



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

Order No. 04/2019	3 April 2019
Last Order No. 03/2019	Esquimalt, BC

ROUTINE ORDER ENTRIES

The following is a listing of the contents of Routine Order 04/2019 dated 3 April 2019:

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051/19 – 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)

052/19 – REPORTS AND RETURNS

Nominations for the Colonel Robert Perron Award
(ref: CATO 13-16 Annex G)

15 Apr 19

(J1 RCSU (Pac) CC)

053/19 – RCSU (PAC) PERSONNEL CHANGES

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

- a. Lt(N) D. Beland has assumed the position of J4 Movements O effective 1 Apr 19;
- b. Capt B. Dell has assumed the position of Regional Cadet Air Operations Flight Safety Officer (backfill) for the period of 1 Apr to 20 Dec 19;
- c. Lt R. Harris has completed her period of service as the J1 Records and Pay Clerk (backfill) effective 31 Mar 19;
- d. Lt J. Worth has assumed the position of J4 CTC Movements Clerk for the period 1 Apr to 31 Aug 19;
- e. MS O. Chavarria has assumed the position of J1 CTC Staffing Clerk for the period of 1 Apr 19 to 24 Jun 19; and
- f. Pte J. Cea has assumed the temporary position of J1 Records and Pay Clerk effective 1 Apr 19.

(J1)

054/19 – AMENDMENTS TO PUBLICATIONS, ORDERS AND FORMS

The following CANCDTGENs have been released and are posted on the File Repository (Policy > CANCDTGENs):

- a. CANCDTGEN 003/19, Elevate Aviation Air Cadet Survey: 4-24 March 2019;
- b. CANCDTGEN 004/19, New Air and Army Nationally Directed Activities; and
- c. CANCDTGEN 005/19, Cadet Program Interim Activity Safety Direction.

(J1)

055/19 – RELIABILITY STATUS REQUIRING UPDATE

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)

056/19 – 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)

057/19 – 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-oe/en/VCDSBRANCH.aspx>.
2. The following REOs for positions with the Regional Cadet Support Unit (Pacific) are currently published:
 - a. O-40900 – J1 Records and Pay Clerk – closing 10 Apr 19;
 - b. O-39282 – J4 Supply Tech – Albert Head – closing 15 Apr 19;
 - c. O-40901 – J8 Fin Svcs Admin (Travel & Claims) – closing 24 Apr 19;
 - d. O-40902 – J8 Fin Svcs Supr – closing 24 Apr 19;
 - e. O-40914 – J5 Plans O (Sea Cadets) – closing 11 Apr 19;
 - f. O-40915 – RCSU (Pac) Chief Clerk – closing 11 Apr 19;
 - g. O-40916 – J3 Zone Trg O (Richmond/Delta) – closing 11 Apr 19;
 - h. O-41015 – J3 Trg O (RDA-Discretionary) – closing 11 Apr 19;
 - i. O-41168 – J3 OIC Regional Training – closing 24 Apr 19;
 - j. O-41199 – J1 Records and Pay Clerk – closing 24 Apr 19;
 - k. O-41206 – J8 Fin Svcs Supr (Travel and Claims) – closing 24 Apr 19; and
3. The following REOs for positions with the Natl CJCR Sp Gp are currently published:

- a. O-39558 – J1 HR Supervisor / Chief Clerk – closing 11 Apr 19;
- b. O-39363 – J1 Superintendent Clerk – closing 17 Apr 19;
- c. O-41039 – Natl CJCR Sp Gp FCWO Assistant – closing 17 Apr 19;
- d. O-40289 – J7 JCR CDO MATA/PATA Backfill – closing 26 Apr 19;
- e. O-41312 – Natl Cadet Air Ops Flight Safety Officer – closing 2 May 19;
- f. O-41334 – J3 Ops 1 – closing 2 May 19;
- g. O-41340 – J3 Ops 3 – closing 3 May 19;
- h. O-41178 – IT SMC Manager – closing 3 May 19;
- i. O-41181 – Desktop Support Specialist NW – closing 3 May 19;
- j. O-41183 – Desktop Support Specialist Pac – closing 3 May 19; and
- k. O-41195 – Solution Analyst – closing 3 May 19.

(J1 Staffing O)

058/19 – REVIEWING OFFICER INVITATIONS

1. Annual Ceremonial Reviews are a very important part of the Corps/Squadron training year and are often a time to commemorate significant events such as anniversaries. The Formation is implementing an identity strategy to raise awareness of the CCO within the greater CAF community and will be using the invitation of VIPs as an opportunity to assist in increasing that level of awareness.
2. The protocol for invitations for VIPs to be Reviewing Officers at Annual Ceremonial Reviews is as follows:
 - a. a request for a General Officer or Flag Officer is to be staffed to the Formation through the RCSU (Pac) for a letter of invitation to be sent from the Formation Commander;
 - b. a request for a member of the Federal Cabinet is to be staffed to the Formation through the RCSU (Pac) for a letter of invitation to be sent from the Formation Commander;
 - c. a request for a member of the Royal Family or the Governor General is to be staffed to the Formation through the RCSU (Pac) for a letter of invitation to be sent from the Formation Commander;
 - d. a request for a Colonel or Captain (Navy) is to be staffed to the RCSU (Pac) for a letter of invitation to be sent from the RCSU (Pac) CO;
 - e. a request for a member of the Provincial Cabinet is to be staffed to the RCSU (Pac) for a letter of invitation to be sent from the RCSU (Pac) CO;
 - f. a request for the Lieutenant Governor is to be staffed to the RCSU (Pac) for a letter of invitation to be sent from the RCSU (Pac) CO;
 - g. a request for the Commanding Officer of a local Primary Reserve Unit can be sent directly from the Corps/Squadron CO and the J35 D/Chief Trg O at RCSU (Pac) is to be advised;
 - h. a request for an Honorary Colonel can be sent directly from the Corps/Squadron CO and the J35 D/Chief Trg O at RCSU (Pac) is to be advised;

- i. a request for a local MP or MLA can be sent directly from the Corps/Squadron CO and the J35 D/Chief Trg O at RCSU (Pac) is to be advised. The only exception is if the local MP or MLA has a Cabinet position, then the Formation Commander or RCSU (Pac) CO will send the invitation as detailed above;
 - j. a request for local city government representatives (Mayor or Councillors) can be sent directly from the Corps/Squadron CO and the J35 D/Chief Trg O at RCSU (Pac) is to be advised; and
 - k. a request for local dignitaries from media, Royal Canadian Legion, service groups, school boards, etc can be sent directly from the Corps/Squadron CO.
3. When a letter of invitation is required from either the Formation Commander or RCSU (Pac) CO, the request shall be initiated through your Zone Training Officer.

(J35 D/Chief Trg O)

059/19 – PAY PROCESSING REQUIREMENTS

Ref: RO Entry 028/19

1. As announced in the February RO entry at ref, RCSU (Pac) is ensuring that our pay processing is compliant with current pay instructions. More detailed information, including how to complete the form, submission tips, etc was detailed in the Pay & TAA Webinar that was hosted on 14 Mar 19. The PowerPoint presentation from this Webinar is posted on SharePoint (Library > Webinars > Pay & TAA) and provides important information that every Corps/Squadron CO and Admin O should be familiar with to ensure that pay being submitted is done in accordance with the current instructions.
2. Of particular note, effective 1 Apr 19, the following requirements must be met when submitting pay sheets and those pay sheets that are not compliant will be returned for correction and resubmission:
 - a. only the current version of the DND 2893 will be accepted. 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”;
 - b. in Part 3 of the DND 3893, unused portions of the calendar must be crossed off before submission (an example is provided in the PowerPoint presentation); and
 - c. Part 5 – Certification of Service must be signed prior to submission. Several pay sheets are being submitted with this section remaining incomplete. Additionally, within Part 5, the following is to be followed:
 - (1) the same member who initials as the OIC in Part 3 shall be signing Part 5. In the case of an Attendance Register for Local Training, this will normally be the CO,
 - (2) the Attendance Register for the corps/squadron CO shall be signed by another officer at the corps/squadron, however, a CI shall not sign in Part 5. If there is no other officer on a corps/squadron strength, the J3 Zone Trg O will sign for the corps/squadron CO, and
 - (3) where there is a family relationship (i.e. spouses, parent/child), one member shall not sign the Attendance Register for the other. In such situations, another corps/squadron officer, or the J3 Zone Trg O should there not be another corps/squadron officer, shall sign the Attendance Register in Parts 3 and 5.

(J1 HRO)

060/19 – NOTIFICATION OF SUMMARY TRIAL

1. A Summary Trial has been ordered to try Capt C. Nutley, RCSU (Pac). The Summary Trial will take place at 1300 hrs on Saturday, 4 May 2019, at the AJAG office in building 30-N, 30 Nelles Street, Victoria BC.
2. Presiding Officer will be BGen Cochrane, Formation Commander, National Cadet & Junior Canadian Rangers Support Group.
3. Spectators are encouraged to attend. Military spectators are to wear the dress of the day and are to be seated by 1245 hrs.

(J1)

061/19 – WEST COAST CHALLENGE REGIONAL EXPEDITION

Ref: 3937-4500-3 (J3 Trg O (Expn)) 15 Feb 19

1. RCSU (Pac) will conduct the West Coast Challenge Regional Expedition from 18 – 26 May 19.
2. The Warning Order has been uploaded to SharePoint and the Joining Instructions will be posted to SharePoint once completed.
3. Cadet Corps must inform their cadets of the opportunity and nominate cadets in FORTRESS via “Summer Training and Activities by Selection.” Registration of cadets must be completed NLT Mon, 15 Apr 19 in FORTRESS.
4. Officers interested in this Reserve Service opportunity are to contact J3 Trg O (Expedition) via email brandon.mcauley@forces.gc.ca IAW the Warning Order.

(J3 Trg O (Expedition))

062/19 – CIC TRAINING APPLICATIONS

1. Effective 1 Apr 19, applications for CIC training are to be submitted via an online tool in SharePoint called the RTE Course Application. This tool can be found through the following link: <http://collaboration.cco.nat/sites/pac/CIC/SitePages/En-Application.aspx>. Members can also find the tool by navigating from the Pacific Region home page in SharePoint, select CIC Training, then click on the link labeled “Apply for CIC Training”.
2. Implementation of any technology to manage a process such as this is not always infallible so paper copies using the DND 2451 will continue to be accepted for a period of time.

(J3 Trg O (CIC))

063/19 – RCSU (PAC) CO’S MESSAGE

1. Communications is an important aspect of an effective organization, and starting with these ROs, you will see more regular communications from me with direction and insight about current issues and priorities. In addition, you will begin to see quarterly videos for staff that will be hosted on SharePoint. These videos contain important messages for all Pacific Region staff, and can be found in the Library under Commanding Officer’s Messages. The first video is already available and I encourage you to take the time to watch it for important messages about reserve service opportunities, inclusion and staff recognition.
2. This month, I am asking all staff to consider applying for a CTC. Currently, we have less than three-quarters of our adult staff positions filled. There are positions available from a few days to six weeks or more. We have a unique opportunity to offer life-changing experiences to the youth in our region, but we need your help to ensure we continue to offer a fun and engaging summer program. Contact Lt(N) Nolan Stewart to see where you would be best suited for a CTC position.

3. I realize that we ask a lot of our adult leaders in the Cadet Program and moving forward, you will begin to see a renewed effort towards adult recognition. Our re-established Honours and Recognition Committee (HARC) is looking for nominations throughout the year. Please take the time to contact them with the names of individuals you feel should be recognized at the local, regional and national level. In addition to these formal recognitions, you will begin to see more stories about our adult leaders on my Twitter feed @CORCSUPAC and on our regional Facebook page, *British Columbia Cadets*. CIC officers and COATS members play a unique role in the CAF, and I look forward to celebrating your successes.

// original signed by //

D.B. Henderson
Commander
Commanding Officer

Annexes

Annex A Reliability Status Requiring Update
Annex B PRC/VSS Requiring Update

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
169 RCSCC	Lt(N)	Baldwin, L	30-Jul-19
2618 RCACC	Capt	Bergey, V	27-May-19
353 RCACS	Capt	Braun, D	27-May-19
RCSU	LS	Denton, M	04-Jun-19
RCSU	SLt	Englouen, C	07-May-19
777 RCACS	Capt	Hinton, G	08-Jul-19
531 RCACS	Capt	Hoglund, K	19-Jun-19
RCSU	Capt	Kombo, H	08-Apr-19
RCSU	Lt	Laing, J	27-May-19
102 RCSCC	Lt(N)	McDevitt, S	20-May-19
3300 RCACC	Capt	Nagra, K	27-May-19
102 RCSCC	Lt(N)	Nilsson, C	09-Jun-19
RCSU	Maj	Prince, K	14-Jul-19
5 RCSCC	SLt	Puszka, A	30-Apr-19
2458 RCACC	Capt	Rienks, M	02-Jun-19
81 RCSCC	Lt(N)	Townsend, M	05-May-19
RCA Ops	Capt	Tuyttens, D	19-Jun-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
103 RCACS	Capt	Davies, L	12-Feb-19	18-Feb-19
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*
RCSU	Capt	Holder, A	24-Mar-19	29-Mar-19
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
RCSU	Capt	Rowell, M	12-Feb-19	18-Feb-19
2422 RCACC	Capt	Scarisbrick, S	02-Feb-19	07-Feb-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

Annex A
RCSU (Pac) Routine Orders
3 April 2019

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

(J1 Staffing O)

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
2924 RCACC	Lt	Boutot, C	30-Apr-19
2573 RCACC	Capt	Boysen, K	16-Apr-19
204 RCSCC	CI	Brown, E	02-Jun-19
3005 RCACC	Lt	Chow, J	19-Jun-19
3066 RCACC	CI	Drees, S	01-May-19
2781 RCACC	CI	Gemmill, L	18-Jun-19
307 RCSCC	SLt	Havas, T	07-Jul-19
1867 RCACC	Lt	Hew, K	09-Jul-19
204 RCACS	Lt	Jervis, A	24-Jul-19
2422 RCACC	Capt	Miskulin, J	29-Jul-19
2136 RCACC	2Lt	Murty, S	18-Jun-19
RCSU	MCpl	Oxtoby, P	13-Jun-19
513 RCACS	Capt	Palmer, M	08-May-19
841 RCACS	CI	Penner, B	10-Jul-19
103 RCACS	Capt	Sargent, A	11-Jun-19
89 RCACS	Capt	Smirl, R	28-Apr-19
243 RCACS	Lt	Solomonides, G	16-Jun-19
835 RCACS	CI	Stamper, G	26-May-19
2277 RCACC	Lt	Stevenson, J	20-Jul-19
561 RCACS	Lt	Wallin, B	29-Jul-19
2887 RCACC	Lt	Wells, T	28-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	OCdt	Anderson, D	19-Sep-16	28-Oct-16
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
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
103 RCACS	Capt	James, B	09-Dec-18	07-Jan-19

Annex B
RCSU (Pac) Routine Orders
3 April 2019

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
RCSU	Maj	Lewis, R	24-Dec-18	07-Jan-19
609 RCACS	CI	Li, A	31-Jan-19	07-Feb-19
RCSU	Lt	Lum Black, K	20-Sep-17	21-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
2458 RCACC	Capt	Rienks, M	28-Feb-19	05-Mar-19
RCSU	Capt	Rowsell, M	11-Apr-18	30-Apr-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
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
RCSU	Lt	Aitchison, E	05-Feb-18	29-Mar-19
2893 RCACC	Capt	MacDonell, T	07-Aug-17	05-Sep-17
RCSU	SLt	Malone, C	18-Feb-19	29-Mar-19
3063 RCACC	Capt	Paas, J	31-Jan-19	07-Feb-19

(J1 Staffing O)