



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

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| Order No. 07/2015 | 10 September 2015 |
| Last Order No. 06/2015 | Esquimalt, BC |

ROUTINE ORDER ENTRIES

The following is a listing of the contents of Routine Order 07/2015 dated 10 September 2015:

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131/15 – CRISIS SITUATION – PROCEDURES

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

2. Commanding Officers of the cadet corps and squadrons are to contact the Commanding Officer of RCSU (Pac) during working hours at (250) 363-0824, and during silent hours at cell (250) 896-7080. If there is no answer, the Regional Joint Operations Centre at (250) 363-5848 is to be contacted immediately.

(CC)

132/15 – DM/CDS MESSAGE ON SEXUAL MISCONDUCT RESPONSE CENTRE

1. As the leaders of your Defence Team, we are proud to announce that as of September 15, 2015, Canadian Armed Forces (CAF) members who have experienced or been affected by harmful and inappropriate sexual behaviour will have access to an interim dedicated response centre.

2. Any harmful and inappropriate sexual behaviour is a real and serious problem within the CAF. A single incident of harmful and inappropriate sexual behaviour, regardless whether it is conducted inadvertently or without malice, is one too many. [Inappropriate sexual behaviour](#) violates the integrity and dignity of a person and it can have serious negative impacts on physical, mental, emotional, and spiritual health and wellness.

3. Opening on September 15, 2015, the Sexual Misconduct Response Centre (Interim) (SMRC(I)) will initially provide the following services:

- a. Access to a professional by phone and email for CAF members;
 - b. Planning assistance for the member's immediate safety;
 - c. Empathetic listening;
 - d. Information for members to make informed choices on how they wish to proceed. This includes what to expect of the investigative processes, of the military and civilian justice systems, and of other investigative or complaint processes to support victims;
- a. Information about other available resources, as required, including Canadian Forces Health Services, Chaplain Services, [Military Family Resource Centres](#), the [Family Information Line](#), [Canadian Forces Member Assistance Program](#) (CFMAP), hospital emergency departments, and rape crisis centres; and
 - b. Information on existing reporting or complaint mechanisms.

3. The SMRC(I) will operate outside the CAF chain of command, residing within the Department of National Defence. It will report to the Deputy Minister and will be led by a civilian executive. The final governance structure, mandate, and operational model will be determined and full operational capability will be reached by summer 2017.

4. The SMRC(I) will be located within the National Capital Region and will begin providing services by phone (1-844-750-1648) on September 15, 2015, between the hours of 7 a.m. to 5 p.m. (EST). During silent hours, other resources available 24/7 such as the Family Information Line, CFMAP, and local sexual assault centres, will complement the support provided by the SMRC(I).

5. Remember – in the case of an emergency, always call 911. To report an incident of sexual misconduct or sexual assault, CAF members should contact their regional Canadian Forces National Investigation Service office or local police.

6. Our priority is providing support to CAF members who have experienced or been affected by harmful and inappropriate sexual behaviour. Although the SMRC(I) will open on September 15 with interim capabilities and many aspects of the Centre remain to be developed, the initial establishment of the centre will address the critical need for further support for those affected by harmful and inappropriate sexual behaviour. More information will be made available in due course.

7. Our goal is for all CAF members, and indeed for all Defence Team members, to be able to perform their duties in an environment free of harmful and inappropriate sexual behaviour and to be able to fully enjoy the support of an institution that fosters mutual trust, respect, honour, and dignity.

John Forster
Deputy Minister

General Jonathan Vance
Chief of Defence Staff

133/15 – REPORTS AND RETURNS

| | | |
|-------------|---|-----------|
| Exec Svcs O | Cdt #175, RCSU (Pac) Recommendation for an Individual Award (Ref: PRCI 212) | 31 Oct 15 |
| Exec Svcs O | Cdt #194, Unit Ethics Focus Session | 30 Nov 15 |

(CC)

134/15 – AMENDMENTS TO PUBLICATIONS, ORDERS, AND FORMS

1. The following amendments to CATO are to be noted:
 - a. CATO 12-26, Significant Incident Report (SIR) issued 11 Jun 15;
 - b. CATO 12-50, Searches and Inspections of Cadets issued 19 Jun 15;
 - c. CATO 13-12, Supervision of Cadets issued 24 Jul 15;
 - d. CATO 15-22, Conduct and Discipline – Cadets issued 12 Aug 15;
 - e. CATO 18-04, Procedures for Integrated Program Requirements List (IPRL) Funding Requests issued 22 Jun 15;
 - f. CATO 22-02, Cadet Organizations Administration and Training Service – Promotion Policy issued 7 Jul 15;
 - g. CATO 23-07, Civilian Volunteers in Support of Authorized Cadet Activities issued 23 Jul 15;
 - h. CATO 23-11, Cadet Instructors Supporting Cadet Activities without Pay issued 23 Jul 15;
 - i. CATO 23-25, Cadet Instructor Supplementary Staff issued 23 Jul 15; and
 - j. CATO 24-04, Conduct of Cadet Instructors Cadre Individual Training and Education issued 24 Jul 15.

2. The following amendments to PRCI are to be noted:
 - a. PRCI 103, Band Formation Authorization was updated effective 24 Jul 15, replacing PRCI 103 dated 13 Jul 12;
 - b. PRCI 115, Dress Policy was updated effective 22 Jul 15, replacing PRCI 115 dated 1 Dec 00;
 - c. PRCI 117, Band Officer was updated effective 24 Jul 15, replacing PRCI 117 dated 16 Aug 06;
 - d. PRCI 119, Drug and Alcohol Policy was updated effective 22 Jul 15, replacing PRCI 119 dated 26 Jan 06;
 - e. PRCI 122, Smoking Policy was updated effective 22 Jul 15, replacing PRCI 122 dated 3 Aug 04;
 - f. PRCI 213, RCIS (Pac) CIC Bursary Trust was updated effective 24 Jul 15, replacing PRCI 213 dated 26 Jul 07;
 - g. PRCI 225, Cadets – Transfers updated effective 22 Jul 15, replacing PRCI 225 dated 5 Sep 07;
 - h. PRCI 237, Remedial Measures updated effective 22 Jul 15, replacing PRCI 237 dated 13 Jul 12;

- i. PRCI 240, National Cadet Honours and Awards updated effective 27 Jul 15, replacing PRCI 240 dated 13 Jul 12;
 - j. PRCI 305, Competitions updated effective 27 Jul 15, replacing PRCI 305 dated 5 Dec 06;
 - k. PRCI 315, Band Training Clinics updated effective 24 Jul 15, replacing PRCI 315 dated 25 Jan 05;
 - l. PRCI 316, Band Instrument Loan Request updated effective 24 Jul 15, replacing PRCI 316 dated 25 Jan 05;
 - m. PRCI 317, Strathcona Trust Cadet Marching Band Display updated effective 24 Jul 15, replacing PRCI 317 dated 21 Aug 07;
 - n. PRCI 401, Supply – General updated effective 22 Jul 15, replacing PRCI 401 dated 1 Feb 00;
 - o. PRCI 402, Supply Clearance Procedures – COATS Members updated effective 24 Jul 15, replacing PRCI 402 dated 1 Feb 00 and PRCI 403 dated 1 Oct 01;
 - p. PRCI 405, Forms updated effective 22 Jul 15, replacing PRCI 405 dated 1 Oct 01; and
 - q. PRCI 406, Ammunition issued effective 22 Jul 15.
3. The following amendment to forms is to be noted:
- Cdt #138, Public Affairs Support Request issued 06-15.

(Exec Svcs O)

135/15 – RCSU (PAC) PERSONNEL CHANGES

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

- a. Lt(N) A. Foata has assumed the position of RCIS (Pac) Support Services Officer effective 29 Jun 15 replacing Capt J. Hollis who has been transferred to RCA Ops (Pac);
- b. Lt (WSE) J. Donner will be temporarily backfilling the position of Training Support Clerk for the period 31 Aug 15 to 30 Sep 15;
- c. Lt B. Justason has completed short term Class B employment as Staff Cadet and Course Cadet CTC loading (Air Cadets) effective 16 Aug 15;
- d. Lt K. MacFadyen-Miskulin has completed short term Class B employment as Staff Cadet and Course Cadet CTC loading (Army Cadets) effective 16 Aug 15;
- e. SLt N. Tarrington has completed short term Class B service as Staff Cadet and Course Cadet CTC loading (Sea Cadets) effective 20 Jul 15;
- f. 2Lt D. Beland has assumed the position of C4 – Movements for the period 20 Jul 15 to 18 Sep 15;
- g. WO S. Keeping has assumed the position of Area Cadet Advisor (Air) effective 15 Jul 15, replacing WO D. Allan who departed RCSU (Pac) for posting effective 23 Feb 15;
- h. WO S. Marinelli, Area Cadet Advisor (Air), is retiring from the CAF effective 18 Sep 15. A replacement has not yet been named;

- i. WO H. Slack has assumed the position of Area Cadet Advisor (Land) effective 15 Jun 15, replacing WO J. Sprague who will departing RCSU (Pac) effective 14 Nov 15;
- j. Sgt M. Gosselin has assumed the position of Area Cadet Advisor (Land) effective 4 Jul 15, replacing Sgt C. McMahon who will be departing RCSU (Pac) for posting effective 16 Sep 15;
- k. Sgt N. Verhoog has assumed the position of Area Cadet Advisor (Land) effective 3 Sep 15, replacing Sgt D. Martin who departed RCSU (Pac) for posting effective 19 Aug 15;
- l. MS O. Chavarria has assumed the position of Claims Clerk effective 13 Jul 15, replacing MCpl M. Martin who was posted effective 13 Jul 15;
- m. MCpl M Toews, Chief Clerk RCA Ops (Pac), has retired from the CAF effective 19 Aug 15. A replacement has not yet been named;
- n. Cpl K. Crotty, Training Support Clerk, has been posted to RCSU (A) Region eff 29 Jun 15. A replacement has not yet been named;
- o. LS D. Dompierre has assume the position of Training Support Clerk effective 24 Aug 15, position which was previously vacant; and
- p. LS H. Goldie has assumed the position of Orderly Room Clerk effective 4 Aug 15, replacing Cpl M. Daigle who was posted effective 27 May 15.

(Admin WO)

136/15 – 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:

| Unit | Rank | Name | Due Date |
|---------------|------|-----------------|-----------|
| 204 RCACS | Capt | Aspinall, DL | 13 Nov 15 |
| 204 RCACS | Capt | Aspinall, SA | 13 Nov 15 |
| 583 RCACS | Lt | Becker, AM | 29 Jan 16 |
| 136 RCSCC | SLt | Botta, TN | 10 Jan 16 |
| 521 RCACS | Lt | Brown, SR | 5 Dec 15 |
| 581 RCACS | CI | Brown, VL | 7 Dec 15 |
| RCSU (Pac) | Capt | Burton, GP | 18 Oct 15 |
| RCA Ops (Pac) | Lt | Calderbank, TP | 14 Oct 15 |
| 754 RCACS | Lt | Cheung, CH | 11 Dec 15 |
| RCSU (Pac) | 2Lt | Cheung, EL | 29 Nov 15 |
| RCSU (Pac) | SLt | Douglas, RS | 7 Jan 16 |
| 137 RCSCC | SLt | Easton, KM | 28 Oct 15 |
| 258 RCACS | Lt | Ferreira, DM | 30 Nov 15 |
| 307 RCSCC | SLt | Flynn, TM | 29 Sep 15 |
| 47 RCSCC | SLt | Groff, TML | 17 Dec 15 |
| 609 RCACS | Capt | Hashmi, S | 8 Dec 15 |
| 1922 RCACC | Lt | Hazelton, AM | 10 Nov 15 |
| 828 RCACS | Capt | Hirst, TK | 9 Oct 15 |
| 655 RCACS | Lt | Hwang, BW | 4 Dec 15 |
| RCSU (Pac) | SLt | Jarosz, M | 13 Sep 15 |
| 909 RCACS | Lt | Johnston, CA | 3 Nov 15 |
| 201 RCSCC | SLt | Kapustina, OI | 15 Nov 15 |
| 103 RCACS | Lt | Khan, ZI | 14 Jan 16 |
| 2757 RCACC | CI | Kurschenska, DW | 14 Sep 15 |
| 2893 RCACC | Lt | Lancaster, SE | 5 Jan 16 |

| | | | |
|---------------|-------|------------------|-----------|
| 747 RCACS | SLt | Lee, A | 29 Oct 15 |
| 754 RCACS | Lt | Lee, CB | 13 Nov 15 |
| 195 RCSCC | Lt(N) | Leong, CM | 28 Nov 15 |
| 111 RCACS | Lt | Malinab, J | 25 Sep 15 |
| 907 RCACS | CI | Martin, EFV | 25 Jan 16 |
| 899 RCACS | OCdt | Melo, YP | 14 Sep 15 |
| 759 RCACS | Lt | Mok, JW | 28 Sep 15 |
| 205 RCACS | Capt | Morgan, CR | 3 Dec 15 |
| RCA Ops (Pac) | Capt | Neave, FW | 13 Oct 15 |
| 655 RCACS | Lt | Novak, TN | 27 Sep 15 |
| RCSU (Pac) | OCdt | Pike, SR | 23 Sep 15 |
| 841 RCACS | CI | Podovnikoff, JLM | 8 Oct 15 |
| 353 RCACS | Capt | Shipton, KL | 25 Nov 15 |
| 2136 RCACC | WO | Thomson, KG | 13 Sep 15 |
| 2618 RCACC | Lt | Tomlinson, AL | 14 Dec 15 |
| 525 RCACC | Lt | Trapp, TR | 10 Nov 15 |
| 907 RCACS | Lt | White, DS | 30 Nov 15 |
| 1922 RCACC | Lt | Wiebe, BA | 28 Oct 15 |
| 2136 RCACC | Lt | Wilke, CR | 13 Sep 15 |
| 2381 RCACC | 2Lt | Wu, T | 15 Oct 15 |

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

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

(Admin O)

137/15 – RELIABILITY STATUS UPDATES

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

| Unit | Rank | Name | Due Date |
|---------------|-------|---------------|-----------|
| 169 RCSCC | Lt(N) | Allan, OA | 21 Sep 15 |
| RCSU (Pac) | Capt | Bafaro, SA | 16 Jan 16 |
| 349 RCSCC | Lt(N) | Brophy, PD | 22 Sep 15 |
| 899 RCACS | Capt | Callaghan, JA | 12 Oct 15 |
| 396 RCACS | Capt | Callaghan, JE | 17 Nov 15 |
| 347 RCSCC | Lt(N) | Curran, DP | 22 Dec 15 |
| 2510 RCACC | Capt | Devine, LR | 31 Jan 16 |
| RCSU (Pac) | Capt | Dornan, WJE | 25 Jan 16 |
| RCSU (Pac) | Lt(N) | Eames, KH | 27 Sep 15 |
| RCSU (Pac) | Capt | Gee, DT | 20 Jan 16 |
| 3080 RCACC | 2Lt | Gillespie, TN | 7 Dec 15 |
| RCA Ops (Pac) | Lt | Heim, K | 13 Sep 15 |
| RCSU (Pac) | Lt(N) | Lawless, CA | 31 Oct 15 |
| RCA Ops (Pac) | Capt | Matsumoto, KT | 11 Jan 16 |
| 223 RCACS | Capt | Schultz, JC | 31 Jan 16 |
| 1867 RCACC | Capt | Smith, D | 24 Jan 16 |
| 347 RCSCC | Lt(N) | Totten, NC | 21 Sep 15 |
| 2781 RCACC | Lt(N) | Walker, AG | 24 Nov 15 |
| 2277 RCACC | Capt | Ward, ME | 6 Dec 15 |

2. Personnel who have not initiated the ERS update process are required to submit a Cdt #172, Enhanced Reliability Status Screening Form with two pieces of official identification prior to the due date indicated above. Personnel who do not initiate the process prior to the due date

will be directed to cease parading until the screening process is completed and the ERS is authorized at RCSU (Pac).

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

(Admin O)

138/15 – CLARIFICATION ON THE POSITIVE YOUTH DEVELOPMENT AND PROGRAM OUTREACH (PYDPO) LEARNING PACKAGE

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

B. Pacific Region Routine Orders 02/2015 article 023/15

1. In accordance with refs A and B, all officers, civilian instructors and volunteers are reminded to complete the PYDPO learning package prior to 31 March 2016.
2. All regional and local cadet corps/squadron staff (Reg F, P Res, CIC, COATS and CIs) are required to complete this package through the Defence Learning Network (DLN). Detailed instructions on how to access and complete this learning package have been distributed to all corps and squadrons within Pacific Region. Commanding Officers are to ensure that their staff members are aware of their obligation to take this training and that they have the necessary instructions to do so. If you require more information on how to complete the PYDPO Learning Package, contact Lt(N) Rex Ford at RCIS (Pac) at rex.ford@cadets.gc.ca.
3. Civilian volunteers and League members shall receive direction from their respective Leagues concerning the delivery of this learning package. At this time, no DLN accounts will be set up for volunteers or League members.
4. Technical difficulties (passwords, login issues) should be referred to the CIC Centre for Distributed Learning Helpdesk at help.ciccdl.aide@cadets.gc.ca

(Stds O RCIS (Pac))

139/15 – MANDATORY IMPLEMENTATION OF SECURITY AWARENESS TRAINING FOR ALL COATS MEMBERS AND CIVILIAN INSTRUCTORS

1. All COATS Class A and short-term Class B members, as well as Civilian Instructors are required to complete the mandatory Security Awareness Training (A230). No Class A pay will be authorized for this training.
2. This training is available through the Defence Learning Network (DLN), and the CIC Centre for DL is tasked to co-ordinate this training for all COATS (military personnel and CIs). All COATS personnel have been automatically loaded onto this course and should have received a course loading email to inform them they have been loaded. Members who have already taken the course in the last year might also receive this message depending on the course version they have completed and / or the language it was completed in. There is no requirement for personnel who were successful on the course to complete it again or attempt it in the other language.
3. The DLN can be accessed through the Internet at <https://dln-rad.forces.gc.ca/login>. The training should take approximately three hours to complete. The CIC CDL will be tracking those members who have completed the learning package and will provide a national report broken down by region on a monthly basis to the RCSUs. Members are encouraged to complete this training in a timely manner; however must be completed by NLT 31 December 2015. Upon completion of the security awareness training learning package, it will be recorded in MITE and will appear on the member's MPRR.

(CO)

140/15 – SECURITY MEASURES FOR CADET ACTIVITIES IN PUBLIC

1. The requirement to remain vigilant when conducting cadet activities remains. Corps/Squadron Commanding Officers must ensure that they focus on security measures when planning and executing all activities in public.
2. All corps/squadrons must report to their ACO (through CAP/TSR submission) anytime cadets will be out in the public in an organized setting (i.e. parades, fundraising such as tag days, etc). In the miscellaneous section of the CAP/ TSR, corps/squadrons must identify whether or not local law enforcement have been notified of the public event. It is important to note that law enforcement are not expected to be present, implement extra patrols, or the like, but simply be aware of the event at which they can decide what measures to take. Corps/squadrons are encouraged to liaise with their local law enforcement branches and establish a point of contact where all information notifications can be made.

(CO)

141/15 – FORTRESS ANNUAL VERIFICATIONS

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

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

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

cadet through this process are to be respected during local training activities as well as CTC training.

(Exec Svcs O)

142/15 – ACCESSING CADET AND STAFF CADET PER IN FORTRESS

Effective 1 September 2015, Corps and squadrons will be able to *batch* print all the reports for summer 2015 by accessing the report from the *Reports and Forms* Section of the main menu.

(Exec Svcs O)

143/15 – POLITICAL ACTIVITIES AND CAMPAIGNING

Refs: A. CANFORGEN 135/15 ADMRS001/15 241845Z JUL 15

B. DND and CF Code of Values and Ethics

C. DAOD 7021-0, Conflict of Interest and Post-Employment

D. DAOD 7021-1, Conflict of Interest

E. QR AND O 19.44, Political Activities

F. CMP MIL INSTR 20/04, Administrative Policy of Class A, Class B and Class C Reserve Service

G. QR&O 19.14, Improper Comments

H. QR&O 19.36, Disclosure of Information or Opinion

I. CANFORGEN 061/15 HRCIV 010/15 191242Z MAR 15, Upcoming 2015 Elections and Time Off for Voting

1. As detailed in ref A, all Canadians have a right to participate in the political process. However, the nature of employment at the DND and of service in the CAF requires that there remain a close scrutiny which continuously applies to protect and support our parliamentary democracy. As a result, ref B states that the DND and CAF must be seen to act with integrity and in an impartial manner in all aspect of their activities in the service of Canadians.
2. This applies to political activities, which is an identified outside activity stated in refs B and C and for which a declaration must be made through a Confidential Report (form DND 2893E) under ref D.
3. Therefore, all DND employees and all CAF members, must declare any involvement in political parties' activities, whether paid for or as volunteers, including on a political campaign or employed on staff as a political appointee, as well as declare any intent to run for public office at any level of government.
4. Class B CAF members involvement in provincial, territorial or federal campaigns is subject to limitations as provided by refs B, E, and F. Class A CAF members can run for office at all levels of government, however, should they run, they will be required to be exempt duty and training, under ref F, from the moment the election officially begins, until such time as the results determine a candidate-elect, including all recounts and appeals, if applicable.
5. For all DND employees and CAF members running for public office, they may not use their official roles in the DND or the CAF as promotional factors for their campaigns. While they can state their past employment in the DND and CAF, no allusion should be made to their current service, unless on a resume or a professional social media such as LinkedIn.
6. No DND employee or CAF member can use photos or images of themselves in their work environment or identifiable as either a DND employee or CAF member. CAF members are further prohibited to use their uniform in any manner whatsoever to promote their political campaigns.
7. No political activity can be conducted on DND or CAF grounds, installations, facilities or platforms, unless under exceptions provided by ref E.
8. During any political campaign at any level of government, all DND employees and CAF members must remain aware of their obligation of loyalty to the government of Canada, IAW ref

B, and must not disparage government policies when identifiable as DND employees or CAF members. Social media comments must be carefully weighed before being issued.

9. Before publicly issuing a personal opinion on political matters, DND employees and CAF members should weigh their position, rank, appointment or notoriety in the community. Even when one does not identify oneself as a DND employee or CAF member, the local notoriety of the person could render a clear and direct link impossible to avoid. In such cases, it is preferable not to issue any personal opinion on political matters.

10. Furthermore, all CAF members, including Class A CAF members, must remain aware of their obligations, under refs G and H, not to make remarks or pass criticism tending to bring a superior into contempt and not to publicly disclose opinion on government policies that would be of a controversial nature.

11. Political activities are of a sensitive nature. A best practice before engaging in political activities is to contact the Defence Ethics Programme Conflict of Interest section at 1-855-447-1112. Conflict of Interest section personnel will help guide you through the process in order to protect you, the DND and CAF, and the government of Canada.

(Exec Svcs O)

144/15 – VOLUNTEERING

Refs: A. CANFORGEN 152/15 ADMRS 004/15 121425Z AUG 15

B. DND and CF Code of Values and Ethics

C. DAOD 7021-1, Conflict of Interest

D. DAOD 7021-4, Solicitation, Sponsorships and Donations

E. DM and CDS Letter on Charitable Campaigns and Organizations for which Soliciting is Permitted, 13 Sep 13

1. As detailed in ref A, everyone is encouraged to volunteer and to support charitable activities. It reflects a strong engagement towards our communities.

2. However, in order to prevent any perception of preferential treatment by the DND or CAF, we must not overlap our private lives with our public roles as DND employees or CAF members. Therefore, under refs B, C, and D, it is important to consider the potential for conflict of interest that could raise such perceptions and to declare volunteering activities through a Confidential Report (form DND 2839E).

3. The following volunteering activities do not raise risks of such perception and therefore do not need to be reported under ref C:

- a. volunteering for any of the following four charitable campaigns or organizations is authorized by the DM and CDS at ref E:
 - (1) the Government of Canada Workplace Charitable Campaign (GCWCC) during the period it is conducted,
 - (2) the Royal Canadian Legion Poppy Fund,
 - (3) the Red Cross Blood Drives, and
 - (4) the Military Police Fund for Blind Children;
- b. volunteering activities for a volunteer day permitted by collective agreements for DND employees or by the chain of command for CAF members; and
- c. volunteering activities for primary and secondary schools, children's sport leagues or children's development organizations (i.e. camps, Boys and Girls Scouts, 4H, Big Brothers and Big Sisters, music clubs, etc), religious organizations, hospitals and seniors organizations, unless on their Board of Administration, or Directors, patrons or trustees boards, or having a direct connection to these through one's DND responsibilities or CAF duties.

4. The following volunteering activities, even if conducted outside of working hours and without identifying oneself as a DND employee or CAF member, must be reported under ref C:
- a. participation in any capacity on the boards of administration, or directors, patrons or trustees boards of charitable organizations or campaigns;
 - b. any volunteer activity that has a direct connection to your responsibilities as a public servant or duties as a CAF member, such as: Olympics, Para-Olympics, professional and semi-professional sports games or competitions, sports clubs, military museums, military-related or veterans associations (i.e. serving on the board of a Regimental or veteran peacekeepers association), Cadets (Sea, Army or Air) or military leagues (i.e. Air Cadet League or Naval League), especially but not limited to activities where one receives per diem or other benefits for the conduct of the activities, such as for coaches of military sports teams, or where one has any control or influence over the disbursement of public or non-public funds towards these activities. Membership in a CAF members or veterans association is not the same as volunteering and need not be disclosed; and
 - c. any other volunteer activity that might raise a perception of preferential treatment by virtue of your DND responsibilities or CAF duties.
5. The following apply to all volunteering activities:
- a. except for passive soliciting, it is prohibited for all DND employees and CAF members, without prior written authorization from the DM or the CDS, or delegates as applicable, to sell items for charities unless done under all of the three following conditions:
 - (1) outside of one's office hours,
 - (2) outside of a DND or CAF facility, and
 - (3) not identifying oneself as a DND employee or CAF member;
 - b. passive soliciting in the workplace is permitted. Passive soliciting is, for example, when a box is put in the kitchen area for selling of items such as chocolate bards to support children's activities. Government communications systems such as email cannot be used to promote passive soliciting. Posters can be put onto a common board designated by management, for example in a kitchen area. Other fundraising for charities is not authorized without prior written authorization from the DM or the CDS, or their delegates, as applicable; and
 - c. it is prohibited to use images of DND employees or CAF members on behalf of a charity, when identifiable as such and in a manner that would convey official endorsement of the charity (i.e. for the use of the charity in its publicity or website), without prior written authorization from the DM or CDS, or delegates, as applicable.
6. For further information, questions can be directed to the Conflict of Interest Section at the Defence Ethics Programme at 1-855-447-1112 or at coidep-ciped@forces.gc.ca.

(Exec Svcs O)

145/15 – EXPRESSIONS OF INTEREST – SOCIAL MEDIA MANAGER

The Regional Public Affairs Officer is calling for Expressions of Interest for a Social Media Manager. This position is planned for a maximum of 6 Class A days per month. This position may be remote or in-office at RCSU (Pac) in Victoria. The successful candidate will manage the social media profile of Pacific Region Cadets, including Facebook and Twitter, to ensure consistent, professional imagery and language in posts that portray the breadth of activities in the program. Interested candidates should submit a Cdt #135 along with examples of social media management training and experience to the RCPAO, Capt Major at cheryl.major@cadets.gc.ca

NLT 30 September 2015. Experience in imagery and video production will also be considered an asset.

(RCPAO)

146/15 – RCSU (PAC) RESERVE SERVICE OPPORTUNITIES – EXPRESSION 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 selected for Class A / Class B reserve service of not more than 89 days at RCSU (Pac), complete the Cdt #135, RCSU (Pac) Reserve Service Opportunities Expression of Interest form which is located in the File Repository. The completed form may be submitted to the Admin O in hardcopy by mail or via email to Carolyn.Ensing@forces.gc.ca. Forms may be submitted at any time.
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 the offer of an opportunity.
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 by emailing the Admin O.
5. Any inquiries or requests for additional information about this process can be directed to the RCSU (Pac) Admin O, LCdr Ensing at Carolyn.Ensing@forces.gc.ca.

(Admin O)

147/15 – CHANGES TO EMAIL SIGNATURE BLOCKS

Refs: A. RCSU (Pac) June 2015 Routine Order Entry 122/15
B. The Governor General of Canada Website – Order of Precedence
(<http://www.gg.ca/document.aspx?id=14979>)

1. As directed in reference A, all personnel were to adopt the new signature block style to comply with Treasury Board policy by 19 June 2015.
2. In July 2015, an additional change to the signature blocks directed that the line which previously read “Department of National Defence / Government of Canada” now be replaced with “Canadian Armed Forces” and in French “Ministère de la Défense nationale / Gouvernement du Canada” be replaced with “Forces armées canadiennes”. Following is the current format to be followed for all personal email signature blocks:

2Lt John Canadian, CD* (Rank in the single language of preference)

(No content – empty line)

Position, Corps/Squadron Name

Canadian Armed Forces

First.LastName@cadets.gc.ca / Tel: 613-955-5555

(No content – empty line)

Position, Nom du corps/escadron

Forces armées canadiennes

Prénom.NomDeFamille@cadets.gc.ca / Tél. : 613-955-5555

(* Only officially recognized post-nominal letters may be used, as indicated in reference B.)

3. Additionally, the following requirements apply to all signature blocks:

- a. bilingual – either English or French first, depending on language of preference;
 - b. sans-serif font style, such as Verdana, Calibri or Arial;
 - c. font size of 10 points and **black** text colour;
 - d. white background colour;
 - e. this is the standard, so additions or modifications are not authorized; and
 - f. signature blocks must be applied to all outgoing emails, including replies.
4. For ease of translation, common squadron/corps position names are translated below:

ENGLISH

Commanding Officer
 Deputy Commanding Officer
 Executive Officer
 Training Officer
 Administration Officer
 Supply Officer
 Royal Canadian Air Cadet Squadron (RCACS)
 Royal Canadian Army Cadet Corps (RCACC)
 Royal Canadian Sea Cadet Corps (RCSCC)

FRENCH

Commandant
 Commandant adjoint
 Commandant en second
 Officier de l’instruction
 Officier de l’administration
 Officier d’approvisionnement
 Escadron des Cadets de l’Aviation royale du Canada (ECARC)
 Corps des Cadets royaux de l’Armée canadienne (CCRAC)
 Corps des Cadets de la Marine royale canadienne (CCMRC)

5. There are problems with saving a signature block when using the web login for CCO Net email accounts. A solution is being sought for this and further direction will follow.

(Exec Svcs O)

148/15 – SUPERVISION RATIOS

Refs: A. CATO 13-12, Supervision of Cadets
 B. PRCI 309, Training Safety

1. There is differing direction provided between refs A and B on the required supervision ratios required for cadet training activities.
2. Effective immediately, paragraph 2 of ref B is rescinded and the supervision ratios as detailed in ref A are to be followed.
3. Ref B in its entirety is under review and an updated version will be issued shortly.

(CO)

149/15 – RCAF NEW RANKS

Ref: CANCDTGEN 002/15 D Cdts & JCR 18 Apr 15

1. Most members who wear the RCAF DEU are now receiving new ranks and accoutrements from Logistik Unicorp. Members are reminded that you may start to wear the new rank when it is received, however, individuals shall not wear mixed (old/new) dress.
2. As directed in ref, once members have received their DEU update kits, they will be responsible to find a local tailor to have the alterations done to only one lightweight tunic. There is no entitlement to a new uniform and the RCAF intends to phase out the heavyweight tunic. Actual expenses for tailoring of one uniform can be claimed with a receipt via a General Allowance Claim (CF 52). A template CF 52 will be posted in the File Repository for use in making this claim. Since tailoring will be done locally, there will be no reimbursement for

mileage, meals, or any other charges besides the tailoring fees supported by receipt to be reimbursed to the member. Maximum amount to be reimbursed for the alterations is \$30 (plus taxes) for the NCMs and \$45 (plus taxes) for the officers. All claims for reimbursement of costs for tailoring must be submitted to the RCSU (Pac) as soon as possible and not later than 15 December 2015 in order to be approved and processed prior to the project end date.

(ACO (Air))

150/15 – CADET FITNESS ASSESSMENT – 20 METRE SHUTTLE RUN TEST

1. In 2010, the CCO purchased CDs of the Leger Test in French and English to support its training across the country. The CCO has now acquired MP3 licenses of subject test.

2. Please be advised that the 20m Shuttle Run test in MP3 format may be downloaded via from the File Repository. The file is located in the “National” folder then in the “Cadet Fitness Assessment” folder.

(Coxn)

151/15 – RANGE SAFETY OFFICERS

Refs: A. PRCI 110

B. CATO 24-14

C. RCSU (Pac) April 2015 Routine Order Entry 093/15

1. In accordance with refs, Range Safety Officers must be certified as current in order to be permitted to conduct range practices with cadets.

2. In order to maintain an RSO certification, members are required to participate in the duties of and function as a RSO a minimum of once within a 12 month period and report that activity via email to the RSO Certification Manager, Lt(N) Ford at Rex.Ford@cadets.gc.ca. This email must be in the following format:

- a. Last Name:
- b. First Name:
- c. Rank:
- d. Service number:
- e. Date of most recent RSO Duties:
- f. Type of rifle used:

3. For those personnel who have not functioned as an RSO for greater than 1 year, the re-certification process is as follows:

- a. conduct a range practice under the supervision of a certified current RSO;
- b. send an email as outline in para 2 above; and
- c. the supervising RSO is to send an email containing the following statement:

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

4. Upon receipt of these two emails, RSOs will be certified as current and the regional database and RSO list will be updated accordingly.

5. Corps/Squadron COs are reminded that they are NOT permitted to run a range activity without a qualified and certified current RSO in attendance. It is required that all RSOs maintain

their A-CR-050-876/PW-000 Specialty Training and Activity Log Book as directed at CATO 24-14.

6. In the event you do not hold the log book, send an email to Lt (N) Ford containing the following information:

- a. Rank, Full Name;
- b. Postal Address; and
- c. Number of books required.

7. Personnel who have not updated their certification for greater than 3 years may be required to retake the required training before being re-certified.

(RCIS Stds O)

152/15 – AIR CADET GLIDING PROGRAM

1. The 2015-16 Air Cadet Gliding Program schedule has been distributed to all Air Cadet Squadrons and is now also available on the Air Cadet League of Canada, BC Provincial Committee website:

<http://bc.aircadetleagueofcanada.ca/glidingschedules.php>.

2. Squadrons are directed to participate as per the scheduling directive, which is also published on the BCPC website.

(RCA Ops O)

153/15 – 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 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), and
 - (5) 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. For all APC flights conducted on or after 1 January 2015, a copy of the Flight Instructor Report is required;
- 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
 - (4) 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)

154/15 – HARASSMENT ADVISOR/WORKPLACE RELATIONS ADVISORS

1. Harassment Advisors (HAs) and Workplace Relations Advisors (WRA) are trained throughout the CAF/DND to assist members in understanding and accessing departmental harassment policies and procedures. The role of the HA is to provide advice to the Responsible Officer (RO) in harassment circumstances. WRAs are available to provide advice and policy information to CAF members and DND employees.

2. While the duties and responsibilities of an HA and WRA are similar to that of a Unit Cadet Conflict Management Advisor (UCCMA), the HA and WRA deal specifically with situations pertaining to CAF members and DND employees in accordance with DAOD 5012-0. These procedures are distinctly different from those incidents involving cadets.

3. The RO for RCSU (Pac) is Cdr Muir and the HA is Capt Beverley Ennis. Members may contact the following WRAs for assistance or advice if required:

- a. Lt(N) Jim Tien at 250-391-4112;
- b. Capt James Hollis at 250-339-8211, extension 6968;
- c. Capt Isabelle Malczynski at 250-363-0905;
- d. Capt Irene Green at 250-363-7358;
- e. PO1 Tammy Olejnik at 250-363-0892;
- f. PO2 Kim Chaisson at 250-363-0876; or
- g. PO2 Abel Sison at 250-363-0899.

(RCCMA)

155/15 – REPORTING OF INCIDENTS OF HARASSMENT

Ref: CATO 13-24, Harassment Prevention and Resolution

1. All incidents of harassment shall be reported to the Unit Cadet Conflict Management Advisor (UCCMA) who is to record the details on the Incident Report Form contained at Annex G to ref. The Incident Report Form must be forwarded to the Regional Cadet Conflict Management Advisor (RCCMA) within 7 days.
2. The RCCMA is available to advise all members of the CCM on policy and procedures in handling harassment issues. Pacific Region's RCCMA is Captain Beverley Ennis who can be reached by phone at (250) 363-0804 or through the elemental office 1-800 numbers or by cell phone at (250) 888-1343.

(RCCMA)

156/15 – UNIT ETHICS FOCUS SESSION

Ref: MARPACORD 19-2, Defence Ethics Program in MARPAC

1. In order to maintain ethical awareness, every CAF member and DND employee must participate in a Unit Ethics Focus Session prior to the end of the calendar year. In order to meet our reporting deadlines, the completion date for all corps and squadrons to hold the annual Ethics Focus Session is being advanced to 30 Nov 15.
2. A discussion outline for a Unit Ethics Focus Session is available in the File Repository. It is important that sessions held at the corps and squadrons allow for discussion of the Defence Ethics Program and ethical issues that may be encountered in the CCO.
3. The Cdt #194, Unit Ethics Focus Session attendance form shall be submitted not later than 30 Nov 15.

(Exec Svcs O)

157/15 – PACIFIC REGION CIC BURSARY

Applications are now being accepted for the 2015 CIC Bursary. Up to 4 awards of \$1,500 each will be given to outstanding CIC officers who are pursuing post-secondary education. The deadline for applications is Friday, 21 November 2015. Details can be found on the BC CIC Branch Association website (www.cic-bc.ca) and in PRCI 213.

(RCIS Sp Svcs O)

158/15 – PUBLIC AFFAIRS DISPLAY MATERIALS

1. Several display material items are available for permanent loan to corps or squadrons including two standing wall graphics (wall not included) and four 6' x 3' banners (2 Sea, 1 Air, 1 Army, stand not included). Photos of the products can be found in the File Repository in the Public Affairs folder. Please request these materials by sending an email to cheryl.major@cadets.gc.ca.

2. Corps and squadrons are asked to immediately return all display products to the RCPAO for re-imaging and repair. Corps and squadrons are reminded that they can request the use of display materials using the Cdt #138. Please contact the RCPAO, Capt Major at cheryl.major@cadets.gc.ca or 250-363-7302 to arrange the return of materials.

(RCPAO)

159/15 – CIC BRANCH ASSOCIATION'S CONFERENCE & DINNER

1. Registration is now open for the CIC Branch Association's second annual Conference & Dinner to be held Saturday, 24 October 2015 at Albert Head. Early-bird pricing is available until 20 September 2015 and limited accommodations are available at Albert Head.

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.

(CIC Branch Association)

160/15 – SMOKING POLICY

Ref: PRCI 122, Smoking Policy

Commanding Officers are reminded that, in Pacific Region, smoking by cadets is not permitted at any cadet activity. The adult leadership of the Cadet Program in BC are not permitted to smoke in view of cadets during any cadet activity. Smoking within any facility provided for or rented for the use of cadet activities is prohibited. This direction includes the smoking of tobacco products and the use of electronic cigarettes (e-cigs).

(CO)

161/15 – SECURITY OF AIR RIFLES AT CORPS AND SQUADRONS

Ref: NDSI 65

All corps/squadrons are reminded that although the Daisy 853C air rifle is not officially classified as a firearm or small arm, for CAF purposes the air rifle will be treated as a firearm for security, storage, and accounting. Air Rifles shall be secured in an approved security cabinet within a locked room. Air Rifle serial numbers shall be recorded and reported on the Quarterly Small Arms Verification. The loss of an air rifle will be reported immediately to the closest Military Police section and to local police authorities, in addition to the normal Report of Loss.

(XO)

162/15 – REPORT OF ARREST BY CIVIL AUTHORITY

In accordance with [QR&O 19.56](#), where an officer or non-commissioned member has been arrested by a civil authority, the member shall cause the arrest to be reported to the RCSU (Pac) Commanding Officer.

(Exec Svcs O)

163/15 – WEARING OF UNIFORM – COMMUNITY EVENTS

1. COATS personnel are reminded that the wearing of a CAF uniform is only authorized while on duty at an approved event.
2. QR&O 17.06 states:

“No member of the Reserve Force shall wear uniform except when:

 - a. on service; or
 - b. attending a military entertainment or a ceremony at which the wearing of uniform is appropriate.”
3. As a general rule, for purposes of dress and appearance, a member is considered to be on duty:
 - c. when actively engaged in training or administrative duties, either in accordance with specific orders or in accordance with established military routine or practice;
 - d. when attending a course or administrative function, either in accordance with specific orders or established routine or practice;
 - e. when participating in or attending any sport, recreational, social or other activity where military authorities require her/him to be there; or
 - f. when he/she is at a specific place, or doing a specific act, because of a military order.

(CO)

164/15 – TRAVEL OUTSIDE OF CANADA

1. All CAF members, Regular and Reserve Force, and all DND employees, full and part-time who are travelling outside of Canada or the USA, for duty or non-duty purposes, must submit a Notification of Intent to Travel form. This form is available on the online File Repository (Pacific > Forms > Misc Forms) and is to be submitted 30 days prior to departure date:
 - a. by email to James.Turner@forces.gc.ca; or
 - b. by fax to CFNCIU HQ, Attn: Cmre Jim Turner, DSB Coord, at 613-945-5585.
2. Personnel with access to the DWAN are to complete and submit their form online at: <http://cdi.mil.ca/sites/page-eng.asp?page=6351>.
3. Travelers can anticipate receiving an email response within one business day. The response will provide links to appropriate security information and will also indicate any requirements for a formal, in-person security briefing.

(Exec Svcs O)

165/15 – LEGAL AGREEMENTS/WAIVERS

1. Cadet Corps/Squadron COs may not enter into any legal agreement or contract of any type without the consent and approval of the CO RCSU (Pac). Of particular note, many organizations require an indemnification agreement be signed prior to use of their facilities. The CAF does not enter into such agreements and therefore no member may sign such a legal agreement. In addition, cadet corps/squadron staff are not authorized to enter into leasing agreements on behalf of their cadet corps/squadron, the Department of National Defence or the Canadian Armed Forces.

2. Waivers are another example of a legal document that cannot be signed by a member of the cadet corps/squadron staff. Oftentimes, companies such as indoor rock climbing facilities will require that participants sign a waiver prior to using their facilities. If a cadet corps/squadron is considering using a facility where waivers are required, these waivers shall be sent home with cadets for signature by their parent/guardian. Under no circumstance will a COATS member, CI, or volunteer sign a waiver on behalf of a cadet or their parent/guardian.

(CO)

166/15 – MAILING DESIGNATED CORRESPONDENCE

1. PROTECTED A – material must be in a single sealed envelope without outer security designation markings.

2. PROTECTED B – material must be double enveloped. The inner envelope is marked PROTECTED B at the top and bottom of both sides, addressed, and sealed. The inner envelope is placed inside the outer envelope, sealed and addressed. No security markings are to be made on the outer envelope.

(CC)

167/15 – RECORD KEEPING – CENTRAL REGISTRY FILES

1. Legal Responsibilities. The Department of National Defence and the Canadian Forces must adhere to several laws and central agency policies with regards to the safekeeping of information in our records. Among these are the *National Archives Act*, the *Access to Information and the Privacy Acts*, the Security Policy of the Government of Canada and the Management of Government Information Holdings Policy (MGIH). It is the policy of the government to manage all information holdings as a corporate resource to support effective decision making, meet operational requirements, and protect the legal, financial, and other interests of the government and the public.

2. Definition of a Record. A DND/CF record is information that is recorded on paper, computers, diskette, videocassette, maps, etc. It becomes a DND/CF record because you created or received it while you were at work in DND/CF activities. This includes all correspondence for the DND/CF on personal computers.

3. Transitory Records. Certain records may be disposed of at the discretion of the person who created or received them. These records are those that are defined by the National Archives as being transitory. Transitory records are those that have not been used to initiate, continue or complete a departmental activity, function or business transaction. Transitory records include telephone messages, some working drafts, agendas and copies of all types of records circulated for information purposes only.

4. Retention. The length of time we have to keep our records is based on departmental, legal and operational requirements. These requirements are found in DND's Defence Subject Classification and Disposition System (DSCDS) available electronically via the DIN. This document defines how long documents must be retained before they are destroyed. The disposal period for information held has been passed with the File Index Listing to all Cadet Corps and Squadrons.

5. Electronic Records. To date, the hard copy record is the official record in this department. If you have information recorded on a computer that does not meet the definition of a transitory record, you must maintain a hard copy in your files, or be able to produce a hard copy as required. This includes an e-mail that is not classified as a transitory record.

(CC)

168/15 – TRANSMISSION OF CORRESPONDENCE AND COMPLETED FORMS

1. Correspondence and completed forms marked with the designated classification of PROTECTED B shall not be transmitted via facsimile or email, unless encrypted using a PKI card. PROTECTED B information may not be transmitted via a CCO Net computer.

2. In order to prevent a compromise of security orders, all facsimile and email users are reminded of the serious implications involving the transmittal of designated and classified information by means of a facsimile or email systems.

(CC)

169/15 – REPORTING OF VEHICLE ACCIDENTS

1. If you are involved in an accident, the driver is to ensure the safety of the passengers and victims by calling 911 and to have the appropriate emergency services attend the accident. For accidents involving more than one vehicle or if there are any injuries, the local municipal Police force or the Military Police must be called.

2. The safety and welfare of your passengers and yourself is of paramount concern. Attend to other victims as required within your capabilities.

3. The RCSU (Pac) Movements Duty Officer must be contacted as soon as possible on the toll free at 1-866-668-8388 or within 24 hours whichever is sooner. The DND 423, Driver's Report of Collision form, which can be found in the File Repository, is to be filled out at the accident scene and faxed to RCSU (Pac) Movements at 250-363-0921.

4. The original DND 423 is to be mailed or hand delivered to RCSU (Pac) Movements. If there is an injury or death to CAF members or DND civilians, the driver must complete and submit a CF 663, Hazardous Occurrence Investigation Report. A vehicle accident includes flat tires or a cracked window, and no accident is too minor to report.

5. Questions may be directed to the Movements Section at 1-866-668-8388.

(C4 Mov)

170/15 – UNAUTHORIZED REMOVAL OF AMMUNITION OR AMMUNITION RELATED ITEMS FROM CF RANGES AND TRAINING AREAS

Refs: A. DAOD 3002-0, Ammunition and Explosives

B. A-GG-040-006/AG-001, DND Explosives Safety Program

C. B-GL-381-001/TS-000, Operational Training – Training Safety

D. C-09-008-002/FP-000, Destruction of Dud and Misfired Ammunition on CF Ranges and Training Areas

E. CANFORGEN 181/06 ADM IE 002 282157 Nov 06, DND UXO (Unexploded Ordnance) Legacy Sites Program

1. Instances of unauthorized personnel picking up and returning ammunition/ammunition-related items, such as brass, have raised concerns. The potential for possible serious injury or death is extremely high when dealing with suspected UXO, munitions scrap/duds, or pyrotechnics found in DND ranges and training areas. All personnel engaged in conducting training in any areas under ASU Chilliwack command and control are to adhere to direction provided in references. In addition to the Canadian military pattern munitions, the possibility of foreign and civilian pattern munitions/scrap/duds being found in ASU Chilliwack ranges and training areas is extremely high due to other recognized agencies using these areas.

2. As detailed in ref A, according to the regulations, regardless of their ownership, explosives are considered to be under the direction or control of the MND when they are:

- a. on a defence establishment;
- b. being used by the DND or the CAF for military purposes; or
- c. in a DND vehicle or any vehicle being operated by a DND employee or CAF member:
 - (1) on behalf of the DND or the CAF,

- (2) acting within the scope of their employment or duties, or
- (3) under the direction or control of armed forces cooperating with the CAF.

3. WRT paragraph 1, the regulations also set out specific offences and penalties applicable to the use of explosives. Any failure to comply with applicable ammunition and explosives laws, orders, or directives may result in administrative action and/or prosecution under the Criminal Code, the Explosives Act, or the Firearms Act for DND employees or proceedings under the Code of Service Discipline for CAF members.

4. This does not change the policy of range sweeps which are conducted post exercises IAW ref C. IAW ref C, units are authorized to pick up expended ammo items that were fired by that unit on that specific exercise.

5. The immediate action when ammunition or ammunition related items, such as, but not limited to, expended or unexpended cartridge casings of any calibre, smoke or gas grenades, and pyrotechnics, etc, are discovered by an individual shall be:

- a. move all personnel away from the immediate area;
- b. mark the area with dud marker or mine tape;
- c. make note of the location; and
- d. report the item and its location to ASU Chilliwack Ops and Trg by marking it down on the range clearance sheets.

6. The following personnel are qualified to remove the items from ASU Chilliwack ranges:

- a. Senior Ammo Tech Mainland BC or his representative: 604-858-1140;
- b. ASU Chilliwack Ops O: 604-858-1011 Ext 1122;
- c. ASU Chilliwack Ops WO: 604-858-1011 Ext 1122; and
- d. during silent hrs, call ASU Chilliwack Duty O, cell 604-793-8638.

7. Personnel in violation of this policy will be reported to ASU Chilliwack MPs for investigation.

(C4 Sup)

171/15 – MILITARY DISCOUNT AT MOUNTAIN EQUIPMENT CO-OP

As of June 2015, all CAF members are able to receive a 15% discount at Mountain Equipment Co-Op on any item for personal use. Members must present a valid military identification to receive the discount.

(Trg O Expn)

172/15 – CO'S CORNER

1. Well another summer has passed, vacations are over and we are either back at work or in school. Where did the time fly? I hope everyone had a great summer and for those who attended training at one of our four CTCs, I hope they made many new friends and thoroughly enjoyed the experience. CPO1 Slater and I had the opportunity to visit each of the CTCs this summer and I wish to pass along my congratulations to the cadets, the staff cadets and adult leaders within the CTCs, the RCSU (Pac) and supporting organizations who contributed to the many successes. Well done to all of you.

2. This is not to say that we didn't have our challenges but they were mainly new challenges this year that we did not experience last year nor anticipate this year. As we constantly look to implement efficiencies, live within the resources we have available and continually try improve

the cadet experience, there will always be new lessons to be learned. Many are minor and easily fixed but there were a small number of major challenges that need attention and working with the new National Cadet and Junior Canadian Rangers Support Group (Natl CJCR Sp Gp) staff, we will set our collective minds to addressing these issues in the coming days, consulting the appropriate expertise and ensuring the Pac Region CTCs benefit from what we have learned.

3. Some of you have already or will be re-opening your doors and welcoming cadets back for the commencement of a new training year. I hope you have had a great summer break and are focussed and ready to kick off another fun filled and rewarding training year for the cadets. Remember that we are the Regional Cadet SUPPORT Unit. Please consult us and if you don't feel you are being supported, let me know.

// original signed by //

A.W. Muir
Commander
Commanding Officer