



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

Order No. 09/2016	9 September 2016
Last Order No. 06A/2016	Esquimalt, BC

ROUTINE ORDER ENTRIES

The following is a listing of the contents of Routine Order 09/2016 dated 9 September 2016:

<u>TITLE</u>	<u>PAGE</u>
120/16 – CRISIS SITUATION – PROCEDURES.....	2
121/16 – RCSU (PAC) PERSONNEL CHANGES	2
122/16 – AMENDMENTS TO PUBLICATIONS, ORDERS AND FORMS	4
123/16 – PRC/VSS REQUIRING UPDATE.....	6
124/16 – RELIABILITY STATUS REQUIRING UPDATE.....	9
125/16 – NATIONAL CADET AND JUNIOR CANADIAN RANGER SUPPORT GROUP ORDERS	10
126/16 – FORTRESS ANNUAL VERIFICATIONS.....	11
127/16 – ETHICS BRIEFINGS AT CORPS/SQUADRONS	11
128/16 – RCSU (PAC) RESERVE SERVICE OPPORTUNITIES – EXPRESSION OF INTEREST	12
129/16 – TEMPORARY DIRECTING STAFF POSITIONS – RCIS (PAC).....	12
130/16 – ZONE UNIT PUBLIC AFFAIRS REPRESENTATIVES	13
131/16 – EXPRESSION OF INTEREST – ZONE UPAR.....	14
132/16 – PUBLIC AFFAIRS SUPPORT REQUESTS	14
133/16 – PACIFIC REGION CIC BURSARY	14
134/16 – AIR CADET GLIDING PROGRAM SCHEDULE.....	14
135/16 – FAMILIARIZATION FLYING IN POWERED AIRCRAFT – CADET ACTIVITY PLAN (CAP) SUBMISSION AND APPROVAL PROCESS	15
136/16 – 2017 POWER PILOT OR GLIDER PILOT SCHOLARSHIP EXAMS	16
137/16 – REPORT OF ARREST BY CIVIL AUTHORITY	16
138/16 – TRAVEL OUTSIDE OF CANADA/USA	16
139/16 – REPORTING INCIDENTS OF HARASSMENT.....	17
140/16 – UNIT HARASSMENT ADVISORS.....	17
141/16 – MAILING DESIGNATED CORRESPONDENCE.....	18
142/16 – RECORD KEEPING – CENTRAL REGISTRY FILES	18

143/16 – TRANSMISSION OF CORRESPONDENCE AND COMPLETED FORMS.....	18
144/16 – PICKUP OF DND RENTAL VEHICLES	19
145/16 – REPORTING VEHICLE ACCIDENTS	19
146/16 – PAY INQUIRIES	19
147/16 – CO’S CORNER.....	19

120/16 – 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.

(J1 HR Manager)

121/16 – RCSU (PAC) PERSONNEL CHANGES

1. The following personnel changes have occurred at RCSU (Pac):
 - a. Cdr A. Muir has been posted to CFB Esquimalt effective 9 Sep 16 and will be replaced by Cdr D. Coulombe;
 - b. Cdr D. Coulombe has assumed the position of RCSU (Pac) Commanding Officer effective 9 Sep 16 replacing Cdr A. Muir;
 - c. Maj S. Bissell has been selected through external competition to backfill the position of Area OIC Interior effective 15 Aug 16;
 - d. Maj P. Rechner has assumed the position of CAF Familiarization Plans Officer effective 25 Jul 16;
 - e. Capt J. Adams has been selected through external competition to fill the position of J3 Zone Training Officer Vancouver 1 effective 6 Sep 16;
 - f. Capt B. Curtis has been selected through external competition to backfill the position of J35 RDA (Non-Discretionary) Training Officer effective 8 Sep 16;

- g. Capt M. Dahl has been selected through external competition to backfill the position of J5 Cadet Training Plans (Army) effective 15 Aug 16;
- h. Capt M. Dykeman has been selected through external competition to fill the position of J3 Zone Training Officer Vancouver 4 effective 27 Aug 16;
- i. Lt(N) A. Foata has been appointed through Competency Profile Review to fill the position of J8 Financial Services Officer effective 28 Jun 16;
- j. Capt P. Fuerbringer has been selected through external competition to fill the position of New Media Production Officer effective 1 Sep 16;
- k. Capt D. Gee has been selected through external competition to fill the position of J3 Zone Training Officer Vancouver 3 effective 1 Sep 16;
- l. Capt C. Hamilton has been selected through external competition to fill the position of J3 Zone Training Officer Vancouver 2 effective 6 Sep 16;
- m. Capt (WSE) C. Johnston has been selected through external competition to fill the position of J3 Zone Training Officer Comox effective 29 Aug 16;
- n. Capt (WSE) R. Lewis has been selected through external competition to fill the position of J3 Zone Training Officer Prince George 1 effective 6 Sep 16;
- o. Capt (WSE) J. Peter has been selected through external competition to backfill the position of J35 CTC Coordinator Vernon effective 6 Sep 16;
- p. Capt G. Scott has been selected through external competition to backfill the position of J1 Services Officer effective 6 Sep 16;
- q. Capt Q. Stevens has been appointed through Competency Profile Review to fill the position of J4 Movements Officer/J4 Contracting Supervisor effective 1 Jul 16;
- r. Capt M. Symons has been selected through external competition to fill the position of J3 Zone Training Officer Prince George 2 effective 3 Oct 16;
- s. Capt S. Tenhoeve has been selected through external competition to fill the position of J3 Zone Training Officer Chilliwack effective 6 Sep 16;
- t. Capt H. Walker has been selected through external competition to fill the position of J3 Zone Training Officer Cranbrook effective 1 Oct 16;
- u. Capt T. Willis has been selected through external competition to fill the position of J3 Zone Training Officer Vernon 2 effective 21 Aug 16;
- v. Capt K. Winkelaar has been selected through external competition to fill the position of J3 Zone Training Officer Vernon 1 effective TBD;
- w. CPO1 W. Slater has been appointed through Competency Profile Review to fill the position of Coxswain/J4 Material Control Officer (backfill) effective 1 Jul 16;
- x. A/MWO L. Bogaerts has been appointed to the position of J4 OIC LSC Chilliwack (backfill) effective 13 Jul 16;
- y. WO P. Bell has been posted to MARPAC HQ effective 15 Jul 16 and this position will not be filled;
- z. PO1 W. Butler has been selected through external competition to fill the position of J8 Financial Services Manager effective 1 Sep 16;

- aa. WO K. Gulliford has been posted to 1 Cdn Air Div HQ effective 15 Jul 16 and will be replaced by WO G. Rodger;
- bb. WO G. Rodger has assumed the position of Area Cadet Advisor (Air) effective 18 Jul 16 replacing WO K. Gulliford;
- cc. PO1 T. Olejnik has been posted to CFFS Esquimalt effective 8 Aug 16 and will be replaced by PO1 S. Shiells;
- dd. PO1 S. Shiells has assumed the position of Area Cadet Advisor (Sea) effective 4 Jul 16, replacing PO1 T. Olenjik;
- ee. A/PO2 K. Chaisson has been appointed through Competency Profile Review to fill the position of J1 HR Supervisor (CFRG Liaison) effective 15 Jul 16;
- ff. Sgt K. Matthews has assumed the position of Area Cadet Advisor (Air) effective 31 Mar 16;
- gg. A/Sgt G. Phillips has been appointed through Competency Profile Review to fill the position of J4 Supply Tech (Albert Head) effective 1 Aug 16;
- hh. A/MS Brunet has been appointed through Competency Profile Review to fill the position of J8 Financial Services (Accounts Payable) effective 1 Jul 16;
- ii. A/MCpl L. Burke has been selected through external competition to fill the position of J8 Senior Financial Services (Travel and Claims) effective 29 Aug 16;
- jj. A/MS M. Denton has been appointed through Competency Profile Review to fill the position of J4 Movements Clerk effective 1 Aug 16;
- kk. MCpl H. Dronyk has been appointed through Competency Profile Review to fill the position of J1 Senior HR Admin (Release) effective 1 Jul 16;
- ll. A/MCpl K. Lepage has been appointed through Competency Profile Review to fill the position of J1 HR Admin (Records and Pay) effective 1 Jul 16;
- mm. A/MCpl T. O'Keefe has been appointed through Competency Profile Review to fill the position of J1 HR Admin (Records and Pay) effective 1 Jul 16;
- nn. A/MCpl P. Oxtoby has been appointed through Competency Profile Review to fill the position of J4 Supply Tech (Vernon) effective 1 Aug 16;
- oo. LS D. Dompierre has been appointed through Competency Profile Review to fill the position of J1 HR Admin (Records and Pay) effective 1 Jul 16;
- pp. Cpl N. Mosveen has been appointed through Competency Profile Review to fill the position of J1 Senior HR Admin (Central Registry) effective 1 Jul 16;
- qq. LS E. Vigier has been selected through external competition to fill the position of J8 Financial Services (Travel and Claims) effective 23 Jun 16; and
- rr. Mrs. J. Piper has been appointed by the CO RCSU (Pac) in the position of J8 Financial Services (Accounts Payable) effective 1 Jul 16.

(J1 HR Manager)

122/16 – AMENDMENTS TO PUBLICATIONS, ORDERS AND FORMS

1. The following CATOs have been cancelled:
 - a. CATO 11-05, DND Representation at National League Meetings;

- b. CATO 11-36, Terms of Reference;
 - c. CATO 12-23, Cadet League Insurance Programs;
 - d. CATO 12-26, Significant Incident Report (superseded by Natl CJCR Sp Gp Order 1001-1);
 - e. CATO 13-10, Movement of Cadets on Completion of Summer Training or Other Authorized Activity – Move of Parents or Guardians to a New Place of Residence;
 - f. CATO 13-41, Visits to Summer Training Centres – League Officials;
 - g. CATO 23-02, Selection of a Regional Cadet Air Operations Officer;
 - h. CATO 23-05, Terms of Employment – Civilian Instructors; and
 - i. CATO 23-08, Selection of an Area Cadet Instructors Cadre Officer.
2. The following National Cadets and Junior Canadian Rangers Support Group Orders (Natl CJCR Sp Gp Orders) have been issued:
- a. Natl CJCR Sp Gp Order 1000-0, Natl CJCR Sp Gp Order Policy (issued 9 May 16);
 - b. Natl CJCR Sp Gp Order 1000-1, Natl CJCR Sp Gp Order – Writing Guide (issued 9 May 16);
 - c. Natl CJCR Sp Gp Order 1001-1, Significant Incident Report (issued 15 Jun 16);
 - d. Natl CJCR Sp Gp Order 5000-1, Cadet Training Centre Adult Staff Performance Evaluation (issued 24 Jun 16);
 - e. Natl CJCR Sp Gp Order 5005-1, Civilian Instructors – Terms of Employment (issued 10 Aug 16); and
 - f. Natl CJCR Sp Gp Order 8000-1, Transgender Cadets (issued 16 Mar 16).
3. The following PRCIs have been cancelled effective 1 Sep 16:
- a. PRCI 101, Organization – Regional Cadet Support Unit (Pacific);
 - b. PRCI 120, Computers and Electronic Networks;
 - c. PRCI 175, Area Cadet Instructors Cadre Officers – Selection and Military Duty Tasking (Employment) Conditions;
 - d. PRCI 199, Organizational Structure – Regional Cadet Support Unit (Pacific);
 - e. PRCI 201, Enrolment – Cadet Instructors Cadre Officers;
 - f. PRCI 202, Appointment Procedures – Cadet Instructors Cadre Officers;
 - g. PRCI 203, Promotion – Cadet Instructors Cadre Officers;
 - h. PRCI 204, Posting Procedures – Cadet Instructors Cadre Officers;
 - i. PRCI 205, Transfer Procedures to the Supplementary Reserve;
 - j. PRCI 206, Transfer Procedures from the Supplementary Reserve;
 - k. PRCI 207, Release Procedures – Cadet Instructors Cadre Officers;

- l. PRCI 215, Civilian Instructors;
 - m. PRCI 218, Civilian Volunteers;
 - n. PRCI 230, Application for Employment – Cadet Summer Training Centres;
 - o. PRCI 231, Staff Positions in the Regional Cadet Support Unit; and
 - p. PRCI 235, Change of Command Procedures.
4. The following new PRCI is to be noted:
- PRCI 321, Requirement for Helmets – Dinghy Sailing Water Activities (issued 12 Jul 16).
5. The following amendments to forms are to be noted:
- a. DND 4268, Canadian Cadet Organizations Civilian Instructor – Offer of Employment (initial issue 08-2016);
 - b. DND 4269, Canadian Cadet Organizations Civilian Instructor – Regional Employment Agreement (initial issue 08-2016);
 - c. DND 4270, Canadian Cadet Organizations Civilian Instructor – Cadet Training Centre Employment Agreement (initial issue 08-2016);
 - d. Cdt #109, Civilian Instructor – Conditional Offer of Employment is cancelled effective 10 Aug 16;
 - e. Cdt #110, Civilian Instructor Employment Agreement (Corps/Sqn) is cancelled effective 10 Aug 16; and
 - f. Cdt #110A, Civilian Instructor Employment Agreement (CTC) is cancelled effective 10 Aug 16.

(J1 Admin O)

123/16 – PRC/VSS REQUIRING UPDATE

Ref: CATO 23-04

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

Unit	Rank	Name	Due Date
RCSU (Pac)	OCdt	Anderson, DRK	19 Sep 16
RCSU (Pac)	Lt	Anderson, SL	25 Dec 16
676 RCACS	Capt	Aumonier, BL	30 Sep 16
2887 RCACC	Capt	Bachmier, DJ	18 Oct 16
2822 RCACC	Lt	Barks, GN	22 Nov 16
3064 RCACC	Capt	Berns, MAL	14 Dec 16
2276 RCACC	SLt	Bough, GC	3 Nov 16
888 RCACS	Lt	Chen, MM	10 Sep 16
RCA Ops (Pac)	Maj	Chester, TR	4 Nov 16
RCSU (Pac)	Lt	Chung, LC	18 Sep 16
RCSU (Pac)	SLt	Clausen, TP	6 Dec 16
767 RCACS	Lt	Colosie, DSS	5 Oct 16
RCSU (Pac)	Lt	Coombs, TL	2 Nov 16
3064 RCACC	Capt	Crawford, ME	29 Dec 16

2483 RCACC	Capt	Dahl, MMM	26 Oct 16
1725 RCACC	Capt	Dalgleish, RE	14 Dec 16
2510 RCACC	Capt	Devine, LR	10 Nov 16
RCSU (Pac)	A/SLt	Doskotch, KT	30 Nov 16
63 RCSCC	Lt(N)	Dufresne, CJ	29 Dec 16
RCA Ops (Pac)	Capt	Elgert, SW	17 Nov 16
2812 RCACC	OCdt	Emanuel, SL	17 Sep 16
257 RCACS	Lt	Fagervik, KA	17 Oct 16
RCSU (Pac)	OCdt	Fernstrom, TJ	14 Sep 16
581 RCACS	2Lt	Gardner, RD	18 Oct 16
RCSU (Pac)	2Lt	Gill, YK	2 Dec 16
RCSU (Pac)	2Lt	Goswell, ML	9 Nov 16
746 RCACS	Capt	Groome, CN	12 Dec 16
777 RCACS	Lt	Han, AT	17 Oct 16
81 RCSCC	Lt	Harris, SM	21 Dec 16
259 RCACS	Capt	Hellyer, MKD	7 Nov 16
1725 RCACC	Capt	Herbert, KR	16 Dec 16
2289 RCACC	Lt	Hill, VL	14 Oct 16
RCSU (Pac)	Capt	Hills, KR	10 Nov 16
787 RCACS	OCdt	Hinch, CD	23 Nov 16
692 RCACS	Lt	Ho, CS	19 Oct 16
59 RCACS	Lt	Ho, IW	7 Nov 16
RCA Ops (Pac)	Lt	Hunt, AJ	17 Nov 16
396 RCACS	Capt	Jensen, AL	12 Dec 16
RCA Ops (Pac)	Capt	Kerry, SK	16 Nov 16
808 RCACS	Capt	Kung, CS	26 Dec 16
RCSU (Pac)	A/SLt	Kwan, IH	14 Sep 16
609 RCACS	Lt	Law, SC	28 Sep 16
RCA Ops (Pac)	Capt	Leslie, DJP	13 Nov 16
59 RCACS	2Lt	Leung, C	17 Sep 16
RCSU (Pac)	Lt	Lewis, BC	20 Dec 16
2381 RCACC	Lt	Lu, TD	10 Sep 16
861 RCACS	Lt	Lundstrom, DE	13 Oct 16
59 RCACS	Capt	Lyford, SC	15 Sep 16
RCSU (Pac)	Capt	Malczynski, IE	13 Dec 16
RCA Ops (Pac)	Capt	Matsumoto, KT	19 Dec 16
5 RCSCC	Lt(N)	McAleer, NA	27 Oct 16
861 RCACS	Lt	McCarthy, DA	12 Oct 16
583 RCACS	Lt	Meade, AC	13 Sep 16
RCA Ops (Pac)	Capt	Morrice, EA	25 Dec 16
386 RCACS	CI	Nielsen, TE	7 Nov 16
103 RCACS	Lt	Nobakht, O	15 Dec 16
2827 RCACC	Lt	Nutley, CL	8 Oct 16
RCSU (Pac)	Lt	Owen, MC	1 Dec 16
266 RCACS	Lt	Palmer, CSM	22 Sep 16
835 RCACS	2Lt	Pedersen, RJ	2 Dec 16
257 RCACS	Capt	Peel, KA	12 Dec 16
655 RCACS	Lt	Persaud, A	14 Nov 16
RCA Ops (Pac)	Capt	Pritchard, NA	3 Nov 16
747 RCACS	Capt	Ross, DE	14 Dec 16
RCSU (Pac)	Lt	Schillinger, KE	24 Oct 16
307 RCSCC	SLt	Smith, JJ	12 Oct 16
RCA Ops (Pac)	LCol	Stewart, KD	19 Dec 16
353 RCACS	Lt	Stromquist, LC	14 Sep 16
676 RCACS	Lt	Tellier, DLJ	13 Sep 16
676 RCACS	Capt	Tellier, MRE	5 Dec 16
RCSU (Pac)	LCdr	Terry, TSM	15 Dec 16
819 RCACS	Lt	Truong, LC	28 Dec 16
655 RCACS	Lt	Tsang, CY	28 Nov 16
RCSU (Pac)	Lt(N)	Van Der Linden, JT	28 Dec 16

223 RCACS	Lt	Van Overshot, CJ	29 Oct 16
RCA Ops (Pac)	Capt	Vucko, DL	21 Nov 16
RCA Ops (Pac)	Capt	Vucko, J	7 Nov 16
692 RCACS	Capt	Wah, W	27 Dec 16
258 RCACS	Capt	Wanner, TD	21 Oct 16
2308 RCACC	Capt	Welbourn, RC	14 Nov 16
RCA Ops (Pac)	Capt	White, DC	8 Nov 16
RCSU (Pac)	Lt	White, KM	16 Oct 16
902 RCACS	Capt	Willis, TM	1 Nov 16
903 RCACC	Capt	Wolf, MJ	26 Sep 16
2422 RCACC	Lt	Wu, EC	29 Sep 16
744 RCACS	Capt	Yablonski, GTB	8 Dec 16

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
RCA Ops (Pac)	2Lt	Amelia, JAR	14 Apr 16	15 Apr 16
RCSU (Pac)	Sgt	Bagnell, KA	25 May 16	6 Jun 16
3063 RCACC	Capt	Brookes, TD	24 Aug 16	26 Aug 16
RCSU (Pac)	A/Maj	Cable, RW	5 Feb 13	6 Feb 13
RCA Ops (Pac)	2Lt	Carlson, IM	3 Sep 15	7 Jan 16
RCSU (Pac)	2Lt	Cheung, EL	29 Nov 15	7 Jan 16
RCSU (Pac)	Lt	Contractor, DK	23 Jun 14	24 Jun 14
RCSU (Pac)	2Lt	Crawford, DY	7 Sep 16	9 Sep 16
RCSU (Pac)	SLt	Douglas, RS	7 Jan 16	8 Jan 16
RCSU (Pac)	2Lt	Fjellgaard, EA	9 Aug 16	11 Aug 16
1705 RCACC	Capt	Forsyth, AK	2 Sep 16	9 Sep 16
1922 RCACC	Lt	Francis, SB	11 Aug 16	1 Mar 16 *
RCSU (Pac)	Lt	George, BT	2 Sep 16	9 Sep 16
RCSU (Pac)	Capt	Griffith, MJ	7 May 12	8 May 12
531 RCACS	Lt	Gurnett, CL	6 Sep 16	9 Sep 16
2510 RCACC	Lt	Harvey, CA	2 May 13	3 May 13
531 RCACS	Lt	Hossack, JA	10 May 15	7 Jan 16
828 RCACS	Lt	Houle, EKD	27 Jan 15	28 Jan 15
102 RCSCC	SLt	Howe, JB	22 Aug 16	26 Aug 16
RCSU (Pac)	Capt	Hull, C	16 Sep 12	17 Sep 12
RCSU (Pac)	A/SLt	Johnson, JB	6 May 15	7 Jan 16
232 RCACS	Lt	Klitbo, AK	20 Oct 15	26 Aug 16
RCSU (Pac)	2Lt	Kwok, NK	2 Aug 16	10 Aug 16
RCSU (Pac)	SLt	Lee, A	29 Oct 15	7 Jan 16
2277 RCACC	Lt	MacDougall, A	24 Mar 16	29 Mar 16
RCSU (Pac)	Lt	Mackie, MJ	17 Feb 16	26 Feb 16
RCSU (Pac)	Lt	Mak, BH	25 Aug 16	26 Aug 16
819 RCACS	Lt	Malimban, MAGT	5 Sep 16	9 Sep 16
521 RCACS	Capt	Martin, DK	10 Aug 16	11 Aug 16
3300 RCACC	Capt	Nagra, KS	9 Aug 16	11 Aug 16
552 RCACS	Lt	Notari, RU	22 Aug 16	26 Aug 16
552 RCACS	Lt	Palmer, DR	31 Aug 16	9 Sep 16
RCSU (Pac)	OCdt	Pike, SR	23 Sep 15	7 Jan 16
RCSU (Pac)	Lt	Restemeyer, JS	8 Sep 16	9 Sep 16

RCSU (Pac)	OCdt	Roussell, CK	2 Oct 13	3 Oct 13
54 RCSCC	NCdt	Schoenfelder, AE	25 Feb 16	26 Feb 16
RCSU (Pac)	Capt	Seal, KA	21 Aug 16	26 Aug 16
RCA Ops (Pac)	Capt	Sort, SB	8 Jul 16	12 Jul 16
RCSU (Pac)	Lt(N)	Sullivan, RL	15 Oct 12	17 Oct 12
220 RCSCC	SLt	Tarrington, NM	22 Jun 16	23 Jun 16
RCSU (Pac)	2Lt	Tarape, FG	24 Feb 15	25 Feb 15
RCA Ops (Pac)	Lt	Wong, WW	6 Sep 16	9 Sep 16
2381 RCACC	2Lt	Wu, VT	15 Oct 15	7 Jan 16

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

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

Unit	Rank	Name	Cease Parading Effective Date	PRC/VSS Approval Date
RCSU (Pac)	Lt	Braam, ER	7 Jan 16	16 Aug 16
858 RCACS	Capt	Kidd, CG	26 Aug 16	9 Sep 16
RCSU (Pac)	Lt	O'Neill, SE	11 Oct 12	9 Sep 16
2618 RCACC	Lt	Tomlinson, AL	7 Jan 16	2 Jun 16
RCSU (Pac)	SLt	Wise, PC	17 May 16	7 Jun 16
105 RCSCC	SLt	Young, DD	19 Jul 16	25 Aug 16

(J1 Admin O)

124/16 – RELIABILITY STATUS REQUIRING UPDATE

1. Reliability Screening consists of conducting verifications and checks in order to be able to grant individuals a Reliability Status (RS), which is the minimum level required for all CAF members and civilian instructors working in support of the CCO. RS must be updated every 10 years. The following personnel must renew their RS prior to the due date indicated below:

Unit	Rank	Name	Due Date	Note
RCA Ops (Pac)	Capt	Brown, JW	24 Oct 16	Cdt #172 required
RCSU (Pac)	Capt	Crawford, MS	15 Sep 16	Cdt #172 required
RCSU (Pac)	WO	Curran, DF	3 Nov 16	Cdt #172 required
513 RCACS	Capt	Dwyer, CC	6 Nov 16	Cdt #172 required
655 RCACS	Capt	Elder, DJ	23 Nov 16	Cdt #172 required
1922 RCACC	Lt	Francis, SB	3 Nov 16	Cdt #172 required
257 RCACS	Capt	Graczyk, KE	6 Nov 16	Cdt #172 required
RCA Ops (Pac)	Capt	Grantham, HJ	6 Nov 16	Update in process
205 RCACS	Capt	Herrington, RA	20 Oct 16	Cdt #172 required
2276 RCACC	Capt	Lane, KRJ	30 Dec 16	Cdt #172 required
581 RCACS	2Lt	Makortoff, BJ	1 Nov 16	Cdt #172 required
RCA Ops (Pac)	Capt	Manary, WJ	18 Dec 16	Cdt #172 required
64 RCSCC	Lt(N)	McLennan, DE	16 Oct 16	Cdt #172 required
513 RCACS	Capt	Mitra, S	1 Dec 06	Cdt #172 required
RCA Ops (Pac)	Capt	Morrice, EA	1 Nov 16	Cdt #172 required
259 RCACS	Lt	Power, BD	18 Dec 16	Cdt #172 required
RCA Ops (Pac)	Capt	Pritchard, NA	15 Nov 16	Cdt #172 required
232 RCACS	Capt	Ralph, CA	1 Nov 16	Cdt #172 required
232 RCACS	Capt	Ralph, RA	25 Oct 16	Cdt #172 required
RCIS (Pac)	Lt(N)	Tien, JH	18 Oct 16	Cdt #172 required
RCA Ops (Pac)	Capt	White, DC	12 Dec 16	Cdt #172 required

2. Reliability Status (RS) is valid for a period of 10 years and must be updated prior to the expiry of this validity period. The following personnel have passed the RS update deadline and have been directed to cease all cadet activities including voluntary duty/support effective the date

indicated below. These members shall not be authorized to return to duty until the RS has been processed and approved.

Unit	Rank	Name	Due Date	Cease Parading Effective Date
RCSU (Pac)	Lt(N)	Allan, OA	21 Sep 15	7 Jan 16
RCSU (Pac)	Lt(N)	Bollen, LD	16 Mar 15	20 Mar 15
RCSU (Pac)	Capt	Dornan, WJE	25 Jan 16	26 Jan 16
258 RCACS	Capt	Eichinger, ND	17 Nov 14	7 Jan 16
RCSU (Pac)	Capt	Escobar, FG	31 Mar 16	1 Apr 16
1922 RCACC	Lt	Francis, SB	29 Feb 16	1 Mar 16
2510 RCACC	Lt	Harvey, CA	10 Sep 12	20 Sep 12
RCA Ops (Pac)	Lt	Heim, RW	26 Jul 16	9 Aug 16
RCSU (Pac)	Capt	L'Heureux, KLR	4 Jan 15	9 Jan 15
2924 RCACC	SLt	Lesemann, CRD	29 Feb 16	1 Mar 16
RCA Ops (Pac)	Lt	Norris, KDB	31 Mar 16	1 Apr 16
828 RCACS	Capt	Peel, MK	27 Jun 15	7 Jan 16
609 RCACS	Capt	Pratt, RP	16 Jun 16	21 Jul 16
RCSU (Pac)	Capt	Stroet, MA	6 Sep 15	2 Feb 16
347 RCSCC	Lt(N)	Totten, NC	21 Sep 15	7 Jan 16
RCSU (Pac)	Capt	Wright, MW	29 Aug 15	7 Jan 16

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

Unit	Rank	Name	Cease Parading Effective Date	PRC/VSS Approval Date
396 RCACS	Capt	Jensen, AL	1 Mar 16	17 Aug 16
135 RCACS	Lt	Law, KK	1 Apr 16	6 Jun 16
RCSU (Pac)	Lt	Mak, BH	21 Mar 16	24 Aug 16
909 RCACS	Capt	Paterson, PR	1 Apr 16	8 Aug 16
2308 RCACC	Capt	Welbourn, RC	19 Apr 16	16 Aug 16

(J1 Admin O)

125/16 – NATIONAL CADET AND JUNIOR CANADIAN RANGER SUPPORT GROUP ORDERS

1. The current volumes of Cadet Administrative and Training Orders (CATO) will be replaced by National Cadet and Junior Canadian Ranger Support Group Orders (Natl CJCR Sp Gp Orders). These Gp Orders will start to be issued in the next few weeks, posted on the File Repository.
2. The Gp Orders will provide guidance with respect to Group policy and procedures on a wide range of matters relevant to operations and administration. They will be issued to supplement and amplify existing Orders and Regulations.
3. The current CATOs will be replaced or cancelled as the Gp Orders are issued. Those CATOs that have not been replaced or cancelled will remain in effect. RCSU (Pac) ROs will provide detail regarding the replacement or cancellation of CATOs and the issuance of Gp Orders. This transition to Gp Orders is expected to take place over the next several months.
4. The new Gp Orders will follow a new format which is intended to make them easier to reference. Gp Orders will be issued in both official languages; however, each language will be in a separate unilingual document.
5. As we transition to the Gp Orders, our Pacific Region Cadet Instructions (PRCIs) will be reviewed and either cancelled or updated as applicable.

(J1 Admin O)

126/16 – 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 16. 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 16. Although the RCMLO will continue to process late returns up to 31 Jan 17, 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 17 will not be eligible for CSTC 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.

(J1 Admin O)

127/16 – ETHICS BRIEFINGS AT CORPS/SQUADRONS

1. Given that Defence Ethics training has been incorporated into the CIC Officer Training Program, there is no longer a requirement for Class A CAF members and civilian instructors to attend annual ethics briefings at corps/squadrons.
2. COATS members are eligible and encouraged to complete the online “Introduction to Defence Ethics” course at least once. Additionally, COATS members are eligible and encouraged to complete the Canadian Armed Forces Junior Officer Development (CAFJOD) program which includes a “Leadership and Ethics” module.

3. Civilian instructors should familiarize themselves with the Defence Ethics Program as part of their professional development.

(J1 Admin O)

128/16 – 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 employed on Class A / Class B reserve service of not more than 89 days at RCSU (Pac), complete and electronically submit the Cdt #135, RCSU (Pac) Reserve Service Opportunities Expression of Interest form which is located in the File Repository.

3. Please note that while future short-term Reserve Service Opportunities will normally be filled from members who have submitted a Cdt #135, your submission of this form does not guarantee employment of any kind.

4. It must also be noted that Expression of Interest submissions shall have a shelf-life of one year only and they will be automatically archived one year from the date that they were submitted. Members may withdraw their Expression of Interest at any time should their personal situation and availability change.

5. Any inquiries or requests for additional information about this process can be directed to Lt(N) J. Stewart at 250-363-0919.

(J1 Staffing O)

129/16 – TEMPORARY DIRECTING STAFF POSITIONS – RCIS (PAC)

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

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

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

4. Prerequisites:

- a. Rank: Lieutenant(N) / Captain, Sub-Lieutenant / Lieutenant;
- b. CIC Officer with MOSID 00232-01, -02 or -03, depending on course requirement;
- c. Command Experience: Corps / Squadron CO or equivalent experience at a Cadet Training Centre (for IOTC and COC courses);
- d. possess extensive knowledge of the Canadian Cadet Organizations, their element Cadet Training Program and the operation of a Cadet Corps / Squadron;

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

(J35 OIC Reg Trg)

130/16 – ZONE UNIT PUBLIC AFFAIRS REPRESENTATIVES

1. In order to better support the public affairs function at the corps and squadron level, a network of Class A Zone Unit Public Affairs Representatives (UPARs) has been established. Zone UPARs hold the same assigned corps and squadrons as Zone Training Officers and are responsible for overseeing the social media feeds and providing very basic public affairs tools and guidance to their assigned corps and squadrons.
2. The following pers will act as Zone UPARs:
- a. Vancouver 1: Capt Brian Broom;
 - b. Vancouver 2: Lt Shirley Ho;
 - c. Vancouver 3: Capt Tim Townley;
 - d. Vancouver 4: Capt Angela Sargent;
 - e. Victoria: Capt Mandart Chan;

- f. Comox: SLt Morgan Arnott;
- h. Cranbrook: Capt Lori-Lee Bott;
- i. Trail: Maj Kevin DeBiasio;
- j. Thompson: 2Lt Janice Yeung; and
- k. Prince George 1: Capt Fiona Milne.

(RCPAO)

131/16 – EXPRESSION OF INTEREST – ZONE UPAR

1. Personnel interested in filling a Zone UPAR function are asked to send a Cdt #135, Expression of Interest form with details of any public affairs related experience or education, including social media, to the PAO, Capt Cheryl Major. The following Zone UPAR opportunities are currently open:

- a. Nanaimo;
- b. Prince George 2;
- c. Chilliwack; and
- d. Okanagan.

2. Questions regarding Zone UPAR opportunities can be directed to the PAO, Capt Cheryl Major at cheryl.major@forces.gc.ca.

(RCPAO)

132/16 – PUBLIC AFFAIRS SUPPORT REQUESTS

Staff are reminded that all requests for display, print and give-away materials in support of community relations and cadet recruiting are to be made using the Cdt #138, Public Affairs Support Request and submitted to the PAO at cadetsbc@forces.gc.ca.

(RCPAO)

133/16 – PACIFIC REGION CIC BURSARY

Applications are now being accepted for the 2016 CIC Bursary. Up-to 3 awards of \$1,500 each will be given to outstanding CIC officers who are pursuing post-secondary educational training. The deadline for applications is Friday, 18 November, 2016. Details can be found on the BC CIC Branch Association website (www.cic-bc.ca) and PRCI 213.

(J35 OIC Reg Trg)

134/16 – AIR CADET GLIDING PROGRAM SCHEDULE

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

(RCA Ops O)

135/16 – FAMILIARIZATION FLYING IN POWERED AIRCRAFT – CADET ACTIVITY PLAN (CAP) SUBMISSION AND APPROVAL PROCESS

1. Authority for approval of all cadet flying operations rests with the RCA Ops O of the Region. As such, the RCA Ops O must ensure that a robust procedure is in place to ensure that an appropriate level of oversight is applied to all cadet related flying ops. The first step in this procedure is the accurate and timely submission of a CAP. All Squadrons are again reminded that CAPs for Powered Aircraft Familiarization Flying must be submitted a minimum of 30 days in advance of the requested flying date.

2. RCA Ops is not able to “see” a CAP until after it is reviewed at the RCSU (Pac). Therefore, depending on workload at the RCSU (Pac), any CAP will see at least a day or two of delay in reaching RCA Ops. Once a CAP is visible to RCA Ops, a number of factors must be reviewed prior to an Air Tasking Order (ATO) being issued. If all required supporting documentation is already on file at RCA Ops, an ATO can usually be issued reasonably quickly. If that documentation is not on hand, an ATO will not be issued until the Squadron submits the required supporting documentation.

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

4. The following is required:

a. Required Pilot Documentation:

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

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

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

c. Required Aircraft Documentation (Privately Owned Aircraft):

- (1) proof of current insurance, IAW CATO 52-07,
- (2) proof that the aircraft is considered to be airworthy (Certificate of Airworthiness AND has a current and valid Annual Inspection),
- (3) proof of ownership (Certificate of Registration), and

- (1) if the pilot is not the aircraft owner, proof that the pilot has authorization from the aircraft owner and insurer to fly the aircraft.

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

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

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

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

(RCA Ops O)

136/16 – 2017 POWER PILOT OR GLIDER PILOT SCHOLARSHIP EXAMS

1. Cadets wishing to write the 2017 Power Pilot or Glider Pilot Scholarship Exams must have the Cdt #184 and all required FORTRESS documentation completed no later than 12 December 2016, in order to be eligible to write the exam. This will enable the BCPC, RCSU, and RCA Ops staff to validate all registered cadets and adequately prepare exam packages for the Invigilators. Late applications will not be accepted.

2. Squadron staff members are required to carefully review, and ensure full compliance with CATO 51-01 Annex B, CATO 54-26 (GPS), and CATO 54-27 (PPS). All height and weight restrictions must be respected, as there is no provision for exemptions to these requirements.

3. In addition to these limitations, cadets may be required to prove that they can comfortably sit in the aircraft, fully manipulate all aircraft controls, and maintain a good field of visibility outside of the aircraft while safely strapped into the aircraft. Due to normal anthropometric variances, it is possible that a cadet who meets defined limitations may not be able to safely operate the aircraft while properly secured. In these cases, cadets will be unable to proceed to training.

4. The age requirements are also rigid. For example, a cadet who is one day too young, or one day too old, is not eligible for these courses. Additionally, cadets who already hold any form of Transport Canada Pilot License are not eligible for the Glider Pilot Scholarship Course. A cadet who already holds a Transport Canada Pilot License for anything other than gliders, is not eligible for the Power Pilot Scholarship Course.

(RCA Ops O)

137/16 – 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.

(J1 Admin O)

138/16 – TRAVEL OUTSIDE OF CANADA/USA

1. All CF 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 CFNCIUForeignTravel@forces.gc.ca; or
 - b. by fax to CFNCIU HQ 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.

(J1 Admin O)

139/16 – REPORTING 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 Major Beverley Ennis who can be reached by phone at (250) 363-0804 or by cell phone at (250) 888-1343.

(RCCMA)

140/16 – UNIT HARASSMENT 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 Maj Beverley Ennis. Members may contact the following WRAs for assistance or advice if required:
 - a. Maj Irene Green at 250-363-0814;
 - b. Capt James Hollis at 250-339-8211, extension 6968;
 - c. Capt Isabelle Malczynski at 250-363-0995;
 - d. Lt(N) Mary Kay Meeker;
 - e. PO2 Kim Chaisson at 250-363-0902; or
 - f. PO2 Abe Sison.

(J1 Admin O)

141/16 – 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.

(J1 HR Manager)

142/16 – 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.

(J1 HR Manager)

143/16 – 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.
2. In order to prevent a compromise of security orders, all facsimile and email users are to be reminded of the serious implications involving the transmittal of designated and classified information by means of a facsimile or email systems.

(J1 HR Manager)

144/16 – PICKUP OF DND RENTAL VEHICLES

1. When a vehicle is rented for an RCSU (Pac) approved cadet activity, personnel are not to provide personal credit card information to the rental agency. The driver must show a valid provincial driver's license to the rental agency.
2. Rental vehicles that require the driver to accept all insurance will be indicated on the monthly transport sheets posted on the File Repository in the Movements folder. This is re-posted daily to reflect new orders and as verifications are received from the various MSEs.
3. If there is a problem at the rental agency, immediately contact the RCSU (Pac) Movements Section at 1-866-668-8388.

(J4 Mov O)

145/16 – REPORTING VEHICLE ACCIDENTS

1. If you are involved in an accident, and there are casualties or injuries to yourself or passengers, it is the driver's responsibility to call 911 to have the appropriate emergency services attend. The safety and welfare of your passengers and yourself is of paramount concern. Attend to other victims as required within your capabilities. For accidents involving more than one vehicle or if there are any injuries, the local municipal police force or the Military Police (if you are within base jurisdiction) must be called.
2. Once emergency services have been contacted and any injuries have been attended to, the RCSU (Pac) Movements Duty Officer must be contacted as soon as possible on the toll-free number at 1-866-668-8388 or within 24 hours whichever is sooner. The duty officer will assist you with the processes set forth in the CAF Transportation Manual. It is then the responsibility of the Movements duty officer to inform the proper chain.
3. The DND 423, Driver's Report of Collision form, which can be found on File Repository in the Forms folder, is to be filled out at the accident scene and faxed to RCSU (Pac) Movements at 250-363-0921. 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.
4. A vehicle accident includes flat tires or a cracked window, and no accidents are too minor to report. Questions may be directed to the Movements Section at 1-866-668-8388.

(J4 Mov O)

146/16 – PAY INQUIRIES

Any payroll inquiries can be sent electronically to the positional email account, RCSUPacPay@forces.gc.ca. The use of this positional account will increase efficiency of communication.

(J1 HR Manager)

147/16 – CO'S CORNER

How quickly time has flown by since January 2014. There are so many good people involved in this program I don't know where to even start thanking them all and obviously the ROs would just end up a big list! It has certainly been a journey and the Coxn and I have had the opportunity to meet many awesome people who give up their evenings and weekends to run this program in 80 communities around BC. I can remember once at a dinner event thanking all the CIC officers who are working at minimum 75-100 days a year but only get compensated for 25 days... and someone yelled up from the crowd saying the League folks work 75-100 days a year too and get no compensation. Fair enough... how little I knew!!

I learned very quickly to always be ready to speak because no matter where you go, whether you know anyone or anything about the event... there will come a moment when you will be handed the microphone and expected to talk.

When talking to cadets it was always easy to talk about how great this program is... how this program helps to develop confidence, leadership, teamwork, and personal attributes that would serve them well as they continue to grow. The Cadet Program provides the opportunity to explore new boundaries, new experiences whether glider or power pilot, band, drill, first aid, expeditions, sailing, marksmanship, biathlon, mountain biking, the jump course or whatever is available... how it can open your eyes to something that you might never have found otherwise and help you develop a passion for something that interests you.

When talking to adults, it was always about thanking Sponsoring Committees, Sponsors, League representatives, Corps/Squadron staffs, mums & dads, organizers of events and all the helpers in the margins who make a difference. That was easy to do and I truly meant it.

I would like to thank the staff at the RCSU (Pac). This past three years in the Cadet Program has seen unprecedented change. The stand-up of a new formation, centralized command, a new governance model, a costing model, a complete Organization & Establishment review of national and regional HQs, multi-year business planning... The major muscle movements are near completion and the dust will start to settle soon. The new normal is here to stay. I know it has been a challenge and I appreciate everything you do and everything you have had to put up with.

I would like to welcome all the new folks from out of Region, some who arrived as recently as this week... moving family and household to start a new life in BC. Welcome to LCol Neville Head and Capt Keri Winkelaar from NW Region, and Maj Scott Bissell, Capt Melissa Symons, Capt Hannah Walker and PO1 William Butler from Central Region.

Being involved in all these changes over the past 32 months, I can truly say this place has changed for the good. Nothing I will take credit for. It happened because it needed to happen and I just happened to be the guy here when it did. I was number 12 CO for Julie Piper! Just listening to all the in-briefs in the last 24-48 hrs with the new CO, what an exciting place to be! So much new activity going on, so many new ideas, I hope you all agree we are on the path to something great.

I would like to introduce Cdr Dave Coulombe, your new Commanding Officer. Please make him feel as welcome as you made me feel. I will be staying in Victoria and will continue to service the RCN as the Queens Harbour Master at Esquimalt dockyard. Please look me up and say hello.

// original signed by //

A.W. Muir
Commander
Commanding Officer