Capt	Wanner, D	21-Oct-16	24-Oct-16
RCSU	A/SLt	Welsh, B	18-May-17	19-May-17
105 RCSCC	Lt(N)	Wisla, M	11-Jan-17	12-Jan-17
325 RCSCC	A/SLt	Wisla, S	11-Jan-17	12-Jan-17
RCSU	Capt	Wright, M	26-Apr-17	07-Jan-16
2381 RCACC	Lt	Wu, F	25-Jan-17	31-Jan-17
RCSU	Capt	Yau, S	28-Jun-17	30-Jun-17
637 RCACS	Lt	Yoo, P	31-Aug-17	05-Sep-17
RCSU	Lt	Yu, J	13-Apr-17	14-Apr-17

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

Unit	Rank	Name	Cease Parading Effective Date	PRC/VSS Approval Date
2943 RCACC	Lt	Aufleger, E	17-May-17	25-Sep-17
583 RCACS	Capt	Baldwin, T	30-Jun-17	26-Sep-17
RCSU	A/SLt	Cheung, C	12-Sep-17	26-Sep-17
2893 RCACC	Lt(N)	Chidlow, J	05-Sep-17	15-Sep-17

47 RCSCC	Lt(N)	Chidlow, J	05-Sep-17	15-Sep-17
1838 RCACC	Capt	Collier, C	05-Sep-17	18-Sep-17
103 RCACS	Capt	Davies, L	05-Sep-17	05-Sep-17
232 RCACS	Lt	Encina, A	19-Sep-17	27-Sep-17
848 RCACS	Lt	Fallah, N	05-Sep-17	26-Sep-17
RCSU	Lt(N)	Hauser, W	05-Sep-17	12-Sep-17
637 RCACS	A/Maj	Heiland, T	05-Sep-17	12-Sep-17
205 RCACS	Capt	Herrington, R	05-Sep-17	21-Sep-17
RCSU	Capt	Leslie, S	19-Jul-17	25-Sep-17
232 RCACS	Lt(N)	Lundgren, A	06-Sep-17	13-Sep-17
828 RCACS	Capt	Mei, A	05-Sep-17	02-Oct-17
279 RCACS	Lt	Nimegeers, K	05-Sep-17	19-Sep-17
89 RCACS	Capt	Shewchuk, C	05-Sep-17	22-Sep-17
2316 RCACC	Capt	Stephan, R	05-Sep-17	12-Sep-17
2308 RCACC	Capt	Solda, P	19-Sep-17	20-Sep-17
2381 RCACC	Capt	Wong, J	05-Sep-17	26-Sep-17

(J1 Staffing O)

**146/17 – RELIABILITY STATUS REQUIRING UPDATE**

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

Unit	Rank	Name	Due Date	Note
RCSU	Capt	Chan, D	07-Dec-17	Cdt #172 required
RCSU	Lt(N)	Chanig, R	31-Jan-18	Cdt #172 required
RCAOps	Capt	Cote, J	01-Oct-17	Cdt #172 required
223 RCACS	Maj	Cross, M	12-Jan-18	Cdt #172 required
195 RCSCC	Lt(N)	De La Pena, J	18-Nov-17	Cdt #172 required
888 RCACS	Capt	Glaisher, A	21-Nov-17	Cdt #172 required
609 RCACS	A/Maj	Glaisher, J	21-Nov-17	Cdt #172 required
950 RCACC	Capt	Grenier, A	05-Nov-17	Cdt #172 required
3063 RCACC	2Lt	Haak, P	12-Sep-17	Cdt #172 required
RCSU	Lt(N)	Kerr, A	24-Sep-17	Cdt #172 required
2756 RCACC	Capt	McConnell, M	03-Nov-17	Cdt #172 required
RCSU	Capt	Pepin, G	13-Dec-17	Cdt #172 required
205 RCACS	Capt	Ruscoff, G	20-Nov-17	Cdt #172 required
2316 RCACC	A/Maj	Savoie, P	15-Oct-17	Cdt #172 required
RCSU	Lt	Schillinger, E	10-Sep-17	Cdt #172 required
347 RCSCC	Lt(N)	Shymkiw, A	20-Nov-17	Cdt #172 required
100 RCSCC	Lt(N)	Stewart, N	07-Dec-17	Cdt #172 required
692 RCACS	Capt	Tiwana, A	02-Oct-17	Cdt #172 required
RCSU	WO	Verhoog, N	13-Nov-17	Cdt #172 required
692 RCACS	Capt	Wah, W	20-Sep-17	update in process
746 RCACS	Capt	White, C	07-Dec-17	Cdt #172 required
RCAOps	Capt	White, D	12-Dec-17	Cdt #172 required
RCSU	Lt	Wolfe, D	10-Sep-17	Cdt #172 required
1838 RCACC	Capt	Wright, J	03-Oct-17	update 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	Lt(N)	Allan, O	02-Sep-15	02-Dec-15
RCSU	Capt	Blomme, W	14-Feb-17	22-Feb-17
RCSU	Lt(N)	Bollen, L	16-Mar-15	07-Jan-16

RCSU	Capt	Dornan, B	03-Oct-15	26-Jan-16
258 RCACS	Capt	Eichinger, N	17-Nov-14	07-Jan-16
RCSU	Capt	Escobar, F	03-Oct-15	01-Apr-16
3080 RCACC	Lt	Gillespie, T	14-Sep-17	19-Sep-17
819 RCACS	Capt	Hargreaves, T	06-Aug-17	09-Jun-17 *
RCSU	SLt	Kardal, R	07-Feb-17	06-Oct-16
RCAOps	Capt	Kerry, S	20-Mar-17	31-Mar-17
902 RCACS	Capt	L'Heureux, K	04-Jan-15	09-Jan-15
861 RCACS	Lt	McCarthy, S	08-Aug-17	06-Sep-17
RCAOps	Lt	Norris, K	27-Jun-15	01-Apr-16
189 RCSCC	Lt(N)	Orange, T	24-Jun-17	30-Jun-17
RCSU	Capt	Perrin, R	14-Jun-17	26-Apr-17
RCSU	MWO	Plante, P	24-Jun-12	09-May-17
259 RCACS	Lt	Power, B	06-Feb-17	09-Feb-17
RCSU	Lt(N)	Totten, N	21-Sep-15	17-Oct-16
RCSU	Capt	Turra, E	24-Jan-17	25-Jan-17
258 RCACS	Capt	Wanner, D	16-May-17	24-Oct-16
105 RCSCC	Lt(N)	Wisla, M	09-Aug-17	12-Jan-17 *
RCSU	Capt	Wright, M	29-Aug-15	07-Jan-16
RCSU	Lt	Yu, J	26-May-17	14-Apr-17

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

(J1 Staffing O)

### **147/17 – OUTSTANDING POSITIVE YOUTH DEVELOPMENT AND PROGRAM OUTREACH**

Refs: A. 4500-3 (D Cds & JCR 6-4) Implementation Instruction – Positive Youth Development and Program Outreach (PYDPO) 16 January 2015

B. RCSU (Pac) RO Entry 032/15 1 February 2015

C. DAOD 5019-4, Remedial Measures

1. Refs A and B directed that all CIC officers, COATS members, Reg F and P Res members working in support of the CCO, civilian instructors and volunteers were to complete the Positive Youth Development and Program Outreach (PYDPO) learning package prior to 31 Mar 16. In order to allow additional time to complete this requirement, this deadline was extended to 31 Aug 16. Several Routine Order entries have been published by the RCSU (Pac) between Feb 15 and May 17 to remind members of this requirement.

2. CAF members who do not complete the PYDPO learning package by 31 Oct 17 will be placed on initial counselling in accordance with ref C. CIs who do not complete the PYDPO learning package by 31 Oct 17 will have their CI Agreement cancelled. Following is a list of personnel whose record does not indicate completion of PYDPO (as of 1 Oct 17):

Unit	Rank	Name
861 RCACS	Lt	Aitchison, E
1838 RCACC	2Lt	Ajab Noor, F
RCSU	CI	Algra, P
RCSU	Lt(N)	Allan, O
RCAOps	2Lt	Amelia, J
RCSU	OCdt	Anderson, D
819 RCACS	CI	Antoniou, M
RCSU	LCol	Appels, A
746 RCACS	CI	Ardila, S
RCSU	Capt	Arnold, F
RCSU	LCdr	Audley, P
2887 RCACC	Capt	Bachmier, D
354 RCSCC	Lt(N)	Bailey, D
RCAOps	CI	Ball, C
259 RCACS	CI	Balzer, R

Unit	Rank	Name
RCSU	Capt	Bemister, J
RCSU	Capt	Benson, R
1746 RCACC	CI	Bergman, V
2812 RCACC	Capt	Blakely, A
RCSU	Lt(N)	Bollen, L
2924 RCACC	Lt	Bonneville, S
RCSU	Lt	Braam, E
RCSU	Capt	Braun, D
RCSU	Capt	Brookes, T
349 RCSCC	Lt	Brophy, K
204 RCSCC	CI	Brown, E
RCSU	Lt	Brown, Q
RCSU	Capt	Buller, D
RCSU	A/Maj	Cable, R
105 RCSCC	Lt(N)	Calado, S

Unit	Rank	Name
AH	CI	Calhoon-Cardinal, R
396 RCACS	2Lt	Callaghan, J
103 RCACS	Capt	Canlas, O
363 RCACS	2Lt	Carlow, K
RCSU	2Lt	Carlson, I
1922 RCACC	Lt	Carruthers, C
RCSU	OCdt	Chandra, S
RCSU	2Lt	Cheung, E
655 RCACS	2Lt	Cheung, Y
903 RCACC	Lt	Chow, J
RCSU	Lt	Chung, L
5 RCSCC	NCdt	Clark, S
RCSU	Lt	Cody, J
RCSU	Lt	Contractor, D
RCSU	Lt	Coombs, T
RCSU	2Lt	Crawford, D
3064 RCACC	Capt	Crawford, M
RCSU	Maj	Croston, C
RCSU	2Lt	Cua, L
263 RCSCC	NCdt	Cyr, D
325 RCSCC	SLt	Daily, C
2983 RCACC	Capt	Davies, E
1838 RCACC	Capt	Davis, J
RCSU	NCdt	De Gracia, C
RCSU	OCdt	Deaton, T
137 RCSCC	A/LCdr	Debert, B
220 RCSCC	Lt(N)	Delong, E
205 RCACS	CI	Derby, B
RCSU	Capt	Dornan, B
RCSU	A/SLt	Doskotch, K
RCSU	SLt	Douglas, R
3066 RCACC	CI	Drees, S
RCSU	Capt	Drought, R
RCSU	Lt(N)	Dube, R
2136 RCACC	CI	Dunn, R
RCSU	Capt	Dwyer, C
258 RCACS	Capt	Eichinger, N
RCSU	Capt	Escobar, F
1838 RCACC	Capt	Evans, D
257 RCACS	Lt	Fagervik, K
2381 RCACC	CI	Fan, T
RCSU	Lt	Farwell, D
2618 RCACC	OCdt	Fehr, T
354 RCSCC	CI	Fernandez, T
RCSU	OCdt	Fernstrom, J
RCSU	2Lt	Fjellgaard, E
2822 RCACC	OCdt	Fraga, J
1922 RCACC	Lt	Francis, S
RCSU	CI	Froese, E
2757 RCACC	Lt	Ganter, D
RCAOps	OCdt	George, A
RCSU	Lt	George, B
2316 RCACC	2Lt	Gibbons, D
RCSU	Lt	Gilbert, D
RCAOps	Lt	Giles, T
3080 RCACC	Lt	Gillespie, T
RCAOps	2Lt	Gilmour, J
2893 RCACC	Capt	Giroux, C
RCAOps	CI	Godkin, J
RCSU	2Lt	Goswell, M
RCSU	OCdt	Green, A
950 RCACC	CI	Grenier, N
47 RCSCC	SLt	Groff, T
746 RCACS	Capt	Groome, N
1787 RCACC	Capt	Haak, K
3063 RCACC	2Lt	Haak, P

Unit	Rank	Name
353 RCACS	A/SLt	Hare, N
RCSU	CI	Hargreaves, A
RCSU	Capt	Harrop, J
2458 RCACC	A/Capt	Harvey, C
RCAOps	Capt	Hathiramani, S
3067 RCACC	CI	Herron, I
158 RCSCC	CI	Hildebrandt, W
2556 RCACC	OCdt	Hill, A
RCSU	Lt	Hill, V
RCSU	Capt	Hills, K
828 RCACS	Capt	Hirst, T
RCSU	MWO	Hobor, T
RCSU	CI	Hough, K
RCSU	CI	Hunt, V
158 RCSCC	Lt(N)	Isabelle, T
396 RCACS	Capt	Jensen, A
2573 RCACC	Lt	Jensen, C
1813 RCACC	CI	Jewsbury, J
22 RCACS	Capt	Johnson, G
RCSU	A/SLt	Johnson, J
22 RCACS	Capt	Johnson, M
RCSU	Capt	Jones, A
354 RCSCC	Lt(N)	Juliusson, R
RCSU	SLt	Kardal, R
RCAOps	Capt	Kelley, R
RCAOps	Capt	Kelley, S
RCSU	CI	Kent, C
RCSU	Lt	Keogh, B
RCSU	Lt(N)	Kerr, A
848 RCACS	Capt	Ketchum, A
111 RCACS	CI	Kim, S
583 RCACS	2Lt	Kinross, J
RCSU	Capt	Kombo, H
RCSU	LtCol	Kopan, T
907 RCACS	CI	Koshman, D
2757 RCACC	CI	Kurschenska, D
RCSU	A/SLt	Kwan, I
RCSU	2Lt	Kwok, N
759 RCACS	Lt	Lalani, S
263 RCSCC	CI	Lamoureux, T
2893 RCACC	Lt	Lancaster, S
2316 RCACC	Capt	Landels, B
2983 RCACC	Lt	Landry, D
513 RCACS	Capt	Lau, A
2381 RCACC	A/Maj	Law, G
RCSU	SLt	Lee, A
RCSU	2Lt	Lehton, Y
201 RCSCC	SLt	Lesemann, C
902 RCACS	Capt	L'Heureux, K
RCSU	Capt	L'Heureux, M
637 RCACS	OCdt	Li, K
RCSU	CI	Lin, A
2381 RCACC	Lt	Lu, T
2947 RCACC	Lt	Lum Black, K
581 RCACS	CI	Lundquist, J
950 RCACC	CI	MacDonald, T
2893 RCACC	Capt	MacDonell, T
2277 RCACC	Lt	MacDougall, A
777 RCACS	Capt	Maclean, S
1746 RCACC	CI	Mainville, E
1746 RCACC	Capt	Mainville, T
907 RCACS	CI	Marra, A
RCSU	Capt	Masoun, J
3005 RCACC	Capt	Materi, B
54 RCSCC	Lt(N)	McGill, M
2573 RCACC	2Lt	McLaughlin, D



Unit	Rank	Name
RCSU	Lt(N)	McLennan, D
2422 RCACC	Capt	Miskulin, J
RCSU	2Lt	Mitchell, T
909 RCACS	Lt	Moir, J
RCSU	OCdt	Moy, K
561 RCACS	CI	Murphy, D
2136 RCACC	2Lt	Murty, S
3300 RCACC	Capt	Nagra, K
102 RCSCC	Lt(N)	Nilsson, C
RCAOps	Lt	Norris, K
RCSU	Sgt	Noyes, C
2756 RCACC	CI	Oaks, B
RCSU	MS	O'Connor, W
746 RCACS	Lt	O'Neill, S
RCSU	CI	Onyschtschuk, E
1789 RCACC	Capt	Parsons, M
RCSU	Lt	Pattullo, C
386 RCACS	CI	Paulhus, T
RCSU	Capt	Peel, M
RCSU	Capt	Pepin, G
147 RCACS	CI	Perigo, E
RCSU	Capt	Perrin, R
RCSU	OCdt	Pike, S
RCSU	MWO	Plante, P
307 RCSCC	A/Lt(N)	Puckering, J
RCSU	SLt	Rabu, A
RCAOps	Capt	Randall, K
204 RCSCC	CI	Reeves, R
2458 RCACC	Capt	Rienks, K
2458 RCACC	Capt	Rienks, M
2316 RCACC	Capt	Rimmer, S
137 RCSCC	A/SLt	Roberts, E
2822 RCACC	CI	Robinson, A
RCSU	CI	Roth, R
888 RCACS	OCdt	Samra (Nee Gill), I
2316 RCACC	A/Maj	Savoie, P
2422 RCACC	Capt	Scarbrick, S
RCSU	Lt	Schillinger, E
54 RCSCC	NCdt	Schoenfelder, A
904 RCACS	CI	Schultz, A
363 RCACS	CI	Schuszter, J
89 RCACS	Capt	Seaton, M
513 RCACS	Lt	Sekhon, N
RCAOps	OCdt	Self, K
2305 RCACC	Capt	Shearsmith, D
RCSU	MCpl	Sherbeth, G
RCSU	Lt	Shewchuk, M
RCSU	SLt	Siemens, F
RCSU	Lt(N)	Sigouin, S
189 RCSCC	CI	Sim, M

Unit	Rank	Name
1867 RCACC	Capt	Smith, D
561 RCACS	CI	Smith, R
3067 RCACC	CI	Sovio, L
RCSU	Cpl	Spencer, T
2316 RCACC	Capt	Stephan, R
102 RCSCC	SLt	Stewart, D
64 RCSCC	A/Lt(N)	Stewart, K
266 RCACS	Lt	Storey, C
Quadra	CI	Story, J
204 RCSCC	Capt	Stroet, M
RCSU	Lt(N)	Sullivan, R
RCSU	Capt	Tam, J
RCSU	SLt	Tarrington, N
RCSU	Lt(N)	Totten, N
2305 RCACC	Lt	Tremblay, M
819 RCACS	Lt	Truong, L
RCAOps	CI	Tuck, C
744 RCACS	CI	Turner, K
RCSU	Capt	Turra, E
RCAOps	Capt	Tuytens, D
RCSU	Capt	Utsch, M
768 RCACS	CI	Verge, S
RCAOps	Capt	Vucko, D
RCAOps	Capt	Vucko, J
258 RCACS	Capt	Wanner, D
59 RCACS	Lt(N)	Watson, B
2887 RCACC	OCdt	Watson, C
RCSU	Lt(N)	Webb, J
RCSU	A/SLt	Welsh, B
RCAOps	Capt	White, J
RCSU	Lt	Wiebe, B
3066 RCACC	Lt	Williams, J
RCSU	SLt	Wise, P
105 RCSCC	Lt(N)	Wisla, M
325 RCSCC	A/SLt	Wisla, S
RCSU	Lt	Wolfe, D
2381 RCACC	Capt	Wong, J
808 RCACS	CI	Wong, S
RCSU	Capt	Wright, M
2381 RCACC	Lt	Wu, F
RCSU	Capt	Yau, S
93 RCSCC	CI	Yaworski, J
RCSU	Lt	Yu, J
RCSU	Lt	Zhang, L

(J1 Admin O)

## **148/17 – CALL FOR NOMINATIONS – ORDER OF MILITARY MERIT**

Ref: VCDS Gp Instruction 5027-1 Annexes D and E

1. A call for nominations for the Order of Military Merit, inclusive of MMM and OMM, are being solicited for deserving CAF members.
2. Nominations can be submitted using a Cdt #175, found in the file repository, and should be accompanied by any supporting documentation. Supporting documentation should highlight accomplishments of conspicuous merit and exceptional military service, including significant

accomplishments. All nominations must be submitted to the J1 Services Officer, in confidence, NLT 1 December 2017.

3. Questions may be directed to the J1 Svcs O, Capt Scott, at 250-363-0806.

(J1 Svcs O)

### **149/17 – FORMER CADET SURVEY 2017**

1. The Natl CJCR Sp Gp is committed to continuous improvement at all levels so that the Cadet Program remains credible, relevant, and proactively meets its members' needs and expectations. A Department of National Defence sponsored research study has been initiated to survey former cadets to collect quantitative and qualitative data about their current lifestyle and outlook on life.
2. Corps/Squadron COs are asked to encourage participation, pass on accurate and timely information, and to reach out to former cadets.
3. The Former Cadet Survey letter, which can be found within our SharePoint Library: [https://collab.cadets.gc.ca/sites/pac/Documents/J1%20Administration/Former%20Cadet%20Survey\\_Sep%202017.pdf](https://collab.cadets.gc.ca/sites/pac/Documents/J1%20Administration/Former%20Cadet%20Survey_Sep%202017.pdf)) explains the survey in greater detail and how to participate. There will be more communications and support provided through social media in the near future.

(J1 Admin O)

### **150/17 – CATO 14-06 – RCSU (PAC) INSTRUCTION FOR MAKING TRIP PLANS**

Ref: CATO 14-06, Training or Recreational and Educational Trips

1. In order to engage the support and guidance of the Area Staff at the very beginning of any trip planning, Corps and Squadrons that intend to submit applications in accordance with ref shall notify their Zone Training Officer prior to any planning or major fundraising occurring to support their trip. This notification can be by phone, during a visit, or by email, and shall detail the approximate dates, anticipated destination and approximate number of cadets and adults to attend. Once the Zone Training Officer has received this initial notification, they will start to track the progress of the trip, including providing you with a confirmation email indicating that notification has occurred (for your records).
2. The Zone Training Officer will discuss the details provided with the Area OIC, and from that point a detailed action plan will be developed. Guidance and requirements will be communicated for the applicable type of trip back to the unit, with the authority to commence planning for the trip, if the intended trip meets the scope of the CATO. If the trip does not meet the guidelines set out in the ref, the Area OIC will detail what additional requirements and/or changes must be made to comply with published directives.
3. Notification to the applicable League will be made by the Area OIC, to inform them that their Sponsoring Committee will likely be embarking on a fundraising mission to support the trip.
4. Depending on the type and destination of the trip, a timeline will be created and followed by the Zone Training Officer, ensuring that the required information is received prior to established deadlines. For example, if the trip is going across an International border, the National Cadet & Junior Canadian Rangers Support Group HQ must receive this request at least 90 days in advance of the trip occurring, and therefore the Area office will want the material at least 21 days prior to this date to ensure that everything is compiled and in order prior to submission.
5. Corps and Squadrons are reminded that they cannot enter into any reciprocal arrangements that would require DND and/or the League to fund any portion of the visiting foreign cadet Corps or Squadron.

6. As per the CSAR SOP and Work Flow, these types of trips will be processed through the Area office, as there is no DND support included. When authority to start planning the trip has happened through the Area OIC, the unit will be asked to enter the trip into the CSAR (timelines will be provided based on type of trip). There will be additional information required to support a trip under CATO 14-06. This additional information will be provided using a form that will be posted on the CSAR site, and must be uploaded into the “General Comments” section by attaching the file and saving the CSAR.

7. Any questions can be directed through your applicable Zone Training Officer or Area OIC.

(J35 Chief Trg O)

### **151/17 – AMENDMENT TO TRANSPORTATION ASSISTANCE FOR RESERVE PERSONNEL ON CLASS A RESERVE SERVICE**

Ref: CBI 209.045

An amendment to ref has been published effective 1 Sep 17. The amount of assistance payable for each one way trip between the member’s worksite and the member’s residence is now to a maximum of 100 kilometres.

(J1 Admin O)

### **152/17 – EXPRESSIONS OF INTEREST – REGIONAL ADVISORY COUNCIL MEMBERS**

1. Major David Timms has been appointed as the Branch Advisor for BC and chair of the Regional Advisory Council (RAC). Six RAC members will be appointed to work with Maj Timms on this Council in order to raise matters to the CIC Branch Advisory Council. These members shall be representative of the three geographical Areas within Pacific Region, with two members coming from each of the Vancouver Island Area, Lower Mainland Area and Interior Area. Additionally, the membership shall be reflective of the three environments.

2. The RAC will work within the Region and bring forward issues that may be of interest for the national CIC Branch Advisory Council (BAC) to consider. The mandate of the BAC includes items submitted by CIC officers to the National CJCR Sp Gp HQ for consideration via their BAC / RAC member and / or the Chairperson. The BAC may also consider, but is not limited to, making recommendations on the following topics:

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

3. CIC Officers interested in serving as a RAC member are invited to submit an Expression of Interest consisting of a maximum two-page letter. Interested members should detail their range of experience in the CIC including experience at the local training, CTC, RCIS, regional, and national levels. Additionally, a RAC member must be a self-starter, work well under no supervision, have demonstrated communications ability, and have agility with electronic and social media. Expressions of Interest should include details about what the member feels they can contribute as a RAC member.

4. Applications are to be sent either electronically or in hard copy to the J1 Admin O, Maj Ennis ([Beverley.Ennis@forces.gc.ca](mailto:Beverley.Ennis@forces.gc.ca)) not later than 25 October 2017.

(J1 Admin O)

### **153/17 – CIC BRANCH ASSOCIATION’S 4<sup>th</sup> AGM, CONFERENCE & DINNER**

1. Save-the-date for the CIC Branch Association’s 4th Annual General Meeting, Conference, and Dinner to be held in Vancouver on Saturday, 18 November 2017.
2. The conference will be an excellent opportunity to hear from local influencers, engage in discussion, share ideas, and build camaraderie among fellow CIC Officers, COATS members, and volunteers of the CCO. For updates, join our [Facebook group](#). For more information on the CIC Branch Association, visit [www.cic-bc.ca](http://www.cic-bc.ca).

(CIC Branch Association)

### **154/17 – STATUS DURING PROCESSING OF TRANSFER/POSTING TO CORPS/SQUADRON**

Individuals in the process of transferring/posting 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 CO 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)

### **155/17 – REQUIREMENT TO REPORT SUSPECTED OR ALLEGED CRIMINAL INFRACTIONS TO POLICE**

Ref: CATO 15-22

All Cadet Instructors are reminded of the requirement that a CO or OIC must report any suspected or alleged criminal infraction immediately to the military or civilian police (depending on the location). Cadet Instructors do not have the discretion to determine what should or should not be reported if a criminal infraction is suspected or alleged. Once completed, follow-up should be done promptly with the J3 Zone Training Officer or, if unavailable, the J3 Area OIC. Some examples of a criminal infraction include a cadet smoking marijuana or an assault that takes place during a cadet activity. When in doubt, seek guidance from the chain of command.

(J1 Svcs O)

### **156/17 – VEHICLE RENTAL/FUEL CHARGES**

Ref: Canadian Forces Temporary Duty Travel Instructions (CFTDTI)

1. All personnel are reminded that when picking up and returning rental vehicles the following process shall be followed:
  - a. on picking up the rental vehicle, ensure the fuel tank is at least ¼ full. You will return it the same way. These are the terms in all SOAs; and
  - b. if the rental agency offers to charge for a tank of gas on return of the vehicle, members shall not accept this offer. Rental agencies will not provide a refund for any fuel that remains at the time of drop-off that is why you try to have the same amount in the tank when you return the vehicle.
2. Failure to follow the above procedure could result in the member having to pay all fuel charges that are determined to be either inappropriate or excessive.

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

(J4 Mov O)

### **157/17 – 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 PO1 K. Chaisson at (250) 363-0940.

(J4)

### **158/17 – REQUEST FOR EQUIPMENT – LOGISTIC SUPPORT CENTRES (LSC)**

There have been occasions where corps/squadrons are arriving at the LSCs and making last minute requests for equipment and/or training aids for exercises, which had not been initially requested. The Corps Squadron Activity Request (CSAR) is to be submitted to the applicable Training Support Coordinator (Trg Sp Coord) with a list of equipment required for the activity. If an item is not requested on the CSAR, then it is not allocated or prepared. If there are additional requests, those should be directed to the Trg Sp Coords so the original requirement list can be amended.

(J4)

### **159/17 – COURT MOUNTING OF MEDALS – PUBLIC EXPENSE**

1. Court mounting of medals at public expense is authorized as follows:
  - a. Mainland personnel who are awarded medals and wish to have them court mounted will deliver them to 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; or
  - b. Island personnel will deliver or send them by registered mail to Regional Cadet Support Unit (Pacific) Logistics Section, PO Box 17000, Stn Forces, Victoria, BC, V9A 7N2. Medals will be mounted and returned to members.
2. Personnel requesting Medal Mounting through an outside source may do so and claim reimbursement via a CF 52 General Allowance Claim, but will be limited to a maximum of \$8.00 per medal unless exceptional circumstances exist and are approved. A completed Medal Entitlement Record Form with all necessary stamps and signatures must also be provided.

(J4)

### **160/17 – RANGE STANDING ORDERS – CHILLIWACK**

1. In accordance with ASU Chilliwack Range Standing Orders, it is required that all requests for use of range(s) be received by ASU Chilliwack 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, Corps Squadron Activity Request (CSAR) requests for use of ASU Chilliwack 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 ASU Chilliwack'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 ASU Chilliwack Range Standing Order Annex A Chapter 1 “Range/Training Area Brief and Clearance Certificate” issued with the training area package.

3. ASU Chilliwack 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:

- a. the infraction/observation is entered into the ASU Chilliwack 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 ASU Chilliwack to the applicable corps/squadron CO and the CO RCSU (Pac), indicating that the corps/squadron has failed to comply with ASU Chilliwack 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. ASU Chilliwack Ops & Trg Section will make recommendations to the ASU Chilliwack 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)

### **161/17 – 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 October 15 and May 31 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 J3 Training Officer (Expedition) at 1-800-661-4255 menu options 2, 3.

(J3 Training Officer (Expedition))

### **162/17 – 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)

### **163/17 – PAY INQUIRIES**

1. All payroll inquiries and submission of DND 2893-E, COATS – Class “A” Reserve Service Attendance can be sent electronically to the positional email account, RCSUPacPay@forces.gc.ca.

2. Please ensure that all scanned or photographed DND 2893s are clean, clear and fitted to either 8.5 x 11” or 8.5 x 14” paper. Submissions that are not clear or are cut off may need to be rejected and emailed back to sender.

(J1 Supr (Rcds & Pay))

### **164/17 – CHANGE TO WINTER DRESS**

The change to winter dress will take effect Monday, 16 October 2017.

(Coxn)

*// original signed by //*

D.B. Henderson  
Commander  
Commanding Officer