



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

Order No. 07/2019	3 September 2019
Last Order No. 06/2019	Esquimalt, BC

ROUTINE ORDER ENTRIES

The following is a listing of the contents of Routine Order 07/2019 dated 3 September 2019:

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91/19 – 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)

92/19 – REPORTS AND RETURNS

<u>Report / Return Required</u>	<u>Due Date</u>
Quarterly Stocktaking of Small Arms and Ammunition	31 Oct 19

(J1 HRO)

93/19 – RCSU (PAC) PERSONNEL CHANGES

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

- a. Maj S. Bissell has been selected for the position of J3 OIC Regional Training and will assume the position as soon as administratively possible, replacing Maj L. Hildebrandt;
- b. Maj M. Novak has been selected for the position of J3 OIC Interior Area and will assume the position as soon as administratively possible, replacing Maj S. Bissell;
- c. A/Maj Q. Stevens is backfilling the position of J8 Comptroller effective 26 Jun 19;
- d. Capt G. Anakeu has been posted into the position of J1 Services Officer and assigned to temporarily backfill the position of J8 Financial Services Officer effective 29 Jul 19;
- e. Capt J. Holmes has been selected for the position of New Media & Production Officer effective 10 Sep 19, replacing Capt P. Fuerbringer;
- f. Lt(N) K. Jensen has been posted into the position of J4 Material Control Officer effective 15 Jul 19, replacing SLt C. Donaldson;
- g. Capt B. Justason has been selected for the position of J3 Trg O (RDA – Discretionary) effective 22 Aug 19, replacing Lt(N) C. McLean;
- h. Lt(N) H. Pichaloff has been selected for the seasonal position of J4 Assistant Movements Officer effective 5 Jun 19;
- i. Capt C. Smith has been selected for the position of J3 Zone Training Officer (Burnaby / Tri-Cities) effective 22 Aug 19, replacing Capt M. Dykeman;
- j. Capt M. Watson has been selected to backfill the position of J8 Financial Management Supervisor effective 15 Aug 19;
- k. WO G. Carey has been posted into the position of J3 Training Support Coordinator Richmond 3 effective 8 Aug 19, replacing WO G. Rodger;
- l. WO A. Pingrenon has been posted into the position of J3 Training Support Coordinator Vernon 1 effective 22 Jul 19, replacing WO N. Verhoog;

- m. WO D. Verret has been posted into the position of J3 Training Support Coordinator Victoria 2 effective 15 Jul 19, replacing WO D. Bodden;
- n. Sgt S. Gaudet has been selected for the position of J4 Warehouse Supervisor (Albert Head) effective 23 Aug 19, replacing WO G. Girard;
- o. Sgt A. Geddes has been posted into the position of J4 Movements Supervisor effective 8 Jul 19;
- p. Sgt K. Pankiw has been posted into the position of J3 Training Support Coordinator Richmond 2 effective 17 Jul 19, replacing WO H. Slack;
- q. MCpl S. Forest has been posted into the position of J4 Material Control Clerk effective 15 Jul 19, replacing MS D. Cavelle;
- r. Cpl S. Atlas has been selected for the position of J4 Supply Technician (Albert Head) effective 1 Sep 19; and
- s. Cpl H. Vos has been selected to backfill the position of J4 Contracting Clerk effective 29 Jun 19.

(J1)

94/19 – AMENDMENTS TO PUBLICATIONS, ORDERS AND FORMS

1. The following CANFORGENs have been released and are posted on SharePoint:
 - a. CANFORGEN 121/19 – Direction and Guidance for Tattoos; and
 - b. CANFORGEN 113/19 – Release of Administrative Outcomes to Victims of Sexual Misconduct.
2. The following CANCDTGEN has been released and is posted in the File Repository (Policy > CANCDTGENs):
 - a. CANCDTGEN 013/19 - Carrier of Ammunition Training Course
 - b. CANCDTGEN 014/19 - Amendment 2 CATO 13-28

(J1)

95/19 – 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)

96/19 – 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)

97/19 – 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. CTC Staffing Officer – to be published soon.

(J1 Staffing O)

98/19 – REPORT OF ARREST BY CIVIL AUTHORITY

In accordance with QR&O 19.56, where an officer or non-commissioned member has been arrested by a civil authority, the member shall cause the arrest to be reported to the RCSU (Pac) Commanding Officer.

(J1)

99/19 – CORPS/SQUADRON OFFICIAL POPULATION AND ESTABLISHMENTS

1. Annex C provides the corps/squadron official population and establishments for the 2019/2020 training year.

2. In cases where a corps/squadron's establishment has decreased since last training year, RCSU (Pac) staff will be working with the corps/squadron to determine any required action.

(J1 HRO)

100/19 – 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 HRO)

101/19 – 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 HRO)

102/19 – PAY PROCESSING

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

2. Of particular note, effective 1 Apr 19, the following requirements must be met when submitting pay sheets and those pay sheets that are not compliant will be returned for correction and resubmission:

- a. only the current version of the DND 2893 will be accepted. The current version of the DND 2893 for corps/squadron pay is available on SharePoint > Forms > LHQ Frequently Used > DND 2893 – Class A Attendance – CorpsSqdn Pay. To verify that you have the correct form, ensure that in Part 6, the Cost Centre indicated is “54695A” and the IO is “216214”;
- b. in Part 3 of the DND 2893, unused portions of the calendar must be crossed off before submission (an example is provided in the PowerPoint presentation); and
- c. Part 5 – Certification of Service must be signed prior to submission. Several pay sheets are being submitted with this section remaining incomplete. Additionally, within Part 5, the following is required:
 - (1) the same member who initials as the OIC in Part 3 shall be signing Part 5. In the case of an Attendance Register for Local Training, this will normally be the CO,
 - (2) the Attendance Register for the corps/squadron CO shall be signed by another officer at the corps/squadron, however, a CI shall not sign in Part 5. If there is no other officer on a corps/squadron strength, the J3 Zone Trg O will sign for the corps/squadron CO, and
 - (3) where there is a family relationship (i.e. spouses, parent/child), one member shall not sign the Attendance Register for the other. In such situations, another corps/squadron officer, or the J3 Zone Trg O should there not be another corps/squadron officer, shall sign the Attendance Register in Parts 3 and 5.

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

4. Please note that the RCSU (Pac) Orderly Room is currently managing all personnel transactions and pay processing with 3 clerks positions vacant. This places a tremendous workload on the clerks who are working hard to ensure on-time and accurate processing of pay as their priority. You are reminded that pay processing times are planned so that all monthly pay sheets received by the 10th day of each month are entered for the end-month pay period (i.e. a pay sheet received on the 5th of a month will be paid on the 30th of that month). Therefore, pay enquiries should not be submitted until the end-month pay statements have been received.

(J1 HRO)

103/19 – DISCLOSURE OF INFORMATION OR OPINION

Ref: QR&O 19.36, Disclosure of Information or Opinion

1. Recently, there have been a number of instances where CAF members have engaged in the posting of personal opinions about military orders, regulations or instructions in social media. All CAF members are reminded of their obligations detailed in ref. CAF members are not to

voice opinions on social networks or other public forums about current policies being considered by superior authorities.

2. Following is an excerpt from QR&O 19.36 with particular articles highlighted for emphasis:

(2) *Subject to article 19.375 (Communications to News Agencies), no officer or non-commissioned member shall without permission obtained under article 19.37 (Permission to Communicate Information):*

a. *publish in any form whatever or communicate directly or indirectly or otherwise disclose to an unauthorized person official information or the contents of an unpublished or classified official document or the contents thereof;*

b. *use that information or document for a private purpose;*

c. *publish in any form whatever any military information or the member's views on any military subject to unauthorized persons;*

d. *deliver publicly, or record for public delivery, either directly or through the medium of radio or television, a lecture, discourse or answers to questions relating to a military subject;*

e. *prepare a paper or write a script on any military subject for delivery or transmission to the public;*

f. *publish the member's opinions on any military question that is under consideration by superior authorities;*

g. *take part in public in a discussion relating to orders, regulations or instructions issued by the member's superiors;*

h. *disclose to an unauthorized person, without the authority of the department, agency or other body concerned, any information acquired in an official capacity while seconded, attached or loaned to that department, agency or other body;*

i. *furnish to any person, not otherwise authorized to receive them, official reports, correspondence or other documents, or copies thereof; or*

j. *publish in writing or deliver any lecture, address or broadcast in any dealing with a subject of a controversial nature affecting other departments of the public service or pertaining to public policy.*

(3) *This article does not apply to a writing, lecture, address or broadcast confined exclusively to members of the Canadian Forces.*

3. Any questions should be directed to your chain of command.

(J1)

104/19 – HONOURS AND RECOGNITION

1. You are strongly encouraged to nominate and recognize deserving cadets, staff members, volunteers or community members, individuals or groups, who have positively impacted the Cadet Program. The Cdt #175, RCSU (Pac) Recommendation for an Individual / Group Award and DND 4362, Commander, Natl CJCR Sp Gp Commendation forms are located on SharePoint. Nominations can be submitted to the J1 Svcs O at any time.

2. Detailed information, including how to complete the forms, submission tips, etc was detailed in the Honours and Awards Webinar that was hosted in November 2018. The PowerPoint presentation and other resources from this Webinar are posted on SharePoint

(Library > J1 Administration Library > Honours & Awards) and provide important information that everyone should be familiar with.

(J1 Svcs O)

105/19 – FORTRESS ANNUAL VERIFICATIONS

1. All corps/squadron staff must ensure that the Annual Validation Form, which is generated through FORTRESS, is completed by all returning cadets not later than 30 Nov 19. The Annual Validation Form must be completed prior to a cadet being able to submit a Participation Application.

2. In addition, those returning cadets who require a Detailed Medical Verification must complete a DND 2570, Detailed Health Questionnaire (DHQ) and submit that form to the RCMLO. The following points are to be noted with regard to DHQs being submitted to the RCMLO:

- a. the due date for all DHQs for returning cadets is 30 Nov 19. Although the RCMLO will continue to process late returns up to 31 Jan 20, it must be noted that after that date, only DHQs for new enrollees or for current cadets reporting a new medical condition will be accepted. This means that returning cadets who require a DHQ and who do not submit one by 31 Jan 20 will not be eligible for CTC selection;
- b. DHQs must be printed from FORTRESS so that the “tombstone” data is printed onto the form – those that have handwritten information in sections 1 and 2 will not be processed as they are too frequently incomplete or illegible;
- c. DHQs must be signed by the parent/guardian and not the cadet. There are no exceptions, regardless of the age of the cadet;
- d. only the current version of the DHQ will be accepted;
- e. photocopies, scanned or faxed versions of the DHQ will not be accepted;
- f. if corps/squadron staff become aware of a new medical condition, a new DHQ will be required; and
- g. if possible, corps/squadron staff should provide a pre-addressed envelope with the DHQ so parents/guardians may mail the DHQs directly to the RCMLO at:

Regional Cadet Support Unit (Pacific)
Attn: RCMLO
PO Box 17000 Stn Forces
Victoria, BC V9A 7N2

3. The DHQ process is intended to protect cadets from participating in activities that may not be compatible with their medical conditions and also to protect the corps/squadron staff as well as the CCO from liability which may result from allowing a cadet to participate in an activity that aggravates or worsens a medical condition. Participation Limitations assigned to a cadet through this process are to be respected during local training activities as well as CTC training.

(RCMLO)

106/19 – ZONE UNIT PUBLIC AFFAIRS REPRESENTATIVE

1. The following pers are Zone UPARs for the 2019-20 training year and should be the first point of contact for providing basic public affairs support to corps and squadrons and Cadet Correspondents working to connect with their local media and to produce new media content.

Zone	Zone UPAR
Van/North Van	Capt Angela Sargent
Richmond/Delta	Capt Shirley Ho
Surrey/Langley	Lt Jeremy Fernandes
Burnaby	Lt (N) Corey Malone
Chilliwack	Capt Melissa Peel
South Island	Capt Heather Davies
North Island	Lt Caroline Visser
Thompson	Lt(N) Cody Carter-Squire
Okanagan	Lt Janice Yeung
Prince George West	Capt John Callaghan
Prince George East	Capt Kim Shipton
Kootenays West	Lt (N) Llori McTeer
Kootenays East	Capt Sherri-Anne Shaw

2. The following pers are also qualified UPARs and may provide basic public affairs support to corps and squadrons.

Area	Names
Vancouver	Capt Melodie Fallah
	Capt Trevor Henderson
Vancouver Island	Lt(N) Brian Broom
	Capt Tim Townley
	Maj Mandart Chan
Interior	Capt Lori-Lee Bott
	Maj Kevin DeBiasio
	Capt Jason Paas
	Capt Megan McConnell
	Capt Fiona Milne

(PAO)

107/19 – PUBLIC AFFAIRS SUPPORT REQUESTS

Corps and squadrons may request the use of promotional elemental banners as well as expendable print materials such as posters, brochures and bookmarks for community outreach and cadet attraction events by using the Cdt #138, PA Support Request form found on SharePoint. Please note that all of these materials may also be printed locally using the files available on SharePoint.

(PAO)

108/19 – ANNUAL VERIFICATION AND QUARTERLY STOCKTAKING

Refs: A. A-LM-007-100/AG-001 Supply Administration Manual Stocktaking Sec 4.3 Table 1.
B. FAM – Chapter 1020-5 Inventory

1. A 100% verification of all Corps and Squadrons and Quarterly Stocktaking of small arms will be conducted during fall 2019. Verification packages will be available to Corps COs during the Corps/Squadron Area Meeting at Work Point Barracks (CFB Esquimalt) on the weekend of 20-22 September 2019.

2. IAW Refs, Corps and Squadrons are to complete this stocktaking without exception. A deadline will be established by HQ, and missing or late submissions may result in operational restrictions. Quarterly Stocktaking of small arms will be conducted in October, January, April, and July.

3. To assist in completion of the Annual Verification and Quarterly Stocktaking, the following direction is to be followed:

- a. two verifiers are required: a primary verifier, who must be the Commanding Officer, and “independent verifier”;
- b. physically verify serial numbers of Drill Purpose (DP) rifles, Daisy air rifles. All rifles and bolt serial numbers must be listed on the form included in the verification package. If sights are detachable, be sure you have one for each rifle;
- c. if a rifle is out for repair or loan, submit a copy of the work order or DND 638 (loan card) to account for the rifle. The independent checker and verifier must sign the bottom of the quarterly serial number verification of weapons form. To correct a written error, do not use white-out, draw a single line through the error and initial; and
- d. verifications are to be completed and mailed back to J4 within 30 days. Scanned copies emailed to PO1 Chaisson at Kim.Chaisson2@forces.gc.ca are acceptable.

4. Please do not hesitate to contact J4 with any questions or concerns. Requests for extensions on the deadline for completion are to be forwarded with justification to CPO2 Bates at Robert.Bates@forces.gc.ca for consideration and approval by J4.

(J4)

109/19 – TRANSPORTATION REQUESTS

1. All transportation requests other than those booked through CSAR, are to be sent to RCSUPTransportation@forces.gc.ca.

2. All members are responsible to ensure their DND 404 is valid. For those members who are planning to drive during the training year, please ensure your DND 404 is valid and will be current throughout the next training year. This will avoid delays or the risk of being unable to drive for your corps/squadron’s activity.

(J4 Mov O)

110/19 – PICK-UP 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 drivers license to the rental agency.

2. You must download the Trip Ticket off the CSAR prior to arriving at the rental agency. Your Trip Ticket must remain in the vehicle at all times as it is not only your proof of insurance while you are driving the vehicle, but it also contains all the information you will require for pick up (PO number, reservation number and most importantly, the location where the vehicle is to be picked up from).

3. We strongly urge all corps/squadrons to check CSAR a minimum of a week prior to your activity to ensure all bookings have been confirmed. Pick up locations can change based on availability of the vehicles.

4. If there is a problem at the rental agency, immediately contact the RCSU (Pac) Movements Section at 1-866-668-8388.

(J4 Mov O)

111/19 – TRANSPORTATION ON EXERCISE

1. Commanding Officers are reminded that authority to order, cancel, or change transportation is required to be coordinated through the RCSU (Pac) Movements Section.

2. The Movements Section will not action emails directly from a cadet corps/squadron nor is the Movements Section's common email monitored after working hours or on weekends/holidays.
3. Corps/Squadron COs and staff can check the status of their buses and u-drive vehicles in the CSAR. Corps/Squadron staff are responsible to check and confirm all information a minimum of one week prior to travel.
4. For urgent transportation requirements outside of regular working hours (evenings/weekends), contact the Duty Movements Officer at 1-866-668-8388.

(J4 Mov 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	Corps and Squadron Official Population 2019/2020

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
2289 RCACC	Lt	Armstrong, S	13-Nov-19
2924 RCACC	Lt	Boutot, C	09-Sep-19
201 RCSCC	Lt(N)	Gallant, Ke	18-Sep-19
2963 RCACC	Capt	Gregorchuk, S	17-Nov-19
RCSU	Capt	Hirst, D	18-Sep-19
2290 RCACC	Capt	Liem, A	18-Sep-19
2422 RCACC	Capt	Miskulin, J	29-Oct-19
2316 RCACC	Capt	Rimmer, S	18-Sep-19

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	Capt	Cable, R	22-Jan-19	25-Jan-19
RCSU	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	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	Holder, A	24-Mar-19	29-Mar-19
3300 RCACC	Capt	Nagra, K	27-May-19	03-Jun-19
102 RCSCC	Lt(N)	Nilsson, C	09-Jun-19	03-Sep-19
RCSU	Capt	Perrin, R	14-Jun-17	26-Apr-17
259 RCACS	Lt	Power, B	06-Feb-17	09-Feb-17
2458 RCACC	Capt	Rienks, M	02-Jun-19	03-Sep-19
RCSU	Lt(N)	Totten, N	21-Sep-15	17-Oct-16
RCSU	Capt	Turra, E	24-Jan-17	25-Jan-17
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.

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

Unit	Rank	Name	Cease Parading Effective Date	Approval Date
103 RCACS	Capt	Davies, L	18-Feb-19	03-Sep-19
RCSU	Capt	Stephan, R	07-Jan-19	03-Sep-19

(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
746 RCACS	CI	Ardila, S	28-Nov-19
552 RCACS	Capt	Bott, L	05-Dec-19
47 RCSCC	Lt(N)	Cano Escamilla, J	02-Dec-19
189 RCSCC	Lt(N)	Cennon, B	21-Nov-19
808 RCACS	Capt	Chiang, E	10-Sep-19
RCSU	Maj	De Biasio, K	16-Dec-19
263 RCSCC	Lt(N)	Diethelm, A	17-Sep-19
858 RCACS	Capt	Douglas, D	14-Nov-19
93 RCSCC	Lt(N)	Earl, R	16-Dec-19
RCSU	LCdr	Fedderly, G	15-Oct-19
655 RCACS	Capt	Fong, A	10-Dec-19
902 RCACS	Lt	Gallagher, T	18-Dec-19
363 RCACS	MCpl	Gates, T	21-Nov-19
950 RCACC	CI	Grenier, N	28-Oct-19
RCSU	2Lt	Hsieh, M	26-Nov-19
RCSU	Capt	Justason, B	19-Dec-19
521 RCACS	Lt	Katherns, A	13-Nov-19
RCSU	Lt(N)	Kiefer, N	18-Sep-19
637 RCACS	Lt	Kong, S	01-Dec-19
907 RCACS	CI	Koshman, D	26-Oct-19
147 RCACS	Lt	Kragh, T	27-Oct-19
744 RCACS	Capt	Lee, B	18-Dec-19
2812 RCACC	2Lt	Lindh, H	12-Oct-19
201 RCSCC	SLt	Lung, H	16-Oct-19
2483 RCACC	Capt	MacDonald, C	07-Nov-19
102 RCSCC	Lt(N)	Manning, C	15-Oct-19
RCA Ops	CI	Matchett, B	05-Sep-19
47 RCSCC	Lt(N)	Mok, D	08-Sep-19
2483 RCACC	2Lt	Myers, T	02-Dec-19
RCSU	A/SLt	Novak, M	23-Dec-19
RCA Ops	Lt	Patz, M	20-Nov-19
RCSU	Lt(N)	Pichaloff, H	09-Dec-19
2822 RCACC	CI	Robinson, A	25-Nov-19
888 RCACS	Lt	Tse, B	13-Oct-14
RCA Ops	CI	Tuck, C	27-Oct-19
744 RCACS	CI	Turner, K	20-Nov-19
202 RCSCC	CI	Wells, S	19-Nov-19
RCSU	2Lt	Zhao, K	22-Oct-14

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	OCdt	Anderson, D	19-Sep-16	28-Oct-16
RCSU	Capt	Arthur, A	02-Sep-19	03-Sep-19
2924 RCACC	Lt	Boutot, C	30-Apr-19	01-May-19
RCSU	Capt	Cable, R	05-Feb-13	06-Feb-13
RCSU	Capt	Canlas, O	08-Jan-18	09-Jan-18
RCSU	Capt	Chan, D	07-Sep-17	12-Sep-17

Annex B
RCSU (Pac) Routine Orders
3 September 2019

RCSU	Maj	Croston, C	25-Jun-17	30-Jun-17
3066 RCACC	CI	Drees, S	01-May-19	03-Jun-19
RCSU	Capt	Giroux, C	08-Aug-17	05-Sep-17
204 RCSCC	A/SLt	Green, H	18-Aug-19	03-Sep-19
307 RCSCC	SLt	Havas, T	07-Jul-19	08-Jul-19
RCSU	MWO	Hobor, T	08-Feb-17	09-Feb-17
RCSU	Lt	Houle, E	27-Jan-15	29-Jan-15
103 RCACS	Capt	James, B	09-Dec-18	07-Jan-19
RCSU	Capt	Johnson, G	21-Jun-17	30-Jun-17
RCSU	Lt	Kelusky, S	28-Aug-18	29-Aug-18
RCSU	Maj	Lewis, R	24-Dec-18	07-Jan-19
RCSU	Lt	Lum Black, K	20-Sep-17	21-Sep-17
RCSU	Lt	MacDougall, A	24-Mar-16	29-Mar-16
2422 RCACC	Capt	Miskulin, J	29-Jul-19	03-Sep-19
RCSU	2Lt	Moore, A	15-Oct-17	20-Oct-17
2136 RCACC	2Lt	Murty, S	18-Jun-19	03-Sep-19
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
2458 RCACC	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
89 RCACS	Capt	Smirl, R	28-Apr-19	01-May-19
RCSU	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
RCSU	CI	Van Wyk, K	30-Oct-18	31-Oct-18
RCSU	Capt	Wade, C	20-Jun-17	30-Jun-17
2947 RCACC	Capt	Yauck, L	12-Sep-18	01-Oct-18

(J1 Staffing O)

CORPS AND SQUADRON OFFICIAL POPULATION 2019/2020

Corps / Squadron	Official Population	Authorized Positions	Corps / Squadron	Official Population	Authorized Positions
5 RCSCC	93	8	2943 RCACC	19	5
7 RCSCC	34	6	2947 RCACC	94	8
47 RCSCC	73	7	2963 RCACC	15	5
54 RCSCC	30	6	3005 RCACC	25	5
63 RCSCC	27	5	3020 RCACC	17	5
64 RCSCC	23	5	3063 RCACC	19	5
81 RCSCC	19	5	3064 RCACC	14	5
93 RCSCC	31	6	3066 RCACC	15	5
100 RCSCC	31	6	3067 RCACC	15	5
102 RCSCC	73	7	3080 RCACC	14	5
105 RCSCC	30	6	3300 RCACC	59	6
109 RCSCC	29	5	22 RCACS	20	5
131 RCSCC	9	5	59 RCACS	124	9
136 RCSCC	70	7	89 RCACS	145	9
137 RCSCC	24	5	103 RCACS	65	7
158 RCSCC	23	5	111 RCACS	129	9
169 RCSCC	18	5	135 RCACS	76	7
189 RCSCC	28	5	147 RCACS	89	7
195 RCSCC	99	8	204 RCACS	51	6
201 RCSCC	97	8	205 RCACS	63	7
202 RCSCC	15	5	222 RCACS	43	6
204 RCSCC	31	6	223 RCACS	26	5
220 RCSCC	12	5	232 RCACS	27	5
263 RCSCC	32	6	243 RCACS	58	6
296 RCSCC	19	5	257 RCACS	23	5
307 RCSCC	49	6	258 RCACS	17	5
325 RCSCC	27	5	259 RCACS	53	6
347 RCSCC	10	5	278 RCACS	132	9
349 RCSCC	39	6	279 RCACS	27	5
354 RCSCC	44	6	353 RCACS	25	5
72 RCACC	41	6	363 RCACS	41	6
788 RCACC	20	5	386 RCACS	85	7
903 RCACC	37	6	396 RCACS	46	6
950 RCACC	12	5	513 RCACS	57	6
1705 RCACC	32	6	521 RCACS	69	7
1725 RCACC	75	7	525 RCACS	52	6
1726 RCACC	24	5	531 RCACS	20	5
1746 RCACC	18	5	552 RCACS	29	5
1787 RCACC	22	5	561 RCACS	18	5
1789 RCACC	21	5	581 RCACS	25	5
1813 RCACC	16	5	583 RCACS	91	8
1838 RCACC	54	6	609 RCACS	113	8
1867 RCACC	71	7	637 RCACS	193	11
1922 RCACC	61	7	655 RCACS	202	11
2136 RCACC	37	6	676 RCACS	73	7
2276 RCACC	37	6	692 RCACS	222	12
2277 RCACC	82	7	744 RCACS	55	6
2289 RCACC	22	5	746 RCACS	150	10
2290 RCACC	80	7	747 RCACS	42	6
2305 RCACC	54	6	754 RCACS	161	10
2308 RCACC	13	5	759 RCACS	131	9
2316 RCACC	63	7	767 RCACS	164	10
2381 RCACC	59	6	768 RCACS	32	6
2422 RCACC	43	6	777 RCACS	158	10
2458 RCACC	8	5	787 RCACS	16	5
2472 RCACC	42	6	808 RCACS	115	8
2483 RCACC	59	6	819 RCACS	156	10
2556 RCACC	17	5	828 RCACS	53	6
2573 RCACC	48	6	835 RCACS	18	5
2618 RCACC	46	6	841 RCACS	12	5
2756 RCACC	19	5	848 RCACS	54	6
2757 RCACC	6	5	858 RCACS	26	5
2781 RCACC	17	5	861 RCACS	119	8
2812 RCACC	145	9	888 RCACS	167	10
2822 RCACC	47	6	893 RCACS	36	6
2827 RCACC	45	6	899 RCACS	23	5
2887 RCACC	27	5	902 RCACS	19	5
2893 RCACC	42	6	907 RCACS	155	10
2924 RCACC	25	5	909 RCACS	50	6