



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

Order No. 02/2021	2 February 2021
Last Order No. 01/2021	Esquimalt, BC

**ROUTINE ORDER ENTRIES**

The following is a listing of the contents of Routine Order 02/2021 dated 2 February 2021:

<u>TITLE</u>	<u>PAGE</u>
015/21 – CCIR REPORTING / SIGNIFICANT ISSUES .....	2
016/21 – RCSU (PAC) PERSONNEL CHANGES .....	2
017/21 – RELIABILITY STATUS REQUIRING UPDATES .....	2
018/21 – PRC/VSS REQUIRING UPDATE.....	2
019/21 – EXPRESSIONS OF INTEREST – REGIONAL ADVISOR.....	3
020/21 – HONOURS AND RECOGNITION .....	3
021/21 – CHANGES IN FOUNDATIONAL IDENTIFICATION REQUIREMENTS FOR RELIABILITY AND SECURITY SCREENINGS.....	4
022/21 – DISTRIBUTION OF T4 FOR 2020 .....	4
023/21 – CAF PENSIONS .....	5
024/21 – SPECIAL PROFESSIONAL DEVELOPMENT OPPORTUNITY FOR COATS MEMBERS.....	5
025/21 – CHANGE OF PERSONAL INFORMATION .....	5
027/21 – CADET ADVISORY COMMITTEE (CAC) OPPORTUNITY – SUMMER 2021.....	6
028/21 – 2021 CADET BASIC PARACHUTIST COURSE - CALL FOR OFFICER STAFF....	6
029/21 – VIRTUAL REGIONAL EXPEDITION 22-26 MAR 21 .....	7
030/21 – PO 513 WORKSHOP FACILITATOR/ASSISTANT FACILITATOR APPLICATIONS .....	8
031/21 – MONTHLY ETHICS DISCUSSION.....	8

## **015/21 – CCIR REPORTING / SIGNIFICANT ISSUES**

1. Any significant issue or CCIR related to Pacific Region cadet activities that involve cadets, COATS members, CIs, and/or volunteers shall be reported to the Regional Cadet Support Unit (Pacific) in a timely manner. Corps/Squadron Commanding Officers and activity OICs/OPIs must be familiar with the CCIR Directive available for reference on SharePoint.
2. After engaging local emergency services as required, Corps/Squadron Commanding Officers or activity OICs/OPIs are to contact the appropriate Area OC with an initial report of the situation. Should the Area OC not be available, the DCO, LCol Head, is to be contacted at 250-508-7572. Finally, if the Area OC or DCO are not available, the CO, Cdr Gresmak, is to be contacted directly at 250-896-7080.

(J1 HRO)

## **016/21 – RCSU (PAC) PERSONNEL CHANGES**

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

- a. Lt(N) N. Kiefer has been selected to the position of J4 Boat Maintenance Coordinator effective 29 Jan 21.

(J1)

## **017/21 – 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)

## **018/21 – PRC/VSS REQUIRING UPDATE**

Ref: CATO 23-04

1. IAW ref, all members shall update their Police Record Check/Vulnerable Sector Screening (PRC/VSS) every five years.
2. Annex B contains a list of personnel whose PRC/VSS will require renewal, personnel who have extended beyond the five year mark and have been directed to cease parading as well as personnel who are authorized to recommence duties.
3. Due to COVID-19, some police departments have changed procedures for processing of PRC/VSS (i.e. limited hours, suspended in-person services, etc). Therefore, if you require a PRC/VSS update, you are advised to call the non-emergency information line for the police department that has jurisdiction based on your place of residence and inquire about their current procedures. If you are unable to obtain an updated PRC/VSS due to the police department not currently conducting this service, advise [rcsupacstaffing@cadets.gc.ca](mailto:rcsupacstaffing@cadets.gc.ca) for further instruction.

(J1 Staffing O)

## **019/21 – EXPRESSIONS OF INTEREST – REGIONAL ADVISOR**

1. Major Kathi Kopan was appointed as Regional Advisor, representing Pacific Region on the National Advisory Council COATS (NACC). Maj Kopan has recently resigned from this position. We take this opportunity to thank Maj Kopan for her efforts in this role on behalf of COATS members in Pacific Region.
2. We are seeking a new Regional Advisor and invite interested individuals to submit an Expression of Interest. Regional Advisors act as the voice for professional concerns of Branch members from their Region. A Regional Advisor is a Class A member appointed to this position by the RCSU CO. The appointment will normally be for a period of three years, with the possibility of a one-year extension sanctioned by the RCSU CO in consultation with the NACC Advisor. The term will not exceed four years.
3. Regional Advisors shall meet the following criteria:
  - a. served in a CIC position in the past two years;
  - b. have at least eight years CIC experience with three years as a successful corps/squadron CO;
  - c. proactive in the CIC community; and
  - d. have experience either as an AEA, at an RCSU or as a senior staff member at a CTC, CIC Training or Specialty Training Centre.
4. The responsibilities of Regional Advisors include:
  - a. liaising with and responding in a timely manner to the NACC Advisor;
  - b. being accountable to the NACC through the NACC Advisor and procedurally accountable to the RCSU CO;
  - c. preparing an annual activity plan for review and approval of the RCSU CO;
  - d. representing regional interests at the national level through the NACC;
  - e. updating COATS members on NACC activities and national initiatives through channels approved by the RCSU CO; and
  - f. liaising with and advising the RCSU CO on both regional and national Branch issues.
5. Individuals interested in being considered for the Regional Advisor position in Pacific Region are invited to submit an Expression of Interest in the form of a letter detailing their range of experience in COATS including experience at the local training, CTC, regional and national levels. The Regional Advisor must be a self-starter, work well under minimal supervision, have demonstrated communications ability, and have agility with electronic and social media. Expressions of Interest should include details about what the member feels they can contribute in this role. The letter should not exceed two-pages.
6. Expressions of Interest are to be sent electronically to [RCSUPac.OR@forces.gc.ca](mailto:RCSUPac.OR@forces.gc.ca), not later than 28 Feb 21.

(J1 Admin O)

## **020/21 – 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 are available in a PowerPoint presentation and other resources posted on SharePoint (Library > J1 Administration Library > Honours & Awards).

(J1 Svcs O)

### **021/21 – CHANGES IN FOUNDATIONAL IDENTIFICATION REQUIREMENTS FOR RELIABILITY AND SECURITY SCREENINGS**

1. Please be advised that passports (Canadian or foreign) will no longer be accepted as “foundational identification” as per NDSOD Standard 4A: Identity Management for any security screening requests in order to align DND practices with TBS policy. Passports will continue to be accepted as supporting and photo identification. Only the following documents will be accepted as foundational identification:

- a. Provincial or Territorial Birth Certificate;
- b. Canadian Citizenship Certificate;
- c. Canadian Citizenship Card;
- d. Certificate of Registration of Birth Abroad;
- e. Statement of Live Birth;
- f. Record of Landing Document; and
- g. Permanent Resident Card.

2. The Cdt #172 form instructions will be updated to reflect this change.

3. For those members who have Reliability or Security Screenings in progress, J1 Staffing will contact you if updated documents are required.

(J1 Staffing O)

### **022/21 – DISTRIBUTION OF T4 FOR 2020**

1. The 2020 T4 will be available on EMAA for all CAF members who have an active account starting around 8 Feb 21 to view/print and will be e-mailed shortly thereafter to CAF members who chose this option.

2. A paper copy will be mailed before the end of February to:

- a. members of the Supplementary Reserve, Canadian Rangers, Civilian Instructors and Staff Cadets;
- b. members who released before 20 February 2021; and
- c. all members who do not have an EMAA account.

3. You can retrieve your T4 by using the CRA website – My Account (<https://www.canada.ca/en/revenue-agency/services/e-services/e-services-individuals/account-individuals.html>).

(J1 HRO)

## **023/21 – CAF PENSIONS**

Ref: CANFORGEN 118/17 CMP 059/17 101547Z JUL 17 Pension Entitlement for Reserve Members

1. CAF pensions are administered by the Government of Canada Pension Centre at Public Services and Procurement Canada (Pension Centre). Questions about eligibility and entitlements to pension benefits should be addressed to the Pension Centre at 1-800-267-0325. General information about pension benefits can be found at <https://www.tpsgc-pwgsc.gc.ca/fac-caf/accueil-home-eng.html>.
2. Personnel who are not employed by the Pension Centre or by Director Pensions and Social Programs (DG Compensation and Benefits) are not authorized to give pension advice to CAF members.
3. The CAF Pension Plan requires ongoing contributions which can only be made through the receipt of pay. When a member reaches 12 months without contributing (or without receiving pay in order to contribute), they are no longer eligible to continue in the pension and will be sent notification from Pension Services in order to facilitate a return of contributions. Any member who receives a letter from Pension Services is advised to contact the Pension Centre with any questions rather than contacting RCSU (Pac) staff who are unable to provide guidance or advice as noted in para 2.
4. IAW ref, Reserve Force members are reminded that entitlement to a CAF pension benefit is not finalized until release from the CAF or after 12 months without earnings. A transfer to the Supplementary Reserve does not constitute a release from the CAF.

(J1 HRO)

## **024/21 – SPECIAL PROFESSIONAL DEVELOPMENT OPPORTUNITY FOR COATS MEMBERS**

1. An email was sent to all COATS members via CCO Net and is posted on SharePoint regarding a new special professional development opportunity for COATS members. CIC officers and COATS GSOs who choose to complete some or all of the seven modules that are part of the CAFJOD series may be eligible to receive pay. The initial funding window is available only until 31 Mar 21.
2. For those wishing to take advantage of this special compensation opportunity you must first register with the COATS Training Coordinator - CAFJOD at [DLN-RAD@cadets.gc.ca](mailto:DLN-RAD@cadets.gc.ca), who will provide final direction for your enrolment in the CAFJOD programme and receive pay.
3. Detailed information, including how to register, deadlines, time required to complete the various CAFJOD modules and associated compensation, is posted on SharePoint.

(J1 HRO)

## **025/21 – CHANGE OF PERSONAL INFORMATION**

1. All COATS members and CIs are reminded of the importance of advising the RCSU (Pac) OR of any personal information changes. The form Cdt #133 is to be forwarded, in conjunction with supporting documentation (marriage certificates, birth certificates, etc) as soon as possible following a change of address, change of dependants (add/delete), change of marital status, telephone number, etc.
2. Please be sure to note in the comments box which items you are updating, especially if using the same form for multiple transactions.

(J1 RCSU (Pac) CC)

## **027/21 – CADET ADVISORY COMMITTEE (CAC) OPPORTUNITY – SUMMER 2021**

1. With the release of the 2021 Spring and Summer Training Directive, an exciting new advanced training opportunity has been created for senior cadets. The CAC working group will provide the opportunity for the Commander and other senior Formation staff to engage directly with 16 senior cadets from across the country on a variety of cadet related topics. The CAC will take place during the summer 2021 training period and will run for two to three weeks at Connaught CTC and/or CJCR HQ facilities in the National Capital Region. Each RCSU will nominate six cadets (two per element) and CJCR HQ will select three cadets per Region (one per element) plus one cadet to be selected as the group leader.
2. Corps/Squadron staff are asked to start considering potential senior cadets who would be interested in applying for this advanced training opportunity. Selected cadets will be designated as Staff Cadets for the purpose of pay and professional development. Cadets who are interested must meet the minimum pre-requisites for staff cadet advanced training outlined in CATO 13-28.
3. Further direction on cadet criteria, application and selection process will follow.

(J35 Ops & Plans)

## **028/21 – 2021 CADET BASIC PARACHUTIST COURSE - CALL FOR OFFICER STAFF**

1. Central Region will be conducting the Basic Parachutist Course (Cadet Serial) at CFB Trenton, 27 June to 4 August 2021. We are currently seeking applicants to fill one adult staff position: Second in Command – Basic Parachutist Course (Cadet Serial). Terms of reference for this position can be found in Annex D.
2. Suitable candidates must meet the following requirements:
  - a. rank: Captain;
  - b. must be MOSID 00232-02 (Army CIC Officer);
  - c. excellent verbal and written communication skills;
  - d. demonstrated problem solving skills, initiative and the ability to remain effective under demanding and stressful circumstances;
  - e. ability to work as part of a leadership team in accomplishing organizational goals;
  - f. ability to work long hours in consecutive periods of time during this period of service;
  - g. training and experience in conflict management;
  - h. functional computer skills, primarily with the MS Office Suite (Word, Outlook, Excel);
  - i. knowledge and working experience in FORTRESS;
  - j. ability to complete the Canadian Forces Basic Parachute Fitness test;
  - k. hold a valid DND 404; and
  - l. English language essential, bilingual skills considered an asset.
3. Applicants who are selected for this Reserve Service opportunity will be required to undergo physical fitness testing and attend the Central Region Pre-Para course as Escort

Officers. An additional fitness test will be conducted upon arrival at the CTC to confirm that the required standard of physical fitness has been maintained.

4. Applicants must meet the medical and dental standards for Reserve Service IAW the basic parachute medical evaluations, 3/3/3/2/2/5 medical category required.

5. As these positions are succession planned, to ensure continuity and returning knowledge of the operation and management of the Basic Parachutist Course, successful applicants will be asked to commit to subsequent terms of Reserve Service as Second in Command – Basic Parachutist Course (2 additional years).

6. All applications shall include the following:

- a. completed Staff Employment Request For Exchanges, Parachutist and Expedition with regional approval (IAW CATO 42-05);
- b. comprehensive cover letter;
- c. personal resume detailing applicant's background qualifications, experience and suitability for the positions; and
- d. two most recent ASPEs.

7. Deadline for application is 22 Feb 21 to RCSU (Pac) J1 Staffing Officer. Applications are to be submitted by either:

- a. Mail - J1 Staffing Officer  
Regional Cadet Support Unit (Pacific)  
PO Box 17000 Stn Forces  
Victoria, BC V9A 7N2
- b. Email - [rcsupacstaffing@forces.gc.ca](mailto:rcsupacstaffing@forces.gc.ca)

9. Any questions related to the position can be directed to J5 Plans O (Army Cadets), Captain K.B. Russell, at (250) 363-0892 or [Kenneth.Russell@forces.gc.ca](mailto:Kenneth.Russell@forces.gc.ca).

(J35 Ops & Plans)

### **029/21 – VIRTUAL REGIONAL EXPEDITION 22-26 MAR 21**

Ref: 3937-4500-3 (Reg Trg O (Expedition)) 21 Jan 21

1. RCSU (Pac) will conduct a virtual modified Regional Expedition in a COVID environment 22-26 Mar 21 for up to forty-eight (48) cadets. The primary focus of the virtual modified Regional Expedition will be to provide foundational risk management skills and a focus on expedition planning. Cadets will develop expedition plans for their cadet corps to be delivered once in-person training is authorized.

2. The Warning Order has been uploaded to SharePoint and the Joining Instructions will be posted to SharePoint once completed.

3. Cadet Corps must inform their cadets of the opportunity and nominate cadets in FORTRESS via "Summer Training and Activities by Selection". Cadets must be registered in FORTRESS under the serial "Virtual Reg Expn" NLT Sun, 28 Feb 21.

4. Officers interested in this Reserve Service opportunity are to contact Reg Trg O (Expedition) via email [brandon.mcauley@forces.gc.ca](mailto:brandon.mcauley@forces.gc.ca) IAW the Warning Order.

(Reg Trg O (Expedition))

**030/21 – PO 513 WORKSHOP FACILITATOR/ASSISTANT FACILITATOR APPLICATIONS**

1. Expressions of interest are now being accepted for those interested in facilitating one of the PO 513 workshops that will occur in the months of March through May 2021. Dates and times will be detailed in the Warning Order that is intended to be released shortly; however, the following are the tentative dates, and the associated workshop:

Title	Thu, Mar 4	Sat, Mar 13		Sun, Mar 14		Sat, Apr 10		Sun, Apr 11		Mon, Apr 19	Sat, May 8		Sun, May 9		Tue, May 18	Sat, May 29		Sun, May 30	
	PM	AM	PM	AM	PM	AM	PM	AM	PM	PM	AM	PM	AM	PM	PM	AM	PM	AM	PM
Time Management		1		1			1		1			1		1			1		1
Supervision	1		1				1		1				1					1	
Ethics - Making Tough Choices Corrective Action and Positive Reinforcement	1						1					1			1			1	
Dynamic Instruction, Learning Environment and Classroom Management		1		1		1					1			1			1		
Personality and Group Dynamics			1		1			1							1			1	
Digital Responsibility	1			1	1		1			1									1
Team Building			1				1		1			1			1				1
Healthy Relationships								1			1		1						1
Communication Tools					1			1		1		1	1	1					1

2. Those interested can send the following information to Maj Scott Bissell, by email at [Scott.Bissell@forces.gc.ca](mailto:Scott.Bissell@forces.gc.ca):

- a. full name, with rank and service number;
- b. what workshop and session date you are interested in facilitating;
- c. a brief statement of what experience you have that would make you a good facilitator for the workshop you wish to present; and
- d. which virtual communication platforms do you have experience using, and what is your experience using these platforms.

3. Expressions of interest are due no later than 17 Feb 21. Questions can be directed to Maj Bissell, by email.

(OC Reg Trg)

**031/21 – MONTHLY ETHICS DISCUSSION**

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

2. February Ethics Discussion: As a staff member at a cadet corps, you are aware that two of your senior cadets are dating, and have been serious for quite a while. Although many cadets know, the CO of your corps isn't aware of this relationship and it's never been a problem as they both conduct themselves appropriately during cadet activities. However, one of the cadets is aging out soon and intends to immediately become a Civilian Instructor with the corps, and to start the enrolment process to become a CIC Officer. Your corps badly needs this extra adult leadership and you are the only unit in the area. What do you do? Discuss the following:

- a. What type of ethical dilemma is this? / Are there competing values in this dilemma?
- b. If there are competing values, What CAF priorities help determine your decision?
- c. What Authority, Responsibility and Accountability is in place in this scenario?



d. What risk is there to the CAF/CCO/your unit in this situation?

(Unit Ethics Coordinator)

S.R. Gresmak  
Commander  
Commanding Officer

Annexes

Annex A	Reliability Status Requiring Update
Annex B	PRC/VSS Requiring Update
Annex C	2021 CTC and VCTC Positions
Annex D	Terms of Reference – Second in Command – Basic Parachutist Course

**RELIABILITY STATUS REQUIRING UPDATE**

1. Reliability Screening consists of conducting verifications and checks in order to be able to grant individuals a Reliability Status (RS), which is the minimum level required for all CAF members and civilian instructors working in support of the CCO. RS is valid for a period of 10 years and must be updated prior to the expiry of this validity period. Note that for renewals, certified copies of two pieces of ID and a proof of current address are required to accompany the Cdt #172. The following list indicates RS/Security Screening updates that are upcoming:

Unit	Rank	Name	Expiry Date
204 RCACS	Capt	ASPINALL, S	25-May-21
552 RCACS	Capt	BOTT, L	25-Feb-21
2483 RCACC	Lt	BOWLES, C	04-Feb-21
RCA Ops	Capt	CALDERBANK, T	29-Apr-21
189 RCSCC	Lt	CHRISTENSEN, K	30-May-21
RCSU	Maj	DAHL, M	04-Mar-21
RCSU	SLt	DOUGLAS, R	25-May-21
136 RCSCC	Lt(N)	DUDLEY, D	03-May-21
RCSU	Lt(N)	EASTON, K	29-Apr-21
222 RCACS	Capt	ENNIS, D	29-Apr-21
307 RCSCC	Lt(N)	FLYNN, T	09-May-21
692 RCACS	Capt	HASHMI, S	15-Feb-21
RCSU	Capt	HILLS, K	04-May-21
828 RCACS	Capt	HIRST, T	08-Feb-21
828 RCACS	Capt	HOULE, W	04-May-21
RCSU	LCdr	IRWIN, D	04-May-21
909 RCACS	Lt	JOHNSTON, C	17-May-21
676 RCACS	Capt	KELLY, A	04-Mar-21
102 RCSCC	Lt(N)	LEONG, C	29-Apr-21
205 RCACS	Capt	MORGAN, C	04-Mar-21
RCSU	Lt	NICHOLSON, A	21-Feb-21
RCSU	PO2	O'CONNOR, W	04-Mar-21
RCSU	LCdr	PACKER, M	03-May-21
RCA Ops	Lt	PATZ, M	24-May-21
RCA Ops	Capt	SORT, S	25-May-21
754 RCACS	CI	TAN, Y	25-May-21
583 RCACS	Maj	TAYLOR, J	04-Mar-21
RCSU	Maj	TOMS, T	25-May-21
2289 RCACC	Capt	TOWNLEY, T	04-Mar-21
1922 RCACC	Capt	TURNER, S	25-Feb-21
307 RCSCC	Capt	WHITE, D	11-May-21

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

Unit	Rank	Name	Notes
RCSU	Sgt	ANDERSON, R	Data Entry Required
243 RCACS	Capt	ARNOLD, F	Paperwork required
RCSU	CIV	BACHALO, S	Signed 330-47 required
835 RCACS	Capt	BOYSEN, K	Signed 330-47 required
353 RCACS	Capt	BRAUN, D	Signed 330-47 required
189 RCSCC	Lt(N)	CENNON, B	Signed 330-47 required
808 RCACS	Capt	CHIANG, E	Signed 330-47 required
2276 RCACC	Lt	CODY, J	Signed 330-47 required
3064 RCACC	Capt	CRAWFORD, M	Updated signature required

Annex A  
RCSU (Pac) Routine Orders  
2 February 2021

103 RCACS	Capt	DAVIES, L	Updated signature required
1838 RCACC	Capt	DAVIS, J	Signed 330-47 required
263 RCSCC	Lt(N)	DIETHELM, A	Updated signature required
RCSU	Cpl	FLEMING, J	Data entry required
RCA Ops	Sgt	FORTIN, S	Signed 330-47 required
902 RCACS	Capt	GALLAGHER, T	Signed 330-47 required
888 RCACS	Capt	GLAISHER, A	Updated signature required
72 RCACC	Cpl	HEERING, C	Updated signature required
RCSU	Maj	JOHNSTON, C	Signed 330-47 required
RCSU	Lt(N)	KIEFER, N	Updated signature required
147 RCACS	Lt	KRAGH, T	Updated signature required
2316 RCACC	Capt	LANDELS, B	Updated signature required
744 RCACS	Capt	LEE, B	Updated signature required
848 RCACS	Lt(N)	LOOYE, C	Updated signature required
RCSU	Capt	MACDONELL, T	Updated signature required
278 RCACS	Capt	MASOUN, J	Updated signature required
907 RCACS	2Lt	MAY, S	Updated signature required
2756 RCACC	Capt	MCCONNELL, M	Updated signature required
2422 RCACC	Capt	MISKULIN, J	Updated signature required
47 RCSCC	Lt(N)	MOK, D	Signed 330-47 required
102 RCSCC	Lt(N)	NILSSON, C	Signed 330-47 required
RCSU	SLt	PUSZKA, A	Updated signature required
2316 RCACC	Capt	RIMMER, S	Updated signature required
692 RCACS	Capt	TAN, J	Updated signature required
1838 RCACC	Capt	SAVOIE, P	Updated signature required
2422 RCACC	Capt	SCARISBRICK, S	Updated signature required
848 RCACS	Capt	SMIRL, R	Signed 330-47 required
746 RCACS	Capt	WONG, D	Updated signature required
2947 RCACC	Lt	WU, V	Updated signature required
2483 RCACC	Capt	YARMOSHUK, B	Signed 330-47 required

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

Unit	Rank	Name	Notes
169 RCSCC	Lt(N)	BALDWIN, L	Processing *
105 RCSCC	Lt(N)	CANO ESCAMILLA, J	Processing *
RCA Ops	Capt	CHAN, A	Processing *
3005 RCACC	Lt	CHOW, J	Processing *
RCA Ops	Capt	COTE, J	Processing *
1838 RCACC	Capt	DALGLEISH, R	Processing
RCA Ops	Lt	GENG, A	Processing *
754 RCACS	Lt	GOH, L	Processing *
2822 RCACC	Capt	HENDERSON, T	Processing
2812 RCACC	2Lt	LINDH, H	Processing *
2618 RCACC	Capt	MALLIA, T	Processing
RCA Ops	Lt	MARLIAVE, J	Processing
3300 RCACC	Capt	NAGRA, K	Processing
RCSU	Maj	NOVAK, M	Processing
102 RCSCC	Lt(N)	PARENT, M	Processing *
2305 RCACC	Capt	SHEARSMITH, D	Processing
RCSU	Maj	SHIM, N	Update request to be sent to member
RCA Ops	Capt	SOROS, K	Processing
RCSU	Lt(N)	STEWART, S	Processing

Annex A  
RCSU (Pac) Routine Orders  
2 February 2021

\* Additional action required by RCSU (Pac) Staff.

4. The following personnel have passed the RS update deadline and have been directed to cease all cadet activities including voluntary duty/support effective the date indicated below. These members shall not be authorized to return to duty until the RS has been processed and approved:

Unit	Rank	Name	RS Expiry Date	Cease Parading Date	Notes
RCSU	Capt	CABLE, R	22-Jan-19	25-Jan-19	
RCSU	Capt	CANLAS, O	14-Mar-18	09-Jan-18*	
RCSU	Lt(N)	CARTWRIGHT, J	14-Feb-18	27-Feb-18	
RCSU	Capt	CHAN, D	07-Dec-17	12-Sep-17*	Processing
RCSU	SLt	ENGLOUEN, C	07-May-19	03-Jun-19	
RCSU	Capt	GODDARD, G	02-Apr-18	30-Apr-18	
RCSU	Capt	HIRST, G	18-Sep-19	30-Sep-19	Updated signature required
RCSU	MWO	HOBOR, H	08-Feb-18	09-Feb-17*	
RCSU	Capt	HOLDER, A	24-Mar-19	29-Mar-19	Updated signature required
RCSU	Lt	HOULE, E	01-Feb-21	02-Feb-21	
103 RCACS	Capt	JAMES, B	01-Nov-20	06-Jan-21	
102 RCSCC	Lt(N)	MANNING, C	14-Dec-20	06-Jan-21	
RCSU	Capt	PERRIN, R	14-Jun-17	26-Apr-17	
RCSU	Lt	POWER, B	06-Feb-17	09-Feb-17	
RCSU	Capt	RIENKS, M	02-Jun-19	03-Sep-19	
RCSU	Capt	STEPHAN, R	08-Dec-18	08-Dec-18	Updated signature required
RCSU	Lt(N)	TOTTEN, N	21-Sep-15	17-Oct-16	
RCSU	Lt	WOLFE, D	10-Sep-17	03-Sep-19	Updated signature required
RCSU	Lt	ZHANG, Y	15-May-18	24-May-18	Updated signature required

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

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

Unit	Rank	Name	Approval Date
135 RCACS	Capt	DIGHT, R	04-Dec-20
655 RCACS	Capt	FONG, A	30-Dec-20
201 RCSCC	Lt(N)	GALLANT, K	06-Jan-21
2305 RCACC	Capt	HENVILLE, L	18-Dec-20
2822 RCACC	Capt	MEADE, T	10-Dec-20
RCSU	Sgt	PANKIW, K	11-Jan-21
47 RCSCC	Lt(N)	PAWLIK, F	18-Dec-20
RCSU	Capt	ROWSELL, M	18-Dec-20

Annex B  
RCSU (Pac) Routine Orders  
2 February 2021

PRC/VSS REQUIRING UPDATE

1. Following is a list of personnel whose PRC/VSS will require renewal prior to the due date indicated. Personnel are advised that completion of a VSS check can take up to three months, therefore it is important that the process be initiated well in advance of the expiry date. A current PRC/VSS is required for all adult supervisors, therefore, personnel who do not submit an updated PRC/VSS prior to the expiry date will not be authorized to parade until a PRC/VSS is received and approved at RCSU (Pac):

Unit	Rank	Name	Due Date
2947 RCACC	2Lt	Au, M	14-Feb-21
RCA Ops	CI	Avery, T	19-Feb-21
2618 RCACC	CI	Brown, D	12-Feb-21
RCSU	MS	Chavarría, O	04-Feb-21
RCA Ops	CI	Corrigan, B	28-Feb-21
RCSU	Capt	Daniels, S	27-Feb-21
205 RCACS	Lt	Dionne, J	16-Mar-21
1922 RCACC	Capt	Doherty, J	25-Feb-21
137 RCSCC	Lt(N)	Fennell, J	02-Mar-21
767 RCACS	2Lt	Flores Lara,	07-Apr-21
1705 RCACC	Capt	Haak, K	18-Apr-21
RCSU	Capt	Hale, T	15-Mar-21
RCSU	OCdt	Heighes, M	10-Feb-21
259 RCACS	Capt	Hellyer, R	10-Feb-21
RCA Ops	Lt	Henderson, B	08-Apr-21
RCSU	CI	Hildebrandt, L	16-Mar-21
RCA Ops	OCdt	Hindrichs, L	13-Feb-21
RCSU	Lt	Jenks, W	11-Apr-21
754 RCACS	Lt	Ko, P	13-Feb-21
1867 RCACC	Capt	Kwan, R	11-Mar-21
759 RCACS	Lt	Lalani, S	24-Mar-21
3005 RCACC	Capt	Logan, K	11-Apr-21
63 RCSCC	Lt(N)	Lunder, K	18-Feb-21
907 RCACS	2Lt	May, S	05-Apr-21
754 RCACS	Capt	Miklossy, S	23-Mar-21
888 RCACS	2Lt	Ng, B	03-Mar-21
2276 RCACC	2Lt	Parkin, M	03-Feb-21
3063 RCACC	Capt	Patterson, S	22-Feb-21
RCSU	Capt	Peter, J	27-Apr-21
RCA Ops	Capt	Randall, K	13-Feb-21
893 RCACS	CI	Reid, E	11-Apr-21
RCSU	2Lt	Reyes, M	21-Feb-21
RCSU	Lt	Rickey, R	15-Apr-21
2277 RCACC	Lt	Royle, D	14-Apr-21
2422 RCACC	Capt	Scarisbrick, S	07-Mar-21
RCA Ops	OCdt	Self, K	08-Mar-21
RCSU	MCpl	Sheppard, T	29-Apr-21
223 RCACS	Lt	Shewchuk, M	17-Feb-21
137 RCSCC	Lt(N)	Shymkiw, A	09-Mar-21
RCSU	Maj	Stevens, Q	14-Mar-21
861 RCACS	Lt	Seward, M	08-Apr-21

Annex B  
RCSU (Pac) Routine Orders  
2 February 2021

RCSU	Maj	Thompson, R	04-Apr-21
909 RCACS	Capt	Toms, F	08-Mar-21
RCSU	Maj	Toms, T	24-Mar-21
72 RCACC	Capt	Urbanowski, M	25-Feb-21
903 RCACC	Capt	Wangler, M	09-Apr-21
1726 RCACC	Capt	Wright, G	02-Mar-21
RCSU	Capt	Wright, D	02-Mar-21

2. The PRC/VSS for the following pers has extended beyond the five year mark, therefore, the following pers have been directed to cease parading on the date indicated:

Unit	Rank	Name	Due Date	Cease Parading Effective Date
RCSU	Capt	Arthur, A	28-Aug-19	03-Sep-19
RCSU	Capt	Aspinall, D	19-Nov-20	27-Nov-20
RCSU	Lt	Becker, A	08-Jan-21	11-Jan-21
109 RCSCC	CI	Bylsma, J	26-Jan-21	02-Feb-21
RCSU	Capt	Cable, R	05-Feb-13	06-Feb-13
RCSU	Capt	Chan, D	03-Sep-17	12-Sep-17
2947 RCACC	Capt	Choi, R	16-Jan-21	02-Feb-21
RCSU	NCdt	Clark, S	11-May-20	02-Oct-20
RCSU	Capt	Davies, H	24-Sep-20	02-Oct-20
RCSU	Lt(N)	Easton, K	01-Oct-20	30-Oct-20
676 RCACS	CI	Egilson, S	21-Jan-21	02-Feb-21
RCSU	LCdr	Fedderly, G	15-Oct-19	29-Oct-19
354 RCSCC	CI	Fernandez, T	27-Mar-20	02-Oct-20
692 RCACS	Capt	Hashmi, S	03-Nov-20	27-Nov-20
RCSU	SLt	Havas, T	07-Jul-19	08-Jul-19
788 RCACC	Capt	Hazelton, A	27-Oct-20	30-Oct-20
RCSU	OCdt	Hill, A	06-May-20	02-Oct-20
828 RCACS	Capt	Hirst, T	01-Feb-21	02-Feb-21
RCSU	MWO	Hobor, T	08-Feb-17	09-Feb-17
158 RCSCC	Lt(N)	Howard, D	19-Jan-21	02-Feb-21
RCSU	2Lt	Hsieh, M	26-Nov-19	02-Dec-19
RCSU	Lt	Hwang, B	13-Oct-20	30-Oct-20
RCSU	OCdt	Ikoma, K	12-Aug-20	02-Oct-20
RCSU	Capt	James, B	09-Dec-18	07-Jan-19
RCSU	Lt	Kelusky, S	28-Aug-18	29-Aug-18
513 RCACS	Lt	Kinross, J	27-Jul-20	02-Oct-20
RCSU	Lt	Lancaster, S	01-Feb-21	02-Feb-21
RCSU	MS	Leccese, R	18-Jun-20	02-Oct-20
RCSU	Lt	Lum Black, K	20-Sep-17	21-Sep-17
RCA Ops	Lt	MacDonald, M	09-Jan-20	23 Jan 20
RCSU	Lt	MacDougall, A	24-Mar-16	29-Mar-16
RCSU	CPO2	Mackay, D	28-Jan-21	02-Feb-21
135 RCACS	Lt	Malinab, J	20-Sep-20	02-Oct-20
102 RCSCC	Lt(N)	Manning, C	15-Oct-19	29-Oct-19
907 RCACS	CI	Martin, E	16-Dec-20	06-Jan-21

Annex B  
RCSU (Pac) Routine Orders  
2 February 2021

263 RCSCC	SLt	Masson, C	07-May-20	02-Oct-20
2422 RCACC	2Lt	Mclean, R	01-Dec-20	07-Jan-21
RCSU	2Lt	Moore, A	15-Oct-17	20-Oct-17
RCA Ops	Capt	Neave, F	25-Sep-20	02-Oct-20
RCSU	PO2	O'Connor, W	24-Sep-20	02-Oct-20
RCSU	Capt	Perrin, R	25-Apr-17	26-Apr-17
RCSU	OCdt	Pike, S	23-Sep-15	12-Mar-14
RCA Ops	2Lt	Poirier, L	12-Nov-20	27-Nov-20
1726 RCACC	2Lt	Potts, M	25-Mar-20	02-Oct-20
RCSU	Lt	Power, B	13-Sep-18	01-Oct-18
RCSU	Lt	Rana, S	07-Apr-20	02-Oct-20
RCSU	Capt	Rienks, M	28-Feb-19	05-Mar-19
RCSU	Capt	Ronaldson, M	20-Jan-21	02-Feb-21
RCSU	Capt	Seganfreddo, S	11-Aug-19	03-Sep-19
RCSU	Lt	Sekhon, N	30-Aug-17	03-Aug-17
RCSU	A/SLt	Smith, F	10-Jan-21	13-Jan-21
RCSU	Lt(N)	Totten, N	19-Jul-17	17-Oct-16
767 RCACS	CI	Tupy, N	29-Jan-21	02-Feb-21
RCSU	CI	Van Wyk, K	30-Oct-18	31-Oct-18
2472 RCACC	Lt	Wade, S	25-Jan-21	02-Feb-21
307 RCSCC	Capt	White, D	26-Nov-20	27-Nov-20

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

Unit	Rank	Name	Cease Parading Effective Date	PRC/VSS Approval Date
RCA Ops	Capt	Calderbank, T	30-Oct-20	02-Feb-21
47 RCSCC	SLt	Groff, T	06-Jan-21	02-Feb-21
RCSU	SLt	Jarosz, M	30-Oct-20	25-Jan-21
RCSU	Lt(N)	Kapustina, O	30-Oct-20	02-Feb-21
1813 RCACC	2Lt	Kennedy, T	27-Nov-20	02-Feb-21
1922 RCACC	Capt	Turner, S	02-Oct-20	02-Feb-21

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

Unit	Rank	Name	PRC/VSS Approval Date
746 RCACS	Capt	Attwood, J	07-Jan-21
828 RCACS	2Lt	Chiu, D	02-Feb-21
RCSU	Capt	Dalgleish, B	20-Jan-21
RCSU	Capt	March, K	28-Jan-21
147 RCACS	Lt	Mercer, C	02-Feb-21
RCA Ops	Lt	Walker, S	02-Dec-21
1922 RCACC	Lt	Wiebe, B	20-Jan-21

2021 CTC AND VCTC POSITIONS

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

**In-Person CTCs:**

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

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

**HMCS QUADRA CTC:**

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



**Vernon CTC:**

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

**Power Pilot Training Course:**

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

**Out of Region CTCs:**

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

**St-Jean CFTC:**

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

**Trenton CTC/HMCS ONTARIO CTC:**

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

**Connaught CTC:**

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

**Mountain View CFTC:**

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

**Rocky Mountain CTC:**

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

**Brandon CFTC:**

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

**Virtual CTCs:**

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

**TERMS OF REFERENCE – SECOND IN COMMAND – BASIC PARACHUTIST COURSE**

<b>Position</b>	<b>Second in Command - Basic Parachutist Course (Cadet Serial)</b>
<b>Short Title</b>	2IC Basic Para
<b>Rank</b>	Captain
<b>Responsible To</b>	OC Basic Para
<b>Responsive To</b>	CAAWC CO & Nat Sp Group Junior Rangers and Cadets
<b>Responsible For</b>	Basic Parachutist Course (Cadet Serial) staff & cadets
<b>General Description</b>	
Responsible for the administration and training of the course and the supervision of the cadet attending the Basic Para Course.	
<b>Primary Duties</b>	
<ol style="list-style-type: none"> <li>1. Responsible for taking action as necessary to protect the health, welfare and safety of all personnel.</li> <li>2. Understand the organizational structure of Trenton CTC and comply with its respective chain of command.</li> <li>3. Read, understand and comply with: <ol style="list-style-type: none"> <li>a. all sections of Trenton CTC SOP's;</li> <li>b. all applicable Standing and Routine Orders; (Trenton CTC and CAAWC)</li> <li>c. all applicable Range Standing Orders; and</li> <li>d. all applicable Barracks Regulations.</li> </ol> </li> <li>4. Responsible for the administration and bookings of all non-CAAWC activities including tours, after hours training and sports activities.</li> <li>5. Review and suggest changes to the pre-course training schedule.</li> <li>6. Administer and supervise all aspects of the pre-course.</li> <li>7. Responsible for any equipment and stores drawn during employment.</li> <li>8. Supervise cadets as required. (pre-course, duty during CAAWC portion).</li> <li>9. Responsible for course administration.</li> <li>10. Perform other duties as assigned.</li> </ol>	