



ROUTINE ORDERS
ISSUED BY
COMMANDER S.R. GRESMAK
COMMANDING OFFICER
REGIONAL CADET SUPPORT UNIT (PACIFIC)

Order No. 09/2020	1 December 2020
Last Order No. 08/2020	Esquimalt, BC

ROUTINE ORDER ENTRIES

The following is a listing of the contents of Routine Order 09/2020 dated 1 December 2020:

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139/20 – 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 Area OC with an initial report of the situation. Should the Area OC not be available, the DCO, LCol Head, is to be contacted at 250-508-7572. Finally, if the Area OC or DCO are not available, the CO, Cdr Gresmak, is to be contacted directly at 250-896-7080.

(J1 HRO)

140/20 – RCSU (PAC) PERSONNEL CHANGES

All CIC Training established positions have been transferred to the CJCR Training section with an effective date of 1 Dec 20, which includes:

- a. Lt(N) B. Broom, J3 Stds O (CIC);
- b. Lt(N) R. Ford, J3 Trg O (CIC); and
- c. WO J. Bingham, J3 Reg Trg Sp Coord.

(J1)

141/20 – RCSU (PAC) BLOCK LEAVE PERIOD

The offices of the Regional Cadet Support Unit (Pacific) will be at minimum staffing or closed during the block leave period of 23 Dec 20 to 5 Jan 21 inclusive.

(J1)

142/20 – AMENDMENTS TO PUBLICATIONS, ORDERS AND FORMS

1. The following DAOD has been released and is posted on SharePoint:
 - a. DAOD 9005-1 – Sexual Conduct Response.
2. The following CANCDTGENs have been released and are posted in the File Repository Policy (Policy > CANCDTGENs):
 - a. CANCDTGEN 033/20 – Announcement of the Canada Company Bursary Recipients for Summer 2020; and
 - b. CANCDTGEN 035/20 – Air Cadet National Summer Training Course Selection Process 2021.

(J1)

143/20 – 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. 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)

144/20 – 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. 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.
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)

145/20 – SPRING BREAK CADET ACTIVITES PROGRAM (CAP) APPLICATIONS

1. Applications are now being accepted for 2021 Spring Break Cadet Activities Program (CAP). Eligible adult staff and support cadet may apply for the following initiatives:
 - a. Virtual Development Team: this team will develop the tools and training materials needed to deliver a Virtual CAP. Anticipated timeframe is late January to end February. Work will be completed remotely over a series of multiple days throughout the timeframe. There may be flexibility to accommodate individual schedules (i.e. work in the evenings or over weekends), please indicate availability when submitting an application;
 - b. Virtual Delivery Team: This team will deliver the Virtual CAP over the course of Spring Break in March 2021 (exact dates TBD). Work will be completed remotely; and
 - c. CISS members to deliver in-person CAP: CISS members interested in delivering in-person training in support of the local corps/squadron in-person CAP, in their own communities.
2. Note that if you are on a corps/squadron establishment and are interested in assisting your own corps/squadron with CAP delivery, please contact your Area OC through your CO. Applications to assist with in-person CAP training are only being solicited for CISS members, as the Area OCs are managing the interest from their respective corps/squadrons. Corps/squadron staff can apply for the Virtual Development and Virtual Delivery teams, but priority will be on delivering the in-person CAP if possible.
3. Individuals are encouraged to apply for any position in order to further their professional development through contributing to the CAP. It is important to note that in accordance with CF Mil Pers Instr 20/04, Class “A” Reserve Service shall be used for short periods of service to a maximum of 12 consecutive days. The maximum number of days of Class “A” Reserve Service that a member may provide in any given calendar month is 15 days, even if the service is for

different taskings. It is a member's responsibility to ensure they are compliant with this direction especially if they are drawing pay from more than one corps/sqn / training establishment / unit.

4. Adult staff applications can be submitted using a Cdt #112 form (available on SharePoint) via email to rcsupacstaffing@forces.gc.ca. Please indicate if you are applying for the Virtual Development Team, the Virtual Delivery Team, or if you are a CISS member applying to assist with in-person training in your community. Applicants can apply for multiple positions. Once an application is received, the applicant will receive an email outlining what further documentation, if any, must be provided in order for the applicant to be considered eligible for service/employment.

5. Support cadet applications will be submitted through FORTRESS. Additional information will be requested once applicants have been selected.

6. Applications for all positions are due NLT 5 January 2021.

7. Questions may be directed to Lt(N) Courtney Looye, J1 CTC Staffing Officer, by email at rcsupacstaffing@forces.gc.ca.

(J1 Staffing O)

146/20 – RESERVE SERVICE/EMPLOYMENT FOR CTC 2021

Reference: 2021 Spring and Summer Training Directive 9 Nov 20

1. Applications for 2021 in-person Cadet Training Centre (CTC) and Virtual CTC (VCTC) positions are now being accepted. Positions are available for members who are available for the full summer training period as well as on a partial summer or surge support basis. All members are encouraged to apply for any period of availability in order to further their professional development through contributing to the summer training program.

2. Applications can be submitted using a Cdt #112 (available on SharePoint), or by sending an email containing information required on the Cdt #112 to rcsupacstaffing@forces.gc.ca. Once an application is received, the applicant will receive an email outlining what further documentation, if any, must be provided in order for the applicant to be considered eligible for service / employment.

3. Applicants for in-person CTCs should note the potential restrictions addressed in the reference document above. These include enhanced screening and COVID protocols, the requirement for cohorting/bubbling, restrictions on visitors, and restrictions on leave. Applicants must be ready to abide by the restrictions if selected for a CTC position. The reference can be found on the CJCR SharePoint, Publications & Resources > Orders & Directives > 2021 Spring and Summer Training Directive. You can get to the CJCR SharePoint from the Pacific SharePoint by clicking on the "CCO Home" button in the top left of the Pacific home page. The CJCR SharePoint sites will be in the top left.

4. The full picture of what training will look like for the summer of 2021 is still being developed at this time. As such, a specific list of CTC and VCTC positions and associated dates of service / employment has not yet been solidified. Once known, the list of available positions will be promulgated on SharePoint, as well as through a Routine Order entry.

5. Annex C provides a general overview of the CTCs / VCTCs that members from Pacific Region can apply for, as well as the courses being offered at each. Applicants are encouraged to indicate their areas of interest and expertise in their application in order to assist J1 Staffing in matching them with a suitable position.

6. The intended timeframe for initial selections and offers will be late February / early March 2021. Applications should be submitted NLT 31 January 2021 in order to be considered at the start of the selection process. Applications will continue to be accepted beyond that date.

7. Questions may be directed to Lt(N) Courtney Looye, J1 CTC Staffing Officer, by email at rcsupacstaffing@forces.gc.ca.

(J1 Staffing O)

147/20 – CADET ADVISORY COMMITTEE (CAC) OPPORTUNITY – SUMMER 2021

1. With the release of the 2021 Spring and Summer Training Directive, an exciting new advanced training opportunity has been created for senior cadets. The CAC working group will provide the opportunity for the Commander and other senior Formation staff to engage directly with 16 senior cadets from across the country on a variety of cadet related topics. The CAC will take place during the summer 2021 training period and will run for two to three weeks at Connaught CTC and/or CJCR HQ facilities in the National Capital Region. Each RCSU will nominate six cadets (two per element) and CJCR HQ will select three cadets per Region (one per element) plus one cadet to be selected as the group leader.

2. Corps/Squadron staff are asked to start considering potential senior cadets who would be interested in applying for this advanced training opportunity. Selected cadets will be designated as Staff Cadets for the purpose of pay and professional development. Cadets who are interested must meet the minimum pre-requisites for staff cadet advanced training outlined in CATO 13-28.

3. Further direction on cadet criteria, application and selection process will follow in early 2021.

(J35 Ops & Plans)

148/20 – SHORT TERM CLASS B OPPORTUNITIES – J1 CTC STAFFING COORDINATORS

1. RCSU (Pac) has identified the requirement to engage up to two members as J1 CTC Staffing Coordinators on a short-term (less than 89 days) Class B Reserve Service basis in the January to March 2021 timeframe to support the Spring/Summer 2021 staffing processes.

3. The J1 CTC Staffing Coordinators, responsible to the J1 CTC Staffing O, would assist with:

- a. receiving, recording, and reviewing applications for various Spring/Summer opportunities;
- b. contacting applicants for missing documentation and/or follow-up requirements;
- c. raising employment documentation; and
- d. maintaining tracking information.

4. Ideally, candidates will meet the following requirements. However, applicants will be considered on a case-by-case basis:

- a. Location: Work will be completed through on an in-office/work-from-home basis, therefore, applicants must be available in the Victoria geographical area;
- b. Hours: must be available to work during normal business hours;
- c. Rank: A/SLt/2Lt – SLt/Lt;
- d. knowledge of and experience using Microsoft Excel and Outlook;
- e. knowledge of FORTRESS;
- f. an understanding of the CTC structure and positions;

- g. attention to detail/proven organizational skills; and
- h. prior experience in administrative roles.

5. Interested applicants are to submit a max two-page letter, in military writing format, with not more than two additional pages attached (i.e. resume, certificates, letter(s) of reference) to express their interest in the position. Letters should outline how the applicant meets the criteria above and why they would make a good fit for the position. Letters are to be emailed to the J1 Staffing O at Timothy.Pichaloff@forces.gc.ca NLT 2359 hrs on 20 December 2020.

(J1 Staffing O)

149/20 – SHORT TERM CLASS B OPPORTUNITY – BACKFILL – TRAINING OFFICER (REGIONALLY DIRECTED ACTIVITIES DISCRETIONARY)

1. RCSU (Pac) is seeking expressions of interest for a short-term (less than 89 days) Class B backfill of the Training Officer (Regionally Directed Activities Discretionary) (Trg O (RDA Discretionary) position. The intended period of service is 11 January to 9 April 2021.

2. In this backfill position, the successful applicant would be responsible to the OC Regional Training and would be responsible for:

- a. providing coaching and support to the staff running regionally directed activities associated with music training; and
- b. providing advice and assistance to corps/squadrons for music training and first aid.

3. Ideally, candidates will meet the following requirements. However, applicants will be considered on a case-by-case basis:

- a. Location: Work will be completed through on an in-office/work-from-home basis, therefore, applicants must be available in the Victoria geographical area;
- b. Hours: must be available to work during normal business hours;
- c. Rank: SLt/Lt – Lt(N)/Capt;
- d. be familiar with policies and resources available in support of music training and first aid;
- e. experience planning and organizing new activities;
- f. experience managing virtual activities and providing feedback to staff hired to deliver programs;
- g. ability to understand a budget plan and providing input based on any potential changes to the plan;
- h. strong understanding of musical instruments, in order to provide recommendation on repairs or potential purchases, and to maintain a current instrument loan program, or be capable of implementing a new instrument loan program; and
- i. understanding first aid protocols, and being able to implement new processes to support training.

4. Interested applicants are to submit a max two-page letter, in military writing format, with not more than two additional pages attached (i.e. resume, certificates, letter(s) of reference) to express their interest in the position. Letters should outline how the applicant meets the criteria

above and why they would make a good fit for the position. Letters are to be emailed to the J1 Staffing O at Timothy.Pichaloff@forces.gc.ca NLT 2359 hrs on 20 December 2020.

(J1 Staffing O)

150/20 – SANITIZATION SUPPLIES FOR CORPS/SQN

1. Requests for resupply of all sanitization supplies (including bleach and hand sanitizer) can be sent to PO1 Kim Chaisson at Kim.Chaisson2@forces.gc.ca. Supplies will either be shipped out to you, or you will receive additional authorization to locally purchase and claim/invoice for more hand sanitizer and/or bleach.
2. Any questions can be directed to Lt(N) T.M. Jensen at Travis.Jensen@forces.gc.ca.

(J4 Mat Contr O)

151/20 – BOOT REIMBUREMENT PROGRAM

Refs: A. CANFORGEN 135/20 Combat Boot Reimbursement Program
B. Scale of Issue D01301 (CA)

1. IAW ref A, Army personnel, including CIC officers, are entitled to procure temperate non-safety boots and be reimbursed by the CAF. As per ref B, this entitlement applies to CIC officers in an Army uniform or Air Force and Navy officers serving in an Army Cadet Training Centre upon approval from the Commanding Officer.
2. Entitlement is for 1 pair of boots, not to exceed \$340.00 excluding taxes and no more often than every three years. Direction for type and colour of authorized footwear is included in ref A, para 4b.
3. Claims for reimbursement may be submitted directly to J8. Sample forms and direction are provided on SharePoint. Members should carefully read ref A and the sample paperwork, as claims submitted incorrectly will only be reimbursed IAW the regulations, exceptions will not be considered.
4. Any questions regarding entitlement or claim submission should be directed through your chain of command.

(J4 Mat Contr Supr)

152/20 – LOCAL SUPPORT ALLOCATION

1. Only a fraction of the allocated LSA amount has been claimed so far this fiscal year. Even considering the COVID-19 pandemic, far less than expected invoices have been submitted for repayment. Corps and squadrons are encouraged to submit invoices for any eligible expenses soonest. Please review CATO 17-34 to determine eligibility of all corps/squadron expenses, as your expenditures traditionally claimed might differ this year given our restrictive environment.
2. If you have additional expenses over and above your corps/squadron entitlement, please submit for reimbursement nonetheless; especially if they are related to eligible facilities costs. While there is no guarantee they will be reimbursed, any unused LSA can be redistributed by the RCSU CO at the end of the fiscal year.
3. While there is a complete understanding of the value being brought by individual initiatives to enhance the virtual training being offered to cadets; for many reasons, the Formation will not approve the use of LSA funds for non-enterprise tools and applications related to virtual training. DCOS IM/IT will be exploring the potential for applications such as KAHOOT, however solutions are not anticipated prior to summer 2021. As the CAF is not providing, the recently signed MOU would support Local Support Committee investment in

tools to bridge the gap. Support committees would need to know that this expense will not be claimable via LSA.

(J8 Compt)

153/20 – MONTHLY ETHICS DISCUSSION

1. As part of the ongoing ethics education and awareness process, all corps / squadron COs and RCSU (Pac) section heads should hold a monthly ethics discussion as part of their regular communications and ongoing professional development. These discussions can include a review of ethical scenarios that have been resolved, or a fictional scenario. A monthly ethics scenario is provided through the ROs to aide in your discussions, but you are welcome to choose your own. Scenarios that may be of interest to the larger audience can be submitted to the Unit Ethics Coordinator, Capt Cheryl Major cheryl.major@forces.gc.ca.

2. December Ethics Discussion: Your region is currently under orders to refrain from socializing outside of your own household, and in-person cadet training has been suspended. However, you've heard that some of your coworkers/staff/cadets are still planning to gather for an 'unofficial' holiday social function. What do you do? Discuss the following:

- a. What type of ethical dilemma is this?
- b. What CAF values and priorities are at play in this dilemma?
- c. What risk is there to the CAF and/or CCO in this situation?
- d. Is there any direction or guidance in place that may impact your decision?

(Unit Ethics Coordinator)

154/20 – DETAILED HEALTH QUESTIONNAIRE (DHQ)

Ref: RO Entry 124/20 – Detailed Health Questionnaire (DHQ) (10-2020)

1. IAW ref, the due date for all DHQ for returning cadets was 30 Nov 20. Although the RMLO office will continue to process late returns up to 31 Jan 21, 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 21 will not be eligible for CAP or CTC selection.

2. Cadets **shall not** be authorized to parade with an expired DHQ.

(RMLO)

155/20 – TOWN HALL

1. The CO RCSU (Pac) will host a Town Hall for all staff in Pacific Region on Monday, 7 December 2020 at 1900 hrs. Connection details are below.

2. In addition to WebEx, the SlidO app will be used to manage questions and gather feedback from participants. There is a Pacific Region Town Hall post on SharePoint that explains what SlidO is, and how to access and use it. Staff are encouraged to access the SlidO App ahead of the meeting to answer a pre-event survey and to post questions, which will help to shape the Town Hall. Please answer the survey and post questions before Thursday, 3 December 2020.

3. Town Hall connection details are as follows:

Join by video & phone
Date: Mon, 7 Dec 20

Time: 1900 hrs PST
Meeting number: 179 837 9041
Password: Cadets-2021

Join by phone
Toll Free: 1-855-288-0982
Access code: 179 837 9041

(COS)

156/20 – HOLIDAY MESSAGE

This year has certainly been a unique one for all of us and although I have only held this position for a few months, I am well aware of the ongoing trials, uncertainty and constant adjustments that all of you have been making throughout the pandemic. When I arrived, I asked you to Flexecute, and you have all done so in an exemplary manner. Thank you to each of you for your impressive work and continued dedication to the CAF, this program and the youth in your communities.

Although much of this year has been a hardship, there are plenty of things to be grateful for. Cadets have had the opportunity to try a new way of learning and this has, in some cases, led to youth having new leadership opportunities through the virtual world. We have also had the space to develop new and engaging programs that can be delivered online, and to create the Cadet Activities Program, which I think will be of great benefit well into the future. Corps and squadrons have been able to bring in guests that otherwise never would have been able to visit, we have made greater use of the diverse skill set that exists within this organization, and this shared experience has brought many of you closer as you worked together to navigate a way forward.

We are currently under social restrictions in BC and have taken the precaution of suspending in-person activities. I know that we are all tired of the pandemic, and I thank all of you for your patience and understanding as we continue to ensure that the Cadet Program is not a vector for transmission of COVID-19. I expect that we will continue to make these adjustments for at least the remainder of the training year, offering in-person training when it is safe, but taking precautions whenever necessary. As we move into the holiday season, please take the time to rest and connect with friends and family. Ensure that you are taking care of your own physical and mental health, and take the opportunity to thank your family, your staff, your cadets, and all of their families for their dedication and support. In the New Year, we will face continued challenges, along with COVID fatigue, but I know from what I have seen so far, that we will come out of this as a stronger organization that continues to offer unique and challenging experiences for youth.

(CO)

S.R. Gresmak
Commander
Commanding Officer

Annexes

Annex A	Reliability Status Requiring Update
Annex B	PRC/VSS Requiring Update
Annex C	2021 CTC and VCTC Positions

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 is valid for a period of 10 years and must be updated prior to the expiry of this validity period. 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 list indicates RS/Security Screening updates that are upcoming:

Unit	Rank	Name	Expiry Date
169 RCSCC	Lt(N)	Baldwin, L	01-Feb-21
552 RCACS	Capt	Bott, L	25-Feb-21
2483 RCACC	Lt	Bowles, C	04-Feb-21
105 RCSCC	Lt(N)	Cano Escamilla, J	20-Jan-21
3005 RCACC	Lt	Chow, J	10-Dec-20
902 RCACS	Capt	Gallagher, T	10-Dec-20
754 RCACS	Lt	Goh, L	16-Feb-21
692 RCACS	Capt	Hashmi, S	15-Feb-21
RCSU	Lt	Houle, E	01-Feb-21
103 RCACS	Capt	James, B	01-Nov-20
2812 RCACC	2Lt	Lindh, H	01-Feb-21
102 RCSCC	Lt(N)	Manning, C	14-Dec-20
RCSU	Lt	Nicholson, A	21-Feb-21
2947 RCACC	Lt	Wu, V	01-Feb-21

2. The following list indicates ongoing RS/Security Screening updates that require action from the member in order to complete. Members are to contact rsupacstaffing@forces.gc.ca to review outstanding requirements. As the update process is ongoing and had begun prior to the expiry date of the member's RS or Security Screening, these members are not considered suspended:

Unit	Rank	Name	Notes
243 RCACS	Capt	Arnold, F	Paperwork required
RCSU	CIV	Bachalo, S	Signed 330-47 required
835 RCACS	Capt	Boysen, K	Updated signature required
353 RCACS	Capt	Braun, D	Updated signature required
189 RCSCC	Lt(N)	Cennon, B	Paperwork required
808 RCACS	Capt	Chiang, E	Updated signature required
2276 RCACC	Lt	Cody, J	Updated signature required
RCA Ops	Capt	Cote, J	Updated signature required
3064 RCACC	Capt	Crawford, M	Updated signature required
103 RCACS	Capt	Davies, L	Updated signature required
1838 RCACC	Capt	Davis, J	Signed 330-47 required
263 RCSCC	Lt(N)	Diethelm, A	Updated signature required
1726 RCACC	CI	Dube, J	Updated signature required
205 RCACS	Capt	Edwards, T	Signed 330-47 required
RCSU	Cpl	Fleming, J	Data entry required
655 RCACS	Capt	Fong, A	Updated signature required
RCA Ops	Sgt	Fortin, S	Signed 330-47 required
201 RCSCC	Lt(N)	Gallant, K	Updated signature required
RCA Ops	Lt	Geng, A	Updated signature required
888 RCACS	Capt	Glaisher, A	Updated signature required
72 RCACC	Cpl	Heering, C	Updated signature required
2305 RCACC	Capt	Henville, L	Updated signature required
692 RCACS	Capt	Hinton, G	Updated signature required
531 RCACS	Capt	Hoglund, K	Signed 330-47 required
RCSU	Maj	Johnston, C	Signed 330-47 required

Annex A
RCSU (Pac) Routine Orders
1 December 2020

676 RCACS	Capt	Kelly, S	Signed 330-47 required
RCSU	Lt(N)	Kiefer, N	Updated signature required
147 RCACS	Lt	Kragh, T	Updated signature required
2316 RCACC	Capt	Landels, B	Updated signature required
744 RCACS	Capt	Lee, B	Updated signature required
848 RCACS	Lt(N)	Looye, C	Updated signature required
RCSU	Capt	Macdonell, T	Updated signature required
278 RCACS	Capt	Masoun, J	Updated signature required
744 RCACS	Capt	Matheson, M	Signed 330-47 required
907 RCACS	2Lt	May, S	Updated signature required
2756 RCACC	Capt	McConnell, M	Updated signature required
2822 RCACC	Capt	Meade, T	Updated signature required
2422 RCACC	Capt	Miskulin, J	Updated signature required
47 RCSCC	Lt(N)	Mok, D	Signed 330-47 required
102 RCSCC	Lt(N)	Nilsson, C	Signed 330-47 required
RCSU	Maj	Novak, M	Data entry required
102 RCSCC	Lt(N)	Parent, M	Updated signature required
147 RCACS	Capt	Perry, R	Signed 330-47 required
RCSU	SLt	Puska, A	Updated signature required
2316 RCACC	Capt	Rimmer, S	Updated signature required
RCSU	Capt	Rowell, M	Updated signature required
1838 RCACC	Capt	Savoie, P	Updated signature required
2422 RCACC	Capt	Scarbrick, S	Updated signature required
2305 RCACC	Capt	Shearsmith, D	Updated signature required
848 RCACS	Capt	Smirl, R	Signed 330-47 required
RCA Ops	Capt	Soros, K	Updated signature required
746 RCACS	Capt	Wong, D	Updated signature required
2483 RCACC	Capt	Yarmoshuk, B	Signed 330-47 required

3. The following list indicates ongoing RS/Security Screening updates that are processing. No action is required by the member at this time. If subsequent review results in action from the member, they will be contacted. As the update process is ongoing and had begun prior to the expiry date of the member's RS or Security Screening, these members are not considered suspended:

Unit	Rank	Name	Notes
RCSU	Sgt	Anderson, R	Profile to be created in WebSCPS and assigned to member.
RCA Ops	Capt	Chan, A	Processing
1838 RCACC	Capt	Dalgleish, R	Processing *
135 RCACS	Capt	Dight, R	Processing
2822 RCACC	Capt	Henderson, T	Processing
2618 RCACC	Capt	Mallia, T	Processing
RCA Ops	Lt	Marliave, J	Processing
3300 RCACC	Capt	Nagra, K	Processing
RCSU	Sgt	Pankiw, K	Update request to be sent to member
47 RCSCC	Lt(N)	Pawlik, F	Processing *
RCSU	Maj	Shim, N	Update request to be sent to member
RCSU	Maj	Steck, M	Processing
RCSU	Lt(N)	Stewart, S	Processing
81 RCSCC	Lt(N)	Townsend, M	Processing *
1813 RCACC	Capt	Westendorp, K	Processing *

* Additional action required by RCSU (Pac) Staff.

4. 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.

Annex A
RCSU (Pac) Routine Orders
1 December 2020

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

Unit	Rank	Name	RS Expiry Date	Cease Parading Date	Notes
RCSU	Capt	Cable, R	22-Jan-19	25-Jan-19	
RCSU	Capt	Canlas, O	14-Mar-18	09-Jan-18*	
RCSU	Lt(N)	Cartwright, J	14-Feb-18	27-Feb-18	
RCSU	Capt	Chan, D	07-Dec-17	12-Sep-17*	Processing
RCSU	SLt	Englouen, C	07-May-19	03-Jun-19	
RCSU	Capt	Goddard, G	02-Apr-18	30-Apr-18	
RCSU	Capt	Hirst, G	18-Sep-19	30-Sep-19	Updated signature required
RCSU	MWO	Hobor, H	08-Feb-18	09-Feb-17*	
RCSU	Capt	Holder, A	24-Mar-19	29-Mar-19	Updated signature required
RCSU	Capt	Perrin, R	14-Jun-17	26-Apr-17	
RCSU	Lt	Power, B	06-Feb-17	09-Feb-17	
RCSU	Capt	Rienks, M	02-Jun-19	03-Sep-19	
RCSU	Capt	Stephan, R	08-Dec-18	08-Dec-18	Updated signature required
RCSU	Lt(N)	Totten, N	21-Sep-15	17-Oct-16	
RCSU	Lt	Wolfe, D	10-Sep-17	03-Sep-19	Updated signature required
RCSU	Lt	Zhang, Y	15-May-18	24-May-18	Updated signature required

* 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.

5. The following list indicates RS/Security Clearance updates that have been approved and completed. Members that were suspended are authorized to recommence parading effective the approval date below:

Unit	Rank	Name	Approval Date
220 RCSCC	Lt(N)	Driemel, L	15-Oct-20
903 RCACC	Lt(N)	Earl, R	15-Sep-20
2963 RCACC	Capt	Gregorchuk, S	25-Nov-20
RCSU	2Lt	Lehton, Y	11-Mar-19
103 RCACS	Capt	Sargent, A	18-Nov-20
RCA Ops	Capt	Tuytens, D	20-Jul-20

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PRC/VSS REQUIRING UPDATE

1. Following is a list of personnel whose PRC/VSS will require renewal prior to the due date indicated. 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. 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):

Unit	Rank	Name	Due Date
204 RCACS	Capt	Aspinall, S	07-Dec-20
2947 RCACC	2Lt	Au, M	14-Feb-21
RCA Ops	CI	Avery, T	19-Feb-21
746 RCACS	Capt	Attwood, J	14-Jan-21
RCSU	Lt	Becker, A	08-Jan-21
2618 RCACC	CI	Brown, D	12-Feb-21
109 RCSCC	CI	Bylsma, J	26-Jan-21
RCSU	MS	Chavarria, O	04-Feb-21
828 RCACS	2Lt	Chiu, D	25-Jan-21
2947 RCACC	Capt	Choi, R	16-Jan-21
RCA Ops	CI	Corrigan, B	28-Feb-21
RCSU	Capt	Dalgleish, B	06-Feb-21
RCSU	Capt	Daniels, S	27-Feb-21
1922 RCACC	Capt	Doherty, J	25-Feb-21
676 RCACS	CI	Egilson, S	21-Jan-21
47 RCSCC	SLt	Groff, T	21-Dec-20
RCSU	OCdt	Heighes, M	10-Feb-21
259 RCACS	Capt	Hellyer, R	10-Feb-20
828 RCACS	Capt	Hirst, T	01-Feb-21
828 RCACS	Capt	Houle, W	17-Jan-21
158 RCSCC	Lt(N)	Howard, D	19-Jan-21
1725 RCACC	Lt	Johnson-Jensen, N	18-Jan-21
754 RCACS	Lt	Ko, P	13-Feb-21
RCSU	Lt	Lancaster, S	01-Feb-21
158 RCSCC	Lt(N)	Lawrence, M	29-Jan-21
63 RCSCC	Lt(N)	Lunder, K	18-Feb-21
RCSU	CPO2	Mackay, D	28-Jan-21
RCA Ops	Capt	Manary, W	15-Jan-21
RCSU	Capt	March, K	28-Jan-21
907 RCACS	CI	Martin, E	16-Dec-20
2422 RCACC	2Lt	Mclean, R	01-Dec-20
147 RCACS	Lt	Mercer, C	27-Jan-21
2276 RCACC	2Lt	Parkin, M	03-Feb-21
3063 RCACC	Capt	Patterson, S	22-Feb-21
RCA Ops	Capt	Randall, K	13-Feb-21
RCSU	2Lt	Reyes, M	21-Feb-21
81 RCSCC	SLt	Robertson, S	10-Dec-20
561 RCACS	Capt	Ronaldson, M	20-Jan-21
223 RCACS	Lt	Shewchuk, M	17-Feb-21
767 RCACS	CI	Tupy, N	29-Jan-21
72 RCACC	Capt	Urbanowski, M	25-Feb-21

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768 RCACS	CI	Verge, D	04-Jan-21
2472 RCACC	Lt	Wade, S	25-Jan-21
RCA Ops	Lt	Walker, S	14-Jan-21
RCSU	Lt	Whittla, C	17-Dec-20

2. 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	Capt	Arthur, A	28-Aug-19	03-Sep-19
RCSU	Capt	Aspinall, D	19-Nov-20	27-Nov-20
RCSU	Capt	Cable, R	05-Feb-13	06-Feb-13
RCA Ops	Capt	Calderbank, T	04-Oct-20	30-Oct-20
RCSU	Capt	Chan, D	03-Sep-17	12-Sep-17
RCSU	NCdt	Clark, S	11-May-20	02-Oct-20
RCSU	Capt	Davies, H	24-Sep-20	02-Oct-20
RCSU	Lt(N)	Easton, K	01-Oct-20	30-Oct-20
RCSU	LCdr	Fedderly, G	15-Oct-19	29-Oct-19
354 RCSCC	CI	Fernandez, T	27-Mar-20	02-Oct-20
258 RCACS	Capt	Ferreira, D	02-Oct-20	30-Oct-20
692 RCACS	Capt	Hashmi, S	03-Nov-20	27-Nov-20
RCSU	SLt	Havas, T	07-Jul-19	08-Jul-19
788 RCACC	Capt	Hazelton, A	27-Oct-20	30-Oct-20
RCSU	OCdt	Hill, A	06-May-20	02-Oct-20
RCSU	MWO	Hobor, T	08-Feb-17	09-Feb-17
RCSU	2Lt	Hsieh, M	26-Nov-19	02-Dec-19
RCSU	Lt	Hwang, B	13-Oct-20	30-Oct-20
RCSU	OCdt	Ikoma, K	12-Aug-20	02-Oct-20
RCSU	Capt	James, B	09-Dec-18	07-Jan-19
RCSU	SLt	Jarosz, M	07-Oct-20	30-Oct-20
RCSU	Lt(N)	Kapustina, O	23-Oct-20	30-Oct-20
RCSU	Lt	Kelusky, S	28-Aug-18	29-Aug-18
1813 RCACC	2Lt	Kennedy, T	26-Nov-20	27-Nov-20
513 RCACS	Lt	Kinross, J	27-Jul-20	02-Oct-20
RCSU	2Lt	Kora, D	02-Sep-20	02-Oct-20
RCSU	MS	Leccese, R	18-Jun-20	02-Oct-20
RCSU	Lt	Lum Black, K	20-Sep-17	21-Sep-17
RCA Ops	Lt	MacDonald, M	09-Jan-20	23 Jan 20
RCSU	Lt	MacDougall, A	24-Mar-16	29-Mar-16
135 RCACS	Lt	Malinab, J	20-Sep-20	02-Oct-20
102 RCSCC	Lt(N)	Manning, C	15-Oct-19	29-Oct-19
263 RCSCC	SLt	Masson, C	07-May-20	02-Oct-20
RCSU	2Lt	Moore, A	15-Oct-17	20-Oct-17
RCA Ops	Capt	Neave, F	25-Sep-20	02-Oct-20
RCSU	PO2	O'Connor, W	24-Sep-20	02-Oct-20
RCSU	Capt	Perrin, R	25-Apr-17	26-Apr-17

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RCSU	OCdt	Pike, S	23-Sep-15	12-Mar-14
RCA Ops	2Lt	Poirier, L	12-Nov-20	27-Nov-20
1726 RCACC	2Lt	Potts, M	25-Mar-20	02-Oct-20
RCSU	Lt	Power, B	13-Sep-18	01-Oct-18
RCSU	Lt	Rana, S	07-Apr-20	02-Oct-20
RCSU	Capt	Rienks, M	28-Feb-19	05-Mar-19
RCSU	Capt	Seganfredo, S	11-Aug-19	03-Sep-19
RCSU	Lt	Sekhon, N	30-Aug-17	03-Aug-17
353 RCACS	Capt	Shipton, K	25-Nov-20	27-Nov-20
RCSU	Lt(N)	Totten, N	19-Jul-17	17-Oct-16
1922 RCACC	Capt	Turner, S	16-Apr-20	02-Oct-20
RCSU	CI	Van Wyk, K	30-Oct-18	31-Oct-18
307 RCSCC	Capt	White, D	26-Nov-20	27-Nov-20

3. 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
296 RCSCC	SLt	Botta, T	30-Oct-20	17-Nov-20
888 RCACS	Capt	Chau, C	30-Oct-20	13-Nov-20
223 RCACS	2Lt	Devine, A	30-Oct-20	10-Nov-20
2556 RCACC	SLt	Judas, G	30-Oct-20	03-Nov-20
899 RCACS	Lt	Melo, Y	30-Oct-20	05-Nov-20
RCSU	Capt	Yauck, L	01-Oct-18	25-Nov-20

4. PRC/VSS has been completed and approved for the following personnel:

Unit	Rank	Name	PRC/VSS Approval Date
RCSU	Capt	Cheung, C	03-Nov-20
279 RCACS	CI	Hamilton, M	17-Nov-20
RCSU	SLt	Jarosz, D	17-Nov-20
525 RCACS	Capt	Khan, Z	03-Nov-20
2573 RCACC	Capt	Knoll, A	23-Nov-20
888 RCACS	Lt	Ma, A	23-Nov-20
RCA Ops	Capt	Matchett, S	23-Nov-20
525 RCACS	Capt	Mok, Z	31-Aug-20
205 RCACS	Capt	Morgan, C	27-Nov-20
386 RCACS	CI	Paulhus, T	13-Nov-20
169 RCSCC	Lt(N)	Sunger, S	03-Nov-20
788 RCACC	Capt	Swaenepoel, K	17-Nov-20

(J1 Staffing O)

2021 CTC AND VCTC POSITIONS

The following list outlines the known CTC and VCTC locations and courses, as well as the potential types of staff positions that may be available for summer 2021. Specific positions and dates will be published at a later date.

In-Person CTCs:

While the list of positions is unknown, in general, applicants can assume the following types of positions are available at all in-person CTCs (except for those in support of the Power Pilot Training Course).

Anticipated types of positions	Chief Trg O/Trg Gp Commander (LCdr/Maj) Conflict Resolution Advisor UPAR Admin/Pers Admin/Movements Facilities Coordination Operations Finance/NPF/Canteen Information Management/IT Standards/Trg Support/Scheduler Sports and Recreation Course Commander Divisional Officer/Flight Commander/Platoon Commander
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In-Region CTCs:

HMCS QUADRA CTC:

Courses being offered:	Basic Sail (1 st Intake), Basic Seamanship (2 nd Intake), Intermediate Sail, Senior Sail, Ship's Boat Operator
# Adult Staff positions available for Pacific Region Staff	18
Anticipated types of positions in addition to common positions	Boat Maintenance Boatshed Operations Navigation/Seamanship Instruction SCOP Sail Instructor

Vernon CTC:

Courses being offered:	Basic Expedition, Expedition Instructor, Survival Instructor
# Adult Staff positions available for Pacific Region Staff	23
Anticipated types of positions in addition to common positions	Expedition Equipment Coordination Course Section Leader

Power Pilot Training Course:

Courses being offered:	Power Pilot Training Course
# Adult Staff positions available for Pacific Region Staff	9
Anticipated types of positions	PPTC Site Supervisor Note: Exact locations TBC. Anticipated positions available in Campbell River and the Lower Mainland.

Out of Region CTCs:

Please note that it is anticipated that Pacific Region applicants will be limited to applying for training positions related to the courses that Pacific Region cadets will be attending. There may also be consideration for staff applying to work in other support roles at the CTC.

St-Jean CFTC:

Courses being offered for Pacific Region Cadets:	Advanced Aerospace
Other courses being offered:	Glider Pilot Training Course (TBD)
# Adult Staff positions available for Pacific Region Staff	3
Anticipated types of positions in addition to common positions	Flying-specific positions (TBD)

Trenton CTC/HMCS ONTARIO CTC:

Courses being offered for Pacific Region Cadets:	Advanced Sail, Basic Parachutist Course
Other courses being offered:	Basic Sail, Intermediate Sail, Senior Sail, Basic Seamanship, Ship's Boat Operator
# Adult Staff positions available for Pacific Region Staff	2
Anticipated types of positions in addition to common positions	Boat Maintenance Boatshed Operations Navigation/Seamanship Instruction SCOP Basic Parachutist Course Escort Officer Sail Instructor

Connaught CTC:

Courses being offered for Pacific Region Cadets:	Fullbore Marksmanship Phase 1, Fullbore Marksmanship Phase 2
Other courses being offered:	Basic Expedition, Expedition Instructor, Survival Instructor
# Adult Staff positions available for Pacific Region Staff	3
Anticipated types of positions in addition to common positions	Range Safety Officer/Coach

Mountain View CFTC:

Courses being offered for Pacific Region Cadets:	TBD
Other courses being offered:	Glider Pilot Training Course, Glider Pilot Instructor Course and Force Generation
# Adult Staff positions available for Pacific Region Staff	11
Anticipated types of positions in addition to common positions	GPIC DS Flight Commander Glider Instructor Tow Pilot Flying-specific positions

Rocky Mountain CTC:

Courses being offered for Pacific Region Cadets:	Leadership & Challenge
Other courses being offered:	N/A
# Adult Staff positions available for Pacific Region Staff	3
Anticipated types of positions in addition to common positions	Section Leader

Brandon CFTC:

Courses being offered for Pacific Region Cadets:	TBD
Other courses being offered:	Glider Pilot Training Course
# Adult Staff positions available for Pacific Region Staff	32
Anticipated types of positions in addition to common positions	Flight Commander Glider Instructor Tow Pilot Flying-specific positions

Virtual CTCs:

Courses being offered: Note: These are tentative and are subject to change.	Basic Aviation, Advanced Aviation, Basic Aviation Technology and Aerospace, Advanced Aviation Technology – Airport Operations, Basic Survival, Military Band Training (General), Pipe Band Training (General), Drill and Ceremonial Instructor, Fitness and Sports Instructor, Air Rifle Marksmanship Instructor, Cadet Correspondent Course, Pleasure Craft Operator Course, Restricted Operator Course (Maritime), additional virtual training.
# Adult Staff positions available for Pacific Region Staff	VCTC Alpha – 39 VCTC Bravo – 3
Anticipated types of positions in addition to common positions	Training Group Commanders (LCdr/Maj) Course Officer/Group Leader Course Instructor Virtual Delivery Support (IT, Admin, etc)