



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

Order No. 02/2019	6 February 2019
Last Order No. 01/2019	Esquimalt, BC

ROUTINE ORDER ENTRIES

The following is a listing of the contents of Routine Order 02/2019 dated 6 February 2019:

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022/19 – SIGNIFICANT ISSUES

1. Any significant 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 (Pac) CC)

023/19 – REPORTS AND RETURNS

<u>Report / Return Required</u>	<u>Due Date</u>
Reimbursement – Government Share of Provincial Health Care Premiums (ref: RO Entry 016/19)	22 Feb 19
Cdt #140, Lord Strathcona Medal Nomination	31 Mar 19
Cdt #144, Royal Canadian Legion Cadet Medal of Excellence Nomination	31 Mar 19
Nominations for the Colonel Robert Perron Award (ref: CATO 13-16 Annex G)	15 Apr 19

(J1 RCSU (Pac) CC)

024/19 – RCSU (PAC) PERSONNEL CHANGES

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

- a. MS R. Leccese has assumed the position of Sup Tech (Air) – Aircraft Parts effective 1 Feb 19; and
- b. Lt(N) B. Broom has been selected for the position of J3 Stds O (CIC), effective date TBA.

(J1)

025/19 – SECURITY SCREENING UPDATES

Ref: NDSOD Chapter 4

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. IAW ref, RS must be updated every 10 years.
2. Annex A contains a list of personnel who must renew their RS prior to the due date indicated, a list of personnel who have passed the RS update deadline and have been directed to cease all cadet activities including voluntary duty/support and a list of personnel who are authorized to return to duties as their RS has been approved.

(J1 Staffing O)

026/19 – 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.
2. Annex B contains a list of personnel whose PRC/VSS will require renewal, personnel who have extended beyond the five year mark and have been directed to cease parading as well as personnel who are authorized to recommence duties.

(J1 Staffing O)

027/19 – RCSU (PAC) RESERVE EMPLOYMENT OPPORTUNITIES

1. Reserve Employment Opportunities (REOs) with the Regional Cadet Support Unit (Pacific) are available to serving Reservists who meet the required criteria as stated for each employment opportunity and can be found at: <http://armyapp.forces.gc.ca/reo-oer/en/VCDSBRANCH.aspx>.
2. The following REOs with the Regional Cadet Support Unit (Pacific) are currently published / will be published shortly:
 - a. O-38412 – J1 Records and Pay Clerk – closing 20 Feb 19;
 - b. O-38413 – J8 Fin Svcs Admin (Travel and Claims) – closing 20 Feb 19;
 - c. O-38414 – J8 Fin Svcs Supervisor – closing 20 Feb 19;
 - d. O-38859 – J1 Records and Pay Clerk – closing 12 Feb 19;
 - e. O-39282 – J4 Supply Tech – Albert Head – closing 12 Feb 19;
 - f. O-40011 – Regional Cdt Air Ops Flt Safety O (Backfill) – closing 25 Feb 19; and
 - g. O-40155 – J4 Movements Officer – closing 6 Mar 19.

(J1 Staffing O)

028/19 – PAY SHEET SUBMISSION GUIDELINES

1. Class A pay for COATS members is reported on a DND 2893. Several corps and squadrons are submitting outdated DND 2893s which creates additional work in the processing of these pay sheets at the RCSU (Pac) OR and therefore causes unnecessary delays. Therefore, effective 1 Apr 19, only the current version of the DND 2893 will be accepted and any outdated versions of the form submitted will be returned to the corps/squadron for resubmission on the correct version. The current version of the DND 2893 for corps/squadron pay is available on SharePoint > Forms > LHQ Frequently Used > DND 2893 – Class A Attendance – CorpsSqn Pay. To verify that you have the correct form, ensure that in Part 6, the Cost Centre indicated is “54695A” and the IO is “216214”.
2. When completing the DND 2893 personnel must carefully verify the information in each block. In parts 1 and 2 there are numerous, repeated errors in service numbers as well as which block the surname and initials are entered in. The month and year are often incorrect or missing entirely. Part 3 must contain the member’s signatures for each date of service as well as the OIC’s (i.e. corps/squadron CO or activity OPI) initials for each date that is designated as a paid activity. These errors result in a delay of data entry as investigation must be done to correct the errors.
3. Part 5 of the DND 2893 must always be signed at the corps/squadron prior to submission. Normally, the corps/squadron CO will sign for all staff members. Another staff

member must sign Part 5 for the CO's pay sheet. The purpose of Part 5 is to confirm that the member reported for duty as indicated. Several DND 2893s are being submitted with Part 5 remaining blank.

4. RCSU (Pac) J1 staff spend a great deal of time responding to pay inquiries. While some of these inquiries are necessary, others could be resolved prior to contacting the J1 staff through the following:

- a. CAF members can receive electronic pay statements via email by submitting a DND 4121-E, Waiver for the Employee Member Access Account Application form. By doing so, members will be able to see their pay statements in advance of each pay period to verify what pay has been processed for them;
- b. contacting your corps/squadron Admin O or CO to verify if pay sheets have been submitted to the RCSU (Pac) OR;
- c. being aware of pay cut-off dates which are included at Annex C. Pay cut-off dates are several days in advance of each pay period and are set by the Revised Pay System for the Reserves (RPSR); not by RCSU (Pac). Remembering that RCSU (Pac) has consistently advised members that pay sheets which are submitted by the 10th of each month will be processed in time for the end month pay run, it is normal that pay sheets submitted early in the month are often processed for the mid-month pay. The dates included in Annex C will indicate the date by which pay sheets would need to be received in order to be included in the pay run indicated. Members are still cautioned that submission by this date does not guarantee the pay will be processed as any noted errors could cause delay and volumes of pay sheets to be processed can also cause delays, however, there is no point in querying a pay issue if it is known that the cut-off date was missed in submitting the pay sheet; and
- d. remembering again that the expected service standard should be that pay received by the 10th of the month will be processed for the end month pay. Please wait for the next pay cycle to run before submitting a query as it is highly likely that if your pay is not included on one pay cycle, it will be processed on the next.

(J1 CC)

029/19 – REIMBURSEMENT OF FERRY RESERVATIONS

1. Ferry reservations en route to an activity, meeting, or event will be fully reimbursed as per the Canadian Forces Temporary Duty Travel Instruction (CFTDTI) and/or the National Joint Council Travel Directive (NJCTD). However, the booking of ferry reservations upon the conclusion of an activity, meeting, or event will now be reimbursed at the discretion of the J8 Finance Section of RCSU (Pac).

2. The CFTDTI (6.46 Misc. travel fees) states "... a member is entitled to be reimbursed for actual and reasonable expenses in respect of... other mandatory fees that are required by law or otherwise in order for the member to travel (e.g. ferry charges and other fees)."

3. NJCTD (3.2.11 Transportation) states "... actual expenses associated with the selected [MOT] shall be reimbursed. Such expenses include... legitimate, mandatory transportation service charges and fees, incurred while in travel status... (e.g. ...ferries and other transportation service charges/fees)."

4. The J8 Finance Section, and designated Section 32 financial authority, will determine if the ferry reservation was legitimate and mandatory (e.g. the immediacy of returning to their home, place of work, etc is required) upon the conclusion of an activity, meeting, or event and reimburse as necessary.

(J8)

030/19 – COMBAT BOOT REIMBURSEMENT PROGRAM

Ref: CANFORGEN 127/18

1. IAW ref, clothing stores will no longer be issuing combat boots to members wearing the Army Element DEU. Natl CJCR Sp Gp is considered a Tier 3 organization which means our members are entitled to one pair of boots to a maximum dollar value of \$340 before taxes once every 3 years.
2. The boots can be purchased anywhere but must meet the following criteria:
 - a. colour: brown preferred (black and tan acceptable);
 - b. suitable for temperate weather (rated for 4-35 degrees Celsius);
 - c. minimum 15 cm, maximum 23 cm height, measured from the inside boot to top highest point; and
 - d. sole must be non-marking, POL and acid resistant nitrile rubber outsole.
3. Approval for the purchase of combat boots is required in advance of purchase. In order to request approval, contact Sgt Besse at the Logistic Support Centre Chilliwack via phone at 604-858-1011 extension 1004 or via email at Lila.Besse@forces.gc.ca. Your entitlement will be verified to ensure that there has not been a claim in the last 3 fiscal years and once approved, you will receive the following:
 - a. Combat Boot Reimbursement Entitlement (CBRE) form; and
 - b. CF 52, General Allowance Claim.
4. Once boots have been purchased, the CBRE form and CF 52 plus your original proof of purchase (i.e. receipted) are to be submitted by mail to:

Cadet Supply Chilliwack
Box 8
5535 Korea Road
Chilliwack, BC V2R 5P2

5. Claims are to be submitted NLT 10 working days after receipt of your boots.

(J4)

031/19 – J1 WEBINARS

1. The J1 section will be offering webinars to present information about various administration topics and field questions from members. The following webinars are currently scheduled:

Topic	Date	Time	Intended Audience
Pay & Transportation Assistance Allowance (TAA)	Thu, 21 Feb 19	1900 – 2000 hrs	<ul style="list-style-type: none">• Corps / Sqn Admin Os• Corps / Sqn COs

2. More detailed information, including connection details, will be posted in the Message Board on SharePoint prior to each of these webinars. Participation is voluntary, but encouraged.
3. To fully participate in a webinar, you log in to view the webinar on your computer and you dial in by telephone to hear and participate in the presentation. The link and instructions to login and the telephone number to dial in are both provided in the connection details posted in the Message Board on SharePoint. You do not need to do this from a CCO Net computer – any computer with web access can be used. You can also participate by only dialing in on the telephone, but you won't see the PowerPoint that is being used to support the presentation. You will, however, be able to access the PowerPoint as it will also be posted on SharePoint.

4. If you are unable to attend a webinar, but are interested in the information that is presented, the PowerPoint presentation with speaker's notes will be posted on SharePoint (Library > Webinars). When possible, the webinar will be recorded and posted on SharePoint.

(J1)

032/19 – CTC POSITIONS 2019 – COATS MEMBERS AND CIVILIAN INSTRUCTORS

Refs: A. RCSU (Pac) December 2018 Routine Order Entry 174/18

B. RCSU (Pac) November 2018 Routine Order Entry 158/18

1. Refs A and B detailed the application process for summer 2019 CTC positions. While the application deadline of 7 Jan 19 has now passed, applications continue to be accepted as a number of positions remain available. An updated listing of available positions will be posted on the RCSU (Pac) SharePoint page and will be updated regularly. All vacancies and dates must be regarded as tentative and are subject to change.

2. Members of the COATS and (potential) Civilian Instructors are to apply for CTC 2019 by submitting a Cdt #112 (available on SharePoint) or by sending an email with the same information to rcsupacstaffing@forces.gc.ca.

3. Please note that dates for positions at the Comox Cadet Flying Training Centre (CCFTC) have changed from the original dates promulgated in ref B. The revised dates are detailed in Annex D.

4. Questions may be directed to Lt(N) Nolan Stewart, J1 CTC Staffing Officer, by email at rcsupacstaffing@forces.gc.ca or by phone at 250-363-0963.

(J1 Staffing O)

033/19 – CLASS A SERVICE FOR CTC 2019

1. Applications for 2019 Cadet Training Centre (CTC) Class A positions are being solicited. Members of COATS and Civilian Instructors within the geographical location of the CTC (< 100 km) are encouraged to consider attending CTC in limited term engagements. These positions include but are not limited to Training Centre Operations, Intake and Exhaust, Movements, Range Safety, Expedition Speciality Instructor, Music Instructor and First Aid Instructor.

2. Members of the COATS and Civilian Instructors are to apply for CTC 2019 Class A by submitting a Cdt #112 (available on SharePoint) or by sending an email with the same information to rcsupacstaffing@forces.gc.ca. The Cdt #112 or email shall reach the J1 Staffing Officer no later than 31 May 2019, however, indicating your interest and availability earlier would be preferred.

5. Questions may be directed to Lt(N) Nolan Stewart, J1 CTC Staffing Officer, by email at rcsupacstaffing@forces.gc.ca or by phone at 250-363-0963.

(J1 Staffing O)

034/19 – GOLD STAR EXPEDITION – 22-24 MAR 19

Ref: 3937-4500-3 (J3 Trg O (Expn)) 14 Dec 18

1. RCSU (Pac) will conduct a Gold Star Expedition 22-24 Mar 19 at Golden Ears Provincial Park.

2. The Warning Order has been uploaded to SharePoint and the Joining Instructions will be posted to SharePoint once completed.

3. Cadets must be registered in FORTRESS via "Technical Training and Activities by Registration." The Serial in FORTRESS is listed as "Make Up Gold Star 1." Registration of cadets must be completed NLT Sun, 11 Feb 19.

4. Officers interested in this Reserve Service opportunity are to contact J3 Trg O (Expn) via email at Brandon.Mcauley@forces.gc.ca IAW the Warning Order.

(J3 Trg O (Expedition))

035/19 – 21ST ANNUAL TRI-ELEMENTAL DINNER – 16 MARCH 2019

1. All past, present and affiliated members of the CCO are invited to attend the 21st annual tri-elemental dinner returning to the Lower Mainland on 16 Mar 19.

2. This year the CIC Branch Association of BC and Tri-Service Dinner Committee have come together to continue the tradition of the Lower Mainland tri-elemental dinner. Going forward, the March dinner will likely remain in the Lower Mainland, while the Association AGM dinner will rotate throughout the province each November. Everyone is encouraged to attend the March and November events!

3. This year, the Tri-Elemental Dinner will be held at the beautiful Delta Hotel and Convention Centre in Burnaby. Guests are encouraged to take advantage of a special hotel rate by following directions on the Association's website.

4. Dinner will include an exquisite 3-course plated meal providing each guest their choice of entrée. Tariff is \$80 for Association members and their guests, \$90 for non-members. Partners and spouses are welcome. Space is limited and tickets will be sold on a first come, first served basis.

5. For guest list, hotel, and ticket information, visit: www.cic-bc.ca.

(CIC Branch Association)

036/19 – DISTRIBUTION T4 FOR 2018

1. The 2018 T4 will be available on EMAA 11 Feb 19 to view/print and will be e-mailed shortly to members who chose this option.

2. A paper copy will be mailed before the end of February to:

- a. members of the Supplementary Reserve, Canadian Rangers, Civilian Instructors and Staff Cadets;
- b. members who released before 22 Feb 19; and
- c. all members who do not have an EMAA account.

3. Please note that T4 reprint requests will not be accepted by Mil Pay prior to 11 Mar 19, however, you can retrieve your T4 by using the CRA website – My Account (<https://www.canada.ca/en/revenue-agency/services/e-services/e-services-individuals/account-individuals.html>).

(J1 HRO)

// original signed by //

D.B. Henderson
Commander
Commanding Officer

Annexes

Annex A	Reliability Status Requiring Update
Annex B	PRC/VSS Requiring Update
Annex C	Pay Sheet Submission Guidelines
Annex D	Comox CFTC

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, certified copies of two pieces of ID and a proof of current address are required to accompany the Cdt #172. The following personnel must renew their RS prior to the due date indicated below:

Unit	Rank	Name	Due Date
2618 RCACC	Capt	Bergey, V	27-May-19
353 RCACS	Capt	Braun, D	27-May-19
RCSU	Capt	Dauidsen, C	24-Mar-19
103 RCACS	Capt	Davies, L	12-Feb-19
RCSU	SLt	Englouen, C	07-May-19
RCSU	Capt	Holder, A	24-Mar-19
RCSU	Capt	Kombo, H	08-Apr-19
907 RCACS	CI	Koshman, D	27-May-19
RCSU	Lt	Laing, J	27-May-19
158 RCSCC	Lt	Mallia, T	30-Mar-19
278 RCACS	Capt	Masoun, J	17-Mar-19
861 RCACS	A/Maj	MacDonald, J	27-May-19
744 RCACS	Capt	Matheson, M	30-Jan-19
102 RCSCC	Lt(N)	McDevitt, S	20-May-19
3300 RCACC	Capt	Nagra, K	27-May-19
5 RCSCC	SLt	Puszka, A	30-Apr-19
RCSU	Capt	Rowsell, M	12-Feb-19
2422 RCACC	Capt	Scarisbrick, S	02-Feb-19
RCSU	Capt	Tenhoeve, S	20-Apr-19
81 RCSCC	Lt(N)	Townsend, M	05-May-19

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	Capt	Cable, R	22-Jan-19	25-Jan-19
RCSU	Capt	Canlas, O	14-Mar-18	09-Jan-18*
189 RCSCC	Lt(N)	Cartwright, J	14-Feb-18	27-Feb-18
RCSU	Capt	Chan, D	07-Dec-17	12-Sep-17*
RCSU	Lt	Cody, J	26-Jun-18	30-Nov-18
RCSU	Capt	Goddard, K	02-Apr-18	30-Apr-18
RCSU	CI	Gonyea, R	10-Nov-18	13-Nov-18
RCSU	MWO	Hobor, T	08-Feb-18	09-Feb-17*
RCAOps	Capt	Kerry, S	20-Mar-17	31-Mar-17
RCSU	Lt	Landry, D	05-Jan-19	07-Jan-19
RCSU	Capt	Perrin, R	14-Jun-17	26-Apr-17
259 RCACS	Lt	Power, B	06-Feb-17	09-Feb-17
1787 RCACC	Capt	Roebuck, T	08-Jan-19	23-Jan-19
2316 RCACC	Capt	Stephan, R	08-Dec-18	07-Jan-19
RCSU	Lt(N)	Totten, N	21-Sep-15	17-Oct-16
RCSU	Capt	Turra, E	24-Jan-17	25-Jan-17
RCSU	Lt	Zhang, L	15-May-18	24-May-18

* 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 paperwork has been completed for the following personnel who are authorized to recommence duties effective on the approval date indicated below:

Annex A
RCSU (Pac) Routine Orders
6 February 2019

Unit	Rank	Name	Cease Parading Effective Date	Approval Date
RCSU	Capt	Elgert, R	30-Nov-18	23-Jan-19
102 RCSCC	Lt(N)	Parent, M	07-Jan-19	23-Jan-19

(J1 Staffing O)

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
3300 RCACC	Maj	Barrett, J	14-Mar-19
2924 RCACC	Lt	Boutot, C	30-Apr-19
2573 RCACC	Capt	Boysen, K	16-Apr-19
RCSU	LS	Denton, M	29-Apr-19
3066 RCACC	CI	Drees, S	01-May-19
2893 RCACC	Lt	Kemp, P	21-May-19
609 RCACS	CI	Li, A	31-Jan-19
RCSU	SLt	Malone, C	10-Feb-19
2573 RCACC	Lt	McLaughlin, D	12-Feb-19
3063 RCACC	Capt	Paas, J	31-Jan-19
513 RCACS	Capt	Palmer, M	08-May-19
2458 RCACC	Capt	Rienks, M	28-Feb-19
RCSU	Maj	Rolfe, D	31-Jan-19
904 RCACS	CI	Schultz, A	31-Jan-19
89 RCACS	Capt	Smirl, R	28-Apr-19
2827 RCACC	Capt	Smith, G	07-Feb-19
835 RCACS	CI	Stamper, G	26-May-19
169 RCSCC	Lt(N)	Stewart, V	14-May-19
279 RCACS	CI	Suwala, B	17-Mar-19
2887 RCACC	Lt	Wells, T	28-May-19
137 RCSCC	Lt	Yeung, J	05-May-19

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
RCSU	SLt	Agoes, I	08-Dec-17	11-Dec-17
RCSU	Lt	Aitchison, E	04-Feb-18	05-Feb-18
RCSU	OCdt	Anderson, D	19-Sep-16	28-Oct-16
819 RCACS	CI	Antoniou, M	07-Jan-19	23-Jan-19
RCSU	Lt	Bowles, C	05-Apr-18	12-Apr-18
RCSU	Capt	Cable, R	05-Feb-13	06-Feb-13
RCSU	CI	Calhoon-Cardinal, R	12-Nov-18	30-Nov-18
RCSU	Capt	Canlas, O	08-Jan-18	09-Jan-18
RCSU	Capt	Chan, D	07-Sep-17	12-Sep-17
RCSU	Maj	Croston, C	25-Jun-17	30-Jun-17
RCSU	Capt	Drought, R	23-May-17	29-May-17
2289 RCACC	2Lt	Gill, M	21-Nov-18	30-Nov-18
RCSU	Capt	Giroux, C	08-Aug-17	05-Sep-17
RCSU	CI	Gonyea, R	17-Jul-18	05-Sep-18
RCSU	2Lt	Goswell, M	09-Nov-16	09-Nov-16
RCSU	OCdt	Green, A	26-Jun-18	27-Jun-18
RCSU	MWO	Hobor, T	08-Feb-17	09-Feb-17
RCSU	Lt	Houle, E	27-Jan-15	29-Jan-15

Annex B
RCSU (Pac) Routine Orders
6 February 2019

103 RCACS	Capt	James, B	09-Dec-18	07-Jan-19
RCSU	Capt	Johnson, G	21-Jun-17	30-Jun-17
RCSU	Lt	Kelusky, S	28-Aug-18	29-Aug-18
RCSU	Lt	Keogh, B	07-Sep-16	09-Sep-16
386 RCACS	Capt	Lee, D	04-Nov-18	30-Nov-18
RCSU	2Lt	Lehton, Y	06-Dec-18	07-Jan-19
RCSU	Maj	Lewis, R	24-Dec-18	07-Jan-19
RCSU	Lt	Lum Black, K	20-Sep-17	21-Sep-17
2893 RCACC	Capt	MacDonell, T	07-Aug-17	05-Sep-17
RCSU	Lt	MacDougall, A	24-Mar-16	29-Mar-16
RCSU	2Lt	Mahar, T	20-Sep-17	21-Sep-17
RCSU	2Lt	Moore, A	15-Oct-17	20-Oct-17
RCSU	Capt	Perrin, R	25-Apr-17	26-Apr-17
RCSU	OCdt	Pike, S	23-Sep-15	12-Mar-14
RCSU	Lt	Power, B	13-Sep-18	01-Oct-18
RCSU	Capt	Rowsell, M	11-Apr-18	30-Apr-18
888 RCACS	OCdt	Samra, I	07-Mar-18	28-Mar-18
RCSU	Lt	Sekhon, N	29-Jul-17	03-Aug-17
RCSU	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	CI	Van Wyk, K	30-Oct-18	31-Oct-18
RCSU	Capt	Wade, C	20-Jun-17	30-Jun-17
2827 RCACC	Lt	Wong, P	04-Oct-18	30-Oct-18
2947 RCACC	Capt	Yauck, L	12-Sep-18	01-Oct-18

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
5 RCSCC	SLt	Allen, C	30-Nov-18	23-Jan-19

(J1 Staffing O)

PAY SHEET SUBMISSION GUIDELINES

PAY DATE	SUBMIT BY (OR PREFERABLY BEFORE)
15-Feb-19	04-Feb-19
28-Feb-19	17-Feb-19
15-Mar-19	04-Mar-19
29-Mar-19	18-Mar-19
15-Apr-19	01-Apr-19
30-Apr-19	15-Apr-19
15-May-19	03-May-19
31-May-19	17-May-19
14-Jun-19	03-Jun-19
28-Jun-19	17-Jun-19
15-Jul-19	28-Jun-19
31-Jul-19	18-Jul-19
15-Aug-19	02-Aug-19
30-Aug-19	19-Aug-19
13-Sep-19	30-Aug-19
30-Sep-19	16-Sep-19
15-Oct-19	30-Sep-19
31-Oct-19	18-Oct-19
15-Nov-19	04-Nov-19
29-Nov-19	18-Nov-19
13-Dec-19	02-Dec-19
31-Dec-19	16-Dec-19

COMOX CFTC

POSITION	RANK	FROM	TO
COMMANDING OFFICER	LCOL	2019-06-09	2019-08-23
DEPUTY COMMANDING OFFICER	MAJ	2019-06-09	2019-08-23
CADET FLYING TRAINING CENTRE CHIEF WARRANT OFFICER	CWO	2019-06-09	2019-08-23
UNIT PUBLIC AFFAIRS REPRESENTATIVE	CAPT	2019-06-24	2019-08-21
ADMINISTRATION OFFICER	CAPT	2019-06-09	2019-08-23
NON PUBLIC FUNDS ACCOUNTS OFFICER	CAPT	2019-06-16	2019-08-18
FLYING STANDARDS OFFICER	MAJ	2019-06-09	2019-08-23
OFFICER COMMANDING TRAINING CENTRE OPERATIONS	CAPT	2019-06-19	2019-08-21
TRAINING CENTRE OPERATIONS OFFICER	LT	2019-06-24	2019-08-19
DISPATCHER / MOVEMENTS OFFICER	CAPT	2019-06-17	2019-08-23
TIMEKEEPER	CAPT	2019-06-24	2019-08-21
CHIEF FLYING INSTRUCTOR	MAJ	2019-06-09	2019-08-23
DEPUTY CHIEF FLYING INSTRUCTOR	CAPT	2019-06-12	2019-08-21
GLIDER FLIGHT COMMANDER	CAPT	2019-06-12	2019-08-21
DEPUTY GLIDER FLIGHT COMMANDER	CAPT	2019-06-17	2019-08-19
TOW FLIGHT COMMANDER	CAPT	2019-06-12	2019-08-21
TOW DEPUTY FLIGHT COMMANDER	CAPT	2019-06-17	2019-08-19
TOW PILOT	CAPT	2019-06-17	2019-08-19
CHIEF GROUND INSTRUCTOR	CAPT	2019-06-09	2019-08-23
ADVANCED AVIATION COURSE DIRECTOR	CAPT	2019-06-19	2019-08-21
ADVANCED AVIATION FLIGHT COMMANDER	LT	2019-06-24	2019-08-19
GROUND INSTRUCTOR	LT	2019-06-24	2019-08-19
SPORTS OFFICER	LT	2019-06-19	2019-08-21
POWER PILOT SCHOLARSHIP SUPERVISOR	CAPT	2019-06-24	2019-08-19
SITE SUPERVISOR	CAPT	2019-06-24	2019-08-19
PPS SUPERVISOR - CLASS A SUPPORT	CAPT		
SITE SUPERVISOR VICTORIA	CAPT	2019-06-24	2019-08-19
CTC PD TRAINING SUPPORT OFFICER	CAPT	2019-06-26	2019-07-06