



ROUTINE ORDERS
ISSUED BY
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REGIONAL CADET SUPPORT UNIT (PACIFIC)

Order No. 06/2020	2 September 2020
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ROUTINE ORDER ENTRIES

The following is a listing of the contents of Routine Order 06/2020 dated 2 September 2020:

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091/20 – CCIR REPORTING / SIGNIFICANT ISSUES

1. Any significant issue or CCIR 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) in a timely manner. Corps/Squadron Commanding Officers and activity OICs/OPIs must be familiar with the CCIR Directive which is available for reference on SharePoint.

2. After engaging local emergency services as required, Corps/Squadron Commanding Officers or activity OICs/OPIs are to contact the appropriate J3 Area OIC with an initial report of the situation. Should the J3 Area OIC not be available, the DCO, LCol Head, is to be contacted at 250-508-7572. Finally, if the J3 Area OIC or DCO are not available, the CO, Cdr Gresmak, is to be contacted directly at 250-896-7080.

(J1 HRO)

092/20 – RCSU (PAC) PERSONNEL CHANGES

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

- a. Cdr S.R. Gresmak has assumed command of RCSU (Pac) effective 12 Aug 20;
- b. CPO1 M. Miller has been selected for the position of RCSU (Pac) CWO commencing 29 Aug 20, replacing CPO1 D. Bliss who will be assuming the Fmn CWO position;
- c. Capt J. Donner's position as the J3 Sp Svcs O (CIC CDL) has transferred to the Fmn effective 1 Sep 20;
- d. Capt K. Palmer will complete her period of Cl B Res Svc as the J3 Trg O (CIC CDL) effective 1 Sep 20 and this position has transferred to the Fmn;
- e. Lt(N) H. Pichaloff's period of Cl B Res Svc concluded 24 Jul 20;
- f. Sgt M. Head has been selected for the position of J1 Supr (Rcds & Pay) commencing 17 Jul 20; and
- g. MS R. Leccese's period of Cl B Res Svc in the position of Sup Tech (Air) has concluded effective 28 Aug 20.

(J1)

093/20 – AMENDMENTS TO PUBLICATIONS, ORDERS AND FORMS

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

- a. CANCDTGEN 021/20 – Launch of the Cadets and Junior Canadian Rangers Mobile Application;
- b. CANCDTGEN 022/20 – Release of New Memorandum of Understanding;
- c. CANCDTGEN 023/20 – COATS Succession Planning;
- d. CANCDTGEN 024/20 – Changes to the Award of Canada Company Bursary for 2020 (Suspended);
- e. CANCDTGEN 025/20 – Online Registration Tool; and
- f. CANCDTGEN 026/20 – Release of Task Order 2.

(J1)

094/20 – RELIABILITY STATUS REQUIRING 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. An updated list of personnel who must renew their RS, who have passed the RS update deadline and have been directed to cease all cadet activities including voluntary duty/support and who are authorized to return to duties as their RS has been approved will be promulgated on the SharePoint Message Board NLT 15 Sep 20.

(J1 Staffing O)

095/20 – 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. An updated 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 will be promulgated on the SharePoint Message Board NLT 15 Sep 20.
3. Due to COVID-19, some police departments have changed their procedures for processing of PRC/VSS (i.e. limited hours, suspended in-person services for PRC/VSS requests, etc). Therefore, if you require a PRC/VSS update, you are strongly encouraged to call the non-emergency information line for the police department that has jurisdiction based on your place of residence and inquire about their current procedures. If you are unable to obtain an updated PRC/VSS due to the police department not currently conducting this service, please advise rcsupacstaffing@cadets.gc.ca soonest for further instruction.

(J1 Staffing O)

096/20 – UPDATE – COMMANDER'S CRITICAL INFORMATION REQUIREMENTS

Ref: 1085-11-1 (COS) 28 July 2020 (available on SharePoint)

1. The Natl CJCR Sp Gp Commander's Critical Information Requirements (CCIR) Directive at ref has been updated and is available on SharePoint. All corps/squadron COs and all activity OICs/OPIs must be familiar with the CCIRs in order to ensure that timely reporting to the chain of command is completed as required. The direction detailed in RO entry 091/20 is to be followed in reporting CCIRs.
2. Of note, within the updated CCIR Directive, there is a reporting requirement for COVID-19 related items (CCIR 9) to include:
 - a. incidents of outbreaks or infection resurgence amongst Natl CJCR Sp Gp members;
 - b. incidents of outbreaks or infection resurgence in the immediate locale of Natl CJCR Sp Gp installations;
 - c. significant public or local/provincial authority concern or resistance to resumption of Natl CJCR Sp Gp activities; and
 - d. refusals to work where it cannot be resolved internally at the RCSU level.

(J35)

097/20 – 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)

098/20 – TRAINING REQUIREMENT – COVID-19 AWARENESS

1. Operating in a latent COVID-19 workplace environment requires adherence to Public Health Measures (PHM) including physical distancing and use of non-medical masks (NMM) when physical distancing is not possible. In order to ensure a full understanding of the requirements to operate in a latent COVID-19 workplace environment, before returning to the workplace, all adult staff (CAF members and CIs) are required to complete “COVID-19 Awareness / Sensibilisation à COVID-19 MITE 122255” training on the DLN.

2. No additional pay will be authorized. Personnel on Class A shall complete the training on the first day of their next period of service (Class A or B).

(J1)

099/20 – CORPS/SQUADRON OFFICIAL POPULATION AND ESTABLISHMENTS

1. Annex A provides the corps/squadron official population based on the 2019/20 training year and establishments for the 2020/21 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 HRO)

100/20 – PAY PROCESSING

1. RCSU (Pac) is ensuring that our pay processing is compliant with pay instructions. Detailed information, including how to complete the form, submission tips, etc was provided in the Pay & TAA Webinar that was hosted on 14 Mar 19 and remains valid. The PowerPoint presentation from this Webinar is posted on SharePoint (Library > J1 Administration Library > Webinars > Pay & TAA) and provides information that every Corps/Squadron CO and Admin O should be familiar with to ensure that pay is being submitted correctly.

2. Of particular note, 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 2893, 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 required:
 - (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.

3. All payroll inquiries and submission of DND 2893 forms are to be sent to the positional email account: RCSUPacPay@forces.gc.ca.

4. Please note that the RCSU (Pac) Orderly Room is currently managing all personnel transactions and pay processing with 2 clerks positions vacant. This places a tremendous workload on the clerks who are working hard to ensure on-time and accurate processing of pay as their priority. You are reminded that pay processing times are planned so that all monthly pay sheets received by the 10th day of each month are entered for the end-month pay period (i.e. a pay sheet received on the 5th of a month will be paid on the 30th of that month). Therefore, pay enquiries should not be submitted until the end-month pay statements have been received.

(J1 HRO)

101/20 – UNSIGNED PAY SHEETS

Ref: RCSU (Pac) RO Entry 068/20

1. Ref RO entry advised that DND 2893s could be submitted without signatures where that was not possible due to COVID-19 and direction that attendance at corps/squadron parade locations was not authorized. Now that Tasking Order 002 has authorized adult staff to attend in-person meetings for planning purposes, pay sheets (DND 2893s) that had previously been submitted without signatures must be re-submitted with all required signatures.

2. It is requested that all previously unsigned pay sheets be re-submitted to the RCSU (Pac) (RCSUPacPay@forces.gc.ca) ASAP and not later than 30 Sep 20 in order to ensure our financial requirements for pay processing are met. Should a particular limitation continue to exist for staff that precludes signatures being submitted on pay sheets, an explanation of the limitation is to be sent to the RCSU (Pac) so that the circumstances are understood and a further delay in submission can be authorized.

(J1)

102/20 – MILITARY ID RENEWAL

1. National Defence Identification Services (NDIS) is allowing a grace period for those who haven't been able to get their National Defence Identification (NDI) card renewed amid the coronavirus pandemic. During this period expired NDI cards will continue to be honoured. NDIS plans to keep this policy in place until 60 days after the coronavirus national emergency is lifted.

2. While some ID sections on the various Bases are processing ID requests, members would need to be located in the geographic area of that Base as no TD will be approved for processing an ID card.

3. Requests for ID card renewal can be sent to the Orderly Room (RCSUPac.OR@forces.gc.ca) for processing.

(J1 HRO)

103/20 – COATS APPLICATIONS ON HOLD

1. Due to COVID-19, the Canadian Forces Recruiting Group has been required to shift their focus to meeting the Strategic Intake Plan for Regular Force applicants. As a result, no new

COATS applications are being processed at this time. Interested applicants are still encouraged to submit an online application, but their file will be put on hold until COATS file processing has resumed.

2. Complete COATS application packages that had previously been sent from RCSU (Pac) to CFRC may continue to be processed. It should be anticipated that processing will be delayed.
3. Applicants are encouraged to begin the application process to become a Civilian Instructor in the interim.
4. For information about applying to COATS or as a Civilian Instructor, or to request an update on an application file, email rcsupacstaffing@forces.gc.ca.

(J1 Staffing O)

104/20 – SUSPENSION OF CIC CENTRE FOR DISTRIBUTED LEARNING (CDL) COURSES

1. IAW Task Ord 002, all COATS face-to-face training has been suspended for the remainder of this FY and won't be rescheduled before 1 Apr 21 at the earliest. As such, all distance learning courses planned for delivery by the CIC CDL after 31 Aug 20 are suspended and there will be no further course offerings this FY. Courses currently underway will be permitted to run until their end date; however, no new course loading will be actioned until further notice.
2. We are in the process of identifying the requirements to adjust the BOTC and OTC for virtual delivery and will provide you with greater detail by the beginning of Oct.

(J35)

105/20 – CANEX KIT SHOP AND CFONE MEMBERSHIP

1. The Canadian Forces Morale and Welfare Services CFOne Program has recognized that Cadets and Junior Canadian Rangers are a part of the extended Canadian Armed Forces community, and can now enjoy the advantages of the CFOne membership.
2. Those interested in a CFOne membership can visit: www.cf1fc.ca where they can complete the application form. Cadets and JCRs will require the token which has been sent to all corps/squadrons via CCONet and is posted on SharePoint along with a welcome letter from the CEO of the Canadian Forces Morale and Welfare Services CFOne Program.
3. We are also pleased that we have been able to work with CANEX to become an official kit shop for the Natl CJCR Sp Gp. Kit shop items can be found at the following address: <https://www.canex.ca/en/military/military-kit-shops/national-cadet-and-junior-canadian-rangers-support-group-natl-cjcr-sp-gp>.

(J1)

106/20 – HONOURS AND RECOGNITION

1. You are strongly encouraged to nominate and recognize deserving cadets, staff members, volunteers or community members, individuals or groups, who have positively impacted the Cadet Program. The Cdt #175, RCSU (Pac) Recommendation for an Individual / Group Award and DND 4362, Commander, Natl CJCR Sp Gp Commendation forms are located on SharePoint. Nominations can be submitted to the J1 Svcs O at any time.
2. Detailed information, including how to complete the forms, submission tips, etc was detailed in the Honours and Awards Webinar that was hosted in November 2018. The PowerPoint presentation and other resources from this Webinar are posted on SharePoint (Library > J1 Administration Library > Honours & Awards) and provide important information that everyone should be familiar with.

(J1 Svcs O)

107/20 – 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 19. 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 19. Although the RCMLO will continue to process late returns up to 31 Jan 20, 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 20 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)

108/20 – CO’S GUIDE TO BASIC PUBLIC AFFAIRS

Corps and squadrons are reminded that the CO’s Guide to Basic Public Affairs is available as a reference for conducting basic public affairs at the corps and squadron level, including best practices for social media. The guide is available on the CCO SharePoint Library under Public Affairs. Questions regarding the guide, or the roles and responsibilities in conducting public affairs are to be directed to the PAO, Capt Cheryl Major at cheryl.major@forces.gc.ca.

(PAO)

109/20 – CADET ATTRACTION TOOLS

Currently, there are several videos, brochures, bookmarks and posters available for corps and squadrons to use in their cadet attraction efforts. These are the only authorized products currently available. Videos may be downloaded and distributed to local cable channels or other visual opportunities, and print products may be altered to include individual corps and squadron contact information. The cost of printing these materials can be claimed under LSA; however, products are in the process of being updated with the new Canada.ca/join-cadets information. Additional information about cadet attraction tools will be coming soon. Products may be found on the National CCO SharePoint under Public Affairs.

(PAO)

110/20 – THE PACIFIC EXPRESS

The Pacific Express was initiated in May 2020 as a method to keep all full and part time staff connected and informed during the COVID-19 pandemic. Although it is primarily intended for Class B and Class A staff in Pacific Region, the newsletter may be of interest to League partners, cadets and parents. The Pacific Express is e-mailed to all staff, and back-issues are available on the CCO SharePoint Library under Commanding Officer's Messages. Staff are encouraged to submit Bravo-Zulus for staff, history pieces, best practices, and any other items that may be of interest to the adult staff audience. Submissions may be made to the PAO, Capt Cheryl Major (cheryl.major@cadets.gc.ca) with larger-sized items directed to paccadets@gmail.com.

(PAO)

111/20 – CORPS & SQUADRON ETHICS REFRESHER

COs are reminded to conduct an annual ethics refresher session for all adult staff as part of their return to training plan. An ethics refresher can be as simple as providing several scenarios for group discussion, or can be as detailed as a full review of the ethics cycle. Questions or ethical concerns can be directed to the regional Ethics Coordinator, Capt Cheryl Major (cheryl.major@forces.gc.ca).

(PAO)

// original signed by //

N.R. Head
Lieutenant-Colonel
Acting Commanding Officer

Annex

Annex A Corps and Squadron Authorized Positions 2020/21

CORPS AND SQUADRON AUTHORIZED POSITIONS 2020/21

Corps / Squadron	Official Population *	Authorized Positions	Corps / Squadron	Official Population *	Authorized Positions
5 RCSCC	80	7	2943 RCACC	21	5
7 RCSCC	40	6	2947 RCACC	104	8
47 RCSCC	75	7	2963 RCACC	14	5
54 RCSCC	24	5	3005 RCACC	31	5
63 RCSCC	30	6	3020 RCACC	15	5
64 RCSCC	22	5	3063 RCACC	17	5
81 RCSCC	15	5	3064 RCACC	16	5
93 RCSCC	39	6	3066 RCACC	13	5
100 RCSCC	33	6	3067 RCACC	15	5
102 RCSCC	76	7	3080 RCACC	15	5
105 RCSCC	30	6	3300 RCACC	65	7
109 RCSCC	21	5	22 RCACS	27	5
131 RCSCC	8	5	59 RCACS	128	9
136 RCSCC	73	7	89 RCACS	146	9
137 RCSCC	22	5	103 RCACS	74	7
158 RCSCC	26	5	111 RCACS	146	9
169 RCSCC	22	5	135 RCACS	59	6
189 RCSCC	29	5	147 RCACS	76	7
195 RCSCC	104	8	204 RCACS	42	6
201 RCSCC	112	8	205 RCACS	72	7
202 RCSCC	16	5	222 RCACS	50	6
204 RCSCC	30	6	223 RCACS	32	6
220 RCSCC	11	5	232 RCACS	28	5
263 RCSCC	31	6	243 RCACS	60	7
296 RCSCC	22	5	257 RCACS	25	5
307 RCSCC	49	6	258 RCACS	15	5
325 RCSCC	25	5	259 RCACS	50	6
347 RCSCC	21	5	278 RCACS	131	9
349 RCSCC	31	6	279 RCACS	24	5
354 RCSCC	36	6	353 RCACS	24	5
72 RCACC	30	6	363 RCACS	37	6
788 RCACC	12	5	386 RCACS	98	8
903 RCACC	40	6	396 RCACS	49	6
950 RCACC	9	5	513 RCACS	71	7
1705 RCACC	25	5	521 RCACS	71	7
1725 RCACC	66	7	525 RCACS	59	6
1726 RCACC	29	5	531 RCACS	32	5
1746 RCACC	18	5	552 RCACS	28	5
1787 RCACC	23	5	561 RCACS	20	5
1789 RCACC	22	5	581 RCACS	19	5
1813 RCACC	16	5	583 RCACS	97	8
1838 RCACC	50	6	609 RCACS	95	8
1867 RCACC	59	6	637 RCACS	224	12
1922 RCACC	48	6	655 RCACS	193	11
2136 RCACC	30	6	676 RCACS	73	7
2276 RCACC	45	6	692 RCACS	222	12
2277 RCACC	76	7	744 RCACS	39	6
2289 RCACC	17	5	746 RCACS	154	10
2290 RCACC	94	8	747 RCACS	41	6
2305 RCACC	62	7	754 RCACS	173	10
2316 RCACC	62	7	759 RCACS	124	9
2381 RCACC	49	6	767 RCACS	187	11
2422 RCACC	41	6	768 RCACS	27	5
2458 RCACC	8	5	777 RCACS	162	10
2472 RCACC	36	6	787 RCACS	16	5
2483 RCACC	48	6	808 RCACS	121	9
2556 RCACC	19	5	819 RCACS	134	9
2573 RCACC	45	6	828 RCACS	59	6
2618 RCACC	41	6	835 RCACS	19	5
2756 RCACC	14	5	848 RCACS	54	6
2757 RCACC	8	5	858 RCACS	34	6
2781 RCACC	16	5	861 RCACS	130	9
2812 RCACC	151	10	888 RCACS	163	10
2822 RCACC	58	6	893 RCACS	39	6
2827 RCACC	39	6	899 RCACS	28	5
2887 RCACC	31	6	902 RCACS	19	5
2893 RCACC	41	6	907 RCACS	168	10
2924 RCACC	26	5	909 RCACS	47	6

* based on 2019/20 training year