



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

Order No. 07/2017	12 September 2017
Last Order No. 06/2017	Esquimalt, BC

ROUTINE ORDER ENTRIES

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107/17 – CRISIS SITUATION – PROCEDURES

1. Any crisis situation related to Pacific Region cadet activities that involve cadets, COATS members, CIs, and/or volunteers shall be reported to the Regional Cadet Support Unit (Pacific) as soon as possible.
2. After engaging local emergency services as required, Corps/Squadron Commanding Officers are to contact their J3 Zone Training Officer with an initial report of the situation. Should the J3 Zone Training Officer not be available, the applicable J3 Area OIC shall be contacted. In the event that the J3 Zone Training Officer, or the J3 Area OIC are not available, the J35 Chief Training Officer, LCol Head, is to be contacted at 250-508-7572.

(J1 RCSU CC)

108/17 – RCSU (PAC) PERSONNEL CHANGES

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

- a. Cdr D.B. Henderson assumed command as Commanding Officer Regional Cadet Support Unit (Pacific) effective 1 May 17;
- b. Maj G. Clarke assumed the duties of Deputy Commanding Officer / Chief of Staff Regional Cadet Support Unit (Pacific) effective 15 Jul 17;
- c. LCdr D. Follick assumed the duties of J8 Comptroller effective 12 Jul 17;
- d. Capt J. Donner has ceased her period of Class B Reserve Service in the position of J5 Plans Officer (Regional Training) effective 13 Jul 17;
- e. Capt I. Green is competency appointed as J8 Financial Services Officer effective 1 Sep 17;
- f. MWO H. Bonde retired from the position of J4 Warehouse Supervisor (Comox) effective 13 Aug 17;
- g. CPO2 M. Keeping assumed the duties of J4 Material Control Supervisor effective 17 Jul 17;
- h. MWO K. Thibault is the successful applicant for the J4 Warehouse Supervisor (Comox) position effective 21 Aug 17;
- i. WO D. Bodden assumed the duties of J3 Training Support Coordinator effective 14 Jul 17;
- j. PO1 D. Cartwright assumed the duties of J3 Training Support Coordinator effective 6 Jul 17;
- j. PO1 S. Shiells is posted out of a J3 Training Support Coordinator position effective 11 Sep 17;
- k. Sgt B. Nerdoly assumed the duties of J8 Finance Management Supervisor effective 8 Aug 17; and
- l. MS D. Cavelle assumed the duties of J4 Material Control Clerk effective 3 Jul 17.

(J1)

109/17 – AMENDMENTS TO PUBLICATIONS, ORDERS AND FORMS

1. The following CATO has been cancelled:
CATO 23-03, Prior Learning Assessment and Recognition Process.

2. The following National Cadet and Junior Canadian Rangers Support Group Orders (Natl CJCR Sp Gp Orders) have been issued:

- a. Natl CJCR Sp Gp Order 5023-1, Prior Learning Assessment and Recognition Process (issued 22 Aug 17); and
- b. Natl CJCR Sp Gp Order 5027-1, Honours and Recognition Program (issued 20 Jun 17).

3. The following amendment to forms is to be noted:

DND 4297, Cadet Organizations Administration and Training Service (COATS) – Prior Learning Assessment and Recognition (PLAR) (08-2017).

(J1 Admin O)

110/17 – PRC/VSS REQUIRING UPDATE

Ref: CATO 23-04

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

Unit	Rank	Name	Due Date
195 RCSCC	SLt	Agoes, I	08-Dec-17
59 RCACS	Maj	Alguire, T	30-Dec-17
RCSU	Lt(N)	Allan, O	29-Oct-17
354 RCSCC	Lt(N)	Bailey, D	07-Dec-17
1725 RCACC	Capt	Banks, B	22-Nov-17
RCSU	Capt	Bemister, J	12-Oct-17
RCSU	A/Maj	Bishop, C	28-Sep-17
2812 RCACC	Capt	Blakely, A	20-Sep-17
RCSU	A/Maj	Bone, A	14-Nov-17
22 RCACS	Capt	Boyd, K	07-Sep-17
147 RCACS	Capt	Bradbury, S	26-Sep-17
513 RCACS	Capt	Brand, C	10-Oct-17
759 RCACS	Capt	Brekke, R	22-Oct-17
3080 RCACC	Capt	Brooks, D	19-Nov-17
RCSU	Lt	Brown, Q	26-Sep-17
RCSU	Capt	Buller, D	22-Nov-17
147 RCACS	Lt	Cauchi, R	02-Oct-17
RCSU	Capt	Chan, D	07-Sep-17
RCSU	A/SLt	Cheung, C	10-Sep-17
655 RCACS	2Lt	Cheung, Y	31-Dec-17
2556 RCACC	A/Lt	Cook, S	27-Nov-17
223 RCACS	Maj	Cross, M	02-Oct-17
RCSU	Capt	Curtis, B	13-Sep-17
325 RCSCC	SLt	Daily, C	11-Sep-17
386 RCACS	Capt	Dauidsen, C	03-Oct-17
1838 RCACC	Capt	Davis, J	08-Nov-17
205 RCACS	Capt	Edwards, T	07-Dec-17
232 RCACS	Lt	Encina, A	17-Sep-17
222 RCACS	Capt	Englot, J	03-Oct-17
169 RCSCC	SLt	Englouen, C	14-Sep-17
777 RCACS	CI	Ferguson, T	23-Oct-17
RCSU	Capt	Fitzgerald, W	29-Oct-17
RCIS	Lt(N)	Ford, R	07-Nov-17
136 RCSCC	SLt	Frost, D	27-Sep-17
93 RCSCC	SLt	Galuska, S	27-Sep-17
746 RCACS	Lt	Gandouin, C	29-Sep-17
201 RCSCC	Lt(N)	Gervais, M	13-Nov-17
3080 RCACC	Lt	Gillespie, T	25-Oct-17
136 RCSCC	Lt(N)	Grant, D	22-Nov-17
747 RCACS	Capt	Hamer, M	14-Sep-17
655 RCACS	Capt	Hinton, G	13-Nov-17

RCAOps	Capt	Hoath, K	11-Sep-17
2781 RCACC	Capt	Holley, A	11-Sep-17
220 RCSCC	Lt(N)	Hood, I	25-Oct-17
189 RCSCC	SLt	Hygaard, M	11-Oct-17
RCSU	Capt	Jackson, S	15-Nov-17
2422 RCACC	Lt	Keely, V	08-Nov-17
RCAOps	Capt	Kelley, S	20-Sep-17
RCSU	Lt(N)	Kerr, A	04-Oct-17
583 RCACS	Capt	Koenig, C	04-Oct-17
RCSU	LCol	Kopan, T	12-Sep-17
243 RCACS	Lt	Krasichynski, K	18-Sep-17
2943 RCACC	Lt	Lafitte, R	19-Dec-17
263 RCSCC	SLt	Lambert, G	21-Dec-17
2316 RCACC	Capt	Landels, B	29-Nov-17
2316 RCACC	Capt	Lee, C	18-Sep-17
135 RCACS	Capt	Lee, E	23-Sep-17
888 RCACS	Lt	Lee, M	28-Nov-17
201 RCSCC	SLt	Lesemann, C	10-Oct-17
RCSU	Capt	Leung, E	31-Dec-17
655 RCACS	Capt	Leung, J	20-Sep-17
841 RCACS	CI	Lewall, J	01-Oct-17
RCSU	Capt	L'Heureux, M	21-Sep-17
RCAOps	Capt	Lowdon, J	16-Nov-17
2316 RCACC	2Lt	Lowther, J	21-Sep-17
2947 RCACC	Lt	Lum Black, K	20-Sep-17
205 RCACS	Lt	Lumley, S	07-Sep-17
777 RCACS	Capt	MacLean, S	20-Sep-17
RCSU	2Lt	Mahar, T	20-Sep-17
3066 RCACC	Capt	Mattson, S	09-Oct-17
2756 RCACC	Capt	McConnell, M	24-Sep-17
54 RCSCC	Lt(N)	McGill, B	12-Sep-17
828 RCACS	Capt	Mei, H	12-Oct-17
RCSU	2Lt	Mitchell, T	11-Oct-17
RCSU	2Lt	Moore, A	15-Oct-17
89 RCACS	Lt	Morin, T	09-Oct-17
2277 RCACC	2Lt	Neighbors, R	30-Sep-17
2308 RCACC	Lt	Nelson, K	30-Nov-17
888 RCACS	Lt	Nguyen, L	25-Dec-17
102 RCSCC	Lt(N)	Nilsson, C	06-Sep-17
RCSU	Sgt	Noyes, C	27-Sep-17
903 RCACC	Lt	Ogi, S	23-Oct-17
909 RCACS	Capt	Paterson, P	22-Oct-17
RCSU	Capt	Peel, M	07-Sep-17
147 RCACS	Capt	Perry, R	09-Nov-17
396 RCACS	2Lt	Phillips, C	16-Oct-17
2458 RCACC	Capt	Rienks, K	06-Sep-17
2458 RCACC	2Lt	Rienks, R	14-Sep-17
3066 RCACC	Capt	Riyar-Rondeau, N	05-Nov-17
RCSU	2Lt	Santos, E	19-Oct-17
692 RCACS	Lt	Schmidt, C	21-Nov-17
788 RCACC	Capt	Schur, K	17-Sep-17
89 RCACS	Capt	Seaton, M	19-Sep-17
279 RCACS	Capt	Shaw, S	02-Oct-17
2305 RCACC	Capt	Shearsmith, D	14-Sep-17
2308 RCACC	Capt	Solda, P	12-Sep-17
2893 RCACC	Capt	Stephan, M	05-Oct-17
RCSU	Capt	Tenhoeve, S	30-Nov-17
2305 RCACC	Lt	Tremblay, M	13-Sep-17
759 RCACS	Lt	Tsang, T	23-Dec-17
787 RCACS	2Lt	Van De Bon, G	04-Oct-17
64 RCSCC	Lt(N)	Walker, A	06-Sep-17
2472 RCACC	Lt	Weale, J	21-Nov-17
RCSU	Lt(N)	Webb, J	23-Oct-17
552 RCACS	Lt	Whitehead, M	04-Oct-17
2924 RCACC	2Lt	Wiedenman, R	14-Nov-17
2483 RCACC	Capt	Yarmoshuk, B	09-Oct-17
637 RCACS	Lt	Yoo, P	29-Oct-17
RCSU	Lt	Zhang, L	22-Oct-17

2. Personnel are advised that completion of a VSS check can take up to three months, therefore it is important that the process be initiated well in advance of the expiry date.

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

4. The PRC/VSS for the following pers has extended beyond the five year mark, therefore, the following pers have been directed to cease parading on the date indicated:

Unit	Rank	Name	Due Date	Cease Parading Effective Date
RCAOps	2Lt	Amelia, J	14-Apr-16	15-Apr-16
RCSU	OCdt	Anderson, D	19-Sep-16	27-Jun-16
609 RCACS	Capt	Antoniou, P	31-Aug-17	05-Sep-17
RCSU	LCol	Appels, A	17-Jul-17	11-Feb-16
2618 RCACC	Lt	Archibald, G	10-Aug-17	05-Sep-17
2943 RCACC	Lt	Aufleger, E	16-May-17	17-May-17
583 RCACS	Capt	Baldwin, T	20-Jun-17	30-Jun-17
RCSU	Capt	Blomme, W	06-Mar-17	22-Feb-17
RCSU	Lt(N)	Bollen, L	11-May-17	07-Jan-16
RCSU	A/Maj	Cable, R	05-Feb-13	06-Feb-13
RCSU	2Lt	Carlson, I	03-Sep-15	07-Jan-16
RCSU	2Lt	Cheung, E	29-Nov-15	07-Jan-16
2893 RCACC	Lt(N)	Chidlow, J	09-Aug-17	05-Sep-17
47 RCSCC	Lt(N)	Chidlow, J	26-Aug-17	05-Sep-17
RCSU	2Lt	Choi, L	24-Aug-17	05-Sep-17
RCSU	Lt	Chung, L	18-Sep-16	28-Oct-16
1838 RCACC	Capt	Collier, C	15-Aug-17	05-Sep-17
RCSU	Lt	Contractor, D	23-Jun-14	24-Jun-14
RCSU	Lt	Coombs, T	02-Nov-16	03-Nov-16
RCSU	2Lt	Crawford, D	07-Sep-16	22-Mar-16
RCSU	Maj	Croston, C	25-Jun-17	30-Jun-17
RCSU	Maj	Davies, D	11-Jun-17	15-Jun-17
2983 RCACC	Capt	Davies, E	14-Jun-17	06-Sep-17
103 RCACS	Capt	Davies, L	06-Aug-17	05-Sep-17
220 RCSCC	Lt(N)	DeLong, E	23-Jul-17	03-Aug-17
RCSU	A/SLt	Doskotch, K	30-Nov-16	01-Dec-16
RCSU	SLt	Douglas, R	07-Jan-16	31-Jan-17
RCSU	Capt	Drought, R	23-May-17	29-May-17
RCSU	Lt(N)	Dube, R	09-Jul-17	19-Jul-17
RCSU	Capt	Dwyer, C	21-Aug-17	05-Sep-17
513 RCACS	Capt	Edmiston, P	28-Jul-17	03-Aug-17
258 RCACS	Capt	Eichinger, N	24-Jul-17	07-Jan-16
RCSU	Capt	Elgert, R	20-Aug-17	05-Sep-17
RCSU	Capt	Escobar, F	07-Jan-17	01-Apr-16
848 RCACS	Lt	Fallah, N	31-Aug-17	05-Sep-17
3005 RCACC	Capt	Fearn, C	09-Jul-17	19-Jul-17
RCSU	OCdt	Fernstrom, J	14-Sep-16	14-Jan-16
RCSU	Lt	George, B	02-Sep-16	09-Sep-16
RCAOps	Lt	Giles, T	27-Aug-17	05-Sep-17
2893 RCACC	Capt	Giroux, C	08-Aug-17	05-Sep-17
RCSU	2Lt	Goswell, M	09-Nov-16	09-Nov-16
3063 RCACC	2Lt	Haak, P	09-Jul-17	19-Jul-17
353 RCACS	A/SLt	Hare, N	21-Mar-17	30-Mar-17
819 RCACS	Capt	Hargreaves, T	07-Jun-17	09-Jun-17
RCSU	Capt	Harrop, J	29-Mar-17	31-Mar-17
RCSU	Lt(N)	Hauser, W	16-Aug-17	05-Sep-17
637 RCACS	A/Maj	Heiland, T	10-Aug-17	05-Sep-17
205 RCACS	Capt	Herrington, R	15-Aug-17	05-Sep-17
RCSU	Capt	Higgs, T	13-Apr-17	18-Apr-17
RCSU	Capt	Hirst, D	27-Aug-17	05-Sep-17
RCSU	MWO	Hobor, T	08-Feb-17	09-Feb-17
RCSU	Lt	Holmes, J	12-Oct-16	01-Jun-17
22 RCACS	Capt	Johnson, G	21-Jun-17	30-Jun-17
RCSU	A/SLt	Johnson, J	06-May-15	31-Jan-17

22 RCACS	Capt	Johnson, M	21-Jun-17	30-Jun-17
RCSU	Capt	Jones, A	22-Aug-17	05-Sep-17
RCSU	SLt	Kardal, R	12-Apr-16	06-Oct-16
RCAOps	Capt	Kelley, R	22-Feb-17	23-Feb-17
RCSU	Lt	Keogh, B	07-Sep-16	09-Sep-16
RCSU	SLt	Lafleur, S	31-Aug-17	05-Sep-17
RCSU	SLt	Lee, A	29-Oct-15	07-Jan-16
RCSU	Capt	Leslie, S	18-Jul-17	19-Jul-17
RCSU	Lt(N)	Levesque-Martel, V	19-Mar-17	20-Mar-17
63 RCSCC	NCdt	Lochhead, D	25-Apr-17	28-Apr-17
232 RCACS	Lt(N)	Lundgren, A	05-Sep-17	06-Sep-17
2893 RCACC	Capt	MacDonell, T	07-Aug-17	05-Sep-17
2277 RCACC	Lt	MacDougall, A	24-Mar-16	29-Mar-16
135 RCACS	Lt	Mak, D	01-Aug-17	03-Aug-17
89 RCACS	Lt	Mason, S	23-Aug-17	05-Sep-17
54 RCSCC	Lt(N)	McGill, M	08-Jun-17	09-Jun-17
RCSU	Lt(N)	McLennan, D	27-Aug-17	04-Feb-16
828 RCACS	Capt	Mei, A	09-Aug-17	05-Sep-17
RCSU	Capt	Milne, F	07-Aug-17	05-Sep-17
RCSU	OCdt	Moy, K	29-Aug-17	05-Sep-17
RCSU	Capt	Nielsen, L	28-Jun-16	01-Aug-16
279 RCACS	Lt	Nimegeers, K	30-Aug-17	05-Sep-17
RCSU	Capt	Patterson, W	23-Jul-17	05-Sep-17
RCSU	Lt	Pattullo, C	22-Aug-17	05-Sep-17
RCSU	Capt	Perrin, R	25-Apr-17	26-Apr-17
RCSU	OCdt	Pike, S	23-Sep-15	12-Mar-14
RCSU	MWO	Plante, P	08-May-17	09-May-17
2381 RCACC	CI	Pow, A	27-Aug-17	05-Sep-17
232 RCACS	Capt	Ralph, R	04-Sep-17	05-Sep-17
2316 RCACC	Capt	Rimmer, S	18-Jul-17	19-Jul-17
54 RCSCC	NCdt	Schoenfelder, A	25-Feb-16	26-Feb-16
513 RCACS	Lt	Sekhon, N	29-Jul-17	03-Aug-17
89 RCACS	Capt	Shewchuk, C	07-Aug-17	05-Sep-17
2316 RCACC	Capt	Stephan, R	12-Aug-17	05-Sep-17
222 RCACS	Capt	Stewart, G	31-Aug-17	05-Sep-17
RCSU	Capt	Strutt, K	27-Aug-17	05-Sep-17
RCSU	Lt(N)	Sullivan, R	15-Oct-12	17-Oct-13
2277 RCACC	Lt	Toth, T	04-Aug-17	05-Sep-17
RCSU	Lt(N)	Totten, N	19-Jul-17	17-Oct-16
RCSU	Capt	Turra, E	02-Aug-17	25-Jan-17
RCSU	Capt	Utsch, M	09-Jul-17	19-Jul-17
RCAOps	Capt	Vucko, D	21-Nov-16	23-Nov-16
RCAOps	Capt	Vucko, J	07-Nov-16	09-Nov-16
2893 RCACC	Capt	Wade, C	20-Jun-17	30-Jun-17
258 RCACS	Capt	Wanner, D	21-Oct-16	24-Oct-16
RCSU	A/SLt	Welsh, B	18-May-17	19-May-17
105 RCSCC	Lt(N)	Wisla, M	11-Jan-17	12-Jan-17
325 RCSCC	A/SLt	Wisla, S	11-Jan-17	12-Jan-17
2381 RCACC	Capt	Wong, J	09-Aug-17	05-Sep-17
RCSU	Capt	Wright, M	26-Apr-17	07-Jan-16
2381 RCACC	Lt	Wu, F	25-Jan-17	31-Jan-17
RCSU	Capt	Yau, S	28-Jun-17	30-Jun-17
637 RCACS	Lt	Yoo, P	31-Aug-17	05-Sep-17
RCSU	Lt	Yu, J	13-Apr-17	14-Apr-17

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

Unit	Rank	Name	Cease Parading Effective Date	PRC/VSS Approval Date
201 RCSCC	Lt(N)	Gallant, K	03-Aug-17	29-Aug-17
257 RCACS	Capt	Graczyk, K	19-Jul-17	31-Jul-17
2289 RCACC	Lt	Hill, V	24-Oct-16	15-Aug-17
RCSU	Maj	McGee	03-Aug-17	17-Aug-17

102 RCSCC	Lt(N)	Parent, M	03-Aug-17	04-Sep-17
1789 RCACC	Capt	Parsons, M	03-Aug-17	04-Sep-17
1787 RCACC	Capt	Roebuck, T	19-May-17	31-Jul-17
223 RCACS	Capt	Schrauwen, V	30-Jun-17	15-Aug-17
3063 RCACC	Capt	Schultz, C	19-Jul-17	20-Jul-17
RCSU	Capt	Stroet, M	03-Aug-17	28-Aug-17
3300 RCACC	A/Maj	Taylor, L	19-Jul-17	28-Aug-17
RCSU	Lt(N)	Tsang, T	03-Aug-17	27-Aug-17
RCSU	Lt	Wolfe, D	10-Apr-17	28-Aug-17

(J1 Staffing O)

111/17 – RELIABILITY STATUS REQUIRING UPDATE

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

Unit	Rank	Name	Due Date	Note
RCSU	Capt	Chan, D	07-Dec-17	Cdt #172 required
RCAOps	Capt	Cote, J	01-Oct-17	Cdt #172 required
195 RCSCC	Lt(N)	De La Pena, J	18-Nov-17	Cdt #172 required
3080 RCACC	Lt	Gillespie, T	14-Sep-17	Cdt #172 required
888 RCACS	Capt	Glaisher, A	21-Nov-17	Cdt #172 required
609 RCACS	A/Maj	Glaisher, J	21-Nov-17	Cdt #172 required
950 RCACC	Capt	Grenier, A	05-Nov-17	Cdt #172 required
3063 RCACC	2Lt	Haak, P	12-Sep-17	Cdt #172 required
RCSU	Lt(N)	Kerr, A	24-Sep-17	Cdt #172 required
2756 RCACC	Capt	McConnell, M	03-Nov-17	Cdt #172 required
RCSU	Capt	Pepin, G	13-Dec-17	Cdt #172 required
205 RCACS	Capt	Ruscoff, G	20-Nov-17	Cdt #172 required
2316 RCACC	A/Maj	Savoie, P	15-Oct-17	Cdt #172 required
RCSU	Lt	Schillinger, E	10-Sep-17	Cdt #172 required
347 RCSCC	Lt(N)	Shymkiw, A	20-Nov-17	Cdt #172 required
100 RCSCC	Lt(N)	Stewart, N	07-Dec-17	Cdt #172 required
692 RCACS	Capt	Tiwana, A	02-Oct-17	Cdt #172 required
RCSU	WO	Verhoog, N	13-Nov-17	Cdt #172 required
692 RCACS	Capt	Wah, W	20-Sep-17	update in process
746 RCACS	Capt	White, C	07-Dec-17	Cdt #172 required
RCAOps	Capt	White, D	12-Dec-17	Cdt #172 required
RCSU	Lt	Wolfe, D	10-Sep-17	Cdt #172 required
1838 RCACC	Capt	Wright, J	03-Oct-17	update in process

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

Unit	Rank	Name	Due Date	Cease Parading Effective Date
RCSU	Lt(N)	Allan, O	02-Sep-15	02-Dec-15
RCSU	Capt	Blomme, W	14-Feb-17	22-Feb-17
RCSU	Lt(N)	Bollen, L	16-Mar-15	07-Jan-16
RCSU	Capt	Dornan, B	03-Oct-15	26-Jan-16
258 RCACS	Capt	Eichinger, N	17-Nov-14	07-Jan-16
RCSU	Capt	Escobar, F	03-Oct-15	01-Apr-16
819 RCACS	Capt	Hargreaves, T	06-Aug-17	09-Jun-17 *
RCSU	SLt	Kardal, R	07-Feb-17	06-Oct-16
RCAOps	Capt	Kerry, S	20-Mar-17	31-Mar-17
902 RCACS	Capt	L'Heureux, K	04-Jan-15	09-Jan-15
861 RCACS	Lt	McCarthy, S	08-Aug-17	06-Sep-17
RCAOps	Lt	Norris, K	27-Jun-15	01-Apr-16

189 RCSCC	Lt(N)	Orange, T	24-Jun-17	30-Jun-17
RCSU	Capt	Perrin, R	14-Jun-17	26-Apr-17
RCSU	MWO	Plante, P	24-Jun-12	09-May-17
259 RCACS	Lt	Power, B	06-Feb-17	09-Feb-17
RCSU	Lt(N)	Totten, N	21-Sep-15	17-Oct-16
RCSU	Capt	Turra, E	24-Jan-17	25-Jan-17
258 RCACS	Capt	Wanner, D	16-May-17	24-Oct-16
105 RCSCC	Lt(N)	Wisla, M	09-Aug-17	12-Jan-17 *
RCSU	Capt	Wright, M	29-Aug-15	07-Jan-16
RCSU	Lt	Yu, J	26-May-17	14-Apr-17

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

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
2458 RCACC	Capt	Harvey, CA	20-Sep-12	07-Jun-17
1867 RCACC	Capt	Henderson, T	05-Apr-17	17-May-17

(J1 Staffing O)

112/17 – OUTSTANDING POSITIVE YOUTH DEVELOPMENT AND PROGRAM OUTREACH

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

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

C. DAOD 5019-4, Remedial Measures

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

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

Unit	Rank	Name
861 RCACS	Lt	Aitchison, E
1838 RCACC	2Lt	Ajab Noor, F
RCSU	CI	Algra, P
609 RCACS	Capt	Antoniou, P
819 RCACS	CI	Antoniou, M
788 RCACC	Lt	Arbogast, C
RCSU	Capt	Arnold, F
RCSU	LCdr	Audley, P
2887 RCACC	Capt	Bachmier, D
354 RCSCC	Lt(N)	Bailey, D
RCAOps	CI	Ball, C
RCSU	Capt	Bemister, J
RCSU	Capt	Benson, R
RCSU	Lt(N)	Beresford, AM
1746 RCACC	CI	Bergman, V
2812 RCACC	Capt	Blakely, A
2924 RCACC	Lt	Bonneville, S
RCSU	Lt	Braam, E

Unit	Rank	Name
RCSU	Capt	Braun, D
349 RCSCC	Lt	Brophy, K
204 RCSCC	CI	Brown, E
RCSU	Capt	Buller, D
105 RCSCC	Lt(N)	Calado, S
AH	CI	Calhoon-Cardinal, R
396 RCACS	2Lt	Callaghan, J
103 RCACS	Capt	Canlas, O
363 RCACS	2Lt	Carlow, K
1922 RCACC	Lt	Carruthers, C
RCSU	OCdt	Chandra, S
2812 RCACC	CI	Cheung, S
655 RCACS	2Lt	Cheung, Y
903 RCACC	Lt	Chow, J
5 RCSCC	NCdt	Clark, S
RCSU	Lt	Cody, J
2556 RCACC	A/Lt	Cook, S
RCAOps	Capt	Cote, J

Unit	Rank	Name
RCSU	Capt	Crawford, M
RCSU	2Lt	Cua, L
347 RCSCC	Lt(N)	Curran, D
263 RCSCC	NCdt	Cyr, D
325 RCSCC	SLt	Daily, C
103 RCACS	Capt	Davies, L
2983 RCACC	Capt	Davies, E
1838 RCACC	Capt	Davis, J
RCSU	NCdt	De Gracia, C
137 RCSCC	A/LCdr	Debert, B
AH	CI	Del Rosario, J
205 RCACS	CI	Derby, B
3066 RCACC	CI	Drees, S
220 RCSCC	Lt(N)	Driemel, L
2136 RCACC	CI	Dunn, R
RCSU	Capt	Dwyer, C
137 RCSCC	Lt(N)	Easton, K
1838 RCACC	Capt	Evans, D
257 RCACS	Lt	Fagervik, K
2381 RCACC	CI	Fan, T
RCSU	Lt	Farwell, D
2618 RCACC	OCdt	Fehr, T
354 RCSCC	CI	Fernandez, T
RCSU	2Lt	Fjellgaard, E
2822 RCACC	OCdt	Fraga, J
1922 RCACC	Lt	Francis, S
RCSU	CI	Froese, E
2757 RCACC	Lt	Ganter, D
RCAOps	OCdt	George, A
1746 RCACC	Lt	Gibbons, E
2316 RCACC	2Lt	Gibbons, D
RCSU	Lt	Gilbert, D
RCAOps	Lt	Giles, T
3080 RCACC	Lt	Gillespie, T
RCAOps	2Lt	Gilmour, J
2893 RCACC	Capt	Giroux, C
RCAOps	CI	Godkin, J
RCSU	CI	Gonyea, R
RCAOps	CI	Grafton, W
950 RCACC	CI	Grenier, N
47 RCSCC	SLt	Groff, T
746 RCACS	Capt	Groome, N
1787 RCACC	Capt	Haak, K
RCSU	Capt	Haffey, M
747 RCACS	Capt	Hamer, M
279 RCACS	CI	Hamilton, M
RCSU	CI	Hargreaves, A
2458 RCACC	A/Capt	Harvey, CA
RCAOps	Capt	Hathiramani, S
RCAOps	Lt	Heim, K
1922 RCACC	Capt	Henderson, T
3067 RCACC	CI	Herron, I
158 RCSCC	CI	Hildebrandt, W
2289 RCACC	Lt	Hill, V
2556 RCACC	OCdt	Hill, A
RCSU	Capt	Hills, K
828 RCACS	Capt	Hirst, T
RCSU	Lt	Holmes, J
220 RCSCC	Lt(N)	Hood, I
RCSU	CI	Hough, K
RCSU	CI	Hunt, V
158 RCSCC	Lt(N)	Isabelle, T
RCSU	Capt	Jackson, S
1725 RCACC	Lt	Jenks, C
2573 RCACC	Lt	Jensen, C
1813 RCACC	CI	Jewsbury, J
909 RCACS	Lt	Johnston, C
RCSU	Capt	Jones, A

Unit	Rank	Name
354 RCSCC	Lt(N)	Juliusson, R
201 RCSCC	Lt(N)	Kapustina, O
2422 RCACC	Lt	Keely, V
RCAOps	Capt	Kelley, S
204 RCACS	Capt	Kelly, A
RCSU	CI	Kent, C
RCSU	Lt(N)	Kerr, A
848 RCACS	Capt	Ketchum, A
RCSU	Cpl	Ketting-Olivier, J
858 RCACS	Capt	Kidd, C
583 RCACS	2Lt	Kinross, J
583 RCACS	Capt	Koenig, C
RCSU	Capt	Kombo, H
RCSU	LtCol	Kopan, T
907 RCACS	CI	Koshman, D
2757 RCACC	CI	Kurschenska, D
2381 RCACC	Capt	Kwan, R
RCSU	A/SLt	Kwan, I
RCSU	2Lt	Kwok, N
759 RCACS	Lt	Lalani, S
AH	CI	Lam, YSC
2893 RCACC	Lt	Lancaster, S
2316 RCACC	Capt	Landels, B
2983 RCACC	Lt	Landry, D
909 RCACS	CI	Langis, M
1867 RCACC	Capt	Lapshinoff, J
513 RCACS	Capt	Lau, A
2381 RCACC	A/Maj	Law, G
2316 RCACC	Capt	Lee, C
767 RCACS	Lt	Lee, R
RCSU	2Lt	Lehton, Y
201 RCSCC	SLt	Lesemann, C
RCSU	Capt	L'Heureux, M
637 RCACS	OCdt	Li, K
RCSU	CI	Lin, A
5 RCSCC	SLt	Logan, V
386 RCACS	CI	Longacre, A
2381 RCACC	Lt	Lu, T
2947 RCACC	Lt	Lum Black, K
581 RCACS	CI	Lundquist, J
2893 RCACC	Capt	MacDonell, T
RCSU	Lt	Mackie, M
777 RCACS	Capt	MacLean, S
1746 RCACC	Capt	Mainville, T
1746 RCACC	CI	Mainville, E
RCSU	Lt	Mak, B
135 RCACS	Lt	Malinab, J
102 RCSCC	SLt	Manning, C
907 RCACS	CI	Marra, A
RCSU	Capt	Masoun, JS
3005 RCACC	Capt	Materi, B
2573 RCACC	2Lt	Mclaughlin, D
131 RCSCC	Lt(N)	Mcteer, L
2422 RCACC	Capt	Miskulin, J
RCSU	2Lt	Mitchell, T
909 RCACS	Lt	Moir, J
RCSU	CI	Morrison, O
232 RCACS	Capt	Mowry, D
RCSU	OCdt	Moy, K
2136 RCACC	2Lt	Murty, S
3300 RCACC	Capt	Nagra, K
2290 RCACC	CI	Ng, J
RCSU	Capt	Nielsen, L
102 RCSCC	Lt(N)	Nilsson, C
RCSU	Sgt	Noyes, C
2756 RCACC	CI	Oaks, B
RCSU	MS	O'Connor, W
746 RCACS	Lt	O'Neill, S

Unit	Rank	Name
47 RCSCC	Capt	Ono, B
RCSU	CI	Onyschtschuk, E
909 RCACS	Capt	Paterson, P
RCSU	Lt	Pattullo, C
386 RCACS	CI	Paulhus, T
RCSU	Capt	Peel, M
2757 RCACC	Capt	Pennock, P
RCSU	Capt	Pepin, G
147 RCACS	CI	Perigo, E
396 RCACS	2Lt	Phillips, C
2381 RCACC	CI	Pow, A
307 RCSCC	A/Lt(N)	Puckering, J
RCAOps	Capt	Randall, K
2458 RCACC	Capt	Rienks, K
2458 RCACC	Capt	Rienks, M
137 RCSCC	A/SLt	Roberts, E
2822 RCACC	CI	Robinson, A
747 RCACS	CI	Ross, K
RCSU	CI	Roth, R
RCAOps	CI	Salimi, A
888 RCACS	OCdt	Samra, I
2316 RCACC	A/Maj	Savoie, P
2422 RCACC	Capt	Scarisbrick, S
RCSU	Lt	Schillinger, E
904 RCACS	CI	Schultz, A
363 RCACS	CI	Schusztter, J
89 RCACS	Capt	Seaton, M
RCAOps	OCdt	Self, K
353 RCACS	CI	Sellmeyer, J
2305 RCACC	Capt	Shearsmith, D
RCSU	MCpl	Sherbeth, G
RCSU	Lt	Shewchuk, M
353 RCACS	Capt	Shipton, K
RCSU	SLt	Siemens, F
RCSU	Lt(N)	Sigouin, S
189 RCSCC	CI	Sim, M
1867 RCACC	Capt	Smith, D
561 RCACS	CI	Smith, R
3067 RCACC	CI	Sovio, L

Unit	Rank	Name
RCSU	Cpl	Spencer, T
2316 RCACC	Capt	Stephan, R
861 RCACS	OCdt	Steward, M
102 RCSCC	SLt	Stewart, D
64 RCSCC	A/Lt(N)	Stewart, K
2305 RCACC	Capt	Stilborn, C
266 RCACS	Lt	Storey, C
Quadra	CI	Story, J
2422 RCACC	Capt	Stuart, V
525 RCACS	CI	Tam, J
RCSU	Capt	Tam, J
RCSU	SLt	Tarrington, N
354 RCSCC	Lt(N)	Thompson, R
3005 RCACC	Lt	Thomson, K
2305 RCACC	Lt	Tremblay, M
819 RCACS	Lt	Truong, L
RCAOps	CI	Tuck, C
1922 RCACC	Lt	Turner, S
744 RCACS	CI	Turner, K
RCAOps	Capt	Tuytens, D
768 RCACS	CI	Verge, S
2887 RCACC	OCdt	Watson, C
59 RCACS	Lt(N)	Watson, B
RCSU	Lt(N)	Webb, J
RCAOps	Capt	White, J
RCSU	Lt	White, K
RCSU	Lt	Wiebe, B
3066 RCACC	Lt	Williams, JC
RCSU	SLt	Wise, P
2381 RCACC	Capt	Wong, J
3005 RCACC	Capt	Wong, D
808 RCACS	CI	Wong, S
637 RCACS	Lt	Yoo, P
RCSU	Lt	Zhang, L
2308 RCACC	OCdt	Zielke, L

(J1 Admin O)

113/17 – CAF MOBILE APPLICATION TO ENHANCE SUPPORT, ASSISTANCE AND RESPONSE TO SEXUAL MISCONDUCT

1. If you, or someone you know, were the target of sexual misconduct would you know what to say to them or how to support and get them help? Knowing how to assist victims of sexual misconduct is a critical enabler for Operation HONOUR mission success and I want everyone in the CAF to know how to respond to such incidents correctly and compassionately. The just-released *Respect in the CAF* mobile application is a new tool intended to help us achieve that goal.
2. This mobile app is specifically designed with victims and survivors in mind, but it is an excellent resource for anyone seeking to offer support or improve their understanding of the impacts of sexual misconduct. The app also includes access to comprehensive information and tools to ensure leaders are able to provide a timely, sensitive and appropriate response to incidents of sexual misconduct.
3. The *Respect in the CAF* app is something that all CAF members need to download, access and keep using. The long term goal is to develop a compendium of resources and information related to Operation HONOUR and make these available through the app.
4. This is an easily accessible and innovative resource that reinforces the awareness, support and response programs of Operation HONOUR and reminds you that it's your duty to act if you know someone needs assistance or if you see or hear behaviour you know is wrong. Intervening

and supporting our fellow members is a positive act, one that's aligned with our values as members of the Canadian Armed Forces.

(J1 Admin O)

114/17 – SEXUAL MISCONDUCT RESPONSE CENTRE (SMRC)

1. Canadian Armed Forces (CAF) members who have experienced or been affected by harmful and inappropriate sexual behaviour now have access to services 24 hours a day, seven days a week, 365 days a year. Military members, in Canada or abroad, can contact counsellors by phone or e-mail, to access confidential, supportive counselling at any time of the day or night.

2. Originally established in September 2015 as an organization independent from the chain of command, the SMRC was specifically designed to support CAF members who have been affected by harmful and inappropriate sexual behaviour. SMRC provides:

- a. direct access to a team of counsellors with university degrees and a wealth of experience in counselling, social work and psychology as well as experience in a military context;
- b. confidential supportive counselling available 24/7/365 with no triage and no duty to report;
- c. bilingual support services (French and English);
- d. planning assistance for members' immediate safety if required; and
- e. facilitated access to a Military Liaison Team, including a member of the Military Police, to provide information and support them in making informed choices on how they wish to proceed. Specifically, information on what to expect of the investigative processes, of the military and civilian justice systems, and of other investigative or complaint mechanisms.

3. If you are a member of the CAF and you need information and/or support regarding harmful and inappropriate sexual behaviour, contact the SMRC to have a confidential conversation with one of the SMRC's counsellors:

- a. call 1-844-750-1648; or
- b. email DND.SMRC-CIIS.MDN@forces.gc.ca.

4. Civilian employees of the Department of National Defence have access to the Employee Assistance Program, a service that is also available 24/7.

5. Adopting a 24/7 delivery model has been a priority for the SMRC. More information will be made available as we continue to evolve in the area of victim support.

(J1 Admin O)

115/17 – FINDINGS OF SUMMARY TRIAL

Capt – RCSU (Pac)

First Charge: Sec 130 NDA – An offence punishable under section 130 of the NDA, that is to say, assault, contrary to section 266 of the Criminal Code.

Particulars: in that he, on or about 27 July 2016, during the Bisley Exchange to the United Kingdom, did commit an assault on Cadet XXX.

Second Charge: Sec 130 NDA – An offence punishable under section 130 of the NDA, that is to say, assault, contrary to section 266 of the Criminal Code.

Particulars: in that he, on or about 25 July and 4 August 2016, during the Bisley Exchange to the United Kingdom, did commit an assault on Cadet XXX.

Findings: Guilty charges 1 and 2.

Sentence: Reprimand and \$1800 fine.

(J1 Svcs O)

116/17 – CORPS/SQUADRON OFFICIAL POPULATION AND ESTABLISHMENTS

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

(J1 Admin O)

117/17 – LIABILITY COVERAGE FOR RESERVE FORCE MEMBERS SUPPORTING CADET ACTIVITIES WITHOUT PAY

Ref: CATO 23-11, Cadet Instructors Supporting Cadet Activities Without Pay

In accordance with ref, all Cadet Instructors who positively acknowledged the conditions for volunteering without pay on their Cdt #167, Cadet Instructors Providing Support Without Pay Acknowledgement of Conditions form would be able to apply for liability coverage from an insurance policy that is provided in the event of an injury or casualty when providing support without pay. The insurance policy is now available for review in the Administration SharePoint Library section.

(J1 Admin O)

118/17 – EMPLOYMENT FOR NON-CADET RELATED ACTIVITIES

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

(J1 Admin O)

119/17 – CADET HEALTH AND SAFETY

Annex B provides clarification on a number of medical-related issues including changes to processes and clarification about cadet medical information. All COs must read this annex to ensure full compliance with the direction provided.

(RCMLO)

120/17 – 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 17. 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 17. Although the RCMLO will continue to process late returns up to 31 Jan 18, 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 18 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.

(RCMLO)

121/17 – CORPS SQUADRON ACTIVITY REQUEST (CSAR)

1. A new online software for use in submitting support requests has been launched. The previous application titled Cadet Activity Plan (CAP) has been replaced with the Corps Squadron Activity Request (CSAR).
2. CSAR is a SharePoint application that runs on the CCO Net and has been in use by a few other regions for a number of years. It has been updated since its first rollout and comes with a number of benefits including:
 - a. IM/IT Technical Support. As it is being used by 4 of 5 regions on the CCO Net, it is maintained and supported by the IM/IT staff. CAP was not supported and therefore no updates or modifications could be made to CAP;
 - b. A simple form fillable interface. While there are some drop-down menus, the application does not have a lot of programmed constraints making it very versatile; and
 - c. Providing a single place to store all documents and communication regarding a support request. Documents can be uploaded to CSAR and notes added; therefore, there should be no requirement to send additional information via email. In the past CAP submissions were often followed-up with additional details via email and there was no single place to store and view all communications regarding support to a particular activity.

3. A detailed Standard Operating Procedure (SOP) has been developed and posted to the SharePoint site. CSAR is very intuitive and simple to use; however, the SOP provides direction not only on how to use the application, but also outlines the support approval process. In addition, there is a link on the CSAR SharePoint site to a video step-by-step guide. All corps/squadron activities that require financial or supply support will be entered and managed in CSAR. Many of these activities have already been entered by the Trg Sp Coords based on the returns from the spring Training Planning Meetings. Optional training activities that require RCSU approval will also be managed in CSAR. The SOP includes a flow chart for the approval and support process. Some points to highlight include:

- a. There is a streamlined process to approve activities where no support is required;
- b. There is no need for Corps CO's to enter training exercises into CSAR that they can approve IAW the training directive; and
- c. All of the J4 sections will have access to your CSAR and you will be able to see the status of your support requests as they are being completed.

4. CSAR can be accessed from CCONet or DWAN as follows:

- a. CCONet: <http://collaboration.cco.nat/sites/CSAR-DACE/PAC>
- b. DWAN: <https://colab.cadets.gc.ca/sites/CSAR-DACE/PAC>

5. Corps or squadron staff experiencing difficulties accessing the program or entering data are to contact their Zone Training Officer.

(J35 C Trg O)

122/17 – 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)

123/17 – RCSU (PAC) RESERVE SERVICE OPPORTUNITIES – EXPRESSIONS OF INTEREST

1. Periodically, RCSU (Pac) employs COATS members on short-term Class A / Class B reserve service for various projects and tasks. Opportunities could include, but are not limited to, such jobs as special projects staff, providing subject matter expert (SME) input for a project, temporary backfill for full time staff who may be absent from their duties for extended periods of time, escort duties, support duties, or administrative duties. While some opportunities may require the member to work at RCSU (Pac) in Esquimalt, others may include a requirement to travel on temporary duty or work remotely from home.

2. To express an interest in being 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 validity period 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.

2. 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)

124/17 – TEMPORARY DIRECTING STAFF POSITIONS – RCIS (PAC)

1. The Regional Cadet Instructor School (Pacific) is collecting Expressions of Interest from CIC Officers for temporary Directing Staff positions during the training year 2017-18. 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, J3 Trg O (CIC), 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
- i. possess counseling and facilitator skills.

5. Preference will be given to applicants who possess 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. Abseil Instructor Course;
 - d. Flat Water Canoe Instructor Course;
 - e. Mountain Bike Instructor Course.
7. Successful applicants for this position may receive training through a training session to delivered at RCIS (Pac) (dates TBD).
8. Applications will be accepted until close of business 27 Oct 17.
9. The 2017/18 Training Schedule is available in the RCIS (Pac) folder in the File Repository.

(J3 OIC Reg Trg)

125/17 – SOLICITATION FOR INTEREST TO WORK WITH THE SEA CADET SEAMANSHIP DEPLOYMENTS

1. The Sea Cadet Seamanship Deployments (SCSD) will be carried out in Oct 17 and Mar 18 and aim to offer a relevant and credible Naval at-sea opportunity to actively engage the more senior Sea Cadets. ORCA class vessels, provided by Patrol Craft Training Unit, will be deployed to support the SCSD in the Area of Operations of Victoria, Gulf Islands, Strait of Georgia, and Vancouver to provide training for Sea Cadets and CIC (MOSID 00232-01) officers. Sea Cadets will undergo training and learn to stand watch in various roles such as helmsman, lookout, and galley assistant and will practice exercises such as simulated firefighting, flooding and casualty emergencies.

- a. Sea Cadets. Eligibility criteria is: be a minimum of 15 years of age; have completed Phase IV; be fluent in the language of the assigned vessel; have a high level of physical fitness; and be free of any participation limitation (medical or psychological). Participation Applications for all 4 deployments are to be entered into FORTRESS. SCSD dates for Sea Cadets are as follows:
 - (1) serial 116701 SCSD: 14 to 21 Oct 17 (including travel dates) (2 English vessels to support RCSU (Cen) and stand-by cadets from Pac);
 - (2) serial 116702 SCSD: 21 Oct to 29 Oct 17 (including travel dates), (2 English vessels to support RCSU (NW) and RCSU (Pac));
 - (3) serial 116703 SCSD: 10 to 17 Mar 18 (including travel dates), (1 English vessel to support RCSU (Atl) and RCSU (Cen), 1 French vessel to support RCSU (Est) and stand-by cadets from Pac); and
 - (4) serial 116704 SCSD: 17 to 25 Mar 16 (including travel dates), (1 English vessel to support RCSU (Atl), 1 French vessel to support RCSU (Atl) and RCSU (Est) and stand-by cadets from Pac).
- b. Officers. Eligibility criteria: Orca OIC qualification; and/or Tender Charge Vessel Operators (TCVO) course; and/or have the desire to attend the next available TCVO course. In addition to the deployment timeframes, support officers with DND 404 are required for various Class A service pre and post deployments. Officers who wish to be considered for employment are to submit their availability schedules to contact J5 Plans O (Sea Cdts), Lt(N) C. Lawless at Cynthia.Lawless@cadets.gc.ca or 250-363-0831. SCSD dates for officers and staff are as follows:
 - (1) serials 116701 - 116702 SCSD: 11 to 31 Oct 17 (including travel dates); and
 - (2) serials 116703 - 116704 SCSD: 7 to 27 Mar 18 (including travel dates).

2. Questions regarding Sea Cadet training, prerequisites and/or selection criteria are to be directed to the J5 Plans O (Sea Cdts), Lt(N) C. Lawless.

(J5 Plans O (Sea Cdts))

126/17 – PUBLIC AFFAIRS SUPPORT NETWORK

1. In order to better support the public affairs function at the corps and squadron level, a network of volunteer and Class A Zone Unit Public Affairs Representatives (UPARs) and Cadet Correspondents has been established. Zone UPARs hold the same assigned corps and squadrons as Zone Training Officers and are responsible for overseeing Cadet Correspondents and for providing very basic public affairs tools and guidance to their assigned corps and squadrons. Contact information for Zone UPARs can be found in the Public Affairs section of SharePoint.

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. Chilliwack: Capt Trevor Henderson
- f. Vancouver Island South: Capt Mandart Chan;
- g. Vancouver Island North: Lt Morgan Arnott;
- h. Cranbrook: Capt Lori-Lee Bott;
- i. Trail: Maj Kevin DeBiasio;
- j. Thompson: Lt Janice Yeung;
- k. Okanagan: Lt Kyle Swaenepoel;
- l. Prince George 1: Capt Fiona Milne; and
- m. Prince George 2: Capt Andrew Tomlinson.

3. Cadet Correspondents are senior cadets who have completed training and gained a certificate issued by the PAO. They may be tasked at the corps and squadron level to draft social media content and draft items for release to local media. You can view the full list of suggested Cadet Correspondent TORs in the Public Affairs section of SharePoint.

(PAO)

127/17 – CCO NETWORK MODEL / SOCIAL MEDIA

1. A new Network Model for social media has been issued by Natl CJCR Sp Gp. Corps and Squadrons social media accounts must not include any official crests or logos (e.g. Canada wordmark, Cadets Canada, CAF badges or wordmarks); however, corps and squadrons crests are allowed. Corps and Squadrons are encouraged to use Cadet Correspondents and Zone UPARs to submit content to the regional Facebook and Twitter, and the national YouTube, Flickr and Instagram accounts. As a best practice, corps and squadrons are encouraged to use a Closed Group instead of a Page for internal communications and to rely on Regional feeds for wide distribution of content.

2. Find out more information about social media, including best practices, in the CO's Guide to Basic Public Affairs on SharePoint.

(PAO)

128/17 – PUBLIC AFFAIRS SUPPORT

1. Public Affairs best practices, templates and other useful items are now available on SharePoint under Resources.
2. 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.

(PAO)

129/17 – PACIFIC REGION CIC BURSARY

Applications are now being accepted for the 2017 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, 17 November 2017. Details can be found on the BC CIC Branch Association website (www.cic-bc.ca) and PRCI 213.

(J3 OIC Reg Trg)

130/17 – AIR CADET GLIDING PROGRAM SCHEDULE

The 2017/18 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)

131/17 – FAMILIARIZATION FLYING IN POWERED AIRCRAFT – 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 Corps Squadron Activity Request (CSAR). All squadrons are again reminded that CSARs for Powered Aircraft Familiarization Flying must be submitted a minimum of 30 days in advance of the requested flying date.
2. Once a CSAR 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): 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)

132/17 – 2018 POWER PILOT OR GLIDER PILOT SCHOLARSHIP EXAMS

1. Cadets wishing to write the 2018 Power Pilot or Glider Pilot Scholarship Exams must have the Cdt #184 and all required FORTRESS documentation completed no later than 1 December 2017, in order to be eligible to write the exam. This will enable the BCPC, RCSU (Pac), and RCA Ops staff to validate all registered cadets and adequately prepare exam packages for the Invigilators. Late applications will not be accepted.
2. Squadron staff members are required to carefully review, and ensure full compliance with CATO 51-01 Annex B, CATO 54-26 (GPS), and CATO 54-27 (PPS). All height and weight restrictions must be respected, as there is no provision for exemptions to these requirements.
3. In addition to these limitations, cadets may be required to prove that they can comfortably sit in the aircraft, fully manipulate all aircraft controls, and maintain a good field of

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

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

(RCA Ops O)

133/17 – 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)

134/17 – TRAVEL OUTSIDE OF CANADA/USA

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 17/20 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)

135/17 – 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 Henderson and the HA is Maj Ennis. Members may contact the following WRAs for assistance or advice if required:

- a. Capt Irene Green at 250-363-0814;
- b. Capt James Hollis at 250-339-8211, extension 3561;

- c. Lt(N) Mary Kay Meeker at 250-360-7871;
- d. Capt Gordon Scott at 250-363-0806;
- e. PO1 Kim Chaisson at 250-363-0940; or
- f. PO1 Abe Sison at 250-363-0843.

(J1 Admin O)

136/17 – DESIGNATED CORRESPONDENCE

1. When mailing designated correspondence, the following security regulations must be followed:

- a. **PROTECTED A** – material must be in a single sealed envelope without outer security designation markings; or
- b. **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.

2. Documents designated PROTECTED B shall not be transmitted via fax or email, unless using a DND-issued PKI encryption card.

(J1 Admin O)

137/17 – 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 reposted 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)

138/17 – 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)

139/17 – PAY INQUIRIES

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

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

(J1 Supr (Rcds & Pay))

140/17 – STEPS TO AVOID DELAYS IN OBTAINING CFSA PENSION BENEFITS

Ref: CANFORGEN 101/16 CMP 047/16 131842Z JUN 16

1. The purpose of ref is to advise Canadian Armed Forces members of the steps to take to avoid delays in obtaining their Canadian Forces Superannuation Act (CFSA) pension benefit.

2. Pension administration was transferred to Public Services and Procurement Canada (PSPC) Government of Canada Pension Centre on 4 July 2016. Visit the following website for information about your CAF pension plans: <http://canada.ca/pensions-canadian-armed-forces> or call 1-800-267-0325.

3. The Pension Centre service standard is to issue payments within 45 days of your release date assuming all required documentation is received, or within 30 days of having received all required documentation, whichever is later.

4. There are five things you can do to avoid delays:

- a. plan ahead for your release and retirement. Pick a proposed release date, request a pension estimate from the Pension Centre, confirm your leave entitlements at your unit Orderly Room, and decide whether you will take retirement leave or cash-out value;
- b. request your release as early as possible and ensure your personal information is up to date;
- c. bring your pension estimate with you to your initial release interview and start your out-clearance;
- d. request your pension package and submit your forms to the Pension Centre prior to your release date;
- e. confirm your pension forms were received prior to your final interview/release date by contacting the Pension Centre. If you have a Service Buyback that is not completed or if you have a division of your pension in process, your pension benefit may not be finalized until these arrangements are made. Discuss those arrangements with the Pension Centre.

5. You must ensure that your personal information (i.e. address) is up to date in the DND systems because the Pension Centre relies upon this data to calculate your pension entitlement and in correspondence.

6. If you do not request your pension package in advance as recommended, it will be sent to you automatically after your release date has been entered into the military pay system. If you have not received your pension package within 10 business days after your release, contact the Pension Centre.

7. Payment of Canadian Forces severance pay or unpaid leave at release are separate processes which are performed by DND and not by the Pension Centre. Similarly, Veterans Affairs Canada benefits are processed by the organization and not by the Pension Centre.

8. If you encounter issues in obtaining your pension benefit, please send an email to hrm.pensionliaison@forces.gc.ca.

(J1 Admin O)

141/17 – IT SUPPORT HOURS

1. There are new support hours for IT services provided by the Natl CJCR Sp Gp IT Service Management Centre. Pacific Region personnel can receive support in English, Monday to Friday 0800 to 2100 hrs (PDT) and in French, Monday to Friday 0800 to 1800 hrs (PDT).

2. Support may be obtained from the Service Desk:

a. by calling 1-855-252-8082 (CSN 668-7954); and

b. by emailing DND.CCOITSD-STTIOCC.MDN@cadets.gc.ca.

(J1 Admin O)

142/17 – UNIT TRAVEL ARRANGERS

1. Within RCSU (Pac) there are two types of Temporary Duty (TD) status: adults assigned as an escort officer in care of cadets and adults on TD for a period of reserve service or attending a course. Both types of travellers are assigned travel arrangers who will assist should any emergency arise while on TD status. Typical emergencies are flight and other transport issues.

2. The J4 Movements section is the travel arranger for adults assigned as an escort officer in care of cadets and they can be reached 24 hours per day at 1-866-668-8388.

3. The J8 Claims section is the travel arranger for adult staff on TD when not in direct support of a cadet training activity and they can be reached 24 hours per day at 250-208-2784 or Captain Irene Green at 250-857-6259.

4. If you are proceeding on TD, please ensure you have the respective contact number on hand so that you can access travel support if required.

(J8 Comptroller)

// original signed by //

D.B. Henderson
Commander
Commanding Officer

Annexes

Annex A Corps and Squadron Official Population 2017/2018
Annex B Cadet Health and Safety

CORPS AND SQUADRON OFFICIAL POPULATION 2017/2018

Corps/ Squadron	Official Population	Paid Positions
5 RCSCC	83	7
7 RCSCC	33	6
47 RCSCC	82	7
54 RCSCC	25	5
63 RCSCC	22	5
64 RCSCC	28	5
81 RCSCC	15	5
93 RCSCC	20	5
100 RCSCC	23	5
102 RCSCC	81	7
105 RCSCC	58	6
109 RCSCC	22	5
131 RCSCC	11	5
136 RCSCC	77	7
137 RCSCC	26	5
158 RCSCC	27	5
169 RCSCC	26	5
189 RCSCC	33	6
195 RCSCC	107	8
201 RCSCC	99	8
202 RCSCC	23	5
204 RCSCC	31	6
220 RCSCC	16	5
263 RCSCC	34	6
296 RCSCC	15	5
307 RCSCC	46	6
325 RCSCC	32	6
347 RCSCC	17	5
349 RCSCC	15	5
354 RCSCC	52	6
72 RCACC	47	6
788 RCACC	19	5
903 RCACC	28	5
950 RCACC	16	5
1705 RCACC	41	6
1725 RCACC	79	7
1726 RCACC	28	5
1746 RCACC	20	5
1787 RCACC	14	5
1789 RCACC	21	5
1813 RCACC	22	5
1838 RCACC	50	6
1867 RCACC	66	7
1922 RCACC	38	6
2136 RCACC	42	6
2276 RCACC	48	6

Corps/ Squadron	Official Population	Paid Positions
2277 RCACC	88	7
2289 RCACC	23	5
2290 RCACC	54	6
2305 RCACC	46	6
2308 RCACC	12	5
2316 RCACC	83	7
2381 RCACC	168	10
2422 RCACC	30	6
2458 RCACC	13	5
2472 RCACC	42	6
2483 RCACC	42	6
2556 RCACC	11	5
2573 RCACC	35	6
2618 RCACC	50	6
2756 RCACC	17	5
2757 RCACC	8	5
2781 RCACC	12	5
2812 RCACC	135	9
2822 RCACC	35	6
2827 RCACC	37	6
2887 RCACC	33	6
2893 RCACC	72	7
2924 RCACC	19	5
2943 RCACC	16	5
2947 RCACC	79	7
2963 RCACC	18	5
2983 RCACC	10	5
3005 RCACC	29	5
3020 RCACC	16	5
3063 RCACC	15	5
3064 RCACC	12	5
3066 RCACC	9	5
3067 RCACC	15	5
3080 RCACC	15	5
3300 RCACC	83	7
22 RCACS	13	5
59 RCACS	95	8
89 RCACS	110	8
103 RCACS	73	7
111 RCACS	139	9
135 RCACS	98	8
147 RCACS	83	7
204 RCACS	43	6
205 RCACS	62	7
222 RCACS	30	6
223 RCACS	24	5

Corps/ Squadron	Official Population	Paid Positions
232 RCACS	23	5
243 RCACS	59	6
257 RCACS	17	5
258 RCACS	21	5
259 RCACS	48	6
279 RCACS	22	5
353 RCACS	36	6
363 RCACS	34	6
386 RCACS	83	7
396 RCACS	43	6
513 RCACS	56	6
521 RCACS	71	7
525 RCACS	33	6
531 RCACS	24	5
552 RCACS	19	5
561 RCACS	13	5
581 RCACS	30	6
583 RCACS	82	7
609 RCACS	104	8
637 RCACS	173	10
655 RCACS	225	12
676 RCACS	75	7
692 RCACS	226	12
744 RCACS	50	6

Corps/ Squadron	Official Population	Paid Positions
746 RCACS	157	10
747 RCACS	54	6
754 RCACS	197	11
759 RCACS	149	9
767 RCACS	133	9
768 RCACS	34	6
777 RCACS	156	10
787 RCACS	30	6
808 RCACS	103	8
819 RCACS	133	9
828 RCACS	46	6
835 RCACS	25	5
841 RCACS	14	5
848 RCACS	51	6
858 RCACS	12	5
861 RCACS	149	9
888 RCACS	173	10
893 RCACS	31	6
899 RCACS	17	5
902 RCACS	19	5
904 RCACS	17	5
907 RCACS	137	9
909 RCACS	36	6

CADET HEALTH AND SAFETY

1. There have been numerous changes to process and a number of examples of inappropriate application of policy as it pertains to the cadet health and safety for activities at the Corps/Squadron as well as CTCs. Below is a brief synopsis of points that all Corps/Squadron staff should be aware of.

- a. Cadet Participation Limitations (PL). It is a common misconception that the limitations listed in FORTRESS only apply to the cadet if they go to the CTC. The PLs awarded to the cadets **apply year round** to include all activities at the LT level as well as for RDA and NDA activities. These limitations are applied as a result of the information provided on the Detailed Health Questionnaire, information gathered from CTCs medical clinics, conversations with parents and in some cases family doctors. PLs are assigned to protect the cadet and not aggravate their medical condition. Adherence to these PLs also protects the Commanding Officer, the Corps/Squadron, and the Cadet Program from liability.
- b. Detailed Health Questionnaires (DHQs). DHQs are required on an annual basis and must be submitted **no later than 30 November** of each parade year. Generally, Corps/Squadrons have not followed this national direction and as a result DHQs are being received at the RCSU (Pac) well into the April/May timeframe and even while cadets are already at a CTC. For this and future parade years, all DHQs must be received by **30 November**. In the event that the cadet has not submitted their DHQ by 30 November, the cadet will be directed to cease parading until the DHQ has been submitted and validated. This policy will not apply to cadets who have new or changing medical conditions or cadets newly enrolled, these will be managed on a case-by-case basis.
- c. Food Consent Forms. There is a new version of the Food Consent Form. This new form was circulated to the Corps/Squadrons in May 2017. Cadets, who declared that they have a food sensitivity during their enrolment and have previously submitted a Food Consent Form will be required to update their information using this new form.

IMPORTANT NOTE: A new Food Consent Form must be completed and entered into FORTRESS by the Corps/Squadron as soon as possible. If this is not done, the RCMLO will trigger a request for it in FORTRESS by adding a PL (“No activities with meals”) to prompt the Corps/Squadron to submit a new Food Consent Form. Once the new Food Consent Form has been signed and entered in FORTRESS, this PL will be removed.

- d. Anaphylaxis Consent Form and Epi-Pen Requirement. As a result of recent recommendations by Director Medical Policy and direction by Natl CJCR Sp Gp, new medical forms have been developed and must be completed by the parent/guardian of any cadet with a food-related sensitivity or non-food related anaphylaxis. These forms and a letter from the Commander Natl CJCR Sp Gp were circulated to all Corps/Squadrons in late May. The cadets requiring this paperwork will have the following PLs listed below as follows:
 - (1) must Carry an Epi-Pen at all times,
 - (2) cadet has a potentially life threatening condition. Confirm with cadet. Cadet must bring their own counter measures and carry them all times. Emergency action plan should be pre-established as a precaution,
 - (3) may not participate in training or activities with meals, and
 - (4) must be within 30 minutes of physician services.

2. Depending on a cadet's health issue, there are four possible forms that must be completed on an annual basis for use at the Corps/Squadron, RDA, NDA and CTC activities. These are as follows:

- a. Anaphylaxis Consent Form. This needs to be filled out by the parent/guardian of any cadet who is required to carry an Epi-Pen.
- b. Participation by a Cadet with Non-Food Related Anaphylaxis. This needs to be filled out if a cadet has a non-food related anaphylaxis (i.e. allergies to bee stings).
- c. Anaphylaxis Emergency Plan. This form needs to be filled out by the parent/guardian for any cadet who has one or both of the forms listed above. This form will require a photo attached (the photo does not need to be professionally done it can be done by the parent/guardian and printed digitally). This form must then be signed by a physician as well as the parent/guardian. This is the responsibility of the parent/guardian and the program will not cover any costs (if any).
- d. Participation by a Cadet with Food Sensitivity. To be filled out by the parent/guardian for any cadet who has a food sensitivity (food intolerance, chemical sensitivity, food allergy, life threatening food allergy (anaphylaxis). If the form is signed due to anaphylactic reaction to some food, the Anaphylaxis Emergency Plan must also be filled out.

NOTE: The Participation by a Cadet with Non-Food Related Anaphylaxis and Participation by a Cadet with Food Sensitivity forms both have clear instructions and definitions on the form that will enable the parent/guardian to determine whether the form applies to their child. Parents/guardians are responsible for reading and completing the forms. By signing the form, they are giving informed consent for their child to participate in training.

3. Corps/Squadron Commanding Officers shall take the following actions:

- a. ensure these forms and the letter from the Commander Natl CJCR Sp Gp are distributed to all parents/guardians of cadets who are planning on parading this year. Parents/guardians are to determine which if any forms apply to their child, and complete the appropriate forms. Forms are not required for cadets who do not have any of the described PLs;
- b. collect the forms from parents and distribute them as follows:
 - (1) Corps/Squadron will retain a copy of signed forms (not DHQ) in an accessible area for all staff use, to include:
 - a. Anaphylaxis Consent Form (as per para 2.a. above);
 - b. Anaphylaxis Emergency Plan (as per para 2.c. above);
 - c. Applicable Food/Non-Food participation consent form (as per paras b. & d. above); and
 - (2) Originals must be mailed to the RCMLO, as follows:
 - a. Annual DHQ;
 - b. Anaphylaxis Consent Form (as per para 2.a. above)
 - c. Anaphylaxis Emergency Plan (as per para 2.c. above)
 - d. Applicable Food/Non-Food Participation Consent Form (as per paras 2.b. & d. above)

NOTE: For the 2017/2018 training year, send this paperwork in **with a new DHQ**. Corps/Squadrons are to do this early in the parade year but **not later**

than 30 November 2017. Delays in submission of this paperwork may trigger the cadet being directed to cease training until submitted.

- (3) Cadet should keep a copy of the Anaphylaxis Consent Form and Emergency Plan, to be carried to all RDA, NDA and CTC activities as well as two Epi-Pens;
 - c. ensure parents/guardians of cadets who may require an Epi-Pen are fully aware that their child must bring two Epi-Pens with them to all cadet activities including FTXs, parade nights, RDA events, etc. Remember all Epi-Pens must be identified with the cadet's name and cannot be expired; and
 - d. ensure that applicable cadets travelling to RDA/NDA and CTC activities bring a copy of their signed forms. These are to be shared with the Chain of Command of the activity to ensure the cadet's safety.
4. Questions are to be directed through the chain of command and can be clarified by speaking to the RCMLO at 250-363-0860.