



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

Order No. 03/2020	3 March 2020
Last Order No. 02/2020	Esquimalt, BC

**ROUTINE ORDER ENTRIES**

The following is a listing of the contents of Routine Order 03/2020 dated 3 March 2020:

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## **045/20 – SIGNIFICANT ISSUES**

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 HRO)

## **046/20 – REPORTS AND RETURNS**

<u>Report / Return Required</u>	<u>Due Date</u>
DND 2893, COATS – Class “A” Reserve Service Attendance and Transportation Assistance Allowance Register (for all Class A Reserve Service for the period 1 Apr 19 through 31 Mar 20)	10 Apr 20
Quarterly Stocktaking of Small Arms and Ammunition	30 Jun 20

(J1 HRO)

## **047/20 – AMENDMENTS TO PUBLICATIONS, ORDERS AND FORMS**

1. The following CANFORGEN has been released and is posted on SharePoint:
  - a. CANFORGEN 039/20 – Novel Coronavirus (COVID-19) Update
2. The following CANCDTGENs have been released and are posted in the File Repository (Policy > CANCDTGENs):
  - a. CANCDTGEN 005/20 – Interim Policy for Appointment and Promotion – CTC CO;
  - b. CANCDTGEN 004/20 – Natl CJCR Sp Gp – Senior Appointment;
  - c. CANCDTGEN 003/20 – Cadet and Junior Canadian Rangers Dress Instructions – Update;
  - d. CANCDTGEN 002/20 – Queen’s Regulations and Orders for Canadian Cadet Organizations (QR (Cadets)); and
  - e. CANCDTGEN 021/19 – Acting/Lacking Promotions.

(J1)

## **048/20 – 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)

## **049/20 – 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.

(J1 Staffing O)

## **050/20 – RESERVE EMPLOYMENT OPPORTUNITIES**

1. Reserve Employment Opportunities (REOs) 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 National Cadet and Junior Canadian Rangers Support Group are currently published:
  - a. O-44526 – J7 CDO (Army Cadets) MATA/PATA Backfill – closing 23 Mar 20;
  - b. O-45735 – Supply Technician – closing 16 Mar 20;
  - c. O-45828 – ACGP Standards and Evaluation Team Officer 2 – closing 16 Mar 20; and
  - d. O-46068 – Service Desk / Desktop Support Technician – closing 1 Apr 20.
3. The following REOs with the Regional Cadet Support Unit (Pacific) are currently published:
  - a. O-45674 – J4 Supply Tech (Lower Mainland Area) – closing 06 Mar 20;
  - b. O-45798 – RCSU CWO (Pacific) – closing 16 Mar 20;
  - c. O-45813 – J1 CTC Staffing Officer – closing 16 Mar 20;
  - d. O-45829 – J1 CTC Staffing NCM – closing 16 Mar 20;
  - e. O-45835 – J1 Records and Pay Clerk – closing 16 Mar 20; and
  - f. O-46027 – J8 Financial Services Supervisor – closing 30 Mar 20.

(J1 Staffing O)

## **051/20 – HONOURS AND AWARDS**

1. The RCSU (Pac) CO congratulates Captain Hannah Walker, J3 Zone Training Officer (Kootenay), for receiving the Commander National Cadet and Junior Canadian Rangers Support Group Commendation. The citation on this Commendation reads:

“For demonstrating an exceptionally high level of commitment and professionalism in providing outstanding leadership and mentorship to the corps and squadrons in the Kootenay Zone. She has overcome many challenges in establishing herself in this new position and has dedicated herself to ensuring that her assigned corps and squadrons were fully supported, often going above and beyond to assist them in delivering engaging training programs.”

2. 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.

(J1 Svcs O)

### **052/20 – FINDINGS OF COURT MARTIAL**

1. On 17 February 2020, SLt T.J. Havas was tried by General Court Martial on the following charges:
  - a. Charge 1: S. 130(1)(a) NDA, assault (s. 266 CCC); and
  - b. Charges 2, 3: S. 129 NDA, conduct to the prejudice of good order and discipline.
2. Findings: Charges 1, 2: Withdrawn. Charge 3: Guilty.
3. Sentence: A severe reprimand and a fine in the amount of \$2,000.

(J1 Svcs O)

### **053/20 – TIMELY SUBMISSION OF PAY**

As we approach the end of the fiscal year on 31 Mar 20, in order to allow the RCSU (Pac) staff to accurately manage our financial resources, it is important that corps and squadrons ensure that pay sheets are submitted in a timely manner. There are a few corps and squadrons that tend to hold pay sheets for several months and some that submit only quarterly or even annually. This does make the management of our budget more difficult and therefore cannot continue. Corps and squadron COs must ensure that all outstanding pay sheets are submitted ASAP and pay sheets for each month are submitted within the first 10 days of the following month. It is particularly important that pay sheets for March 2020 be submitted as early in April as possible.

(J1 HRO)

### **054/20 – 2019 T4 REPRINT REQUESTS**

1. Members without access to CRA website (<https://www.canada.ca/en/revenue-agency/services/e-services/e-services-individuals/account-individuals.html>) will be allowed to request a reprint of their T4s with substantiation.
2. T4/R1 reprint requests can be submitted via email to the Orderly Room at [rcsupacpay@forces.gc.ca](mailto:rcsupacpay@forces.gc.ca) starting 11 Mar 20.
3. All reprint requests must be submitted in the following format:
  - a. member's service number;
  - b. last name;
  - c. year required;
  - d. full mailing address to which the T4 should be sent. Either the member's current address or the unit mailing address and name of the recipient; and
  - e. reason for the reprint request. Please choose one of the following:
    - (1) 3R01 – change of address,
    - (2) 3R02 – no EMAA access – specify the reason,
    - (3) 3R03 – T4 received – subsequently lost or destroyed,
    - (4) 3R04 – T4 for other than current year, or
    - (5) 3R05 – other (please specify).

4. Any requests without the required details will not be processed.

(J1 HRO)

### **055/20 – CTC STAFFING**

1. Staff selections are currently underway, and some offers have been sent to selected members. The deadline for Adult Staff applications has passed, however applications will continue to be accepted and are highly encouraged. There are opportunities for short periods of Class A or B reserve service, and intake/exhaust related duties.
2. An updated listing of available positions is posted on the RCSU (Pac) SharePoint page and is available at Annex C.
3. For more information contact Capt Scott Daniels, J1 CTC Staffing Officer, by email at [rcsupacstaffing@forces.gc.ca](mailto:rcsupacstaffing@forces.gc.ca) or by phone at 250-363-0963.

(J1 CTC Staffing)

### **056/20 – STAFF CADET PAY DOCUMENTATION**

1. J1 CTC Staffing has received many incomplete staff cadet pay documentation. Staff cadet applicants are required to submit three documents:
  - a. Cdt #199, Staff Cadet Information form;
  - b. TD1 E, 2020 Personal Tax Credits Return with the Social Insurance Number (SIN) clearly indicated. Staff cadets require a SIN to receive pay; and
  - c. a void cheque or direct deposit form.
2. The bank account must match the name of the staff cadet. A parent's bank account cannot be used.
3. Failure to provide the required forms will result in offers of Advanced Training being delayed and/or cancelled.

(J1 CTC Staffing)

### **057/20 – REVIEWING OFFICER INVITATIONS**

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

- e. a request for a member of the Provincial Cabinet is to be staffed to the RCSU (Pac) for a letter of invitation to be sent from the RCSU (Pac) CO;
- f. a request for the Lieutenant Governor is to be staffed to the RCSU (Pac) for a letter of invitation to be sent from the RCSU (Pac) CO;
- g. a request for the Commanding Officer of a local Primary Reserve Unit can be sent directly from the Corps/Squadron CO and the J35 D/Chief Trg O at RCSU (Pac) is to be advised;
- h. a request for an Honorary Colonel can be sent directly from the Corps/Squadron CO and the J35 D/Chief Trg O at RCSU (Pac) is to be advised;
- i. a request for a local MP or MLA can be sent directly from the Corps/Squadron CO and the J35 D/Chief Trg O at RCSU (Pac) is to be advised. The only exception is if the local MP or MLA has a Cabinet position, then the Formation Commander or RCSU (Pac) CO will send the invitation as detailed above;
- j. a request for local city government representatives (Mayor or Councillors) can be sent directly from the Corps/Squadron CO and the J35 D/Chief Trg O at RCSU (Pac) is to be advised; and
- k. a request for local dignitaries from media, Royal Canadian Legion, service groups, school boards, etc can be sent directly from the Corps/Squadron CO.

3. When a letter of invitation is required from either the Formation Commander or RCSU (Pac) CO, the request shall be initiated through your J3 Zone Training Officer.

(J35 D/Chief Trg O)

### **058/20 – DETAILED HEALTH QUESTIONNAIRE**

1. While most DHQs submitted to the RMLOs are done correctly, there are a number that are submitted with errors which cause processing delays. There are two key things that corps/squadron staff could do to help to eliminate some of the common problems:

- a. ensure that the DHQ is properly printed from FORTRESS. This means that:
  - (1) it is properly fit to the paper,
  - (2) the tombstone data for the cadet has been populated which will eliminate the need for this to be handwritten. Often, the handwritten information is not legible, and
  - (3) it is not photocopied. Note that photocopied DHQs will be rejected.
- b. ask that the parent / guardian filling out the DHQ carefully review and follow the instructions provided with the form. This would include:
  - (1) completing the form using a blue or black pen. Pencils or crayons should not be used on this legal medical document,
  - (2) ensuring that all information is clear and legible,
  - (3) not allowing a cadet to sign the form. In the province of BC, where the age of majority is 19, all DHQs must be signed by the parent or legal guardian listed in FORTRESS, and
  - (4) ensuring that all required information is completed on the form before submitting.

2. Missing information, incomplete or illegible information prevents or delays the cadet record being validated in FORTRESS and delays the cadet's ability to participate.

(RMLO)

## **059/20 – CANSAIL INSTRUCTOR DEVELOPMENT CLINIC**

Ref: 3937-4500-2-6 (J3 Trg O (Sail)) 10 Feb 20

1. RCSU (Pac) will conduct a CANSail Instructor development clinic for cadets and officers meeting the Sail Canada pre-requisites 15 – 20 Mar 20 at CFB Esquimalt.
2. The Warning Order has been uploaded to SharePoint.
3. Officers interested in this Reserve Service opportunity are to contact J3 Trg O (Sail) via email Kevin.Eames@forces.gc.ca IAW the Warning Order.

(J3 Trg O (Sail))

## **060/20 – TOW PILOT CONVERSION COURSE**

1. RCA Ops (Pac) is recruiting new tow pilots for the Air Cadet Gliding Program in Pacific Region. Opportunities for service exist at the regional Cadet Flying Sites (CFS) during the spring and fall flying seasons, and during the summer at the Comox Cadet Flying Training Centre.
2. Tow pilots work in an essential Air Cadet Gliding Program support role by towing gliders, conducting familiarization flights in the C-182, performing Launch Control Officer duties, and assisting with overall supervision and conduct of airfield operations. Tow pilots are expected to be exemplary role models of airmanship, leadership and professionalism, conduct air operations with the highest regard for flight safety, and actively mentor the cadets involved with the gliding program.
3. Applicants for the Tow Pilot Conversion Course (TPCC) must meet the following mandatory minimum qualifications:
  - a. a valid Transport Canada private pilot licence, or higher;
  - b. a valid Transport Canada Cat 3 or 1 medical certificate;
  - c. 100 hours pilot in command of aeroplanes prior to starting the course;
  - d. 5 hours pilot in command within the 12 months preceding the course start date;
  - e. meet Transport Canada recency requirements;
  - f. must be a COATS, Reg F, or P Res member, a civilian instructor (civilian volunteers are not authorized), or a cadet; and
  - g. be available for duty 3 to 5 days per month, including occasional long weekends, from Mar-Jun, and Sep-Nov each year. Actual employment dates will vary based on the local CFS flying schedule.
4. Additional preferred selection criteria will include:
  - a. demonstrated commitment to the Air, Army, or Sea Cadet Program (all qualified candidates, regardless of environmental uniform, are encouraged to apply);
  - b. willingness to make a 3 year or longer commitment;
  - c. availability for occasional mid-week duty and summer CCFTC service; and
  - d. overall flying experience including total time, C-182, light aircraft, CS prop, and recency.
5. The course is conducted at CFB Comox, is 2 weeks in duration and may offer a third week to gain experience flying as a tow pilot for the Glider Pilot Instructor Course. It may be shortened somewhat to accommodate civilian employment, depending on weather and individual pilot proficiency. The 2020 TPCC is scheduled for 31 May to 14 Jun 20. Prospective candidates who are not available for these dates are encouraged to still submit an application form and to

contact Maj Allison. If demand and organizational needs exist, other training delivery options may be considered including different course dates or training in a different location.

6. A Cdt #124A (03-16), Application for Tow Pilot Conversion Course must be completed up to and including the Commanding Officer's comments and recommendation, and be submitted NLT 25 Mar 20 by email to Robert.Allison@forces.gc.ca, by fax to 250-339-8137, or by mail to:

RCA Ops (Pacific)  
CFB Comox  
PO Box 1000, Stn Main  
Lazo, BC V0R 2K0

7. For more information about the TPCC and subsequent flying duties, contact Maj Allison, D/RCA Ops O, by email or at 250-339-8211 ext 8787.

(D/RCA Ops O)

### **061/20 – COMBAT BOOT REIMBURSEMENT**

Refs: A. CANFORGEN 127/18

B. RO Entry 030/19 para 3

1. Ref A is only applicable to COATS members whose environment is Army (MOSID 00232-02 CIC-Army, COATS GSO or GS-NCM who are Army).
2. IAW ref B, prior to purchasing combat boots, LSC Chilliwack must assess the condition of issued boots and determine if replacement is warranted. This assessment is required as boots will only be replaced based on condition/need, not solely based on availability of entitlement within that FY. IAW the Supply Administration Manual (SAM), guidance for determining if a new pair of boots is required includes:
  - a. the protective qualities of a boot have been compromised (i.e. outer shell of the boots and/or sole are punctured, cut or abraded; tread wear on the outsole is worn down and affects traction or stability; lining is torn or thin due to abrasion due to physical changes, normal day-to-day usage, or exposure to unusual circumstances); or
  - b. boots have a questionable appearance or characteristics (i.e. loose or broken components such as eyelets or speed laces; deep cracks, loss of adhesion to the upper in the outsole or midsole; discomfort of the foot due to sharp edges protruding through the lining or insole; overwhelming discolouration of the leather due to splashes of petroleum, oils or lubricants (POLs) or chemicals).
3. LSC Chilliwack can assess boots in 3 ways:
  - a. members bring boots to LSC Chilliwack;
  - b. picture can be sent electronically; or
  - c. boots are shipped to LSC Chilliwack (will provide shipping instructions).
4. If boots are assessed as unserviceable, LSC Chilliwack will then provide authorization for purchase of boots.

(J4 Mat Contr Supr)

*// original signed by //*

D.B. Henderson  
Commander  
Commanding Officer



Annexes

Annex A	Reliability Status Requiring Update
Annex B	PRC/VSS Requiring Update
Annex C	CTC Vacancies

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
RCSU	Lt(N)	Beland, D	03-Jun-20
835 RCACS	Capt	Boysen, K	04-May-20
263 RCSCC	Lt(N)	Diethelm, A	13-May-20
1726 RCACC		Dube, J	10-May-20
655 RCACS	Capt	Fong, A	20-Feb-20
768 RCACS	Capt	Forster, M	25-May-20
72 RCACC	OCdt	Heering, C	23-Apr-20
2822 RCACC	Capt	Henderson, T	30-Jun-20
676 RCACS	Capt	Kelly, S	10-Mar-20
RCSU	Lt(N)	Kiefer, N	21-May-20
744 RCACS	Capt	Lee, B	09-Jun-20
RCSU	Capt	MacDonell, T	25-Mar-20
102 RCSCC	Lt(N)	Manning, C	17-Jun-20
RCSU	Lt(N)	Pichaloff, H	12-May-20
RCSU	Lt(N)	Puckering, J	19-May-20
RCSU	Maj	Shim, N	03-Jun-20
848 RCACS	Capt	Smirl, R	07-Apr-20
RCSU	A/Maj	Stevens, Q	18-May-20
1922 RCACS	Capt	Turner, S	13-May-20

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
279 RCACS	Lt	Boyce, T	10-Sep-17	16-Dec-19
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*
RCSU	SLt	Englouen, C	07-May-19	03-Jun-19
RCSU	Capt	Goddard, K	02-Apr-18	30-Apr-18
RCSU	MWO	Hobor, T	08-Feb-18	09-Feb-17*
RCSU	Capt	Hirst, D	18-Sep-19	30-Sep-19
RCSU	Capt	Holder, A	24-Mar-19	29-Mar-19
RCSU	CI	Nicoll, GW	25-Feb-10	25-Feb-10
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	Lt(N)	Totten, N	21-Sep-15	17-Oct-16
RCSU	Lt	Wolfe, D	10-Sep-17	03-Sep-19
RCSU	Lt	Zhang, L	15-May-18	24-May-18

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

(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
257 RCACS	Lt	Arthur, S	24-Mar-20
222 RCACS	Lt	Buerfeind, E	28-May-20
7 RCSCC	SLt	Calder, T	21-Apr-20
RCSU	NCdt	Clark, S	11-May-20
RCSU	LS	Dompierre, D	07-May-20
354 RCSCC	CI	Fernandez, T	27-Mar-20
754 RCACS	Lt	Goh, L	20-May-20
788 RCACC	Lt	Goossen, C	15-Mar-20
136 RCSCC	Lt(N)	Grant, D	22-Nov-13
RCAOps	CI	Heim, P	27-Apr-20
158 RCSCC	CI	Hildebrandt, W	14-Apr-20
RCSU	OCdt	Hill, A	06-May-20
RCSU	CI	Hunt, V-R	12-Mar-20
676 RCACS	Capt	Kelly, S	18-Mar-20
RCSU	MS	Leccese, R	18-Jun-20
263 RCSCC	SLt	Masson, C	17-May-20
89 RCACS	Lt	McCallum, R	25-Apr-20
RCSU	CI	Onyschtschuk, E	15-Apr-20
47 RCSCC	Lt(N)	Pawlik, F	10-Jun-20
1726 RCACC	2Lt	Potts, M	25-Mar-20
258 RCACS	Lt	Radcliffe, C	19-May-20
RCSU	Lt	Rana, S	07-Apr-20
137 RCSCC	SLt	Roberts, E	28-May-20
243 RCACS	Lt	Rojas Bernal, D	11-Jun-20
902 RCACS	2Lt	Seward, M	06-May-20
59 RCACS	Lt	Sham, C	04-Mar-20
RCAOps	2Lt	Stoney, A	06-Mar-20
759 RCACS	Capt	Tan, J	08-Mar-20
1922 RCACC	Capt	Turner, S	16-Apr-20
2781 RCACC	A/Capt	Visser, C	29-May-20
2483 RCACC	Lt	Whittla, C	06-May-20

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
746 RCACS	CI	Ardila, S	28-Nov-19	02-Dec-19
RCSU	Capt	Arthur, A	02-Sep-19	03-Sep-19
354 RCSCC	SLt	Blanchard, S	01-Mar-20	1 Mar 20
RCSU	Capt	Cable, R	05-Feb-13	06-Feb-13
RCSU	Capt	Chan, D	07-Sep-17	12-Sep-17
RCSU	Maj	Croston, C	25-Jun-17	30-Jun-17
RCSU	LCdr	Fedderly, G	15-Oct-19	29-Oct-19
RCSU	Capt	Giroux, C	08-Aug-17	05-Sep-17

Annex B  
RCSU (Pac) Routine Orders  
3 March 2020

835 RCACS	2Lt	Gray, A	10-Feb-20	28 Feb 20
RCSU	SLt	Havas, T	07-Jul-19	08-Jul-19
RCSU	MWO	Hobor, T	08-Feb-17	09-Feb-17
RCSU	2Lt	Hsieh, M	26-Nov-19	02-Dec-19
RCSU	Capt	James, B	09-Dec-18	07-Jan-19
RCSU	Lt	Kelusky, S	28-Aug-18	29-Aug-18
RCSU	2Lt	Kwan, V	10-Feb-20	28 Feb 20
637 RCACS	Lt	Kwong, R	28-Jan-20	3 Feb 20
RCSU	OCdt	Lee, R	22-Jan-20	17 Feb 20
RCSU	Maj	Lewis, R	24-Dec-18	07-Jan-19
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
102 RCSCC	Lt(N)	Manning, C	15-Oct-19	29-Oct-19
RCSU	2Lt	Moore, A	15-Oct-17	20-Oct-17
RCSU	Capt	Perrin, R	25-Apr-17	26-Apr-17
RCSU	OCdt	Pike, S	23-Sep-15	12-Mar-14
RCSU	Lt	Power, B	13-Sep-18	01-Oct-18
RCSU	Lt(N)	Puckering, J	02-Feb-20	4 Feb 20
RCSU	Capt	Rienks, M	28-Feb-19	05-Mar-19
RCSU	Capt	Seganfreddo, S	11-Aug-19	03-Sep-19
RCSU	Lt	Sekhon, N	29-Jul-17	03-Aug-17
RCSU	SLt	Singh, T	24-Feb-20	28 Feb 20
2422 RCACC	Capt	Stuart, V	28-Feb-20	1 Mar 20
RCSU	Lt	Toth, T	04-Aug-17	05-Sep-17
RCSU	Lt(N)	Totten, N	19-Jul-17	17-Oct-16
RCSU	CI	Van Wyk, K	30-Oct-18	31-Oct-18
RCSU	Capt	Wade, C	20-Jun-17	30-Jun-17
RCSU	Capt	Yauck, L	12-Sep-18	01-Oct-18
RCSU	2Lt	Zhao, K	22-Oct-19	29-Oct-19

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

Unit	Rank	Name	Cease Parading Effective Date	PRC/VSS Approval Date
RCSU	ASLt	Novak, M	09-Jan-20	23-Jan-20
RCSU	Lt	Houle, E	17-Jan-19	22-Jan-20
637 RCACS	Lt	Kwong, R	3 Feb 20	19 Feb 20
RCSU	OCdt	Lee, R	22-Jan-20	17 Feb 20
754 RCACS	Lt	Tang, R	28-Jan-20	17 Feb 20

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CTC VACANCIES

HMCS QUADRA CTC – Class B Full or Partial Summer

<b>Position</b>	<b>Rank</b>
Conflict Resolution Advisor	Lt(N)
Unit Public Affairs Representative	Lt(N)
Assistant Facilities Coordinator	NCdt - SLt
Banking Officer	NCdt - SLt
Non-Public Funds Accounts Officer	Lt(N)
Assistant Operations Officer	Lt(N)
Divisional Officer - Basic Seamanship	NCdt - SLt
Course Commander - Ship's Boat Operator and Shipwright	Lt(N)

HMCS QUADRA CTC – Class A

<b>Position</b>	<b>Rank</b>
Damage Control Instructor	Lt(N)
Naval Field Gun Instructor	Lt(N)
Navigation Instructor	Lt(N)
Nautical Instructor	Lt(N)
Boat Maintenance Instructor	Lt(N)
Range Safety Officer	Lt(N)

Vernon CTC – Class B Full or Partial Summer

<b>Position</b>	<b>Rank</b>
Unit Cadet Conflict Management Advisor	Capt
Administration Officer	Capt
Officer Commanding Training Centre Operations	Capt
Training Centre Operations Officer	Capt
Sports Officer	Capt
Senior Music Instructor	Capt
Specialist Music Instructor - Clarinet	CI/OCdt-Lt
Specialist Music Instructor - Saxophone	CI/OCdt-Lt
Specialist Music Instructor - Low Brass	CI/OCdt-Lt
Platoon Commander - Intermediate Musician	CI/OCdt-Lt
Platoon Commander General Training	CI/OCdt-Lt
Platoon Commander - Basic Expedition	CI/OCdt-Lt
Expedition Leader - Expedition Instructor	Capt

Vernon CTC – Class A

<b>Position</b>	<b>Rank</b>
Intake & Exhaust - Surge Support	Capt
Training Centre Operations - Surge Support	Capt
Specialty Instructor - Surge Support	Capt

Albert Head CTC – Class B Full or Partial Summer

<b>Position</b>	<b>Rank</b>
Unit Cadet Conflict Management Advisor	Capt
Support Services Second In Charge	Capt
Movements Officer	OCdt-Lt
Finance Officer	Capt
Training Centre Operations Officer	Capt
Training Centre Operations Second In Charge	CI/OCdt-Lt
Assistant Standards Officer	Lt
Course Officer General Training	Capt
General Training Auxiliary Flight Commander	CI/OCdt-Lt
Course Officer Basic Survival	Capt
Basic Survival Flight Commander	CI/OCdt-Lt

Albert Head CTC – Class A

<b>Position</b>	<b>Rank</b>
Intake & Exhaust	OCdt - Capt
Training Centre Operations	OCdt - Lt

Comox CFTC – Class B Full or Partial Summer

<b>Position</b>	<b>Rank</b>
Unit Public Affairs Representative	Capt
Non Public Funds Accounts Officer	Capt
Training Centre Operations Officer	Capt
Deputy Chief Flying Instructor	Capt
Glider Flight Commander	CI/OCdt-Lt
Deputy Glider Flight Commander	CI/OCdt-Lt
Glider Pilot Instructor	CI/OCdt-Lt
Tow Flight Commander	Capt
Tow Pilot	CI/OCdt-Lt
Ground Instructor	CI/OCdt-Lt
Site Supervisor Vancouver	Capt
Power Pilot Scholarship Supervisor Surge	Capt

Comox CFTC – Class A

<b>Position</b>	<b>Rank</b>
Power Pilot Scholarship Supervisor Surge	CI/OCdt-Capt