



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

Order No. 05/2018	1 May 2018
Last Order No. 04/2018	Esquimalt, BC

ROUTINE ORDER ENTRIES

The following is a listing of the contents of Routine Order 05/2018 dated 1 May 2018:

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074/18 – 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)

075/18 – REPORTS AND RETURNS

Quarterly Stocktaking of Small Arms and Ammunition	Due Jan / Apr / Jul / Oct annually
Certificate of Completion for PYDPO Gap Package Online Trg (refer to RO entry 084/18)	30 Jun 18

(J1 RCSU (Pac) CC)

076/18 – RCSU (PAC) PERSONNEL CHANGES

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

- a. MS O. Chavarria resumed the duties of J8 Fin Svcs (Travel & Claims) – Seasonal effective 3 Apr 18;
- b. MWO K.C. Thibault has completed his period of service as the J4 Warehouse Supervisor (Comox) effective 7 Apr 18;
- c. Sgt R. Cunningham has been selected for the position of J4 Warehouse Supervisor (Comox) effective 12 Apr 18

(J1)

077/18 – 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)

078/18 – 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)

079/18 – RCSU (PAC) RESERVE EMPLOYMENT OPPORTUNITIES

1. Reserve Employment Opportunities (REOs) with the Regional Cadet Support Unit (Pacific) are available to serving Reservists who meet the required criteria as stated for each employment opportunity and can be found at: <http://armyapp.forces.gc.ca/reo-oe/en/VCDSBRANCH.aspx>.

2. The following REOs with the Regional Cadet Support Unit (Pacific) are currently published / will be published shortly:

- a. O-35511 – J1 Records and Pay Clerk – closes 7 May 18;
- b. O-35294 – Deputy Regional Cadet Air Operations Officer – closes 9 May 2018;
- c. O-35295 – Regional Cadet Air Operations Standards Officer – closes 16 May 2018;
- d. O-36087 - Supply Tech (Air) – closes 25 May 2018;
- e. O-36088 - J8 Financial Services Supervisor (Travel & Claims) – closes 25 May 2018; and
- f. O-36122 - J1 Staffing Officer (MATA/PATA Backfill) – closes 25 May 2018.

(J1 Staffing O)

080/18 – REGIONAL ADVISORY COUNCIL MEMBERS

1. Major David Timms has been appointed as the Branch Advisor for BC and chair of the Regional Advisory Council (RAC). In addition, the following six RAC members are appointed to work with Maj Timms on this Council in order to raise matters to the CIC Branch Advisory Council:

- a. Lower Mainland Area: Maj Tim Alguire and Capt Leah Yauck;
- b. Interior Area: Lt(N) Darrin Curran and Capt Chris Bishop; and
- c. Vancouver Island Area: Maj Anthony Bone and Capt Chris Shewchuk.

2. The RAC will work within the Region and bring forward issues that may be of interest for the national CIC Branch Advisory Council (BAC) to consider. The mandate of the BAC includes items submitted by CIC officers to the National CJCR Sp Gp HQ for consideration via their BAC / RAC member and / or the Chairperson. The BAC may also consider, but is not limited to, making recommendations on the following topics:

- a. policy and procedures for the CIC Military Occupational Structure (MOS);
- b. policy and procedures for the recruitment, training and retention of CIC officers;
- c. policy regarding the terms of service of CIC officers (i.e. enrolment, appointment, progression, promotion, transfer or release);
- d. standards of dress and type of accoutrements and insignia, including scales of issue for CIC officers; and
- e. provide policy advice to Natl CJCR Sp Gp HQ as required on CIC matters.

3. If you have ideas or suggestions pertinent to the topics listed above, you are encouraged to contact one of the RAC members.

(DCO/COS)

081/18 – CALL FOR UNIT PUBLIC AFFAIRS REPRESENTATIVES (UPARS)

Any staff members interested in becoming part of the public affairs team as a Unit Public Affairs Representative (UPAR) are requested to send an email and Cdt#135 (Expression of Interest) to the PAO, Capt Cheryl Major at cheryl.major@cadets.gc.ca. A training opportunity will occur in June 2018.

(PAO)

082/18 – REQUEST FOR RETURN OF PUBLIC AFFAIRS DISPLAY MATERIALS

Many outreach and display material items have not been returned to the RCSU (Pac). These items are in short supply and are required. Any corps/squadron in possession of banners, tablecloths or other display items are requested to contact the PAO, Capt Cheryl Major at cheryl.major@cadets.gc.ca.

(PAO)

083/18 – FORTRESS – CADET'S BC CARE CARD INFORMATION

There are a number of instances in Fortress where cadet corps/squadrons have entered Private plan information in the Fortress Health Insurance tab instead of the Public – Province/Territory plan information. Public – Federal Government or Private plan information should only be entered if a cadet does not have provincial/territorial health insurance. All corps/squadrons are asked to review the cadet health insurance information and make any necessary corrections.

(RCMLO)

084/18 – THE CANADIAN CENTRE FOR CHILD PROTECTION AND MANDATED TRAINING REQUIRED

Refs: A. CANCDTGEN 001/18, issued 1 February 2018
B. 4500-3 (D Cds and JCR 6-4) Deployment of the Positive Youth Development and Program Outreach (PYDPO), 19 January 2015 (NOTAL)
C. Engagement with the Canadian Centre for Child Protection (CP3), 23 January 2018 (NOTAL)

1. As detailed in ref A, the National Cadet and Junior Canadian Rangers Support Group (Natl CJCR Sp Gp) has been working proactively with the Canadian Centre for Child Protection. This charitable organization is dedicated to the personal safety of all children, with a goal to reduce child victimization by providing programs and services to Canadians. They operate several programs including Cybertip.ca, Missingkids.ca, Kids in the Know, and Commit to Kids.

2. As a result of this relationship, the Canadian Centre for Child Protection have made available some of their online training. After careful review of our learning package, Positive Youth Development and Program Outreach (PYDPO), one such opportunity has been identified within the learning module on child sexual abuse, specifically regarding the grooming and luring process that can occur in child sexual abuse.

3. For all current adult leaders in the CCO who have not yet completed PYDPO (as per ref B) and for all new adult entrants to the CCO, an updated PYDPO, including access to *Commit to Kids: Helping Organizations Prevent Child Sexual Abuse*, has been launched in the Defence Learning Network (DLN).

4. As directed in refs A and B, all adult leaders who have completed PYDPO prior to 1 Feb 18 are required to complete the relevant portion of the online learning program, *Commit to Kids*:

Helping Organizations Prevent Child Sexual Abuse. To access the training, log onto the DLN and search for “%PYDPO - Gap Package”. Enroll yourself in the package, "PYDPO – Gap Package – Luring and Grooming" and follow the instructions to access training. In order to complete the training, it required that both the seven slide orientation in the DLN plus the *Commit to Kids: Helping Organizations Prevent Child Sexual Abuse* module be completed. Though your participation is tracked automatically in the DLN, a certificate will be available upon completion. Mbrs are to email copies of their completion certificate to RCSUPAC.OR@forces.gc.ca.

5. As with any subject of a sensitive nature, you are encouraged to practice self-care while participating in the online module.

6. All CAF members and CIs will complete this online training NLT 30 June 2018.

(J1 Admin O)

085/18 – POSITIVE YOUTH DEVELOPMENT AND PROGRAM OUTREACH (PYDPO) MANDATORY TRAINING REQUIREMENT

1. There is a requirement for Canadian Cadet Organizations (CCO) adult leaders who are in direct contact with cadets to complete the PYDPO learning package.

2. The PYDPO package is a pre-requisite for members to attend any CIC Occupational, Job-Based or Specialty Training as well as to be employed at Cadet Training Centres (CTCs) / Regional Training Establishments (RTEs). Corps / squadron and RCSU personnel must ensure that members have completed the PYDPO prior to being nominated for training and/or employment. New enrollees are authorized to be nominated on the CIC Basic Officer Training Course (BOTC) Distance Learning (DL) phase and the CIC Occupational Training Course (OTC) DL phase, but will be required to complete the PYDPO prior to being nominated for the BOTC in-house phase.

3. In addition, administrative actions shall be taken for any Class "A" or Class "B" Canadian Armed Forces (CAF) member within the CCO who has failed to complete the PYDPO package within 6 months after the date they have been enrolled.

4. CAF members who transfer to the Cadet Organizations Administration and Training Service (COATS) are required to complete the PYDPO prior to the completion of the transfer process.

5. Civilian Instructors and Civilian employees who are employed in direct contact with cadets must complete this mandatory training requirement within 6 months of the date they have joined the organization. Failure to do so will entail the imposition of administrative actions which may lead to their involvement /employment being terminated. Civilian Instructors and Civilian employees will not receive pay for the completion of the PYDPO package.

(J1 Admin O)

086/18 – STAFF CADETS ADVANCED TRAINING ALLOCATION

Refs: A. CANCDTGEN 005/18 - Amendment CATO 13-28
 B. CATO 13-28, Staff Cadets Advanced Training Allocation

1. CANCDTGEN 005/18 at Ref A was released 28 Mar 18 by the Natl CJCR Sp Gp and has been posted on the SharePoint Message Board for Pacific region as well as the File Repository in the Policy section.

2. Effective 1 Jun 17, the Staff Cadets Advanced Training Allocation Annex E to Ref B has been replaced with the following chart:

Staff Cadet Rank			Advanced Training Allocation (Daily Rate)
Sea Cadet	Army Cadet	Air Cadet	
Master Seaman	Master Corporal	Flight Corporal	\$76.00
Petty Officer 2 nd Class	Sergeant	Sergeant	\$82.00

Petty Officer 1 st Class	Warrant Officer	Flight Sergeant	\$89.00
Chief Petty Officer 2 nd Class	Master Warrant Officer	Warrant Officer Second Class	\$95.00
Chief Petty Officer 1 st Class	Chief Warrant Officer	Warrant Officer First Class	\$101.00

3. The remainder of the CATO is unchanged.

(J1 Admin O)

087/18 – DISCLOSURE OF MEDICAL CONDITIONS

1. There has been an increase of instances where the RCSU (Pac) has become aware via social media or other means that members are having significant medical problems and treatments that could impact the members’ employability.

2. The RCSU (Pac) must be informed of medical limitations that might exist and or impact your employability. Every member has the following duties:

- a. is required to self-report as sick without delay when suffering from or suspecting he or she might be suffering from a disease;
- b. to report any medically based inability to perform duties;
- c. to inform of any medical limitations specified by his/her health care provider; and
- d. to follow those medical limitations.

3. COATS members who have a new medical condition, a change to a pre-existing medical condition, a significant injury or are pregnant are directed to contact the RCMLO by phone at 250-363-0860. The RCMLO will determine if a CAF periodic health assessment is required. Additionally the member is to inform their immediate supervisors of any work limitations as soon as they are known.

4. COATS supervisors are to inform the HQ personnel section of members health limitations immediately when they become aware of them. This is to ensure that the member is employed appropriately and not placed in a work situation that could negatively impact their health and safety.

(J1 HRO)

088/18 – TRANSPORTATION ASSISTANCE ALLOWANCE (TAA)

Ref: CBI 209.045 - Transportation Assistance for Reserve Force Personnel on Class “A” Reserve Service

1. An officer or non-commissioned member on Class “A” Reserve Service is entitled to transportation assistance based on distance travelled when:

- a. the member lives a minimum of 16 kilometers from their worksite; and
- b. transportation cannot be provided from Government sources, or adequate public transport is not available.

2. The amount of the assistance payable for each one way trip between the member’s worksite and the member’s residence is determined by the formula: [(A – 16) × B] where A is, to a maximum of 100 kilometers, the direct road distance between the member’s residence and their worksite; and B is the kilometric rate - for the location of the worksite - as set out in “Appendix A — Lower Kilometric Rates” of the National Joint Council Commuting Assistance Directive, as amended from time to time.

(J1 HRO)

089/18 – 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 is posted on the RCSU (Pac) SharePoint page and will be updated regularly.

2. 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)

090/18 – PICKUP OF DND RENTAL VEHICLES

1. When a vehicle is rented for a 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 trip ticket supplied by LS Denton. The vehicle information can be located on the Corps/Squadron CSAR's in SharePoint. This information should be confirmed at least 1 week prior to the exercise.

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)

091/18 – SEA CADET HMCS ORIOLE DEPLOYMENT 2018

1. The Sea Cadet Great Lake Deployment onboard HMCS ORIOLE (GLD-ORI) will be conducted during May through September 2018 to offer an at-sea practical Tallship experience to voyage under-sail in a traditional maritime environment. Such deployments are one week for trainee cadets and 4, 5, and 7 weeks for support cadets and Escort Officers. During this training, Sea Cadets and officers are expected to be involved in every part of shipboard sailing and evolutions including being a member of a duty watch, navigation, seamanship, sailing and Great Lakes ports visits.

2. Deployment conditions, medical support and selection prerequisites are provided in detail on SharePoint and by email to each Sea Cadet Corps CCO email. 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. Trainee Cadets dates (not including travel dates) for each Serial are as follows:

- a. Fortress Serial "GLD-ORI 116710_ORIOLE_P1-4" dates are 25 - 29 Jun 18;
- b. Fortress Serial "GLD-ORI 116710_ORIOLE_P2-4" dates are 23 - 27 Jul 18; and
- c. Fortress Serial "GLD-ORI 116710_ORIOLE_P2-7" dates are 13 - 17 Aug 18.

4. Support Cadets and Escort Officer dates (not including travel dates) for each Phase are as follows:

- a. Fortress Serial "GLD-ORI-SC 116710_ORIOLE_P1-SC" dates are 30 May - 29 Jun 18;
- b. Fortress Serial "GLD-ORI-SC 116710_ORIOLE_P2-SC" dates are 3 Jul - 17 Aug 18; and

- c. Fortress Serial “GLD-ORI-SC 116710_ORIOLE_P3-SC” dates are 27 Aug - 28 Sep 18.
5. Interested Sea Cadets and CIC (Sea) Officers are to submit their applications NLT 6 May 18:
- a. Trainee Sea Cadets participation applications (no limit in number) (M and/or F) listed in priority through Fortress;
 - b. Support Sea Cadets participation applications (no limit in number) (M and/or F) listed in priority through Fortress; and
 - c. Escort Officer applications using the Escort Officer Application for Employment form, available on SharePoint.
6. Incomplete applications will not be considered.
7. Any inquires or requests for additional information are to be directed to J5 Plans O (Sea Cdts), Lt(N) C. Lawless, by email at Cynthia.Lawless@cadets.gc.ca or by phone at 250-363-0831.

(J5 Plans O (Sea Cdts))

092/18 – BURSARY FOR AIR CADET CONTINUATION FLYING

- 1. The Aircrew Officer’s Association of Canada offers a \$2500 bursary for Air Cadet continuation flying which is open to cadets who were PPS graduates in 2017, or will be in 2018.
- 2. The bursary is intended to assist PPS graduates in obtaining the PIC hours required to become a power familiarization pilot, and/or to pursue an aviation career.
- 3. There is no application form for this bursary, however, a substantial documentation package must be submitted as outlined in Annex C. The 2018 PPS Wings Parade date is the application deadline, tentatively 17 Aug 2018. Applicants who age out of cadets after this deadline remain eligible for the bursary so long as they are on strength with a squadron or RCA Ops as a CI or CIC Officer (CV’s are not eligible).
- 4. Cadets selected for summer training or employment should begin building their application package before the end of their Squadron training year.
- 5. Any inquires or requests for additional information are to be directed to D/RCA Ops O, Maj R. Allison, by email at Robert.Allison@forces.gc.ca.

(D/RCA Ops O)

// original signed by //

D.B. Henderson
Commander
Commanding Officer

Annexes

- Annex A Reliability Status Requiring Update
- Annex B PRC/VSS Requiring Update
- Annex C Bursary for Air Cadet Continuation Flying

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
2136 RCACC	Capt	Beddoes, E	12-May-18
22 RCACS	Capt	Boyd, KA	28-Jun-18
RCSU	SLt	Brissard, K	13-Jun-18
RCSU	MWO	Chudyk, T	05-Aug-18
RCSU	Lt	Cody, J	26-Jun-18
1838 RCACC	Capt	Davis, J	19-Aug-18
201 RCSCC	Lt(N)	Deck, K	27-Jun-18
RCAOps	Lt	Dell, B	02-Jul-18
RCSU	Lt	Giles, T	22-Sep-18
RCSU	2Lt	Lehton, Y	20-May-18
848 RCACS	Lt(N)	Looye, C	13-May-18
907 RCACS	2Lt	May, S	14-Sep-18
RCSU	MCpl	Oxtoby, P	23-Jun-18
RCSU	Lt	Pattullo, C	14-Jun-18
2305 RCACC	Capt	Shearsmith, D	23-Jun-18
RCSU	Capt	Utsch, M	14-Sep-18
746 RCACS	Capt	Wong, D	15-May-18
RCSU	Lt	Zhang, L	15-May-18

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
103 RCACS	Capt	Canlas, O	14-Mar-18	09-Jan-18*
189 RCSCC	Lt(N)	Cartwright, J	14-Feb-18	27-Feb-18
RCSU	Capt	Chan, D	07-Dec-17	12-Sep-17*
RCSU	Lt(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
RCSU	Capt	Goddard, K	02-Apr-18	30-Apr-18
819 RCACS	Capt	Hargreaves, T	06-Aug-17	09-Jun-17 *
RCSU	MWO	Hobor, T	08-Feb-18	09-Feb-17*
RCSU	SLt	Kardal, R	07-Feb-17	06-Oct-16
RCSU	Capt	Kelley, S	15-Apr-18	30-Apr-18
RCAOps	Capt	Kerry, S	20-Mar-17	31-Mar-17
655 RCACS	Capt	Leung, J	24-Apr-18	30-Apr-18
RCSU	CPO1	MacKay, D	11-Feb-18	27-May-18
RCAOps	Lt	Norris, K	27-Jun-15	01-Apr-16
RCSU	Capt	Perrin, R	14-Jun-17	26-Apr-17
259 RCACS	Lt	Power, B	06-Feb-17	09-Feb-17

Annex A
RCSU (Pac) Routine Orders
1 May 2018

135 RCACS	Capt	Smith, C	17-Apr-18	30-Apr-18
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.

(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
2812 RCACC	2Lt	Ajab Noor, F	30-May-18
676 RCACS	Capt	Anderson, M	30-Aug-18
220 RCSCC	SLt	Angelblazer, V	30-May-18
RCSU	Capt	Arnold, F	13-Jul-18
169 RCSCC	Lt(N)	Baldwin, L	06-Jun-18
RCSU	Lt(N)	Beresford, A	11-Sep-18
RCSU	Lt	Bergen, S	28-Aug-18
353 RCACS	Capt	Braun, D	01-Aug-18
RCSU	MWO	Chudyk, T	13-May-18
RCSU	MCpl	Forbes, S	09-Aug-18
3005 RCACC	2Lt	Fraser, C	17-Jun-18
RCSU	CI	Gonyea, R	17-Jul-18
RCSU	OCdt	Green, A	26-Jun-18
386 RCACS	Capt	Heath, K	27-Jun-18
1867 RCACC	Capt	Henderson, Tra	08-May-18
RCSU	CI	Honyea, R	17-Jul-18
RCSU	WO	Lemire, P	29-Jul-18
RCSU	Capt	Major, C	19-Sep-18
3020 RCACC	CI	Murphy, D	23-Sep-18
RCSU	Capt	Pepin, G	24-Sep-18
RCSU	Lt	Power, B	13-Sep-18
220 RCSCC	SLt	Raddatz, A	19-Jun-18
RCSU	SLt	Siemens, F	03-Jun-18
RCSU	CPO1	Slater, W	28-May-18
609 RCACS	Lt	Vo, D	14-May-18
2947 RCACC	Capt	Yauck, L	12-Sep-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
861 RCACS	Lt	Aitchison, E	04-Feb-18	05-Feb-18
RCSU	Lt(N)	Allan, O	29-Oct-17	02-Dec-15
RCAOps	2Lt	Amelia, J	14-Apr-16	15-Apr-16
RCSU	OCdt	Anderson, D	19-Sep-16	28-Oct-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
RCSU	Lt	Bowles, C	05-Apr-18	12-Apr-18
22 RCACS	Capt	Boyd, Ka	08-Apr-18	12-Apr-18
513 RCACS	Capt	Brand, C	10-Oct-17	12-Oct-17

Annex B
RCSU (Pac) Routine Orders
1 May 2018

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
1922 RCACC	Lt	Carruthers, C	08-Apr-18	12-Apr-18
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	OCdt	Chi, I	20-Sep-17	21-Sep-17
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	PO2	Covlin, K	11-Jan-17	12-Jan-17
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
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
258 RCACS	Capt	Eichinger, N	24-Jul-17	07-Jan-16
RCSU	Capt	Escobar, F	07-Jan-17	01-Apr-16
RCSU	Capt	Fearn, C	09-Jul-17	10-Jul-17
RCSU	OCdt	Fernstrom, J	14-Sep-16	14-Jan-16
RCSU	Lt	George, B	02-Sep-16	09-Sep-16
2893 RCACC	Capt	Giroux, C	08-Aug-17	05-Sep-17
777 RCACS	2Lt	Goh, E	03-Apr-18	12-Apr-18
RCSU	2Lt	Goswell, M	09-Nov-16	09-Nov-16
RCSU	MWO	Hobor, T	08-Feb-17	09-Feb-17
RCSU	Capt	Holder, A	31-Jan-18	27-Feb-18
RCSU	Lt	Houle, E	27-Jan-15	29-Jan-15
2573 RCACC	Lt	Jensen, C	08-Apr-18	12-Apr-18
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
RCAOps	OCdt	Koelewyn, V	06-Mar-18	07-Mar-18
RCSU	SLt	Lafleur, S	31-Aug-17	05-Sep-17
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
848 RCACS	Lt(N)	Looye, C	08-Mar-18	28-Mar-18
RCSU	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
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	Moore, A	15-Oct-17	20-Oct-17

Annex B
RCSU (Pac) Routine Orders
1 May 2018

RCSU	2Lt	Murray, R	04-Aug-17	05-Aug-17
RCSU	OCdt	Moy, K	29-Aug-17	05-Sep-17
RCSU	Lt	Noordegraaf, G	07-Apr-17	08-Apr-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	Capt	Rowsell, M	11-Apr-18	30-Apr-18
888 RCACS	OCdt	Samra, I	07-Mar-18	28-Mar-18
RCSU	2Lt	Santos, E	19-Oct-17	20-Oct-17
54 RCSCC	NCdt	Schoenfelder, A	25-Feb-16	26-Feb-16
89 RCACS	Capt	Seaton, M	19-Sep-17	21-Sep-17
513 RCACS	Lt	Sekhon, N	29-Jul-17	03-Aug-17
RCSU	OCdt	Stead, C	03-Feb-18	12-Feb-18
RCSU	Lt(N)	Sullivan, R	15-Oct-12	17-Oct-13
RCSU	Lt(N)	Tai, M	28-Feb-17	01-Mar-17
RCSU	Capt	Tam, J	04-Feb-18	12-Feb-18
RCSU	2Lt	Tarape, F	24-Feb-15	25-Feb-15
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
746 RCACS	Capt	Wong, D	27-Mar-18	12-Apr-18
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
2422 RCACC	Lt	McEachern, R	12-Apr-18	24-Apr-18
102 RCSCC	Lt(N)	Nilsson, C	11-Sep-17	24-Apr-18
222 RCACS	Capt	Stewart, G	05-Sep-17	05-Apr-18

(J1 Staffing O)

BURSARY FOR AIR CADET CONTINUATION FLYING

1. The Aircrew Officers Association of Canada (AOA Canada) makes an annual donation of two thousand five hundred dollars (\$2500.00) to the British Columbia Provincial Committee of the Air Cadet League of Canada (BCPC) for the purpose of providing a bursary to a selected air cadet for continuation flying following graduation from the Air Cadet Private Pilot Scholarship Programme.

PURPOSE

2. The bursary is intended to assist the selected air cadet in building their powered aircraft flying time for the purposes of:

- a. Qualifying as a power familiarization flying pilot within the Air Cadet Programme; and/or
- b. pursuing a career in either military or civil aviation.

SELECTION CRITERIA

3. To be considered for the bursary, the following mandatory criteria must be met at the application deadline date:

- a. Shall be enrolled as a member of the Royal Canadian Air Cadets and be actively parading and training with a Squadron in Pacific Region;
- b. shall be a graduate of the Air Cadet Private Pilot Scholarship (PPS);
- c. shall have access to a rental aircraft in their local area;
- d. if the bursary amount is insufficient to obtain the minimum experience required for power familiarization flying, the applicant must provide proof of access to the additional funds necessary to achieve the qualification; and
- e. shall be able to complete the flying within six months of receiving the bursary.

4. The following mandatory criteria must be met at the time of selection:

- a. Shall be enrolled as a member of the Royal Canadian Air Cadets and be actively parading and training with a Squadron in Pacific Region; or
- b. be employed as a Civilian Instructor or CIC Officer with an Air Cadet squadron in Pacific Region, or with Regional Cadet Air Operations (Pacific).

5. The following desirable criteria will be rated and used to select the successful applicant:

- a. Shall be committed to the pursuit of flying as demonstrated through all or some of the following:
 - (1) Regular and reliable participation in the Air Cadet Gliding Program (ACGP),
 - (2) regular and reliable participation in Squadron power familiarization flying activities,
 - (3) enrolled in, or having an active application to a college aviation program, or other commercial pilot training program,

- (4) obtaining and maintaining currency and proficiency with a flying school, club or aircraft rental business in their local community,
- (5) full or part-time employment with an aviation related business or organization,
- (6) membership in and active participation with aviation groups including flying clubs, museums, airshows, or other aviation organizations, and
- (7) other aviation related activities;

b. Level of commitment and ability to participate as a pilot in Air Cadet power familiarization flying; and

c. recommendations of their Commanding Officer and the Gliding Wing Operations Officer.

6. The bursary will be awarded to the cadet rated as most committed and involved with civil and Air Cadet aviation. It is not necessarily intended as an award for the “best pilot” or “best cadet.”

7. Cadets who have been accepted for enrollment as a regular member of the Canadian Forces are ineligible.

APPLICATION PROCESS

8. Applicants for the AOA Canada Continuation Flying Bursary shall submit the following information and documentation to the Regional Cadet Air Operations Officer (Pacific):

- a. A letter outlining how they meet the selection criteria and explaining why they are the most deserving applicant;
- b. documentation proving all claims relating to the selection criteria;
- c. Commanding Officer’s recommendation;
- d. Gliding Wing Operations Officer’s recommendation;
- e. photocopy of the last page of their pilot log book showing total flying times;
- f. name and contact information for the flying school, club or rental business, aircraft type and rental rate; and
- g. If additional funding above the amount of this bursary will be required to obtain the experience necessary to qualify as a power familiarization pilot, proof of access to the required funding. (Letters from a Squadron sponsoring committee, parent or other sponsor that state the dollar amounts they commit to provide, applicant bank statement, proof of income or other reasonable evidence of financial means sufficient to complete the required flying hours).

9. The application deadline is the date of the annual PPS Wings Parade.

10. Selection of the bursary recipient will normally be made on the basis of the written submissions, however, the Selection Committee may shortlist applicants and conduct interviews as it deems appropriate.

11. The Selection Committee shall select the successful applicant by 1 November each year.

SELECTION COMMITTEE

12. The Committee will be comprised of:
- a. The Regional Cadet Air Operations Officer (Pacific);
 - b. The Deputy Regional Cadet Air Operations Officer (Pacific); and
 - c. A BCPC member appointed by the President.

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