



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

Order No. 02/2018	1 February 2018
Last Order No. 01/2018	Esquimalt, BC

ROUTINE ORDER ENTRIES

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014/18 – CRISIS SITUATION

1. Any crisis situation related to Pacific Region cadet activities that involve cadets, COATS members, CIs, and/or volunteers shall be reported to the Regional Cadet Support Unit (Pacific) as soon as possible.

2. After engaging local emergency services as required, Corps/Squadron Commanding Officers are to contact their J3 Zone Training Officer with an initial report of the situation. Should the J3 Zone Training Officer not be available, the applicable J3 Area OIC shall be contacted. In the event that the J3 Zone Training Officer, or the J3 Area OIC are not available, the J35 Chief Training Officer, LCol Head, is to be contacted at 250-508-7572.

(J1 RCSU (Pac) CC)

015/18 – REPORTS AND RETURNS

Cdt #140, Lord Strathcona Medal Nomination	Due 31 Mar 18
Cdt #144, Royal Canadian Legion Cadet Medal of Excellence Nomination	Due 31 Mar 18
Nominations for Colonel Robert Perron Award (Ref: CATO 13-16 Annex G)	Due 15 Apr 18

(J1 RCSU (Pac) CC)

016/18 – RCSU (PAC) PERSONNEL CHANGES

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

- a. Capt J. Cloke has been selected to backfill the position of J3 Standards Officer (CIC) effective 23 Jan 18;

- b. Capt J. Donner has been selected for the Class A position of J3 Standards Officer (CIC CDL) effective 23 Jan 18; and

- c. Lt K. MacFadyen-Miskulin has been selected for the J1 HR Admin (CTC Staffing) seasonal position effective 1 Feb – 30 Jun 18.

(J1)

017/18 – 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)

018/18 – 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)

019/18 – RCSU (PAC) RESERVE EMPLOYMENT OPPORTUNITIES (REO)

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) will be published shortly:
 - a. [O-34857 - J1 Senior Records and Pay Clerk](#) - closing Mar 18;
 - b. [O-34697 – J4 Warehouse Supervisor \(Comox\)](#) - closing Mar 18;
 - c. [O-34854 – J8 Fin Svcs \(Travel & Claims\)](#) - closing Mar 18;
 - d. [O-34969 – J8 Fin Svcs \(Travel & Claims\)](#) - closing Mar 18; and
 - e. [O-34862 – Albert Head CTC Scheduler](#) - closing Mar 18.

(J1 Staffing O)

020/18 – UNAUTHORISED BADGE – DRESS ORDERS

1. The following CADPAT badge is something someone has made, and it is NOT authorised for wear on any CAF uniform.



2. Once our Formation identifiers are approved and production begins, we will have the appropriate badge for everyone across the Formation.
3. At this time the only approved badges to be worn on the CADPAT uniform are the name tag, rank badge and the Canadian flag.
4. Please ensure that this message is received by all Corps and Squadron staff, the direction is clear.

(UCPO)

021/18 – INVITATIONS TO MEMBERS OF THE PROVINCIAL LEGISLATURE AND FEDERAL MEMBERS OF PARLIAMENT

1. Commanding Officers of all Corps and Squadrons are reminded that they shall advise RCSU (Pac) when members of either the Provincial Legislature or the Federal Parliament have been invited to attend an Annual Ceremonial Review or other cadet training events.
2. Similarly, RCSU (Pac) shall be advised if any of the above noted members announce their intention to attend an Annual Ceremonial Review or other cadet training event in an unofficial capacity.
3. These steps are necessary in order to ensure that correct protocols and procedures are observed and are not meant to restrict the attendance of any VIP whether invited or otherwise.

(DCO)

022/18 – DISTRIBUTION 2017 T4

1. The preferred method of T4 delivery is via email through an Employee Member Access Account (EMAA). Personnel who do not have direct access to EMAA through a DWAN computer can fill out a DND 4121-E, Waiver for the Employee Member Access Account Application form. The required form is available in SharePoint and the File Repository (Pacific > Forms > Misc Forms). You may either scan it and submit it directly to the email address found on the form or mail it to the RCSU (Pac) Orderly Room for forwarding.
2. Failing electronic delivery, T4s will be mailed by Ottawa to the residential address on file in the Human Resource Management System (HRMS). If your address has changed in the past year please ensure you contact the OR to verify it is up to date.
3. T4 reprint requests will not be entertained prior to the second week of March and will not be a priority for Mil Pay in Ottawa due to the volume of requests at this time of year. Should it be necessary to request a T4 reprint the request must be sent to the Chief Clerk, Sgt Robinson, at (250) 363-0939 or at Amanda.Robinson@forces.gc.ca. Requests must be in the following format:
 - a. member's service number;
 - b. surname, given name;
 - c. year required;
 - d. full mailing address to which the T4 should be sent; and

- e. reason for the reprint request.

(J1 RCSU (Pac) CC)

023/18 – ID CARDS

Refs: A. PRCI 211, Identification Cards

B. CFAO 26-3, Identification Cards

1. As detailed in ref A, a lost, stolen, or damaged ID card must be reported to RCSU (Pac) in a timely manner using a DND 4154, Explanation of Lost, Stolen, or Damaged National Defence Identification Card form. The required form is available in SharePoint and the File Repository (Pacific > Forms > Misc Forms). IAW ref B, if the loss or damage to an ID card was caused or contributed to by willfulness or negligence of the cardholder, the CO may authorize an administrative deduction of \$25 to offset the cost of a replacement ID card. This does not preclude disciplinary action.
2. Members are also reminded to ensure that they have a current ID card. The process for ID card applications is contained in reference A. In order to obtain a new or replacement ID card, a form must be completed at RCSU (Pac) prior to a member attending the identification section.
3. Members must ensure they submit their form requests to the RCSU (Pac) Orderly Room by email (RCSUPac.OR@forces.gc.ca) a minimum of **60 days** prior to the expiration date of the identification card.
4. Upon receipt of a new identification card, all previous ID cards must be sent to RCSU (Pac) for return to the National Defence Identification Section. Previous cards must be returned whether they are expired or not.

(CC)

024/18 – PERSONAL TAX CREDITS RETURN – TD1/TD1BC

It is good practice at this time of year to review whether your current TD1 arrangements are meeting your needs. If your circumstances have changed and you would like to remove your personal tax credit altogether, have a specific amount of additional tax withheld from each pay, or increase your basic exemption please fill out a new TD1 form. The Federal and Provincial TD1 forms are available in SharePoint and the File Repository. If you have another employer in addition to RCSU (Pac), please remember the basic exemption can only be claimed once.

(J1 RCSU (Pac) CC)

025/18 – REIMBURSEMENT – GOVERNMENT SHARE OF PROVINCIAL HEALTH CARE PREMIUMS

Ref: Annex F to 5060-1 (ADM(PER))

1. IAW ref, members of the Reserve Force presently on Class B or A Reserve Service, resident in British Columbia who pay the entire monthly provincial health care premium without assistance from the employer or from any level of government, are entitled to a premium share of up to 50% from the Federal government. Members who had any period of Class B Reserve Service during calendar year 2017 may be eligible to claim this benefit. Note that this is a taxable benefit.
2. To claim the benefit, your submission must be received by RCSU (Pac) not later than Friday, 23 February 2018 in order to be processed by the deadline of 1 March 2018. No late submissions can be processed. You are required to submit:
 - a. a completed CF 52;

- b. a completed “Reserve Health Benefit Plan Provincial Premium Rebate Form”; and
 - c. a copy of your Medical Services Plan (MSP) account invoice, confirming that it has been paid in full for 2017.
3. The required forms are available in SharePoint and the File Repository (Pacific > Forms > Misc Forms). Completed claims are to be submitted to the RCSU (Pac) Orderly Room.

(J1 HRO)

026/18 – CTC POSITIONS UPDATE 2018 – COATS MEMBERS

Refs: A. RCSU (Pac) December 2017 Routine Order Entry 194/17
 B. RCSU (Pac) December 2017 Routine Order Entry 195/17

1. Refs A and B detailed the application process for summer 2018 CTC positions. While the application deadline of 31 Jan 18 has now passed, applications continue to be accepted as a number of positions remain available. An updated listing of available positions will soon be posted on the RCSU (Pac) SharePoint page and will be updated regularly.

2. In addition to the positions listed in Annex C of the December 2017 Routine Orders, the following positions are available:

- a. CTC Information Technology Coordinator (CTC ITC) is responsible for the daily operations associated with computer support at CTC. Pre-requisites: prior knowledge of the CCO Net and DWAN and/or background in computer systems administration. Positions are available at:

- (1) HMCS QUADRA/Comox (1 position),
- (2) Vernon (1 position), and
- (3) Out of region opportunities; and

- b. PCT Training Officer (2 positions) responsible for managing and conducting cadet training onboard the PCTs in conjunction with the vessel’s crews.

3. Questions may be directed to Lt(N) Timothy Pichaloff, J1 Staffing Officer, by email at rcsupacstaffing@forces.gc.ca or by phone at 250-363-0919.

(J1 Staffing O)

027/18 – UNIT HARASSMENT ADVISOR

1. Harassment Advisors (HAs) and Workplace Relations Advisors (WRA) are trained throughout the CAF/DND to assist members in understanding and accessing departmental harassment policies and procedures. The role of the HA is to provide advice to the Responsible Officer (RO) in harassment circumstances. WRAs are available to provide advice and policy information to CAF members and DND employees.

2. While the duties and responsibilities of an HA and WRA are similar to that of a Unit Cadet Conflict Management Advisor (UCCMA), the HA and WRA deal specifically with situations pertaining to CAF members and DND employees in accordance with DAOD 5012-0. These procedures are distinctly different from those incidents involving cadets.

3. The RO for RCSU (Pac) is Cdr Henderson and the HA is Maj Ennis. Members may contact the following WRAs for assistance or advice if required:

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

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

(J1 Admin O)

028/18 – STATUS DURING PROCESSING OF POSTING/TRANSFER

Individuals in the process of posting to a corps/squadron from out of region or transferring from the Supplementary Reserve are not authorized to parade with the gaining corps/squadron until posting/transfer is authorized by RCSU (Pac). Transfers/postings are not normally backdated and authorized paid days will commence upon completion of transfer/posting.

(J1 Admin O)

029/18 – INACTIVE MEMBERS

Ref: CF Mil Pers Instr 20/04

1. There are a number of COATS members who have not provided service for an extended period of time and have been identified as non-effective strength (NES). In accordance with ref, a Reserve Force member shall be declared NES when their unauthorized absence from duty has exceeded 30 days, during which time no fewer than three duty periods were conducted by the unit. A period during which a member has been declared NES does not count toward qualifying service for promotion, incentive pay or Canadian Forces' Decoration or clasp.

2. The J1 staff will be actively identifying members who are to be declared NES. Therefore, when a member is unable to continue with their duties, the member should be proactive in seeking an administrative option that meets their situation. There are a number of options available:

- a. Exempt Duty and Training (ED&T): ED&T is a status which may be requested by a member who is temporarily unavailable to continue Reserve Service. A period of ED&T can range from 30 days up to 365 days or more in some circumstances. ED&T does not count toward qualifying service for promotion, incentive pay, and Canadian Forces Decoration (CD) or clasp. Corps / Squadron Commanding Officers are not the approval authorities for ED&T requests. All requests must be sent to RCSU (Pac) for approval by either the CO RCSU (Pac) or the Formation Commander, depending on the length of time requested;
- b. Exempt Duty and Training (Maternity / Parental) (ED&T (MATA/PATA)): A member who wishes to request a period of absence for maternity or parental leave purposes may request to be placed on ED&T (MATA/PATA). In order to receive a benefit during a period of ED&T (MATA/PATA), a member must have accumulated the equivalent of 600 hours of paid service. Members who do not have 600 hours of paid service may still be placed on ED&T (MATA/PATA) in order to ensure they are not declared NES. Unlike ED&T, while on a period of ED&T (MATA/PATA), qualifying service continues to be calculated;
- c. Supplementary Reserve (Supp Res): The Supp Res is a sub-component of the Reserve Force (Res F). A COATS member may be transferred to the Supp Res when the member is unable to continue service with a corps / squadron or establishment for an extended period of time. Should the member later become available for service, he / she may request transfer from the Supp Res to a corps / squadron or other establishment. Members may be held in the Supp Res for up to 5 years and time in the Supp Res does not count toward qualifying service for promotion, incentive pay, and CD or clasp. The Compulsory Retirement Age (CRA) for the Supp Res is 60. Officer Cadets cannot be transferred to the Supp Res; and

- d. Voluntary Release: A COATS member may request voluntary release from the CAF at any time.

3. In order to request any of these administrative option, a member is to send an email to the RCSU (Pac) J1 section at: RCSUPac.OR@forces.gc.ca. Be sure to include your service number as well as an effective date for the transaction that you are requesting.

4. When a member is declared NES, they will be sent a letter outlining their options to either become active, request ED&T, request transfer to the Supp Res or request voluntary release. Should the member not choose to take action to effect any of these options and instead remain NES, they will be processed for release under item 5(f), Unsuitable for Further Service.

5. Any questions regarding any of these administrative processes may be directed to the J1 HRO, Lt(N) J. Stewart, at 250-363-0964 or Jennifer.Stewart2@forces.gc.ca.

(J1 Admin O)

030/18 – CADET INSTRUCTOR SUPPLEMENTARY STAFF (CISS)

Refs: A. CATO 23-25

B. CF Mil Pers Instr 20/04

1. The CISS establishment is managed by the RCSU (Pac) and provides members who are unable to commit to parading with a corps, squadron or other establishment with an opportunity to remain active within the organization. Posting to the CISS establishment is based on both the member's ability to continue to provide meaningful service and organizational need.

2. In accordance with ref A, members held against the CISS establishment are required to serve a minimum of 7 paid days in a consecutive 12-month period, from their initial posting date annually. Members are responsible to seek service opportunities; a member's offered service may be approved or declined by the chain of command based on the member's suitability for the specific task and / or the organization's need.

3. In order to ensure that members serving on the CISS establishment understand and acknowledge their service obligations, all members are to complete a Cdt #189, CISS Terms of Service Acknowledgement form at the time of requesting a posting to CISS. When completing the Cdt #189, the member is to indicate a realistic plan to meet the obligation of 7 days of paid service.

4. Personnel on the CISS establishment who are unable to meet the minimum requirement of seven paid days of service annually may request to be placed on Exempt Duty and Training (ED&T), to be transferred to the Supplementary Reserve (Supp Res) or voluntarily release. Failure to meet the requirement for 7 paid days of service and not requesting ED&T, transfer to Supp Res or release will result a member being declared non-effective strength (NES) in accordance with ref B.

(J1 Admin O)

031/18 – RESERVE EMPLOYMENT OPPORTUNITIES

Refs: A. CF Mil Pers Instr 20/04, Administrative Policy of Class A, Class B and Class C

B. CATO 23-10, Reserve Employment Opportunity Selection Process

C. CANCDTGEN 013/17, Clarification of Hiring Policies in the Natl CJCR Sp Gp

1. Class B and some Class A positions (other than CTC) are advertised in a Reserve Employment Opportunity (REO) with a 30-day application period. Current REOs for positions within RCSU (Pac) are posted on SharePoint under Library > J1 Admin – Employment Opportunities. Additionally, all REOs can be found on the internet by conducting a search for “Reserve Employment Opportunities”.

2. There are two steps to submitting an application on a REO:

- a. request to be nominated in Monitor Mass by sending an email to RCSUPacStaffing@forces.gc.ca; and
 - b. submit your complete application prior to the deadline indicated in the REO. Be sure to include all items required in the REO and be aware that your application will be scored relative to the criteria indicated in the REO by a Hiring Board. The review of your application will be based solely on what you submit in your application so ensure that you are fully detailing your qualifications and experience as they relate to the position for which you are applying.
3. Ref A provides the direction for hiring of Reservists for Class B periods of service. Ref B details the selection process that will be followed to review all applications received in response to a REO. Further clarification has been issued in ref C, specifically as it relates to the rank of applicants in relation to the advertised position. The following clarification is provided in ref C:
- “Applicants holding the substantive rank for the position and those who are one rank lower will be considered at the same time in the selection process. In accordance with reference A, individuals holding the substantive rank of the position being advertised, and who meet the minimum level of qualifications for the position, shall be selected before an individual of lower rank. If no suitable candidate can be selected of equal or lower rank, applicants whose substantive rank is one higher may be considered.”
4. The following tips are provided to assist applicants in submitting an application:
- a. paragraph 2 of the REO provides all of the essential requirements for the advertised position. Ensure that your submission addresses each of the criteria listed as the Hiring Board will be assessing your application based on these specific requirements;
 - b. pay particular attention to the required experience and qualifications detailed in para 2.G. These will be the specific requirements of the position for which you are applying. Those which are listed under sub-para A. are deemed essential criteria. If you do not detail how your experience and/or qualifications meet these essential criteria, you may not be considered for the position;
 - c. Hiring Boards are often reviewing several applications. Make it simple for the Hiring Board to see how you meet the required experience and qualifications by addressing each criteria individually. Provide examples of how you meet the criteria and ensure that they are, as much as possible, directly relative to the position for which you are applying;
 - d. Para 9.C. of the REO details the documents that are to be included with your application. Normally, a REO asks applicants to provide a covering letter which details their experience and qualifications. This letter should be provided in proper military format and be free of spelling and grammatical errors. Additionally, a REO normally asks for a resume, original reference letters or proof of qualifications/experience that can validate the required experience and abilities as described in the covering letter, and recent PERs (ASPEs), PDR, or letters of performance. While your testimony as to your experience and abilities is valued, having that supported by a current or previous supervisor may lend credibility to your application; and
 - e. it is unnecessary to submit your application in a binder, report cover or duo-tang, or with sheets inserted into plastic covers. Your application will need to be copied for all members of the Hiring Board (of which there a minimum of 3) and having it in some type of cover makes the duplication process more difficult. The Hiring Board will only see your application in paper copy so this additional effort is unnecessary.

5. Any questions with regard to the REO and selection process may be directed to the J1 Staffing Officer, Lt(N) Pichaloff, at Timothy.Pichaloff@forces.gc.ca or 250-363-0919.

(J1 Admin O)

032/18 – PICKUP OF DND RENTAL VEHICLES

1. When a vehicle is rented for an RCSU (Pac) approved cadet activity, personnel are not to provide personal credit card information to the rental agency. The driver must show a valid provincial driver's license to the rental agency.
2. Rental vehicles that require the driver to accept all insurance will be indicated on the monthly transport sheets posted on the File Repository in the Movements folder. This is reposted daily to reflect new orders and as verifications are received from the various MSEs.
3. If there is a problem at the rental agency, immediately contact the RCSU (Pac) Movements Section at 1-866-668-8388.

(J4 Mov O)

033/18 – REPORTING VEHICLE ACCIDENTS

1. If you are involved in an accident, and there are casualties or injuries to yourself or passengers, it is the driver's responsibility to call 911 to have the appropriate emergency services attend. The safety and welfare of your passengers and yourself is of paramount concern. Attend to other victims as required within your capabilities. For accidents involving more than one vehicle or if there are any injuries, the local municipal police or the Military Police (if you are within Base jurisdiction) must be called.
2. Once emergency services have been contacted and any injuries have been attended to, the RCSU (Pac) Movements Duty Officer must be contacted as soon as possible on the toll-free number at 1-866-668-8388 or within 24 hours whichever is sooner. The duty officer will assist you with the processes set forth in the CAF Transportation Manual. It is then the responsibility of the Movements Duty Officer to inform the proper chain.
3. The DND 423, Driver's Report of Collision form, which can be found on File Repository in the Forms folder, is to be filled out at the accident scene and faxed to RCSU (Pac) Movements at 250-363-0921. The original DND 423 is to be mailed or hand delivered to RCSU (Pac) Movements. If there is an injury or death to CAF members or DND civilians, the driver must complete and submit a CF 663, Hazardous Occurrence Investigation Report.
4. A vehicle accident includes flat tires or a cracked window, and no accidents are too minor to report. Questions may be directed to the Movements Section at 1-866-668-8388.

(J4 Mov O)

034/18 – VEHICLE RENTAL – FUEL CHARGES

Ref: Canadian Forces Temporary Duty Travel Instructions (CFTDTI)

1. All personnel are reminded that when picking up and returning rental vehicles the following process shall be followed:
 - a. on picking up the rental vehicle, ensure the fuel tank is at least ¼ full. You will return it the same way. These are the terms in all SOAs; and
 - b. if the rental agency offers to charge for a tank of gas on return of the vehicle, members shall not accept this offer. Rental agencies will not provide a refund for any fuel that remains at the time of drop-off that is why you try to have the same amount in the tank when you return the vehicle.
2. Failure to follow the above procedure could result in the member having to pay all fuel charges that are determined to be either inappropriate or excessive.

3. All DND/RCSU (Pac) vehicles in the Esquimalt area can be fueled at MSE or Dockyard. MSE fuel pumps are on your right after entering the gate at the back of the building. Dockyard fuel pumps are located by entering Naden gates, turn left at T intersection, turn right at Fleet School, proceed through Commissionaire gate, follow road through transport area, pumps are on your right.

4. Any questions may be directed to the Movements Section at 1-866-668-8388.

(J4 Mov O)

035/18 – CANSAIL INSTRUCTOR DEVELOPMENT CLINIC

Ref: 3937-4500-1 (STO) 12 January 2018

1. CANSail Instructor Development Clinic (IDC) will be conducted during the period 18-23 Mar 18 inclusive of travel. IDC will include an intensive 4 day course designed to provide candidates with the technical course requirements to deliver CANSail 1-4 or CANSail 5-6. The selected candidate instructors will use the theory they have learned in the National Coaching Certification Program (NCCP) Fundamental. In addition, the candidates will receive the Sea Rescue Workboat (SRW) endorsement. The SRW is a Rigid Hull Inflatable boat with a 90HP outboard motor designed to service the East and West coasts and inland waters of Canada for the Royal Canadian Sea Cadets to provide on-water safety / rescue / workboat capabilities.

2. Cadets must be registered in FORTRESS via “Activities by Selection”. Registration of cadets must be submitted NLT 2 Feb 18.

3. Information regarding the CANSail IDC, including prerequisites, have been posted on the SharePoint site and emailed directly to the RCSCC mailbox.

4. Questions may be directed to the J3 Training Officer (Sail), Lt(N) Kevin Eames, at Kevin.Eames@forces.gc.ca.

(J3 Trg O (Sail))

036/18 – ARMY CADET ADVENTURE CHALLENGE RACE MARCH 2018

Ref: 3937-4500-3 (J3 Trg O (Expn)) 23 Jan 18

1. RCSU (Pac) will host the second annual Army Cadet Adventure Challenge Race out of CFB Esquimalt (Albert Head) to take place 2-4 Mar 18. Army cadet teams will be comprised of two senior army cadet per corps. Anticipated activities will include orienteering, canoeing, biking, hiking/navigation, and expedition skills testing.

2. Interested corps may register a maximum of two cadets per corps in FORTRESS via “Summer Training and Activities by Selection” serial Adv Race. Applications will be accepted until Sun, 11 Feb 18.

3. All supporting documents have been uploaded into SharePoint.

4. Any questions are to be directed to the J3 Training Officer (Expedition), Capt Brandon McAuley, at Brandon.Mcauley@forces.gc.ca.

(J3 Trg O (Expedition))

037/18 – SILVER STAR EXPEDITIONS SPRING 2018

Ref: 3937-4500-3 (J3 Trg O (Expn)) 26 Oct 17

1. Expedition Sites (ES) will conduct Silver Star Expeditions over the following dates:

a. ES Interior: 19-21 Mar 18 (for 1867, 2316, 2812, 2822, 3300 RCACC);

- b. ES Interior: 21-23 Mar 18 (for 788, 903, 950, 1725, 1789, 1838, 1922, 2277, 2381, 2827, 2893, 2947 RCACC);
 - c. ES Interior: 23-25 Mar 18 (for 1705, 1746, 1787, 1813, 2136, 2276, 2289, 2305, 2458, 2483, 2618, 2556, 2756, 2757, 2887, 3005, 3020, 3063, 3064, 3067, 3066, 3080 RCACC);
 - d. ES Greater Vancouver: 27-29 Apr 18 (for 72, 2290, 2472, 2573, 2963 RCACC); and
 - e. ES Vancouver Island: 4-6 May 18 (for 1726, 2308, 2422, 2781, 2924, 2943 RCACC).
2. Cadets with a 30-minute participation limitation must attend one of the first three serials to complete PO 326.
 3. The Warning Order, Joining Instructions, consent form, and bus timings have been posted to SharePoint.
 4. Cadets must be registered in FORTRESS via “Technical Training and Activities”. Registration of cadets must be completed NLT 26 Jan 18.
 5. If cadets are unable to attend their primary serial, there is flexibility to change to a different serial. Any changes can be emailed to the J3 Training Officer (Expedition), Capt Brandon McAuley, at Brandon.Mcauley@forces.gc.ca

(J3 Trg O (Expedition))

038/18 – WEST COAST CHALLENGE REGIONAL EXPEDITION MAY 2018

Ref: 3937-4500-3 (J3 Trg O (Expn)) 23 Jan 18

1. RCSU (Pac) will conduct a Regional Expedition (Expn) from 19-27 May 18 on Vancouver Island and the Gulf Islands. The Expn will be comprised of twenty (20) army cadets and four (4) CIC officers. This Expn will combine expedition training, biking, and sea kayaking. Cadets will also learn route planning, map and navigation skills, GPS use, equipment and clothing selection, menu planning, and low impact camping.
2. A maximum of three cadets per corps may be nominated in FORTRESS via “Summer Training and Activities by Selection” serial Reg Expn May 18. Registration of cadets must be completed NLT 15 Apr 18.
3. All supporting documents have been uploaded into SharePoint. Joining Instructions will be sent directly to selected participants.
4. Any questions are to be directed to the J3 Training Officer (Expedition), Capt Brandon McAuley, at Brandon.Mcauley@forces.gc.ca

(J3 Trg O (Expedition))

039/18 – CIC TRAINING EMAIL ACCOUNT

All CIC training applications and course inquiries shall be sent to the group email account, ESQRCSUPACCICTRAINING@forces.gc.ca. The use of this email account will increase efficiency of communication and avoid duplication of efforts.

(J3 Trg O (CIC))

040/18 – SEA CADET CANADIAN COAST GUARD DEPLOYMENTS SUMMER 2018

1. The Sea Cadet Canadian Coast Guard (CCG) Ship Deployments will be conducted during summer 2018. Such deployments are usually 3 to 6 weeks and continuously at sea for up to 5 days and are held late June through August. During this training, cadets and officers are expected to be involved in every part of shipboard operations (operations room watches, upper deck operations, husbandry, cookery, engineering, damage control, safety, etc) in a 24/7 watch system.
2. Deployment details, conditions, medical support and selection prerequisites are provided in detail on SharePoint. This information is being provided to allow applicants to gain a better understanding of the training and to assess an individual's capability, suitability and eligibility.
3. Interested Sea Cadets and CIC (Sea) Officers to submit their applications NLT 25 Mar 18:
 - a. cadet applications (no limit in number) (M and/or F) listed in priority through FORTRESS (serial 116720); and
 - b. escort officer applications using the Escort Officer Application for Employment form, available on SharePoint, as well as period of availability (e.g. 20 Jun to 31 Aug 18).

Note: Incomplete application packages will not be considered.

4. Any inquires or requests for additional information are to be directed to J5 Plans O (Sea Cadets), Lt(N) C. Lawless, by email at Cynthia.Lawless@cadets.gc.ca or by phone at 250-363-0831.

(J5 Plans O (Sea Cdts))

// original signed by //

G.J. Clarke

Major

Acting 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	Note
2887 RCACC	Capt	Bachmier, D	07-May-18	Cdt #172 required
2136 RCACC	Capt	Beddoes, E	12-May-18	Cdt #172 required
103 RCACS	Capt	Canlas, O	14-Mar-18	Cdt #172 required
189 RCSCC	Lt(N)	Cartwright, J	14-Feb-18	Cdt #172 required
3064 RCACC	Capt	Crawford, M	06-May-18	Cdt #172 required
135 RCACS	Capt	Dight, R	27-Feb-18	Cdt #172 required
205 RCACS	Capt	Edwards, T	07-Apr-18	Cdt #172 required
RCSU	Capt	Goddard, K	02-Apr-18	Cdt #172 required
RCSU	MWO	Hobor, T	08-Feb-18	Cdt #172 required
RCSU	Capt	Johnston, C	13-Apr-18	Cdt #172 required
RCAOps	Capt	Kelley, S	15-Apr-18	Cdt #172 required
2316 RCACC	Capt	Landels, B	18-Mar-18	Cdt #172 required
RCSU	2Lt	Lehton, Y	20-May-18	Cdt #172 required
655 RCACS	Capt	Leung, J	24-Apr-18	Cdt #172 required
848 RCACS	Lt(N)	Looye, C	13-May-18	Cdt #172 required
RCSU	CPO1	MacKay, D	11-Feb-18	Cdt #172 required
2822 RCACC	Capt	Meade, T	28-Apr-18	Cdt #172 required
RCSU	Lt	Pratt, K	04-Apr-18	Cdt #172 required
135 RCACS	Capt	Smith, C	17-Apr-18	Cdt #172 required
RCAOps	Capt	Soros, K	17-Apr-18	Cdt #172 required
746 RCACS	Capt	Wong, D	15-May-18	Cdt #172 required
RCSU	Lt	Zhang, L	15-May-18	Cdt #172 required

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

Unit	Rank	Name	Due Date	Cease Parading Effective Date
RCSU	Lt(N)	Allan, O	02-Sep-15	02-Dec-15
RCSU	LCol	Appels, A	21-Nov-17	11-Feb-16*
RCSU	Capt	Blomme, W	14-Feb-17	22-Feb-17
RCSU	Capt	Chan, D	07-Dec-17	12-Sep-17*
RCSU	Lt(N)	Dalley (Bollen), L	16-Mar-15	07-Jan-16
258 RCACS	Capt	Eichinger, N	17-Nov-14	07-Jan-16
RCSU	Capt	Escobar, F	03-Oct-15	01-Apr-16
3080 RCACC	Lt	Gillespie, T	14-Sep-17	19-Sep-17
3063 RCACC	2Lt	Haak, P	12-Sep-17	19-Jul-17*
819 RCACS	Capt	Hargreaves, T	06-Aug-17	09-Jun-17 *
RCSU	SLt	Kardal, R	07-Feb-17	06-Oct-16
RCAOps	Capt	Kerry, S	20-Mar-17	31-Mar-17
861 RCACS	Lt	McCarthy, S	08-Aug-17	06-Sep-17
RCAOps	Lt	Norris, K	27-Jun-15	01-Apr-16
RCSU	Capt	Pepin, G	13-Dec-17	08-Jan-18
RCSU	Capt	Perrin, R	14-Jun-17	26-Apr-17
259 RCACS	Lt	Power, B	06-Feb-17	09-Feb-17

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205 RCACS	Capt	Ruscoff, G	20-Nov-17	28-Nov-17
RCSU	Lt(N)	Totten, N	21-Sep-15	17-Oct-16
RCSU	Capt	Turra, E	24-Jan-17	25-Jan-17
258 RCACS	Capt	Wanner, D	16-May-17	24-Oct-16
105 RCSCC	Lt(N)	Wisla, M	09-Aug-17	12-Jan-17 *
RCSU	Lt	Wolfe, D	10-Sep-17	12-Sep-17
RCSU	Capt	Wright, M	29-Aug-15	07-Jan-16
RCSU	Lt	Yu, J	26-May-17	14-Apr-17

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

3. RS has been completed and approved for the following personnel who are authorized to recommence duties effective on the RS approval date indicated below:

Unit	Rank	Name	Cease Parading Effective Date	RS Approval Date
RCSU (Pac)	Lt(N)	Orange, T	30-Jun-17	30-Jan-18
RCSU (Pac)	Lt	Schillinger, E	12-Sep-17	30-Jan-18

(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
861 RCACS	Lt	Aitchison, E	04-Feb-18
RCSU	Lt	Armstrong, S	11-Apr-18
2136 RCACC	Capt	Beddoes, E	22-Feb-18
902 RCACS	Capt	Berger, W	20-Mar-18
RCSU	Lt	Bowles, C	05-Apr-18
22 RCACS	Capt	Boyd, Ka	08-Apr-18
257 RCACS	Lt	Carlow, T	26-Feb-18
1922 RCACC	Lt	Carruthers, C	08-Apr-18
RCSU	Lt	Chung, S	20-Feb-18
2827 RCACC	Lt	Devaal, C	26-Feb-18
RCSU	Capt	Fairchild, R	03-Apr-18
777 RCACS	2Lt	Goh, E	03-Apr-18
2822 RCACC	Capt	Henderson, T	12-Apr-18
692 RCACS	Capt	Ho, S	26-Apr-18
RCSU	Capt	Holder, A	31-Jan-18
2573 RCACC	Lt	Jensen, C	08-Apr-18
RCAOps	OCdt	Koelewyn, V	06-Mar-18
RCSU	Capt	Kombo, H	04-Mar-18
RCSU	Capt	Lau, A	30-Apr-18
848 RCACS	Lt(N)	Looye, C	08-Mar-18
2422 RCACC	Lt	McEachern, R	05-Apr-18
899 RCACS	Capt	McRobert, B	18-Mar-18
2756 RCACC	CI	Oaks, B	04-Feb-18
RCAOps	CI	O'Flynn, L	21-Feb-18
5 RCSCC	SLt	Puszka, A	07-Feb-18
RCSU	Capt	Rowsell, M	11-Apr-18
888 RCACS	OCdt	Samra, I	07-Mar-18
RCSU	A/SLt	Servais, E	25-Mar-18
RCSU	OCdt	Stead, C	03-Feb-18
RCSU	Capt	Tam, J	04-Feb-18
RCAOps	CWO	Western, R	19-Mar-18
746 RCACS	Capt	Wong, D	27-Mar-18
692 RCACS	Lt	Wong, E	05-Feb-18

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(N)	Allan, O	29-Oct-17	02-Dec-15
RCAOps	2Lt	Amelia, J	14-Apr-16	15-Apr-16

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RCSU	OCdt	Anderson, D	19-Sep-16	27-Jun-16
RCSU	LCol	Appels, A	17-Jul-17	11-Feb-16
2812 RCACC	Capt	Blakely, A	20-Sep-17	21-Sep-17
RCSU	Capt	Blomme, W	06-Mar-17	22-Feb-17
513 RCACS	Capt	Brand, C	10-Oct-17	12-Oct-17
RCSU	SLt	Brissard, K	09-Jan-18	24-Jan-18
RCSU	Lt	Brown, Q	26-Sep-17	26-Sep-17
RCSU	Capt	Buller, D	22-Nov-17	28-Nov-17
RCSU	A/Maj	Cable, R	05-Feb-13	06-Feb-13
103 RCACS	Capt	Canlas, O	08-Jan-18	09-Jan-18
RCSU	2Lt	Carlson, I	03-Sep-15	07-Jan-16
RCSU	Capt	Chan, D	07-Sep-17	12-Sep-17
RCSU	2Lt	Cheung, E	29-Nov-15	07-Jan-16
655 RCACS	2Lt	Cheung, Y	31-Dec-17	08-Jan-18
RCSU	2Lt	Choi, L	24-Aug-17	05-Sep-17
RCSU	Lt	Chung, L	18-Sep-16	28-Oct-16
RCSU	Lt	Contractor, D	23-Jun-14	24-Jun-14
RCSU	Lt	Coombs, T	02-Nov-16	03-Nov-16
RCSU	2Lt	Crawford, D	07-Sep-16	22-Mar-16
RCSU	Maj	Croston, C	25-Jun-17	30-Jun-17
RCSU	Maj	Davies, D	11-Jun-17	15-Jun-17
2983 RCACC	Capt	Davies, E	14-Jun-17	06-Sep-17
220 RCSCC	Lt(N)	DeLong, E	23-Jul-17	03-Aug-17
RCSU	A/SLt	Doskotch, K	30-Nov-16	01-Dec-16
RCSU	SLt	Douglas, R	07-Jan-16	31-Jan-17
RCSU	Capt	Drought, R	23-May-17	29-May-17
RCSU	Lt(N)	Dube, R	09-Jul-17	19-Jul-17
RCSU	Capt	Dwyer, C	21-Aug-17	05-Sep-17
513 RCACS	Capt	Edmiston, P	28-Jul-17	03-Aug-17
205 RCACS	Capt	Edwards, T	07-Dec-17	11-Dec-17
258 RCACS	Capt	Eichinger, N	24-Jul-17	07-Jan-16
RCSU	Capt	Escobar, F	07-Jan-17	01-Apr-16
RCSU	OCdt	Fernstrom, J	14-Sep-16	14-Jan-16
RCSU	Lt	George, B	02-Sep-16	09-Sep-16
201 RCSCC	Lt(N)	Gervais, M	13-Nov-17	15-Nov-17
RCAOps	Lt	Giles, T	27-Aug-17	05-Sep-17
2893 RCACC	Capt	Giroux, C	08-Aug-17	05-Sep-17
RCSU	2Lt	Goswell, M	09-Nov-16	09-Nov-16
RCSU	MWO	Hobor, T	08-Feb-17	09-Feb-17
RCSU	Lt	Houle, E	27-Jan-15	30-Jan-15
22 RCACS	Capt	Johnson, G	21-Jun-17	30-Jun-17
RCSU	A/SLt	Johnson, J	06-May-15	31-Jan-17
RCSU	Capt	Jones, A	22-Aug-17	05-Sep-17
RCSU	SLt	Kardal, R	12-Apr-16	06-Oct-16
2422 RCACC	Lt	Keely, V	08-Nov-17	28-Nov-17
RCAOps	Capt	Kelley, R	22-Feb-17	23-Feb-17
RCAOps	Capt	Kelley, S	20-Sep-17	21-Sep-17
RCSU	Lt	Keogh, B	07-Sep-16	09-Sep-16
2943 RCACC	Lt	Lafitte, R	19-Dec-17	08-Jan-18
RCSU	SLt	Lafleur, S	31-Aug-17	05-Sep-17
263 RCSCC	SLt	Lambert, G	21-Dec-17	08-Jan-18
RCSU	SLt	Lee, A	29-Oct-15	07-Jan-16
RCSU	Capt	Leung, E	31-Dec-17	08-Jan-18
RCSU	Lt(N)	Levesque-Martel, V	19-Mar-17	20-Mar-17
RCSU	Capt	L'Heureux, M	21-Sep-17	28-Sep-17
RCSU	NCdt	Lochhead, D	25-Apr-17	28-Apr-17
2947 RCACC	Lt	Lum Black, K	20-Sep-17	21-Sep-17
2893 RCACC	Capt	MacDonell, T	07-Aug-17	05-Sep-17
2277 RCACC	Lt	MacDougall, A	24-Mar-16	29-Mar-16

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777 RCACS	Capt	MacLean, S	20-Sep-17	21-Sep-17
RCSU	2Lt	Mahar, T	20-Sep-17	21-Sep-17
RCSU	Lt(N)	McLennan, D	27-Aug-17	04-Feb-16
RCSU	2Lt	Mitchell, T	11-Oct-17	12-Oct-17
RCSU	2Lt	Moore, A	15-Oct-17	20-Oct-17
RCSU	2Lt	Murray, R	04-Aug-17	05-Aug-17
RCSU	OCdt	Moy, K	29-Aug-17	05-Sep-17
102 RCSCC	Lt(N)	Nilsson, C	06-Sep-17	11-Sep-17
RCSU	Capt	Peel, M	07-Sep-17	12-Sep-17
RCSU	Capt	Perrin, R	25-Apr-17	26-Apr-17
RCSU	OCdt	Pike, S	23-Sep-15	12-Mar-14
RCSU	2Lt	Santos, E	19-Oct-17	20-Oct-17
54 RCSCC	NCdt	Schoenfelder, A	25-Feb-16	26-Feb-16
788 RCACC	Lt	Schur, Ke	10-Jan-18	24-Jan-18
89 RCACS	Capt	Seaton, M	19-Sep-17	21-Sep-17
513 RCACS	Lt	Sekhon, N	29-Jul-17	03-Aug-17
RCSU	Maj	Shim, N	24-May-17	25-May-17
222 RCACS	Capt	Stewart, G	31-Aug-17	05-Sep-17
RCSU	Lt(N)	Sullivan, R	15-Oct-12	17-Oct-13
2277 RCACC	Lt	Toth, T	04-Aug-17	05-Sep-17
RCSU	Lt(N)	Totten, N	19-Jul-17	17-Oct-16
RCSU	Capt	Turra, E	02-Aug-17	25-Jan-17
RCAOps	Capt	Vucko, D	21-Nov-16	23-Nov-16
RCAOps	Capt	Vucko, J	07-Nov-16	09-Nov-16
2893 RCACC	Capt	Wade, C	20-Jun-17	30-Jun-17
258 RCACS	Capt	Wanner, D	21-Oct-16	24-Oct-16
2308 RCACC	Capt	Welbourn, R	14-Nov-16	17-Nov-16
RCSU	A/SLt	Welsh, B	18-May-17	19-May-17
2893 RCACC	OCdt	Wickes, F	18-Jan-18	24-Jan-18
2924 RCACC	2Lt	Wiedenman, R	14-Nov-17	15-Nov-17
325 RCSCC	A/SLt	Wisla, S	11-Jan-17	12-Jan-17
RCSU	Capt	Wright, M	26-Apr-17	07-Jan-16
2381 RCACC	Lt	Wu, F	25-Jan-17	31-Jan-17
RCSU	Lt	Yu, J	13-Apr-17	14-Apr-17
RCSU	Lt	Zhang, L	22-Oct-17	24-Oct-17

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

Unit	Rank	Name	Cease Parading Effective Date	PRC/VSS Approval Date
2556 RCACC	2Lt	Cook, S	28-Nov-17	8-Jan-18
RCSU (Pac)	Capt	Fitzgerald, W	30-Oct-17	15-Jan-18
3063 RCACC	2Lt	Haak, P	19-Jul-17	15-Dec-17
RCSU (Pac)	LCdr	McCormick, M	09-Jan-18	24-Jan-18

(J1 Staffing O)