



## THE QUEEN'S OWN RIFLES OF CANADA

### UNIT ROUTINE ORDERS 01/08

16 January 2008

**Lieutenant-Colonel M.J. Delaney, CD**  
**Commanding Officer**

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## **PART I - CALENDAR OF EVENTS**

### **1. TRAINING CALENDAR:**

1-3 Feb 08	-LTAT	(CFB TRENTON)
13 Feb 08	-PARA REFRESHER	(CFB TRENTON)
22-24 Feb 08	-EX MASS MAYHEM (LTAT)	(CFB TRENTON)
27 Feb 08	-RES PENSION PLAN UPDATE	(MPA)
9-15 Mar 08	-EX FROZEN WABASK	(MOOSONEE)
28-30 Mar 08	-EX JERICO FALLING	(BLDG 58)
25-27 Apr 08	-EX IRON TALON I	(LFCA TC Meaford)
09-11 May 08	-EX IRON TALON II	(LFCA TC Meaford)

### **2. FTUC LEAVE, TASKINGS, COURSES:**

Capt Whitehead	TF Sudan	25 Sep 07 –
Cpl Abate	LFAATC PLQ Mod 6	14 Jan 08 – 18 Mar 08
Cpl Thomas	LFAATC PLQ Mod 6	14 Jan 08 – 18 Mar 08

### **3. ROTO/TASKINGS & COURSES:**

Maj Champion	LFCAHQ J5 PM	1 Apr 04 – 31 Mar 08
Maj St.Denis	CIMIC	1 Sept 07 –
Capt Stewart	PSYOPS	1 Sept 07 –
2Lt Newlands	LFCA	31 Mar 08
MWO Shannon	CIMIC	1 Sept 07 –
WO Kim	CIMIC	1 Sept 07 –
Sgt Moody	CIMIC	1 Sept 07 –
Sgt Paton	CIMIC	1 Sept 07 –
Sgt Thomson	LFCA	31 Mar 08
MCpl Chiu	PSYOPS	1 Sept 07 –
MCpl Debartok	PSYOPS	1 Sept 07 –
MCpl Kurelo	PSYOPS	1 Sept 07 –
MCpl Behan	CFLAWC	27 Apr 08
MCpl Ragos	CFLAWC	1 Oct 05 – 31 Mar 08
MCpl Vulakovich	CFLAWC	31 Mar 08
Cpl Baiati	CFLAWC	31 Mar 08
Cpl Kennedy	LFAATC PLQ Mod 6	14 Jan 08 – 18 Mar 08
Cpl Griffiths	LFAATC PLQ Mod 6	14 Jan 08 – 18 Mar 08
Cpl Kim	LFAATC PLQ Mod 6	14 Jan 08 – 18 Mar 08
Cpl McQuaid	LFAATC PLQ Mod 6	14 Jan 08 – 18 Mar 08
Cpl Rahman	CFRC	1 Apr 06 – 31 Mar 09
Cpl Simpson	NDPAO	1 Apr 05 – 31 Mar 08
Cpl Benincasa	PSYOPS	1 Sept 07 –
Cpl McGibbon	CIMIC	1 Sept 07 –
Cpl Harrison	CIMIC	1 Sept 07 –
Cpl Chrzan	TF-08	31 Aug 07 –
Cpl Girffiths	TF-08	31 Aug 07 –
Cpl Hinds	TF-08	31 Aug 07 –
Cpl Khazai-Nejad	TF-08	31 Aug 07 –
Cpl Lui	TF-08	31 Aug 07 –
Cpl Villa	TF-08	27 Aug 07 –
Cpl Winnicki	TF-08	3 Jul 07 –
Rfn Low	TF-08	10 Jun 07 –
Rfn Hijazi	TF-08	3 Jul 07 –

### **4. ED&T:**

Sgt Shikhman	until 14 Jul 08
MCpl Henry	until 04 May 08
Cpl Asner	until 04 May 08
Cpl Walter	until 30 Jun 08
Rfn Green	until 22 Jan 08
Pte Shoom-Kirsch	until 15 Jun 08
Pte Thai	until 15 Jan 08



Cpl Gilic

until 18 Feb 08

5. **PRL:**

Capt Ross	Cpl Kouprine	Rfn Lynch, C.
Lt Burton	Cpl Piluso	Rfn Morawa
Sgt Kent	Cpl Polsinelli	Rfn Molina
MCpl Harse	Cpl Scorza	Rfn Ott
Cpl Bahsous	Cpl Sevilano	Rfn Slade
Cpl Broadhagen	Cpl Varhadis	Rfn Wilson
Cpl Chen	Cpl Wilson	Rfn Zhang
Cpl Contant	Rfn Avtoneev	Pte Cheng
Cpl Cook	Rfn Diep	Pte Durkalec
Cpl Filmer	Rfn Domingo	Pte Ganin
Cpl Frye	Rfn Henderson	Pte Oldfield
Cpl Gilic	Rfn Hogg	Pte Padrad
Cpl Jiminez	Rfn Holden	Pte Worrall
Cpl Johanis	Rfn Jaglall	

6. **NES:**

MCpl Koenne	Rfn Jun	Pte McClure
Cpl Choe	Rfn Obelienius	Pte Oey
Cpl Lutfi	Rfn Rehayem	Pte Pareja
Cpl Mackinnon	Rfn Zhou	Pte Sharpe
Cpl Pushparaj	Pte Anderson	Pte Sherman
Cpl Snobar	Pte Barawa	Pte Stethem
Cpl Ton	Pte Lawless-Johnston	Pte Tai
Rfn Franchi	Pte Liang	Pte Thai
Rfn Guy	Pte Lee	Pte Wu
Rfn Hong	Pte Matecki	

**PART II - DUTIES AND APPOINTMENTS**

7. **DUTY OFFICER MPA:**

16 Jan 08	Lt Mantle
23 Jan 08	Capt Foulds
30 Jan 08	2Lt Chrzan
6 Feb 08	Capt Tremblay
13 Feb 08	2Lt Newlands
20 Feb 08	Lt Beindorff
27 Feb 08	Capt Kaipio
5 Mar 08	Capt Wilmot
12 Mar 08	2Lt Leibel
19 Mar 08	Lt Mantle
26 Mar 08	Capt Foulds
2 Apr 07	2 Lt Chrzan

8. **DUTY SERGEANT:**

16 Jan 08	Sgt Halcro
23 Jan 08	Sgt Johnston
30 Jan 08	Sgt Fabry
6 Feb 08	Sgt Wilson
13 Feb 08	WO O'Halloran
20 Feb 08	Sgt Hodgson
27 Feb 08	Sgt Kohler
5 Mar 08	WO Thorn
12 Mar 08	WO Parris
19 Mar 08	Sgt Halcro
26 Mar 08	Sgt Johnston
2 Apr 07	Sgt Fabry

**9. DUTY MCPL:**

16 Jan 08	MCpl Wolfe
23 Jan 08	MCpl Dias
30 Jan 08	MCpl Charlebois
6 Feb 08	MCpl Green
13 Feb 08	MCpl Reavie
20 Feb 08	MCpl Pampe
27 Feb 08	MCpl MacMillan
5 Mar 08	MCpl Noonan
12 Mar 08	MCpl Bridge
19 Mar 08	MCpl Wolfe
26 Mar 08	MCpl Dias
2 Apr 07	MCpl Chalebois

**10. DUTY STAFF DALTON ARMOURY:**

16 Jan 08	Lt Lee
23 Jan 08	Sgt Currie
30 Jan 08	Lt Potter
6 Feb 08	MCpl Huh
13 Feb 08	2Lt Stewart
20 Feb 08	MCpl Frounze
27 Feb 08	2Lt Mackintosh
5 Mar 08	Lt Lee
12 Mar 08	Sgt Currie
19 Mar 08	Lt Potter
26 Mar 08	MCpl Huh
2 Apr 07	2Lt Stewart

NOTE: On Wednesday evenings, duty begins at 1915 hrs and continues until 0000 hrs. Duty staff must report to the BOR at 1915 for a briefing on the gate security procedures and to sign out the security eqpt (keys, radios, log book, flashlight). 60<sup>th</sup> Coy and Vics Coys are to provide staff as detailed below. Two security staff must be on the gate at all times and must check for ID and log in, all incoming vehs and pers. At 0000, the DO will inform all messes that the gates will be locked at 0030. At 0030, the Duty Staff will lock the gates and carry out their building checks. After completing the building checks, the DO will ensure that all eqpt and keys are returned through the mail slot in the door of the BOR. Also, the duty log must be filled out and signed at the end of the night prior to turning in the duty book.

On Thu evenings 2881 Scarborough Rifles Cadets will be parading at Dalton Armoury. They will be responsible for providing duty pers and ensuring that the duty logbook is filled out and signed.

On Sunday following an exercise, the Duty Staff are responsible for all final lock-ups and bldg checks as per the normal SOPs. During mess dinners, the DO is responsible for all final lock-ups and building checks and must ensure that they have the necessary keys.

All Duty Staff will perform subj duty on the dates indicated above. If duty personnel are not avail as scheduled due to civilian work commitments, it is that individual's responsibility to co-ordinate a replacement and to notify the DO, the Adjt and the BOR staff. Upon completion of each duty, the DO's Report (blanks found in binder) will be completed and signed.

**11. SECURITY PERSONNEL ROSTER:**

Two security staff will man the gates at all times between 1830 hrs and 0030 hrs. The following sub-units for the following shifts will provide security staff:

- a) 1800 - 2000 FTUC
- b) 2000 - 2230 60th Coy/Vics Coy
- c) 2230 - 0000 Duty Staff/2 x Sentry
- d) 0000 - 0030 Duty Staff

Note: 60th Coy and Vics Coy are free to adjust these shifts among themselves as long as the entire 2000 – 0030 time pd is covered off. However, in the event of a no-show by any sec staff, OCs will be accountable for their assigned shifts as listed above.



## 12. SECONDARY DUTIES LIST:

<b><u>Personnel</u></b>	
Canadian Forces Liaison Council	
Unit Military Leave Rep	Lt Lee
Employment Support Advisor	CWO Patterson
Harassment	
Advisor	Sgt Willan
Work Place Representatives (WPRs)	
Awards Committee	
Chair	(CO) - LCol Delaney
Mbr	(DCO) - Maj Champion
Mbr	(Adj) - Capt Hicks
Mbr	(RSM) - CWO Patterson
Mbr	(OC 60th) - Maj Zeidler
Mbr	(OC Bufts) - Maj Banerjee
Mbr	(OC Vics) - Lt Beindorff
Mbr	(DOM) - Capt Arendz
Officer Selection Board	
Chair	(OC 60th) Maj Zeidler
Secy	(Adj) Capt Hicks
Mbr	(OC Para) Capt Harnes
Mbr	Capt Wilmot
<b><u>Personnel Support Programs</u></b>	
NPF Board	
Chair	Capt Hicks
Mbr	Capt Haupt
Mbr	Capt Kaipio
Mbr	2Lt Chrzan
Mess Committee - Officers' Mess	
PMC	Capt Wilmot
VPMC	Capt Foulds
Treasurer	Capt Hicks
House Manager	2Lt Chrzan
Mess Committee - Sgts' Mess	
PMC	Sgt Morin
Mess Committee - JR Ranks	
PMC	MCpl Pampe
Mess Committee - Dalton Armoury Mess	
PMC	MCpl Hing
<b><u>Health and Safety</u></b>	
General Safety Committee	
Chair	Maj Banerjee
A Safe O	Capt Hicks
Rad SO	Capt Haupt
Fire Warden	Capt Wilmot
HAZMAT SME	MWO Kelly
WHMIS SME	MWO Kelly
A Rad SO	Sgt Murray
Environmental O	Capt Wilmot
60 <sup>th</sup> Coy Rep	MWO Kelly
Bufts Coy Rep	Lt Lee
Vics Coy Rep	Sgt Murray
Mbr	
Drug Education Coordinator	
OPI	Capt Kaipio
<b><u>Environment</u></b>	
Environmental Officer	
OPI	Capt Wilmot
<b><u>Material</u></b>	
Audit Board	
Chair	Capt Hicks
Mbr	Capt Kaipio
Mbr	Appointed as required
ISSO	
Holder	Maj Champion
<b><u>Comms</u></b>	
Comms	
Sigs NCO	Sgt Fabry
Sigs NCO	MCpl Green



<b>Public Affairs</b>	
Public Affairs	
UIO	2Lt Newlands
A/UIO	TBD
Photographers	Ad hoc
<b>Historical Matters</b>	
Historical Matters	
History Officer	CWO Patterson
History Officer	Capt Wilmot
<b>Range Safety Officers</b>	
Range Safety Officers	
Maj Banerjee	MWO Shannon
Maj Champion	WO Kim
Maj St Denis	WO Martin
Maj Zeidler	WO O'Halloran
Capt A Harmes	WO Parris
Capt D Harmes	WO Thorn
Capt Haupt	Sgt Fabry
Capt Stewart	Sgt Halcro
Capt Wilmot	Sgt Johnston
Lt Lee	Sgt Moody
Lt Mantle	Sgt Morin
Lt Potter	Sgt Paton
CWO Patterson	Sgt Currie
MWO Kelly	
<b>Security</b>	
Security Board	
Security Officer	Maj Banerjee
Security NCO	Sgt Willan
Wpns Security NCO	Sgt Murray
<b>Administrative Control</b>	
Admin Stds	
OPI	Capt Arendz
<b>Other</b>	
OIC Scarborough Armoury	Maj Banerjee
Cadet LO	Lt Potter
Central Region Cadet Program: Band O for 707 Cadet Sqn	Capt Arendz
Unit Ethics Officer	Lt Mantle

### 13. **AUTHORITY TO WEAR THE MAROON BERET**

The following pers are authorized to wear the Maroon Beret:

Cpl Abate	Rfn Humphrey	Sgt Morin
MCpl Atkins	Sgt Johnston	WO O'Halloran
MCpl Behan	Rfn Johnston	Rfn Ortega
Cpl Biggs	MWO Kelly	Cpl Overholt
MCpl Bridge	MCpl Koenne	Lt Pannell
Rfn Brooks	Cpl Kim, I	WO Parris
Sgt Burns	Cpl Kim, S	Sgt Paton
Cpl Carrier	Cpl Kiss	Lt Potter
Cpl Coelho	Sgt Kohler	MCpl Reavie
Cpl Chang	Rfn Lachaine	MCpl Shikhman
MCpl Charlebois	Cpl Leader	Cpl Stalteri
MCpl Dias	Lt Lee	2Lt Stewart
Sgt Fabry	Rfn Lim	Cpl Thomas
MCpl Frounze	Cpl Mackinnon	Cpl Villa
Cpl Griffiths	Lt Mantle	MCpl Wolfe
Sgt Halcro	MCpl McGibbon	Cpl Wood
Capt Harmes, A.	Rfn Miaolo	Maj Zeidler
MCpl Hing	Cpl Mills	
Cpl Huh	Cpl Mitchell	

If your name is not on this list, contact Sgt Burns.



## **PART III - CURRENT ITEMS**

### **14. QOR OF C GATE DUTY SOP**

#### **General:**

We are responsible for the safety and security of our soldiers at all times while they are on duty. While in the past there have been few threats to our soldiers at the armouries the threat level at this time and due diligence force us to be more vigilant than we have been in the past. The Queen's Own Rifles as part of 32 CBG will increase the security at both of its armouries with the implementation of Gate Guards (GGs).

#### **Aim:**

The Queen's Own Rifles will increase security at Moss Park Armouries while the soldiers attend Wednesday night training periods.

#### **Responsibilities:**

- The DSM will be responsible for the implementation and ongoing continuance of gate duties and to ensure all soldiers are briefed before the duty;
- CSMs and Ops WO will be responsible to the DSM to provide appropriate pers (at least one senior Cpl or higher and one other per shift) on time on a regular basis. In the case of Coys trading off duties to accommodate training the DSM must be informed ahead of time; and

RQMS is responsible to ensure equipment is available and serviceable.

#### **Hours:**

- Security will start at 1900hrs and continue until the duty staff have cleared all pers from the armoury at 0030hrs every training night;
- Class 'A' soldiers specifically brought in for the duty will man the front gate at MPA from 1800hrs to 2000hrs (this will give the Coys time to complete first pde and assign GGs), and from 2230hrs to 0000hrs under direction of the Ops WO;
- GGs from 60th and Vics will report to the CQCI at 1950hrs at the gate for briefing and handover;
- 60th will be responsible for the duty all nights except the first Wednesday of each month which Vics will be responsible for; and

If the pers on duty are to change during a shift the replacements must be briefed at 1950hrs by the CQCI as well.

#### **Duties:**

- There will be two pers on the gate at all times;
- The gate guard will be properly dressed at all times (including environmental clothing) and will wear fluorescents vests;
- They will be in comms with the BOR and duty Officer who will monitor their radios at all times, and conduct a radio check every half hour;
- They will check the mil ID of all pers coming into the armoury;
- They will record the license plate numbers of all vehicles entering the parking lot;
- They will ensure no cars park in front of the gate in the fire lanes; and
- For pers without mil ID the following will occur:
  - All civilians members of the band, mess and kit shop staff will be in possession of an ID card issued by the BOR;
  - For recruiting applicants a nominal role will be issued by the recruiting NCO to the GG and for unannounced applicants the recruiting NCO will be paged to escort them in;
  - For unit members that are recognized, picture ID will be shown and the name will be recorded, for follow up by appropriate CSM; or
  - For unit members that are not recognized the PI 2IC or CSM must be paged to vouch for member.

#### **Emergencies:**

- In the event of an emergency the Duty Officer will immediately be paged;
- Staff will close and lock gate and be prepared to open as required; and
- Under no circumstances are the GG to touch, push, or physically detain unwanted trespassers, if despite being told in a firm, clear voice that they are trespassing the individuals persist the duty officer must be called and the trespassers must be followed.



#### Equipment:

- 3 X family radios and 2 spares;
- 2 X Fluorescent marker vests;
- 1 X lighting kit, (to illuminate check point); and
- 1 X clipboard.

#### Bufs Coy:

CSM Bufs will formulate a plan of security to submit (in writing) to the DSM NLT 25 Jan. This plan will follow the intent of the above dir but may be modified due to the differences of Dalton Armoury.

### **15. PERMANENT ID CARDS**

All Sr NCOs and Officers, and those Jr NCMs with specific requirements, will ensure they have up to date permanent ID cards. The process begins with forms available in the BOR that will be completed and passed to the DCO or Adjt for signature. Each soldier must then make their own appointment with the MP section at ASU Toronto 416-633-6200 x3812. On the appointment day the soldier must make their own way to Denison Armoury and take a DEU jacket, shirt and tie for a photo ID.

### **16. PUBLIC AFFAIRS GUIDANCE – LITIGATION RELATED TO DETAINEES**

#### **SITUATION**

Media coverage on the issue of detainees in Afghanistan has increased in recent weeks. Upcoming legal proceedings can be expected to continue to generate media interest on the issue. All Canadian Forces messaging must respect the legal processes and avoid jeopardizing the integrity of ongoing litigation and investigations into this matter.

#### **PURPOSE OF PA GUIDANCE**

***This PA Guidance is intended to provide PA practitioners with clarification on how to communicate about matters related to detainee-related legal proceedings.***

#### **PA GUIDANCE**

- All media requests on this subject matter, regardless of region or the person to whom the request is directed, must be directed to the Media Liaison Office (MLO) for coordination at (613) 996-2353.
- Any inquiries from members of the public must be directed to the Public Inquiries line at (613) 995-2534.
- PAOs should ensure the widest possible distribution of this PA Guidance.

#### CURRENT CONTEXT

In the coming months, legal proceedings launched by Amnesty International Canada (AIC) and the British Columbia Civil Liberties Association (BCCLA) against the Government of Canada regarding the treatment and transfer of detainees in Afghanistan will unfold. There has been considerable public and media interest in these proceedings, and it is very likely that public interest will continue as the proceedings evolve.

As part of these legal proceedings, documents from DFAIT, DND/CF, and the Correctional Service of Canada (CSC) will be filed with the Federal Court on **14 November 2007**. These documents pertain explicitly to Canada's handling of detainees in Afghanistan. The release of this report may generate media and public inquiries.

### **17. MEDIA RESPONSE LINE: MENTAL AND PHYSICAL HEALTH OF SOLDIERS**

#### **MEDIA RESPONSE LINE**

SUBJECT/SUJET: Mental and physical health of soldiers – Army Chain of Command perspective.

MRL: 07.015



ISSUE: The issue of soldiers returning from Afghanistan with various mental and physical challenges has been and will continue to be of interest to Canadians. There is need to clarify the role of the chain of command in this issue.

RECOMMENDED RESPONSE:

- The care and concern of our soldiers is paramount to the Army. Leaders at all levels within our organization have the privilege of command and commensurate responsibility for ensuring the well being of their subordinates.
- The Canadian military ethos is common to all members of the profession of arms. The understanding and application of precepts such as responsibility for your subordinates is inculcated in all ranks through Army culture and the chain of command.
- The Army leadership takes the health of its members seriously and in conjunction with the medical branch strives to provide a top quality, total health care package that responds to the needs of soldiers anywhere and anytime. This includes care for and management of stress.
- The Army takes every possible step to protect the health of its soldiers and employees and would not knowingly deploy anyone suffering from an untreated mental or physical illness.
- Health care for soldiers covering all aspects of the deployment cycle is critical to sustaining the Army's operational capabilities. The Army does rigorous pre- and post-deployment medical and psychological assessments to identify concerns.
- Soldiers are being supported in times of psychological stress. After serious incidents the chain of command conducts debriefings with all members of the team. As well soldiers are encouraged to voice any concerns with their peers and supervisors. As a result the need for any additional expertise i.e. medical support is identified early in the process. This type of approach is also followed upon the return of the soldier to his home unit.
- No soldier should feel they have no place to turn if they are experiencing psychological problems. There are a number of ways a soldier can seek assistance. He/she can seek help from their peers, respective supervisor, or medical officer who will refer them to the appropriate support services, they can seek assistance from a padre or they can call the 24-hour CF members assistance program from where they can be referred to required support services.
- The Army is working with the various organizations within the Canadian Forces to ensure the requisite resources and services are available to support our soldiers.  
The support to our soldiers in this area has improved over the last few years and continues to evolve. All concerned have the goal of building upon our successes and meeting the needs of our soldiers both now and in the future.

Prepared by/Préparé par : GW Poehlmann, Maj, DAPA 4, (613) 945-0422

Date prepared/Date préparée : 13 November 2007

Consulted with/Consultation avec : M Theriault, LCol, DAPA, (613) 945-0421

**18. RADIATION AWARENESS**

Some of the equipment that you sign for contains Tritium, which emits relatively low energy beta radiation. The Tritium is contained within a sealed unit. The only danger that could occur is if the item should break open due to a hard drop or very rough handling. These items are well built and designed for use in the field. However, should there be an incident, it is important to know what you are dealing with and the procedures for response.

List of items within 32 CBG that contain Tritium gas:

C79 Optical site,  
C2 Optical site, (from the C6 and 81 mm Mortar),  
Trilux lights, (from the C6 Sustained Fire kit),  
Small Arms Collimator,  
C6 Compass,  
Angle Measuring Head Set, (7 Tor RCA),



Marker Radioactive, Self-Luminous, (32 CER)

IN CASE OF TRITIUM SPILL/INCIDENT:

Stop breathing – Hold your breath (the danger is from inhaling Tritium gas from the broken glass container);

Evacuate area;

Leave the ventilation running (if indoors) or open windows and doors;

Secure the area. Do not allow access to anyone but the clean-up team;

Immediately report incident to your Radiation Officer/Custodian and the Brigade RadSO. They will coordinate the clean-up; and

If you are exposed, (or believe you may have been), report to a doctor ASAP, or within 24 hours, and inform doctor that you may have been exposed to a "Beta" Radiation Source.

IN THE CASE OF FIRE WITHIN THE AREA WHERE RADIOACTIVE ITEMS ARE STORED:

Fire fighting personnel must be informed of presence of radioactive items before being allowed to fight fire.

IF YOU ARE CUT BY AN ITEM CONTAINING TRITIUM:

The wound must be immediately flushed with water, covered and medical attention sought. Medical authorities must be alerted to the possibility of radioactive exposure.

**19. CLS GUIDANCE REGARDING MEDICAL CARE PRESCRIBED OR MEDICAL EMPLOYMENT LIMITATION**

CANLANDGEN 009/07 CLS 015/07

241905Z Jul 07

SUBJ: CLS GUIDANCE REGARDING MEDICAL CARE PRESCRIBED OR MEDICAL EMPLOYMENT LIMITATION ASSIGNED BY MEDICAL STAFF TO CF MEMBERS

REF: CANFORGEN 128/03

1. THE PURPOSE OF THIS CANLANDGEN IS TO REMIND UNIT COMMANDING OFFICERS THAT THEY DO NOT HAVE THE AUTHORITY TO OVERRIDE OR DISREGARD WHAT MEDICAL STAFF RECOMMENDS AS MEDICAL CARE FOR MEMBERS UNDER THEIR COMMAND. THIS INCLUDES MEDICAL EMPLOYMENT LIMITATIONS THAT HAVE BEEN ASSIGNED.

2. IAW REF, COMMANDING OFFICERS ARE ENCOURAGED TO CLARIFY ANY ISSUES REGARDING MEDICAL EMPLOYMENT LIMITATIONS WITH THE APPROPRIATE SUPPORTING MEDICAL STAFF. HOWEVER, COMMANDING OFFICERS ARE REMINDED THAT CLARIFICATION OR RESOLUTION OF ANY ISSUE RELATED TO THE MEDICAL DECISIONS TAKEN BY MEDICAL STAFF SHALL BE BETWEEN THE CHAIN OF COMMAND AND THE APPROPRIATE MEDICAL AUTHORITY, AND NOT BETWEEN THE CHAIN OF COMMAND AND THE INDIVIDUAL MEMBER.

SIGNED LGEN A.B. LESLIE, CHIEF OF THE LAND STAFF

**20. ADMINISTRATIVE MEASURES AND PRELIMINARY WARNINGS**

CANLANDGEN 010/07 CLS 016/07

101450 Z Aug 07

SUBJ: ADMINISTRATIVE MEASURES AND PRELIMINARY WARNINGS

REFS: A. LFCO 11-88

B. CFAO 26-17

C. DAOD 5019-2

1. DUE TO THE IMPLEMENTATION OF DAOD 5019-2 DETAILING AN INITIAL COUNSELLING AS THE FIRST RECORDED AND FORMAL STEP IN THE REMEDIAL MEASURE PROCESS, REF A IS HEREBY CANCELLED.



2. NO SUBORDINATE ORDER TO DAOD 5019-2 WILL BE ISSUED.  
SIGNED LGEN A.B. LESLIE, CHIEF OF THE LAND STAFF

## **PART IV – GENERAL INTEREST**

### **21. UPDATES TO THE ONTARIO HIGHWAY TRAFFIC ACT**

#### **Impaired driving**

Currently, section 48 provides for a 12-hour administrative driver's licence suspension for drivers whose blood alcohol concentration exceeds .05. The licence suspension period is increased to three days for a first suspension under this section, seven days for a second suspension and 30 days for a subsequent suspension. Amendments are made to sections 48.1, 48.2 and 48.3 to parallel some of the wording changes in section 48.

Section 41 provides that the driver's licence of a person convicted of an impaired driving offence under the *Criminal Code* (Canada) is suspended, on conviction, for one year for a first offence, three years for a second offence, and indefinitely for a subsequent offence. Section 41 is amended so that drivers whose licence is suspended under this section may apply to re-instate their licences early if they participate in an ignition interlock program.

#### **Street racing**

Section 172 prohibits street racing. The current penalty for street racing is a \$200 minimum and \$1,000 maximum fine or six months imprisonment, or both a fine and imprisonment, and a maximum driver's licence suspension of two years. The fine is increased to a \$2,000 minimum and \$10,000 maximum. The driver's licence suspension is increased to a maximum of two years for a first offence and a maximum of 10 years for a subsequent offence. In addition, there will be a seven-day administrative driver's licence suspension and vehicle impoundment. The driver's licence suspensions will apply not only to people with Ontario driver's licences, but to drivers licensed by another jurisdiction as well.

New section 172.1 is enacted. It prohibits driving a motor vehicle equipped with a nitrous oxide fuel system except where the nitrous oxide connection is not operational. Subsection 41 (1) is amended so that a person convicted under the recently passed street racing offences in the *Criminal Code* (Canada) will be subject to the same automatic driver's licence suspensions on conviction as are persons convicted of impaired driving under the *Criminal Code* (Canada). A consequential amendment is made to section 46.

Section 214.1 is amended to provide that a person who is convicted of street racing in a community safety zone is subject to the same increased licence suspensions as would be imposed under section 172. Currently, the maximum licence suspension under section 214.1 is two years.

### **22. FREE REGULAR PARCEL SERVICE FOR FAMILY AND FRIENDS OF DEPLOYED CF MEMBERS**

CANFORGEN 158/07 CANOSCOM HQ029 181133Z OCT 07

CANADA POST - FREE REGULAR PARCEL SERVICE 26 OCT 07-11 JAN 08

UNCLASSIFIED

1. CANADA POST WILL AGAIN BE PROVIDING FREE REGULAR PARCEL SERVICE FOR FAMILY AND FRIENDS OF DEPLOYED CF MEMBERS FROM 26 OCT 07 TO 11 JAN 08. PARCELS WILL BE DELIVERED FREE OF CHARGE FROM ANY CANADA POST RETAIL OUTLET TO DESIGNATED CF BASES, WHERE THEY WILL BE FORWARDED THROUGH THE CF POSTAL SYSTEM TO CF MEMBERS OVERSEAS
2. ADDITIONALLY, CANADA POST WILL ALSO BEGIN PROVIDING FREE DELIVERY OF LETTERS TO DEPLOYED TROOPS EFFECTIVE OCTOBER 26, 2007 THROUGH 2008. AT THE END OF THAT PERIOD, CANADA POST AND THE DEPARTMENT OF NATIONAL DEFENSE WILL JOINTLY EVALUATE THE PROGRAM



3. DUE TO CARGO LIMITATIONS ON MILITARY FLIGHTS, THIS OFFER IS RESTRICTED TO THOSE OPERATIONS SERVED BY THE BELLEVILLE ONTARIO K8N 5W6 ADDRESS AND TO ANY DEPLOYED CDN SHIP
4. ADDITIONAL MAILING GUIDELINES ARE AVAILABLE AT THE WRITE TO THE TROOPS LINK FOUND AT WWW.FORCES.GC.CA
5. TO ENSURE THE PROPER CUSTOMS DECLARATION FORMS AND CORRECT ADDRESSING INFO, ALL LETTERS AND PARCELS MUST BE DEPOSITED AT A CANADA POST RETAIL OUTLET. MAIL DEPOSITED IN STREET LETTER BOXES WILL NOT BE DELIVERED

## **PART V - PROMOTIONS – DECORATIONS - RELEASES – TRANSFERS**

### **23. PROMOTIONS**

2Lt Newlands  
WO Thorn  
Sgt Kenny  
MCpl Huh  
Cpl De Silva  
Cpl Mahavitane  
Cpl Moses  
Cpl Yacoub  
Cpl Lufti  
Cpl Lim  
Cpl Jabiyev  
Cpl Hong 395  
Cpl Craddock  
Cpl Yu 055  
Cpl Myles  
Cpl Milrod  
Cpl Polbodetto  
Cpl Mahabir  
Cpl Rajukmar  
Cpl Faduck  
Cpl Shim

### **24. DECORATIONS**

Nil

### **25. AWARDS**

Vimy Memorial – MCpl Jason McGibbon  
Colonel Elliot Dalton Trophy - Cpl Mark Palma  
BAFA Most Promising Rifleman of the Year - Rfn Bruno Maiolo  
Captain Timothy P.V. Nelligan Public Service Award - Cpl Jansen Ng  
CSM Charles C. Martin Award - Sgt Jamieson Murray  
Airborne Rifleman of the Year - Sgt Bryan Burns & MCpl Dmitri Frounze  
The QOR of C Annual Fitness Award - Cpl Darnel Leader & Rfn Nader Hijazi  
Reginald A. Walker Award – Cpl Henry Biggs

### **26. RELEASES**

Capt Walden  
Sgt Mendoza  
Sgt Sablic  
Sgt Slack  
Cpl Harper  
Cpl Sherbanowski  
Pte Bryant  
Pte Chan  
Pte Eldbourne  
Pte Ralph  
Pte Tamboli

### **27. TRANSFERS/POSTINGS – IN**

Capt Moyer



Lt Beindorff

**28.    TRANSFERS – OUT**

Cpl Halstead

**29.    ATTACHED POSTED – IN**

Lt Pannell

Cpl Hoad

**30.    ATTACHED POSTED – OUT**

Nil

IN PACE PARATUS

M.J. Delaney  
Lieutenant-Colonel  
Commanding Officer





## THE QUEEN'S OWN RIFLES OF CANADA

### UNIT ROUTINE ORDERS 02/08 13 February 2008

**Lieutenant-Colonel M.J. Delaney, CD**  
**Commanding Officer**

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2. FTUC LEAVE & TASKINGS
3. ROTO/TASKINGS & COURSES
4. EXEMPT DRILL & TRAINING
5. PENDING RELEASE
6. NON-EFFECTIVE STRENGTH

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9. DUTY MASTER CORPORAL ROSTER
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11. SECURITY PERS ROSTER
12. SECONDARY DUTIES LIST
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18. VAC AND VRAB REDRESS PROCESS - CF PERSONNEL - DUTY STATUS AND TRAVEL COMPENSATION
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20. CASUALTY REPORTING AND ADMINISTRATION
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22. 32 CBG COMMANDER'S RESPONSE TO NEWS ARTICLE

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#### **GENERAL INTEREST**

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24. MEMBERS ASSISTANCE PROGRAM
25. DEADLINE TO COMPLETE THE QOR OF C PARA FITNESS TEST

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#### **PROMOTIONS - DECORATIONS – RELEASES - TRANSFERS**

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27. DECORATIONS
28. AWARDS
29. RELEASES
30. TRANSFERS IN
31. TRANSFERS OUT
32. ATTACHED POSTED IN
33. ATTACHED POSTED OUT



## **PART I - CALENDAR OF EVENTS**

### **1. TRAINING CALENDAR:**

16 Feb 08	EX HIGH FIDELITY I	(BAND)
16 Feb 08	EX ESSENTIAL RESPONSE	(MPA)
22-24 Feb 08	EX MASS MAYHEM (LTAT)	(CFB TRENTON)
02-08 Mar 08	BTAT 0801	(CFB TRENTON)
08 Mar 08	EX HIGH FIDELITY II	(BAND)
08-15 Mar 08	EX FROZEN WABASK	(MOOSANE)
28-30 Mar 08	EX JERICHO FALLING	(BLDG 58)
27-30 Mar 08	EX DRUM BEAT	(FORT DRUM)
25-27 Apr 08	EX IRON TALON I	(LFCA TC Meaford)
02-04 May 08	EX IRON TALON II	(LFCA TC Meaford)
14 May 08	QUEEN'S CUP COMPETITION	(MPA)
22-25 May 08	EX BAYONET 08	(MPA)
06-08 Jun 08	EX RIDGEWAY ASSAULT	(BORDEN)

### **2. FTUC LEAVE, TASKINGS, COURSES:**

Capt Whitehead	TF Sudan	25 Sep 07 –
Cpl Abate	LFAATC PLQ Mod 6	14 Jan 08 – 18 Mar 08
Cpl Thomas	LFAATC PLQ Mod 6	14 Jan 08 – 18 Mar 08

### **3. ROTO/TASKINGS & COURSES:**

Maj Champion	LFCAHQ J5 PM	1 Apr 04 – 31 Mar 08
Maj St.Denis	CIMIC	1 Sept 07 –
Capt Stewart	PSYOPS	1 Sept 07 –
2Lt Newlands	LFCA	31 Mar 08
MWO Shannon	CIMIC	1 Sept 07 –
WO Kim	CIMIC	1 Sept 07 –
WO Moody	CIMIC	1 Sept 07 –
Sgt Paton	CIMIC	1 Sept 07 –
Sgt Thomson	LFCA	31 Mar 08
MCpl Chiu	PSYOPS	1 Sept 07 –
MCpl Debartok	PSYOPS	1 Sept 07 –
MCpl Kurelo	PSYOPS	1 Sept 07 –
MCpl Behan	CFLAWC	27 Apr 08
MCpl Ragos	CFLAWC	1 Oct 05 – 31 Mar 08
MCpl Vulakovich	CFLAWC	31 Mar 08
Cpl Baiati	CFLAWC	31 Mar 08
Cpl Griffiths	LFAATC PLQ Mod 6	14 Jan 08 – 18 Mar 08
Cpl Kim	LFAATC PLQ Mod 6	14 Jan 08 – 18 Mar 08
Cpl McQuaid	LFAATC PLQ Mod 6	14 Jan 08 – 18 Mar 08
Cpl Rahman	CFRC	1 Apr 06 – 31 Mar 09
Cpl Simpson	NDPAO	1 Apr 05 – 31 Mar 08
Cpl Benincasa	PSYOPS	1 Sept 07 –
Cpl McGibbon	CIMIC	1 Sept 07 –
Cpl Harrison	CIMIC	1 Sept 07 –
Cpl Chrzan	TF-08	31 Aug 07 –
Cpl Girffiths	TF-08	31 Aug 07 –
Cpl Hinds	TF-08	31 Aug 07 –
Cpl Khazai-Nejad	TF-08	31 Aug 07 –
Cpl Lui	TF-08	31 Aug 07 –
Cpl Villa	TF-08	27 Aug 07 –
Cpl Winnicki	TF-08	3 Jul 07 –
Cpl Windover	TF-08	9 Jan 07 –
Rfn Low	TF-08	10 Jun 07 –
Rfn Hijazi	TF-08	3 Jul 07 –

### **4. ED&T:**

Sgt Shikhman	until 14 Jul 08
MCpl Henry	until 04 May 08
Cpl Asner	until 04 May 08
Cpl Walter	until 30 Jun 08
Cpl Gilic	until 18 Feb 08



Cpl Simpson  
Pte Shoom-Kirsch

until 12 Aug 08  
until 15 Jun 08

5. **PRL:**

Capt Ross	Cpl Kouprine	Rfn Lynch, C.
Lt Burton	Cpl Piluso	Rfn Morawa
Sgt Kent	Cpl Polsinelli	Rfn Molina
MCpl Harse	Cpl Scorza	Rfn Ott
Cpl Bahsous	Cpl Sevilano	Rfn Slade
Cpl Broadhagen	Cpl Varhadis	Rfn Wilson
Cpl Chen	Cpl Wilson	Rfn Zhang
Cpl Contant	Rfn Avtoneev	Pte Cheng
Cpl Cook	Rfn Diep	Pte Durkalec
Cpl Filmer	Rfn Domingo	Pte Ganin
Cpl Frye	Rfn Henderson	Pte Oldfield
Cpl Gilic	Rfn Hogg	Pte Padrad
Cpl Jiminez	Rfn Holden	Pte Worrall
Cpl Johanis	Rfn Jaglall	

6. **NES:**

Sgt Shaidle	Rfn Hong	Pte Matecki
MCpl Koenne	Rfn Jun	Pte McClure
Cpl Choe	Rfn Obelienius	Pte Oey
Cpl Lutfi	Rfn Rehayem	Pte Pareja
Cpl Mackinnon	Rfn Zhou	Pte Sharpe
Cpl Pushparaj	Pte Anderson	Pte Sherman
Cpl Snobar	Pte Barawa	Pte Stethem
Cpl Ton	Pte Lawless-Johnston	Pte Tai
Rfn Franchi	Pte Liang	Pte Thai
Rfn Guy	Pte Lee	Pte Wu

**PART II - DUTIES AND APPOINTMENTS**

7. **DUTY OFFICER MPA:**

13 Feb 08	2Lt Newlands
20 Feb 08	Lt Beindorff
27 Feb 08	Capt Kaipio
5 Mar 08	Capt Wilmot
12 Mar 08	2Lt Leibel
19 Mar 08	Lt Mantle
26 Mar 08	Capt Foulds
2 Apr 08	2Lt Chrzan
9 Apr 08	Capt Tremblay
16 Apr 08	Capt Foulds
23 Apr 08	Lt Beindorff
30 Apr 08	Capt Kaipio

8. **DUTY SERGEANT:**

13 Feb 08	WO O'Halloran
20 Feb 08	Sgt Hodgson
27 Feb 08	Sgt Kohler
5 Mar 08	WO Thorn
12 Mar 08	WO Parris
19 Mar 08	Sgt Halcro
26 Mar 08	Sgt Johnston
2 Apr 08	Sgt Fabry
9 Apr 08	Sgt Wilson
16 Apr 08	WO O'Halloran
23 Apr 08	Sgt Hodgson
30 Apr 08	Sgt Kohler



**9. DUTY MCPL:**

13 Feb 08	MCpl Reavie
20 Feb 08	MCpl Pampe
27 Feb 08	MCpl MacMillan
5 Mar 08	MCpl Noonan
12 Mar 08	MCpl Bridge
19 Mar 08	MCpl Wolfe
26 Mar 08	MCpl Dias
2 Apr 08	MCpl Chalebois
9 Apr 08	MCpl Green
16 Apr 08	MCpl Reavie
23 Apr 08	MCpl Pampe
30 Apr 08	MCpl MacMillan

**10. DUTY STAFF DALTON ARMOURY:**

13 Feb 08	2Lt Stewart
20 Feb 08	MCpl Frounze
27 Feb 08	2Lt Mackintosh
5 Mar 08	Lt Lee
12 Mar 08	Sgt Currie
19 Mar 08	Lt Potter
26 Mar 08	MCpl Huh
2 Apr 07	2Lt Stewart
9 Apr 08	MCpl Frounze
16 Apr 08	2Lt Mackintosh
23 Apr 08	Lt Lee
30 Apr 08	Sgt Currie

NOTE: On Wednesday evenings, duty begins at 1915 hrs and continues until 0000 hrs. Duty staff must report to the BOR at 1915 for a briefing on the gate security procedures and to sign out the security eqpt (keys, radios, log book, flashlight). 60<sup>th</sup> Coy and Vics Coys are to provide staff as detailed below. Two security staff must be on the gate at all times and must check for ID and log in, all incoming vehs and pers. At 0000, the DO will inform all messes that the gates will be locked at 0030. At 0030, the Duty Staff will lock the gates and carry out their building checks. After completing the building checks, the DO will ensure that all eqpt and keys are returned through the mail slot in the door of the BOR. Also, the duty log must be filled out and signed at the end of the night prior to turning in the duty book.

On Thu evenings 2881 Scarborough Rifles Cadets will be parading at Dalton Armoury. They will be responsible for providing duty pers and ensuring that the duty logbook is filled out and signed.

On Sunday following an exercise, the Duty Staff are responsible for all final lock-ups and bldg checks as per the normal SOPs. During mess dinners, the DO is responsible for all final lock-ups and building checks and must ensure that they have the necessary keys.

All Duty Staff will perform subj duty on the dates indicated above. If duty personnel are not avail as scheduled due to civilian work commitments, it is that individual's responsibility to co-ordinate a replacement and to notify the DO, the Adjt and the BOR staff. Upon completion of each duty, the DO's Report (blanks found in binder) will be completed and signed.

**11. SECURITY PERSONNEL ROSTER:**

Two security staff will man the gates at all times between 1830 hrs and 0030 hrs. The following sub-units for the following shifts will provide security staff:

- a) 1800 - 2000 FTUC
- b) 2000 - 2230 60th Coy/Vics Coy
- c) 2230 - 0000 Duty Staff/2 x Sentry
- d) 0000 - 0030 Duty Staff

Note: 60th Coy and Vics Coy are free to adjust these shifts among themselves as long as the entire 2000 – 0030 time pd is covered off. However, in the event of a no-show by any sec staff, OCs will be accountable for their assigned shifts as listed above.



## 12. SECONDARY DUTIES LIST:

<b><u>Personnel</u></b>	
Canadian Forces Liaison Council	
Unit Military Leave Rep	Lt Lee
Employment Support Advisor	CWO Patterson
Harassment	
Advisor	Sgt Willan
Work Place Representatives (WPRs)	
Awards Committee	
Chair	(CO) - LCol Delaney
Mbr	(DCO) - Maj Champion
Mbr	(Adj) - Capt Hicks
Mbr	(RSM) - CWO Patterson
Mbr	(OC 60th) - Maj Zeidler
Mbr	(OC Buffs) - Maj Banerjee
Mbr	(OC Vics) - Lt Beindorff
Mbr	(DOM) - Capt Arendz
Officer Selection Board	
Chair	(OC 60th) Maj Zeidler
Secy	(Adj) Capt Hicks
Mbr	(OC Para) Capt Harnes
Mbr	Capt Wilmot
<b><u>Personnel Support Programs</u></b>	
NPF Board	
Chair	Capt Hicks
Mbr	Capt Haupt
Mbr	Capt Kaipio
Mbr	2Lt Chrzan
Mess Committee - Officers' Mess	
PMC	Capt Wilmot
VPMC	Capt Foulds
Treasurer	Capt Hicks
House Manager	2Lt Chrzan
Mess Committee - Sgts' Mess	
PMC	MWO Kelly
Mess Committee - JR Ranks	
PMC	MCpl Pampe
Mess Committee - Dalton Armoury Mess	
PMC	MCpl Hing
<b><u>Health and Safety</u></b>	
General Safety Committee	
Chair	Maj Banerjee
A Safe O	Capt Hicks
Rad SO	Capt Haupt
Fire Warden	Capt Wilmot
HAZMAT SME	MWO Kelly
WHMIS SME	MWO Kelly
A Rad SO	Sgt Murray
Environmental O	Capt Wilmot
60 <sup>th</sup> Coy Rep	MWO Kelly
Bufs Coy Rep	Lt Lee
Vics Coy Rep	Sgt Murray
Mbr	
Drug Education Coordinator	
OPI	Capt Kaipio
<b><u>Environment</u></b>	
Environmental Officer	
OPI	Capt Wilmot
<b><u>Material</u></b>	
Audit Board	
Chair	Capt Hicks
Mbr	Capt Kaipio
Mbr	Appointed as required
ISSO	
Holder	Maj Champion
<b><u>Comms</u></b>	
Comms	
Sigs NCO	Sgt Fabry
Sigs NCO	MCpl Green



<b>Public Affairs</b>	
Public Affairs	
UIO	2Lt Newlands
A/UIO	TBD
Photographers	Ad hoc
<b>Historical Matters</b>	
Historical Matters	
History Officer	CWO Patterson
History Officer	Capt Wilmot
<b>Range Safety Officers</b>	
Range Safety Officers	
Maj Banerjee	MWO Shannon
Maj Champion	WO Kim
Maj St Denis	WO Martin
Maj Zeidler	WO O'Halloran
Capt A Harmes	WO Parris
Capt D Harmes	WO Thorn
Capt Haupt	Sgt Fabry
Capt Stewart	Sgt Halcro
Capt Wilmot	Sgt Johnston
Lt Lee	Sgt Moody
Lt Mantle	Sgt Morin
Lt Potter	Sgt Paton
CWO Patterson	Sgt Currie
MWO Kelly	
<b>Security</b>	
Security Board	
Security Officer	Maj Banerjee
Security NCO	Sgt Willan
Wpns Security NCO	Sgt Murray
<b>Administrative Control</b>	
Admin Stds	
OPI	Capt Arendz
<b>Other</b>	
OIC Scarborough Armoury	Maj Banerjee
Cadet LO	Lt Potter
Central Region Cadet Program: Band O for 707 Cadet Sqn	Capt Arendz
Unit Ethics Officer	Lt Mantle

### 13. **AUTHORITY TO WEAR THE MAROON BERET**

The following pers are authorized to wear the Maroon Beret:

Cpl Abate	Capt Harmes, A.	Rfn Miaolo
MCpl Atkins	MCpl Hing	Cpl Mills
MCpl Behan	MCpl Huh	Cpl Mitchell
Cpl Biggs	Rfn Humphrey	Sgt Morin
MCpl Bridge	Sgt Johnston	WO O'Halloran
Cpl Bollers	Cpl Johnston	Rfn Ortega
Rfn Brooks	MWO Kelly	Cpl Overholt
Sgt Burns	Cpl Kim, I	Lt Pannell
Cpl Carrier	Cpl Kim, S	WO Parris
Cpl Coelho	Cpl Kiss	Lt Potter
Cpl Chang	Sgt Kohler	MCpl Reavie
MCpl Charlebois	Rfn Lachaine	MCpl Shikhman
MCpl Dias	Cpl Leader	Cpl Stalteri
Sgt Fabry	Lt Lee	2Lt Stewart
MCpl Frounze	Cpl Lim	MCpl Wolfe
Cpl Griffiths	Cpl Mackinnon	Cpl Wood
Sgt Halcro	Lt Mantle	Maj Zeidler

If your name is not on this list, contact Sgt Burns.



## **PART III - CURRENT ITEMS**

### **14. QOR OF C GATE DUTY SOP**

#### General:

We are responsible for the safety and security of our soldiers at all times while they are on duty. While in the past there have been few threats to our soldiers at the armouries the threat level at this time and due diligence force us to be more vigilant than we have been in the past. The Queen's Own Rifles as part of 32 CBG will increase the security at both of its armouries with the implementation of Gate Guards (GGs).

#### Aim:

The Queen's Own Rifles will increase security at Moss Park Armouries while the soldiers attend Wednesday night training periods.

#### Responsibilities:

- The DSM will be responsible for the implementation and ongoing continuance of gate duties and to ensure all soldiers are briefed before the duty;
- CSMs and Ops WO will be responsible to the DSM to provide appropriate pers (at least one senior Cpl or higher and one other per shift) on time on a regular basis. In the case of Coys trading off duties to accommodate training the DSM must be informed ahead of time; and

RQMS is responsible to ensure equipment is available and serviceable.

#### Hours:

- Security will start at 1900hrs and continue until the duty staff have cleared all pers from the armoury at 0030hrs every training night;
- Class 'A' soldiers specifically brought in for the duty will man the front gate at MPA from 1800hrs to 2000hrs (this will give the Coys time to complete first pde and assign GGs), and from 2230hrs to 0000hrs under direction of the Ops WO;
- GGs from 60th and Vics will report to the CQCI at 1950hrs at the gate for briefing and handover;
- 60th will be responsible for the duty all nights except the first Wednesday of each month which Vics will be responsible for; and

If the pers on duty are to change during a shift the replacements must be briefed at 1950hrs by the CQCI as well.

#### Duties:

- There will be two pers on the gate at all times;
- The gate guard will be properly dressed at all times (including environmental clothing) and will wear fluorescents vests;
- They will be in comms with the BOR and duty Officer who will monitor their radios at all times, and conduct a radio check every half hour;
- They will check the mil ID of all pers coming into the armoury;
- They will record the license plate numbers of all vehicles entering the parking lot;
- They will ensure no cars park in front of the gate in the fire lanes; and
- For pers without mil ID the following will occur:
  - All civilians members of the band, mess and kit shop staff will be in possession of an ID card issued by the BOR;
  - For recruiting applicants a nominal role will be issued by the recruiting NCO to the GG and for unannounced applicants the recruiting NCO will be paged to escort them in;
  - For unit members that are recognized, picture ID will be shown and the name will be recorded, for follow up by appropriate CSM; or
  - For unit members that are not recognized the PI 2IC or CSM must be paged to vouch for member.

#### Emergencies:

- In the event of an emergency the Duty Officer will immediately be paged;
- Staff will close and lock gate and be prepared to open as required; and
- Under no circumstances are the GG to touch, push, or physically detain unwanted trespassers, if despite being told in a firm, clear voice that they are trespassing the individuals persist the duty officer must be called and the trespassers must be followed.



#### Equipment:

- 3 X family radios and 2 spares;
- 2 X Fluorescent marker vests;
- 1 X lighting kit, (to illuminate check point); and
- 1 X clipboard.

#### Bufs Coy:

CSM Bufs will formulate a plan of security to submit (in writing) to the DSM NLT 25 Jan. This plan will follow the intent of the above dir but may be modified due to the differences of Dalton Armoury.

### **15. PERMANENT ID CARDS**

All Sr NCOs and Officers, and those Jr NCMs with specific requirements, will ensure they have up to date permanent ID cards. The process begins with forms available in the BOR that will be completed and passed to the DCO or Adjt for signature. Each soldier must then make their own appointment with the MP section at ASU Toronto 416-633-6200 x3812. On the appointment day the soldier must make their own way to Denison Armoury and take a DEU jacket, shirt and tie for a photo ID.

### **16. PUBLIC AFFAIRS GUIDANCE – LITIGATION RELATED TO DETAINEES**

#### **SITUATION**

Media coverage on the issue of detainees in Afghanistan has increased in recent weeks. Upcoming legal proceedings can be expected to continue to generate media interest on the issue. All Canadian Forces messaging must respect the legal processes and avoid jeopardizing the integrity of ongoing litigation and investigations into this matter.

#### **PURPOSE OF PA GUIDANCE**

***This PA Guidance is intended to provide PA practitioners with clarification on how to communicate about matters related to detainee-related legal proceedings.***

#### **PA GUIDANCE**

- All media requests on this subject matter, regardless of region or the person to whom the request is directed, must be directed to the Media Liaison Office (MLO) for coordination at (613) 996-2353.
- Any inquiries from members of the public must be directed to the Public Inquiries line at (613) 995-2534.
- PAOs should ensure the widest possible distribution of this PA Guidance.

#### CURRENT CONTEXT

In the coming months, legal proceedings launched by Amnesty International Canada (AIC) and the British Columbia Civil Liberties Association (BCCLA) against the Government of Canada regarding the treatment and transfer of detainees in Afghanistan will unfold. There has been considerable public and media interest in these proceedings, and it is very likely that public interest will continue as the proceedings evolve.

As part of these legal proceedings, documents from DFAIT, DND/CF, and the Correctional Service of Canada (CSC) will be filed with the Federal Court on **14 November 2007**. These documents pertain explicitly to Canada's handling of detainees in Afghanistan. The release of this report may generate media and public inquiries.

### **17. ADMINISTRATIVE MEASURES AND PRELIMINARY WARNINGS**

CANLANDGEN 010/07 CLS 016/07

101450 Z Aug 07

SUBJ: ADMINISTRATIVE MEASURES AND PRELIMINARY WARNINGS

REFS:A. LFCO 11-88

B. CFAO 26-17

C. DAOD 5019-2

1. DUE TO THE IMPLEMENTATION OF DAOD 5019-2 DETAILING AN INITIAL COUNSELLING AS THE FIRST RECORDED AND FORMAL STEP IN THE REMEDIAL MEASURE PROCESS, REF A IS HEREBY CANCELLED.

2. NO SUBORDINATE ORDER TO DAOD 5019-2 WILL BE ISSUED.

SIGNED LGEN A.B. LESLIE, CHIEF OF THE LAND STAFF



**18. VAC AND VRAB REDRESS PROCESS - CF PERSONNEL - DUTY STATUS AND TRAVEL COMPENSATION**

CANFORGEN 037/08 CMP 017/08 121854Z FEB 08

VETERANS AFFAIRS CANADA (VAC) AND VETERANS REVIEW AND APPEAL BOARD (VRAB) REDRESS PROCESS - CF PERSONNEL - DUTY STATUS AND TRAVEL COMPENSATION

UNCLASSIFIED

1. VAC CLIENTS HAVE THE RIGHT TO APPEAL UNFAVOURABLE DISABILITY PENSION OR AWARD DECISIONS THROUGH EITHER A WRITTEN SUBMISSION KNOWN AS A DEPARTMENTAL REVIEW OR BY REQUESTING A REVIEW OR APPEAL HEARING BEFORE THE VETERANS REVIEW AND APPEAL BOARD (VRAB). CLAIMANTS MAY ACCESS FREE LEGAL ADVICE, ASSISTANCE AND REPRESENTATION PROVIDED BY THE BUREAU OF PENSIONS ADVOCATES (BPA) OR BY CONTACTING A VETERANS SERVICE ORGANIZATION SUCH AS THE ROYAL CANADIAN LEGION. INFORMATION PERTAINING TO THE REDRESS PROCESS MAY BE FOUND ON THE VAC WEBSITE AT: [HTTP://WWW.VAC-ACC.GC.CA/](http://www.vac-acc.gc.ca/) OR THE VRAB WEBSITE AT: [HTTP://WWW.VRAB-TACRA.GC.CA](http://www.vrab-tacra.gc.ca)
2. HISTORICALLY, SERVING CF PERSONNEL WERE EXPECTED TO PURSUE THE VAC OR VRAB REDRESS PROCESS ON THEIR OWN TIME AND AT THEIR OWN EXPENSE. THIS WILL NO LONGER BE THE CASE. EFFECTIVE 1 APRIL 2008, ALL SERVING CF PERSONNEL (REGULAR AND RESERVE) WILL BE PLACED ON DUTY STATUS TO ATTEND MEETINGS WITH THEIR BPA LAWYER, ATTEND VRAB REVIEW HEARINGS AND/OR MEDICAL EXAMINATIONS CONDUCTED BY A QUALIFIED INDEPENDENT MEDICAL EXAMINER. AS WELL, PERSONNEL WILL BE REIMBURSED EXPENSES NOT COVERED BY VAC.
3. DUE TO PAY AND PENSION IMPLICATIONS, THIS INITIATIVE WILL NOT APPLY TO SUPPLEMENTARY RESERVE PERSONNEL WHO ARE NOT SERVING IN AN ESTABLISHED POSITION. THE FEASIBILITY OF APPLYING THIS INITIATIVE TO ALL SUPPLEMENTARY RESERVES IS BEING INVESTIGATED AND AN ANNOUNCEMENT WILL BE MADE IN DUE COURSE.
4. FUNDING FOR THIS INITIATIVE WILL BE CONTROLLED AND ADMINISTERED BY QUOTE THE CENTRE FOR THE SUPPORT OF INJURED AND RETIRED MEMBERS UNQUOTE. ADDITIONAL INFORMATION MAY BE FOUND AT: [HTTP://HR3.OTTAWA-HULL.MIL.CA/CENTRE/ENGRAPH/HOME\(UNDERSCORE\)E.ASP](http://hr3.ottawa-hull.mil.ca/centre/engraph/home(underscore)e.asp).
5. THE ADMINISTRATIVE PROCESS WILL BE AS FOLLOWS:
  - A. APPLICANT RECEIVES NOTIFICATION FROM BPA LAWYER OF REQUIREMENT TO ATTEND MEETING OR NOTIFICATION OF THE DATE FOR A REVIEW HEARING THAT THE MEMBER CHOOSES TO ATTEND.
  - B. APPLICANT ADVISES UNIT SUPERVISOR
  - C. UNIT RAISES TD CLAIM AND PUTS MEMBER ON CLASS A SERVICE, IF NECESSARY
  - D. ON COMPLETION OF DUTY, UNIT SETTLES TD CLAIM
  - E. UNIT ADVISES GROUP OR FORMATION COMPTROLLER OF TD CLAIM AND CLASS A SERVICE COSTS
  - F. GROUP OR FORMATION COMPTROLLER SUBMITS THE ROLLUP OF COSTS TO THE CENTRE FOR THE SUPPORT OF INJURED AND RETIRED PERSONNEL ON A QUARTERLY BASIS FOR REIMBURSEMENT
6. ADDITIONAL INFORMATION ON THIS INITIATIVE MAY BE OBTAINED BY CONTACTING THE DIRECTORATE OF QUALITY OF LIFE (DQOL) AT 613 995-9539 OR MR. MARC PAPILLON IN THE CENTRE AT 613 944-4049
7. SIGNED BY MGEN W. SEMIANIW, CMP

**19. I QUIT SMOKING CESSATION CAMPAIGN**

CANFORGEN 036/08 CDS 004/08 071701Z FEB 08

QUOTE MARCH 1ST, I QUIT UNQUOTE SMOKING CESSATION CAMPAIGN

UNCLASSIFIED

1. QUOTE MARCH 1ST, I QUIT UNQUOTE IS A CF SMOKING CESSATION CAMPAIGN UNDER THE STRENGTHENING THE FORCES (STF) HEALTH



- PROMOTION PROGRAM. THE CAMPAIGN WAS LAUNCHED 23 JAN 08 AND PROVIDES INCENTIVES, SOCIAL SUPPORT, AND TOOLS TO ASSIST PERSONNEL OF THE DEFENCE TEAM TO BECOME SMOKE FREE. NON-SMOKERS INTERESTED IN SUPPORTING A SMOKER ATTEMPTING TO QUIT CAN ALSO PARTICIPATE, AND ALL PARTICIPANTS WILL BE ELIGIBLE TO WIN ONE OF MANY PRIZES PROVIDED BY CANEX AND SISIP FS, PARTNERS OF THE QUOTE MARCH 1ST, I QUIT UNQUOTE CHALLENGE
2. TOBACCO USE IS THE SINGLE GREATEST CAUSE OF DISEASE AND PREMATURE DEATH IN CANADA TODAY. IT IS THE MOST IMPORTANT PREVENTABLE RISK FACTOR FOR LUNG CANCER AND FOR HEART DISEASE, ONE OF THE MOST COMMON CAUSES OF DEATH AMONG CF PERSONNEL. GOOD HEALTH IS ESSENTIAL TO THE WELL BEING OF ALL PERSONNEL OF THE DEFENCE TEAM AND TO THE CF S OPERATIONAL EFFECTIVENESS. RESEARCH INDICATES THAT FOR PEOPLE WHO SMOKE, QUITTING IS ONE OF THE MOST EFFECTIVE STEPS THEY CAN TAKE TO IMPROVE THEIR HEALTH
  3. THE RESULTS OF THE 2004 CF HEALTH AND LIFESTYLE INFORMATION SURVEY INDICATES THAT MORE THAN 15,000 CF REG FORCE PERSONNEL SMOKED AND 10,000 OF THEM WANTED TO QUIT WITHIN THE NEXT SIX MONTHS. THE QUOTE MARCH 1ST, I QUIT UNQUOTE CAMPAIGN IS CHALLENGING THESE INDIVIDUALS TO REMAIN SMOKE FREE FROM 1 MAR 08 UNTIL 1 APR 08 AND HOPEFULLY WELL BEYOND
  4. ANYONE WHO INTENDS TO STOP SMOKING IS STRONGLY ENCOURAGED TO ACCEPT THIS CHALLENGE AND I CALL ON COLLEAGUES, SUPERVISORS AND HEALTH CARE PROVIDERS TO SUPPORT PARTICIPANTS IN THIS ENDEAVOUR. THOSE INTERESTED IN PARTICIPATING SHOULD CONTACT THEIR BASE/WING STF (HEALTH PROMOTION) OFFICE OR VISIT: [HTTP://HR.OTTAWA-HULL.MIL.CA/HEALTH/ENGRAPH/HOME](http://hr.ottawa-hull.mil.ca/health/engraph/home) (UNDERSCORE)E.ASP

## **20. CASUALTY REPORTING AND ADMINISTRATION**

CANFORGEN 033/08 CMP 014/08 081827Z FEB 08

CASUALTY REPORTING AND ADMINISTRATION

UNCLASSIFIED

REFS: A. CFAO 24-1 CASUALTIES - REPORTING AND ADMINISTRATION

B. DAOD 5018-0 INJURED MEMBERS AND MILITARY CASUALTIES

C. CANFORGEN 116/06 CMP 053 121929Z JUL 06 CASUALTY REPORTING

1. REPORTING OF CASUALTIES ACROSS THE CF HAS, AT TIMES, NOT BEEN COMPLETED AS REQUIRED. THE AIM OF THIS CANFORGEN IS TO REMIND ALL THOSE RESPONSIBLE OF THE REQUIREMENTS FOR THE REPORTING OF CASUALITIES.
2. A MILITARY CASUALTY IS DEFINED AS A CF MEMBER WHO IS SERIOUSLY ILL OR INJURED, VERY SERIOUSLY ILL OR INJURED, MISSING, DIES OR IS KILLED. AS NOTED AT REF B, ALL CIRCUMSTANCES RESULTING IN A MILITARY CASUALTY, WHETHER ON OR OFF DUTY, MUST BE APPROPRIATELY REPORTED AND DOCUMENTED BY MEANS OF A CASUALTY REPORT (CASREP). THIS INCLUDES REPORTING PRIMARY RESERVE CASUALTIES.
3. INITIAL CASUALTY REPORTING WHEN A MEMBER DIES, OR IS KILLED IS GENERALLY COMPLETED IN A TIMELY MANNER, HOWEVER THE FOLLOWING CIRCUMSTANCES ARE RARELY REPORTED
  - A. A MEMBER SERIOUSLY OR VERY SERIOUSLY ILL AS A RESULT OF A TERMINAL ILLNESS
  - B. A MEMBER HAS SUFFERED A SERIOUS OR VERY SERIOUS INJURY WHILE ON OR OFF DUTY
  - C. A MEMBER S STATUS HAS IMPROVED OR DEGRADED FROM SERIOUSLY ILL TO VERY SERIOUSLY ILL, AND
  - D. A MEMBER HAS BEEN MOVED FROM ONE MEDICAL FACILITY TO A DIFFERENT LOCATION.
4. THE MAIN PURPOSE OF REPORTING IS TO ENSURE THAT ALL CF PERSONNEL ARE AWARE OF THE OCCURRENCE IN ORDER THAT APPROPRIATE ACTION MAY BE INITIATED BY THE CHAIN OF COMMAND AND THAT PERSONNEL AND/OR SURVIVORS RECEIVE BENEFITS TO WHICH THEY ARE ENTITLED



5. IN ADDITION TO INITIAL REPORTING, PARA 14 OF REF B REQUIRES SUBSEQUENT REPORTS TO UPDATE THE STATUS OF CASUALTIES. IT IS IMPERATIVE THAT DCSA AND OTHERS BE INFORMED OF ANY CHANGE IN THE STATUS OF A CASUALTY. IN THIS REGARD, CF FORMATIONS AND UNITS MUST UPDATE THE STATUS OF CASUALTIES TO ALL RECIPIENTS OF THE INITIAL CASREP
6. DCSA HAS DEVELOPED A CASUALTY ADMINISTRATION MANUAL THAT CONTAINS THE LATEST INFO AND REPORTING REQUIREMENTS. THE MANUAL MAY BE VIEWED AT AND DOWNLOADED FROM THE CENTRE S WEBSITE AT: [HTTP://HR3.OTTAWA-HULL.MIL.CA/CENTRE/PDF/CA\(UNDERSCORE\)MANUAL\(UNDERS CORE\)JULY07\(UNDERSCORE\)E.PDF](http://HR3.OTTAWA-HULL.MIL.CA/CENTRE/PDF/CA(UNDERSCORE)MANUAL(UNDERS CORE)JULY07(UNDERSCORE)E.PDF)
7. THIS MESSAGE SUPERCEDES REF C WHICH WILL BE CANCELLED
8. SIGNED BY MGEN W. SEMIANIW, CMP

## **21. CF POLICY ON THE USE AND POSSESSION OF DRUGS**

References: A. QR&O Chapter 20

B. National Defence Act s.129

C. Controlled Drugs and Substances Act

1. The possession and use of drugs by military personnel is prohibited by law under the Controlled Drugs and Substances Act as well as through the operation of the National Defence Act and the Canadian Forces Drug Control Program as found in Chapter 20 of the Queen's Regulations and Orders.

2. For the purpose of this standing order, "drug" means:

- a. a controlled substance as defined in the Controlled Drugs and Substances Act (Statutes of Canada, 1996, Chapter 19); or
- b. any other substance, except for alcohol, the use of which can impair normal psychological or physical functioning and the use of which has been prohibited by the Chief of the Defence Staff.

3. Canadian Forces personnel can be called upon at any time to perform dangerous duties, often while armed. The possession and use of illicit drugs affects the operational readiness and effectiveness, safety, security and health of drug users, as well as those with whom they work and live.

## **22. 32 CBG COMMANDER'S RESPONSE TO NEWS ARTICLE**

To All;

[A news article regarding the posting of messages on the Internet supporting attacks against Canadian soldiers on Canadian soil] was printed in 30 Jan 08 National Post. This should serve as a reminder to all, to be situationally aware of your surroundings, especially while in uniform. CO's are to ensure that whenever troops are assembled (in or outside of armouries) security is to be exercised. No one should be able to gain access to an armoury without being challenged for identification and a suitable reason for entering a military facility. Non-military persons (non-mess members) should be escorted to and from their place of business. This especially applies to new applicants.

In cases where we have an assembly of soldiers outside of a military facility, a security assessment needs to be done and an appropriate level of security precautions should be taken. It is standard procedure to conduct risk assessments for all activities. At min exercise four corner security as discussed on 5 Feb 08.

Soldiers should be reminded to use a buddy system as much as possible when travelling to and from their armouries or training, while in uniform.

Remember our soldiers' safety comes first!

32 CBG Comd



## **PART IV – GENERAL INTEREST**

### **23. FREE REGULAR PARCEL SERVICE FOR FAMILY AND FRIENDS OF DEPLOYED CF MEMBERS**

CANFORGEN 158/07 CANOSCOM HQ029 181133Z OCT 07

CANADA POST - FREE REGULAR PARCEL SERVICE 26 OCT 07-11 JAN 08

UNCLASSIFIED

1. CANADA POST WILL AGAIN BE PROVIDING FREE REGULAR PARCEL SERVICE FOR FAMILY AND FRIENDS OF DEPLOYED CF MEMBERS FROM 26 OCT 07 TO 11 JAN 08. PARCELS WILL BE DELIVERED FREE OF CHARGE FROM ANY CANADA POST RETAIL OUTLET TO DESIGNATED CF BASES, WHERE THEY WILL BE FORWARDED THROUGH THE CF POSTAL SYSTEM TO CF MEMBERS OVERSEAS
2. ADDITIONALLY, CANADA POST WILL ALSO BEGIN PROVIDING FREE DELIVERY OF LETTERS TO DEPLOYED TROOPS EFFECTIVE OCTOBER 26, 2007 THROUGH 2008. AT THE END OF THAT PERIOD, CANADA POST AND THE DEPARTMENT OF NATIONAL DEFENSE WILL JOINTLY EVALUATE THE PROGRAM
3. DUE TO CARGO LIMITATIONS ON MILITARY FLIGHTS, THIS OFFER IS RESTRICTED TO THOSE OPERATIONS SERVED BY THE BELLEVILLE ONTARIO K8N 5W6 ADDRESS AND TO ANY DEPLOYED CDN SHIP
4. ADDITIONAL MAILING GUIDELINES ARE AVAILABLE AT THE WRITE TO THE TROOPS LINK FOUND AT [WWW.FORCES.GC.CA](http://WWW.FORCES.GC.CA)
5. TO ENSURE THE PROPER CUSTOMS DECLARATION FORMS AND CORRECT ADDRESSING INFO, ALL LETTERS AND PARCELS MUST BE DEPOSITED AT A CANADA POST RETAIL OUTLET. MAIL DEPOSITED IN STREET LETTER BOXES WILL NOT BE DELIVERED

### **24. MEMBERS ASSISTANCE PROGRAM**

The Member Assistance Program is a voluntary and confidential service, initiated by the Canadian Forces (CF) to help members (Regular Force, all Reserve Class Members, Cadets) and family members who have personal concerns that affect their personal well-being and/or work performance. These types of personal concerns can include but are not limited to: marital and family, interpersonal relations, personal and emotional, stress and burn-out, work-related (including harassment and sexual assault) and alcohol, drugs/prescription drugs. The phone number for this service is 1-800-268-7708 and is open 24 hours a day, 365 days a year.

### **25. DEADLINE TO COMPLETE THE QOR OF C PARA FITNESS TEST**

The deadline to complete your fitness test for any member wishing to go on the BPara course is **two Wednesday's prior to the course**. To be clear no testing will be conducted a week prior to the course.

## **PART V - PROMOTIONS – DECORATIONS - RELEASES – TRANSFERS**

### **26. PROMOTIONS**

Nil

### **27. DECORATIONS**

Nil

### **28. AWARDS**

Nil

### **29. RELEASES**

Nil



30. **TRANSFERS/POSTINGS – IN**

Nil

31. **TRANSFERS – OUT**

Nil

32. **ATTACHED POSTED – IN**

Nil

33. **ATTACHED POSTED – OUT**

Nil

IN PACE PARATUS

M.J. Delaney  
Lieutenant-Colonel  
Commanding Officer





# THE QUEEN'S OWN RIFLES OF CANADA

## UNIT ROUTINE ORDERS 03/08 26 March 2008

**Lieutenant-Colonel M.J. Delaney, CD**  
**Commanding Officer**

### **PART I**

#### **CALENDAR OF EVENTS**

1. TRAINING CALENDAR
2. FTUC LEAVE & TASKINGS
3. ROTO/TASKINGS & COURSES
4. EXEMPT DRILL & TRAINING
5. PENDING RELEASE
6. NON-EFFECTIVE STRENGTH

### **PART II**

#### **DUTIES AND APPOINTMENTS**

7. DUTY PERS MOSS PARK ARMOURY
8. DUTY PERS DALTON ARMOURY
9. SECURITY PERS ROSTER
10. SECONDARY DUTIES LIST

### **PART III**

#### **CURRENT ITEMS**

11. QOR OF C GATE DUTY SOP
12. PERMANENT ID CARDS
13. PUBLIC AFFAIRS GUIDANCE – LITIGATION RELATED TO DETAINEES
14. ADMINISTRATIVE MEASURES AND PRELIMINARY WARNINGS
15. VAC AND VRAB REDRESS PROCESS - CF PERSONNEL - DUTY STATUS AND TRAVEL COMPENSATION
16. CASUALTY REPORTING AND ADMINISTRATION
17. CF POLICY ON THE USE AND POSSESSION OF DRUGS
18. 32 CBG COMMANDER'S RESPONSE TO NEWS ARTICLE
19. PRINCE HARRY IN AFGHANISTAN
20. RESPECTING THE 25 FD AMB CENOTAPH
21. CONFLICT OF INTEREST - ANNUAL UPDATE - DND CIVILIAN EMPLOYEES AND CF MEMBERS

### **PART IV**

#### **GENERAL INTEREST**

22. MEMBERS ASSISTANCE PROGRAM
23. DEADLINE TO COMPLETE THE QOR OF C PARA FITNESS TEST
24. CSOR 2008 CALL FOR APPLICATIONS/CATEGORY (CAT) 1 AND CAT 2
25. CONDUCT AFTER CAPTURE INSTRUCTOR TRAINING COURSE
26. HIGHWAY TRAFFIC ACT AMENDMENT

### **PART V**

#### **PROMOTIONS - DECORATIONS – RELEASES - TRANSFERS**

27. PROMOTIONS
28. DECORATIONS
29. AWARDS
30. RELEASES
31. TRANSFERS IN
32. TRANSFERS OUT
33. ATTACHED POSTED IN
34. ATTACHED POSTED OUT



## **PART I - CALENDAR OF EVENTS**

### **1. TRAINING CALENDAR:**

27-30 Mar 08	EX MOVING TARGET	(FORT DRUM)
20 Apr 08	CHANGE OF RSM PARADE	(MPA)
25-27 Apr 08	EX IRON TALON I	(CATC Meaford)
02-04 May 08	EX IRON TALON II	(CATC Meaford)
14 May 08	QUEEN'S CUP COMPETITION	(MPA)
22-25 May 08	EX BAYONET 08	(MPA)
06-08 Jun 08	EX RIDGEWAY ASSAULT	(CFB BORDEN)

### **2. FTUC LEAVE, TASKINGS, COURSES:**

Capt Whitehead	TF Sudan	25 Sep 07 –
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### **3. ROTO/TASKINGS & COURSES:**

Maj Champion	LFCAHQ J5 PM	1 Apr 04 – 31 Mar 08
Maj St Denis	CIMIC	1 Sept 07 –
Capt Stewart	PSYOPS	1 Sept 07 –
2Lt Newlands	LFCA	31 Mar 08
MWO Shannon	CIMIC	1 Sept 07 –
WO Kim	CIMIC	1 Sept 07 –
WO Moody	CIMIC	1 Sept 07 –
Sgt Paton	CIMIC	1 Sept 07 –
Sgt Thomson	LFCA	31 Mar 08
MCpl Chiu	PSYOPS	1 Sept 07 –
MCpl Debartok	PSYOPS	1 Sept 07 –
MCpl Kurelo	PSYOPS	1 Sept 07 –
MCpl Behan	CFLAWC	27 Apr 08
MCpl Ragos	CFLAWC	1 Oct 05 – 31 Mar 08
MCpl Vulakovich	CFLAWC	31 Mar 08
Cpl Baiati	CFLAWC	31 Mar 08
Cpl Rahman	CFRC	1 Apr 06 – 31 Mar 09
Cpl Simpson	NDPAO	1 Apr 05 – 31 Mar 08
Cpl Benincasa	PSYOPS	1 Sept 07 –
Cpl McGibbon	CIMIC	1 Sept 07 –
Cpl Harrison	CIMIC	1 Sept 07 –
Cpl Chrzan	TF-08	31 Aug 07 –
Cpl Girffiths	TF-08	31 Aug 07 –
Cpl Hinds	TF-08	31 Aug 07 –
Cpl Khazai-Nejad	TF-08	31 Aug 07 –
Cpl Lui	TF-08	31 Aug 07 –
Cpl Villa	TF-08	27 Aug 07 –
Cpl Winnicki	TF-08	3 Jul 07 –
Cpl Windover	TF-08	9 Jan 07 –
Rfn Low	TF-08	10 Jun 07 –
Rfn Hijazi	TF-08	3 Jul 07 –

### **4. ED&T:**

Sgt Shikhman	until 14 Jul 08
MCpl Henry	until 04 May 08
Cpl Asner	until 04 May 08
Cpl Walter	until 30 Jun 08
Cpl Simpson	until 12 Aug 08
Pte Shoom-Kirsch	until 15 Jun 08

### **5. PRL:**

Capt Ross	Cpl Frye	Rfn Holden
Lt Burton	Cpl Jiminez	Rfn Morawa
Sgt Kent	Cpl Johannis	Rfn Ott
MCpl Harse	Cpl Kouprine	Rfn Slade
MCpl Koenne	Cpl Piluso	Rfn Wilson
Cpl Bahsous	Cpl Polsinelli	Rfn Zhang



Cpl Broadhagen	Cpl Sevilano	Pte Cheng
Cpl Chen	Rfn Avtoneev	Pte Oldfield
Cpl Contant	Rfn Domingo	Pte Padrad
Cpl Cook	Rfn Henderson	Pte Worrall
Cpl Filmer	Rfn Hogg	

6. **NES:**

Sgt Shaidle	Rfn Franchi	Pte Oey
Cpl Choe	Rfn Hong	Pte Pareja
Cpl Lutfi	Rfn Jun	Pte Sharpe
Cpl Mackinnon	Rfn Obelienius	Pte Sherman
Cpl Pushparaj	Rfn Zhou	Pte Thai
Cpl Snobar	Pte Barawa	Pte Wu
Cpl Ton	Pte Liang	

**PART II - DUTIES AND APPOINTMENTS**

7. **DUTY STAFF MOSS PARK ARMOURY:**

DATE	DUTY OFFICER	DUTY SERGEANT	DUTY MCPL
Mar 19/08	Lt Mantle	Sgt Halcro	MCpl Wolfe
Mar 26/08	Capt Foulds	Sgt Johnston	MCpl Dias
Apr 2/08	2Lt Chrzan	Sgt Fabry	MCpl Chalebois
Apr 9/08	Capt Tremblay	Sgt Wilson	MCpl Green
Apr 16/08	Capt Foulds	WO O'Halloran	MCpl Reavie
Apr 23/08	Lt Beindorff	Sgt Hodgson	MCpl Pampe
Apr 30/08	Capt Kaipio	Sgt Kohler	MCpl MacMillan
May 7/08	Capt Moyer	WO Thorn	MCpl Noonan
May 14/08	Capt Wilmont	WO Parris	MCpl Bridge
May 21/08	2Lt Leibel	Sgt Halcro	MCpl Wolfe
May 28/08	Lt Mantle	Sgt Johnston	MCpl Dias
Jun 4/08	2Lt Chrzan	Sgt Fabry	MCpl Chalebois

**Routine**

- Tour of Duty: 1915-2400
- Report to the BOR at 1915 for a briefing on the gate security procedures and to sign out the security eqpt (keys, radios, log book, flashlight).
- 60<sup>th</sup> Coy and Vics Coy are to provide staff as detailed above.
- Two security staff must be on the gate at all times and must check for ID and log in, all incoming vehs and pers Military personnel must present Military ID to enter the building, civilians a driver's license or other acceptable form of ID. All personnel must have a legitimate reason to enter the building.
- The ID checker can be yourself or someone you assign. You must ensure that the person is properly briefed with regards to their report person, timings, the log book, etc.
- Ensure the log book is available and up to date, and that any special visitors (personnel not regularly there) are logged in and out of the log book.
- At 0000, the DO will inform all messes that the gates will be locked at 0030. At 0030, the Duty Staff will lock the gates and carry out their building checks.
- On Sunday following an exercise, the Duty Staff are responsible for all final lock-ups and bldg checks as per the normal SOPs.
- During mess dinners, the DO is responsible for all final lock-ups and building checks and must ensure that they have the necessary keys.
- After completing the building checks, the DO will ensure that all eqpt and keys are returned through the mail slot in the door of the BOR. Also, the duty log must be filled out and signed at the end of the night prior to turning in the duty book.

**Availability**

- All 60th Coy personnel Mcpl-WO and 2Lt-Capt are eligible for duty.
- Anyone that cannot perform their duty for whatever reason will report to the CSM or OC with their reason and an eligible replacement.
- The end of night responsibility may be handed off to an acceptable person as long as the CSM or OC approves of the change prior to the hand-over.



8. **DUTY STAFF DALTON ARMOURY:**

DATE	DUTY STAFF
Mar 19/08	2Lt Macintosh
Mar 26/08	N/A (MPA)
Apr 2/08	MCpl Huh
Apr 9/08	2Lt Stewart
Apr 16/08	MCpl Frounze
Apr 23/08	Lt Lee
Apr 30/08	N/A (MPA)
May 7/08	MCpl Hing
May 14/08	WO Campos
May 21/08	Sgt Van Hamme
May 28/08	Lt Potter
Jun 4/08	N/A (MPA)

**Routine**

- Tour of Duty: 1915-2400
- Report to the CSM or OC once they arrive.
- Ensure that the front door is secure at all times: locked, or unlocked with a person posted to check ID.
- Ensure the rear and side doors are secure at all times.
- Military personnel must present Military ID to enter the building, civilians a driver's license or other acceptable ID. All personnel must have a legitimate reason to enter the building.
- The ID checker can be yourself, someone you assign, or a member of the orderly room staff if available. You must ensure that the person is properly briefed with regards to their report person, timings, the log book, etc.
- Ensure the log book is available and up to date, and that any special visitors (personnel not regularly there) are logged in and out of the log book.
- On Thu evenings 2881 Scarborough Rifles Cadets will be parading at Dalton Armoury. They will be responsible for providing duty pers and ensuring that the duty logbook is filled out and signed.
- On Sunday following an exercise, the Duty Staff are responsible for all final lock-ups and bldg checks as per the normal SOPs.
- Secure the building at the end of the night: ensure all personnel have left, all doors are locked, the CQ and weapons vault is secure, and lights turned off.

**Availability**

- All Buffs Coy personnel MCpl-WO and 2Lt-Capt are eligible for duty.
- Anyone that cannot perform their duty for whatever reason will report to the CSM or OC with their reason and an eligible replacement.
- The end of night responsibility may be handed off to an acceptable person as long as the CSM or OC approves of the change prior to the hand-over.

9. **SECURITY PERSONNEL ROSTER:**

Two security staff will man the gates at all times between 1830 hrs and 0030 hrs. The following sub-units for the following shifts will provide security staff:

- a) 1800 - 2000 FTUC
- b) 2000 - 2230 60th Coy/Vics Coy
- c) 2230 - 0000 Duty Staff/2 x Sentry
- d) 0000 - 0030 Duty Staff

Note: 60th Coy and Vics Coy are free to adjust these shifts among themselves as long as the entire 2000 – 0030 time pd is covered off. However, in the event of a no-show by any sec staff, OCs will be accountable for their assigned shifts as listed above.

10. **SECONDARY DUTIES LIST:**

<b><u>Personnel</u></b>	
Canadian Forces Liaison Council	
Unit Military Leave Rep	Lt Lee



Employment Support Advisor	CWO Patterson
Harassment	
Advisor	Sgt Willan
Work Place Representatives (WPRs)	
Awards Committee	
Chair	(CO) - LCol Delaney
Mbr	(DCO) - Maj Champion
Mbr	(Adj) – Capt Hicks
Mbr	(RSM) - CWO Patterson
Mbr	(OC 60th) – Maj Zeidler
Mbr	(OC Buffs) - Maj Banerjee
Mbr	(OC Vics) – Lt Beindorff
Mbr	(DOM) - Capt Arendz
Officer Selection Board	
Chair	(OC 60th) Maj Zeidler
Secy	(Adj) Capt Hicks
Mbr	(OC Para) Capt Harmes
Mbr	Capt Wilmot
<b>Personnel Support Programs</b>	
NPF Board	
Chair	Capt Hicks
Mbr	Capt Haupt
Mbr	Capt Kaipio
Mbr	2Lt Chrzan
Mess Committee - Officers' Mess	
PMC	Capt Wilmot
VPMC	Capt Foulds
Treasurer	Capt Hicks
House Manager	2Lt Chrzan
Mess Committee - Sgts' Mess	
PMC	MWO Kelly
Mess Committee - JR Ranks	
PMC	MCpl Pampe
Mess Committee – Dalton Armoury Mess	
PMC	MCpl Hing
<b>Health and Safety</b>	
General Safety Committee	
Chair	Maj Banerjee
A Safe O	Capt Hicks
Rad SO	Capt Haupt
Fire Warden	Capt Wilmot
HAZMAT SME	MWO Kelly
WHMIS SME	MWO Kelly
A Rad SO	Sgt Murray
Environmental O	Capt Wilmot
60 <sup>th</sup> Coy Rep	MWO Kelly
Bufs Coy Rep	Lt Lee
Vics Coy Rep	Sgt Murray
Mbr	
Drug Education Coordinator	
OPI	Capt Kaipio
<b>Environment</b>	
Environmental Officer	
OPI	Capt Wilmot
<b>Material</b>	
Audit Board	
Chair	Capt Hicks
Mbr	Capt Kaipio
Mbr	Appointed as required
ISSO	
Holder	Maj Champion
<b>Comms</b>	
Comms	
Sigs NCO	Sgt Fabry
Sigs NCO	MCpl Green
<b>Public Affairs</b>	
Public Affairs	
UIO	2Lt Newlands
A/UIO	TBD
Photographers	Ad hoc



<b>Historical Matters</b>	
Historical Matters	
History Officer	CWO Patterson
History Officer	Capt Wilmot
<b>Range Safety Officers</b>	
Range Safety Officers	
Maj Banerjee	MWO Shannon
Maj Champion	WO Kim
Maj St Denis	WO Martin
Maj Zeidler	WO O'Halloran
Capt A Harmes	WO Parris
Capt D Harmes	WO Thorn
Capt Haupt	Sgt Fabry
Capt Stewart	Sgt Halcro
Capt Wilmot	Sgt Johnston
Lt Lee	Sgt Moody
Lt Mantle	Sgt Morin
Lt Potter	Sgt Paton
CWO Patterson	Sgt Currie
MWO Kelly	
<b>Security</b>	
Security Board	
Security Officer	Maj Banerjee
Security NCO	Sgt Willan
Wpns Security NCO	Sgt Murray
<b>Administrative Control</b>	
Admin Stds	
OPI	Capt Arendz
<b>Other</b>	
OIC Scarborough Armoury	Maj Banerjee
Cadet LO	Lt Potter
Central Region Cadet Program: Band O for 707 Cadet Sqn	Capt Arendz
Unit Ethics Officer	Lt Mantle

## **PART III - CURRENT ITEMS**

### **11. QOR OF C GATE DUTY SOP**

#### **General:**

We are responsible for the safety and security of our soldiers at all times while they are on duty. While in the past there have been few threats to our soldiers at the armouries the threat level at this time and due diligence force us to be more vigilant than we have been in the past. The Queen's Own Rifles as part of 32 CBG will increase the security at both of its armouries with the implementation of Gate Guards (GGs).

#### **Aim:**

The Queen's Own Rifles will increase security at Moss Park Armouries while the soldiers attend Wednesday night training periods.

#### **Responsibilities:**

- The DSM will be responsible for the implementation and ongoing continuance of gate duties and to ensure all soldiers are briefed before the duty;
- CSMs and Ops WO will be responsible to the DSM to provide appropriate pers (at least one senior Cpl or higher and one other per shift) on time on a regular basis. In the case of Coys trading off duties to accommodate training the DSM must be informed ahead of time; and

RQMS is responsible to ensure equipment is available and serviceable.

#### **Hours:**

- Security will start at 1915hrs and continue until the duty staff have cleared all pers from the armoury at 0030hrs every training night;
- Class 'A' soldiers specifically brought in for the duty will man the front gate at MPA from 1800hrs to 2000hrs (this will give the Coys time to complete first pde and assign GGs), and from 2230hrs to 0000hrs under direction of the Ops WO;
- GGs from 60th and Vics will report to the CQCI at 1950hrs at the gate for briefing and handover;
- 60th will be responsible for the duty all nights except the first Wednesday of each month which Vics will be responsible for; and



If the pers on duty are to change during a shift the replacements must be briefed at 1950hrs by the CQCI as well.

Duties:

- There will be two pers on the gate at all times;
- The gate guard will be properly dressed at all times (including environmental clothing) and will wear fluorescents vests;
- They will be in comms with the BOR and duty Officer who will monitor their radios at all times, and conduct a radio check every half hour;
- They will check the mil ID of all pers coming into the armoury;
- They will record the license plate numbers of all vehicles entering the parking lot;
- They will ensure no cars park in front of the gate in the fire lanes; and
- For pers without mil ID the following will occur:
  - All civilians members of the band, mess and kit shop staff will be in possession of an ID card issued by the BOR;
  - For recruiting applicants a nominal role will be issued by the recruiting NCO to the GG and for unannounced applicants the recruiting NCO will be paged to escort them in;
  - For unit members that are recognized, picture ID will be shown and the name will be recorded, for follow up by appropriate CSM; or
  - For unit members that are not recognized the PI 2IC or CSM must be paged to vouch for member.

Emergencies:

- In the event of an emergency the Duty Officer will immediately be paged;
- Staff will close and lock gate and be prepared to open as required; and
- Under no circumstances are the GG to touch, push, or physically detain unwanted trespassers, if despite being told in a firm, clear voice that they are trespassing the individuals persist the duty officer must be called and the trespassers must be followed.

Equipment:

- 3 X family radios and 2 spares;
- 2 X Fluorescent marker vests;
- 1 X lighting kit, (to illuminate check point); and
- 1 X clipboard.

**12. PERMANENT ID CARDS**

All Sr NCOs and Officers, and those Jr NCMs with specific requirements, will ensure they have up to date permanent ID cards. The process begins with forms available in the BOR that will be completed and passed to the DCO or Adjt for signature. Each soldier must then make their own appointment with the MP section at ASU Toronto 416-633-6200 x3812. On the appointment day the soldier must make their own way to Denison Armoury and take a DEU jacket, shirt and tie for a photo ID.

**13. PUBLIC AFFAIRS GUIDANCE – LITIGATION RELATED TO DETAINEES**

**SITUATION**

Media coverage on the issue of detainees in Afghanistan has increased in recent weeks. Upcoming legal proceedings can be expected to continue to generate media interest on the issue. All Canadian Forces messaging must respect the legal processes and avoid jeopardizing the integrity of ongoing litigation and investigations into this matter.

**PURPOSE OF PA GUIDANCE**

***This PA Guidance is intended to provide PA practitioners with clarification on how to communicate about matters related to detainee-related legal proceedings.***

**PA GUIDANCE**

- All media requests on this subject matter, regardless of region or the person to whom the request is directed, must be directed to the Media Liaison Office (MLO) for coordination at (613) 996-2353.



- Any inquiries from members of the public must be directed to the Public Inquiries line at (613) 995-2534.
- PAOs should ensure the widest possible distribution of this PA Guidance.

#### CURRENT CONTEXT

In the coming months, legal proceedings launched by Amnesty International Canada (AIC) and the British Columbia Civil Liberties Association (BCCLA) against the Government of Canada regarding the treatment and transfer of detainees in Afghanistan will unfold. There has been considerable public and media interest in these proceedings, and it is very likely that public interest will continue as the proceedings evolve.

As part of these legal proceedings, documents from DFAIT, DND/CF, and the Correctional Service of Canada (CSC) will be filed with the Federal Court on **14 November 2007**. These documents pertain explicitly to Canada's handling of detainees in Afghanistan. The release of this report may generate media and public inquiries.

#### **14. ADMINISTRATIVE MEASURES AND PRELIMINARY WARNINGS**

CANLANDGEN 010/07 CLS 016/07

101450 Z Aug 07

SUBJ: ADMINISTRATIVE MEASURES AND PRELIMINARY WARNINGS

REFS:A. LFCO 11-88

B. CFAO 26-17

C. DAOD 5019-2

1. DUE TO THE IMPLEMENTATION OF DAOD 5019-2 DETAILING AN INITIAL COUNSELLING AS THE FIRST RECORDED AND FORMAL STEP IN THE REMEDIAL MEASURE PROCESS, REF A IS HEREBY CANCELLED.

2. NO SUBORDINATE ORDER TO DAOD 5019-2 WILL BE ISSUED.

SIGNED LGEN A.B. LESLIE, CHIEF OF THE LAND STAFF

#### **15. VAC AND VRAB REDRESS PROCESS - CF PERSONNEL - DUTY STATUS AND TRAVEL COMPENSATION**

CANFORGEN 037/08 CMP 017/08 121854Z FEB 08

VETERANS AFFAIRS CANADA (VAC) AND VETERANS REVIEW AND APPEAL BOARD (VRAB) REDRESS PROCESS - CF PERSONNEL - DUTY STATUS AND TRAVEL COMPENSATION

UNCLASSIFIED

1. VAC CLIENTS HAVE THE RIGHT TO APPEAL UNFAVOURABLE DISABILITY PENSION OR AWARD DECISIONS THROUGH EITHER A WRITTEN SUBMISSION KNOWN AS A DEPARTMENTAL REVIEW OR BY REQUESTING A REVIEW OR APPEAL HEARING BEFORE THE VETERANS REVIEW AND APPEAL BOARD (VRAB). CLAIMANTS MAY ACCESS FREE LEGAL ADVICE, ASSISTANCE AND REPRESENTATION PROVIDED BY THE BUREAU OF PENSIONS ADVOCATES (BPA) OR BY CONTACTING A VETERANS SERVICE ORGANIZATION SUCH AS THE ROYAL CANADIAN LEGION. INFORMATION PERTAINING TO THE REDRESS PROCESS MAY BE FOUND ON THE VAC WEBSITE AT: [HTTP://WWW.VAC-ACC.GC.CA/](http://www.vac-acc.gc.ca/) OR THE VRAB WEBSITE AT: [HTTP://WWW.VRAB-TACRA.GC.CA](http://www.vrab-tacra.gc.ca)
2. HISTORICALLY, SERVING CF PERSONNEL WERE EXPECTED TO PURSUE THE VAC OR VRAB REDRESS PROCESS ON THEIR OWN TIME AND AT THEIR OWN EXPENSE. THIS WILL NO LONGER BE THE CASE. EFFECTIVE 1 APRIL 2008, ALL SERVING CF PERSONNEL (REGULAR AND RESERVE) WILL BE PLACED ON DUTY STATUS TO ATTEND MEETINGS WITH THEIR BPA LAWYER, ATTEND VRAB REVIEW HEARINGS AND/OR MEDICAL EXAMINATIONS CONDUCTED BY A QUALIFIED INDEPENDENT MEDICAL EXAMINER. AS WELL, PERSONNEL WILL BE REIMBURSED EXPENSES NOT COVERED BY VAC.
3. DUE TO PAY AND PENSION IMPLICATIONS, THIS INITIATIVE WILL NOT APPLY TO SUPPLEMENTARY RESERVE PERSONNEL WHO ARE NOT SERVING IN AN ESTABLISHED POSITION. THE FEASIBILITY OF APPLYING THIS INITIATIVE TO ALL SUPPLEMENTARY RESERVES IS BEING INVESTIGATED AND AN ANNOUNCEMENT WILL BE MADE IN DUE COURSE.
4. FUNDING FOR THIS INITIATIVE WILL BE CONTROLLED AND ADMINISTERED BY QUOTE THE CENTRE FOR THE SUPPORT OF INJURED AND RETIRED MEMBERS UNQUOTE. ADDITIONAL INFORMATION MAY BE



FOUND AT: [HTTP://HR3.OTTAWA-HULL.MIL.CA/CENTRE/ENGRAPH/HOME\(UNDERSCORE\)E.ASP](http://HR3.OTTAWA-HULL.MIL.CA/CENTRE/ENGRAPH/HOME(UNDERSCORE)E.ASP).

5. THE ADMINISTRATIVE PROCESS WILL BE AS FOLLOWS:
  - A. APPLICANT RECEIVES NOTIFICATION FROM BPA LAWYER OF REQUIREMENT TO ATTEND MEETING OR NOTIFICATION OF THE DATE FOR A REVIEW HEARING THAT THE MEMBER CHOOSES TO ATTEND.
  - B. APPLICANT ADVISES UNIT SUPERVISOR
  - C. UNIT RAISES TD CLAIM AND PUTS MEMBER ON CLASS A SERVICE, IF NECESSARY
  - D. ON COMPLETION OF DUTY, UNIT SETTLES TD CLAIM
  - E. UNIT ADVISES GROUP OR FORMATION COMPTROLLER OF TD CLAIM AND CLASS A SERVICE COSTS
  - F. GROUP OR FORMATION COMPTROLLER SUBMITS THE ROLLUP OF COSTS TO THE CENTRE FOR THE SUPPORT OF INJURED AND RETIRED PERSONNEL ON A QUARTERLY BASIS FOR REIMBURSEMENT
6. ADDITIONAL INFORMATION ON THIS INITIATIVE MAY BE OBTAINED BY CONTACTING THE DIRECTORATE OF QUALITY OF LIFE (DQOL) AT 613 995-9539 OR MR. MARC PAPILLON IN THE CENTRE AT 613 944-4049
1. SIGNED BY MGEN W. SEMIANIW, CMP

**16. CASUALTY REPORTING AND ADMINISTRATION**

CANFORGEN 033/08 CMP 014/08 081827Z FEB 08  
CASUALTY REPORTING AND ADMINISTRATION  
UNCLASSIFIED

REFS: A. CFAO 24-1 CASUALTIES - REPORTING AND ADMINISTRATION  
B. DAOD 5018-0 INJURED MEMBERS AND MILITARY CASUALTIES  
C. CANFORGEN 116/06 CMP 053 121929Z JUL 06 CASUALTY REPORTING

1. REPORTING OF CASUALTIES ACROSS THE CF HAS, AT TIMES, NOT BEEN COMPLETED AS REQUIRED. THE AIM OF THIS CANFORGEN IS TO REMIND ALL THOSE RESPONSIBLE OF THE REQUIREMENTS FOR THE REPORTING OF CASUALTIES.
2. A MILITARY CASUALTY IS DEFINED AS A CF MEMBER WHO IS SERIOUSLY ILL OR INJURED, VERY SERIOUSLY ILL OR INJURED, MISSING, DIES OR IS KILLED. AS NOTED AT REF B, ALL CIRCUMSTANCES RESULTING IN A MILITARY CASUALTY, WHETHER ON OR OFF DUTY, MUST BE APPROPRIATELY REPORTED AND DOCUMENTED BY MEANS OF A CASUALTY REPORT (CASREP). THIS INCLUDES REPORTING PRIMARY RESERVE CASUALTIES.
3. INITIAL CASUALTY REPORTING WHEN A MEMBER DIES, OR IS KILLED IS GENERALLY COMPLETED IN A TIMELY MANNER, HOWEVER THE FOLLOWING CIRCUMSTANCES ARE RARELY REPORTED
  - A. A MEMBER SERIOUSLY OR VERY SERIOUSLY ILL AS A RESULT OF A TERMINAL ILLNESS
  - B. A MEMBER HAS SUFFERED A SERIOUS OR VERY SERIOUS INJURY WHILE ON OR OFF DUTY
  - C. A MEMBER S STATUS HAS IMPROVED OR DEGRADED FROM SERIOUSLY ILL TO VERY SERIOUSLY ILL, AND
  - D. A MEMBER HAS BEEN MOVED FROM ONE MEDICAL FACILITY TO A DIFFERENT LOCATION.
4. THE MAIN PURPOSE OF REPORTING IS TO ENSURE THAT ALL CF PERSONNEL ARE AWARE OF THE OCCURRENCE IN ORDER THAT APPROPRIATE ACTION MAY BE INITIATED BY THE CHAIN OF COMMAND AND THAT PERSONNEL AND/OR SURVIVORS RECEIVE BENEFITS TO WHICH THEY ARE ENTITLED
5. IN ADDITION TO INITIAL REPORTING, PARA 14 OF REF B REQUIRES SUBSEQUENT REPORTS TO UPDATE THE STATUS OF CASUALTIES. IT IS IMPERATIVE THAT DCSA AND OTHERS BE INFORMED OF ANY CHANGE IN THE STATUS OF A CASUALTY. IN THIS REGARD, CF FORMATIONS AND UNITS MUST UPDATE THE STATUS OF CASUALTIES TO ALL RECIPIENTS OF THE INITIAL CASREP
6. DCSA HAS DEVELOPED A CASUALTY ADMINISTRATION MANUAL THAT CONTAINS THE LATEST INFO AND REPORTING REQUIREMENTS. THE



MANUAL MAY BE VIEWED AT AND DOWNLOADED FROM THE CENTRE S  
WEBSITE AT: HTTP://HR3.OTTAWA-  
HULL.MIL.CA/CENTRE/PDF/CA(UNDERScore)MANUAL(UNDERS  
CORE)JULY07(UNDERScore)E.PDF

7. THIS MESSAGE SUPERCEDES REF C WHICH WILL BE CANCELLED
8. SIGNED BY MGEN W. SEMIANIW, CMP

#### **17. CF POLICY ON THE USE AND POSSESSION OF DRUGS**

References: A. QR&O Chapter 20  
B. National Defence Act s.129  
C. Controlled Drugs and Substances Act

1. The possession and use of drugs by military personnel is prohibited by law under the Controlled Drugs and Substances Act as well as through the operation of the National Defence Act and the Canadian Forces Drug Control Program as found in Chapter 20 of the Queen's Regulations and Orders.

2. For the purpose of this standing order, "drug" means:

- a. a controlled substance as defined in the Controlled Drugs and Substances Act (Statutes of Canada, 1996, Chapter 19); or
- b. any other substance, except for alcohol, the use of which can impair normal psychological or physical functioning and the use of which has been prohibited by the Chief of the Defence Staff.

3. Canadian Forces personnel can be called upon at any time to perform dangerous duties, often while armed. The possession and use of illicit drugs affects the operational readiness and effectiveness, safety, security and health of drug users, as well as those with whom they work and live.

#### **18. 32 CBG COMMANDER'S RESPONSE TO NEWS ARTICLE**

To All;

[A news article regarding the posting of messages on the Internet supporting attacks against Canadian soldiers on Canadian soil] was printed in 30 Jan 08 National Post. This should serve as a reminder to all, to be situationally aware of your surroundings, especially while in uniform. CO's are to ensure that whenever troops are assembled (in or outside of armouries) security is to be exercised. No one should be able to gain access to an armoury without being challenged for identification and a suitable reason for entering a military facility. Non-military persons (non-mess members) should be escorted to and from their place of business. This especially applies to new applicants.

In cases where we have an assembly of soldiers outside of a military facility, a security assessment needs to be done and an appropriate level of security precautions should be taken. It is standard procedure to conduct risk assessments for all activities. At min exercise four corner security as discussed on 5 Feb 08.

Soldiers should be reminded to use a buddy system as much as possible when travelling to and from their armouries or training, while in uniform.

Remember our soldiers' safety comes first!

32 CBG Comd

#### **19. PRINCE HARRY IN AFGHANISTAN**

All, you may be seeing reports on the news of Prince Harry having been serving in Helmand with his regt for the last few months. Please refer all such inquiries to the High Commission of the UK in Ottawa.

#### **20. RESPECTING THE 25 FD AMB CENOTAPH**

All, please be advised that soldiers are not to put their kit underneath the 25 Fd Amb cenotaph.



## **21. CONFLICT OF INTEREST - ANNUAL UPDATE - DND CIVILIAN EMPLOYEES AND CF MEMBERS**

CANFORGEN 052/08 CRS 0070 111353Z MAR 08

CONFLICT OF INTEREST - ANNUAL UPDATE - DND CIVILIAN EMPLOYEES AND CF MEMBERS

UNCLASSIFIED

REFS: A. VALUES AND ETHICS CODE FOR THE PUBLIC SERVICE

B. DAOD 7021-1, CONFLICT OF INTEREST

C. DAOD 7021-2, POST-EMPLOYMENT

D. PUBLIC SERVICE HUMAN RESOURCES MANAGEMENT AGENCY OF CANADA - TABLE OF POSITIONS CLASSIFIED EX, EX MINUS 1 EX MINUS 2 AND THEIR EQUIVALENT

1. THIS MESSAGE IS TO REMIND CF MEMBERS AND DND EMPLOYEES OF THE REQUIREMENT TO DISCLOSE IN A CONFIDENTIAL REPORT ANY NON-EXEMPT ASSETS, LIABILITIES, OR OUTSIDE ACTIVITIES THAT COULD PUT THEM IN AN APPARENT, POTENTIAL OR REAL CONFLICT OF INTEREST WITH THEIR OFFICIAL DUTIES. THIS IS ESPECIALLY IMPORTANT IF OFFICIAL DUTIES REQUIRE INTERACTIONS WITH REPRESENTATIVES FROM THE PRIVATE SECTOR
2. ALL CF MEMBERS AND DND EMPLOYEES MUST ALSO AVOID CREATING AN APPARENT, POTENTIAL OR REAL CONFLICT OF INTEREST SITUATION WHEN ENGAGING IN OUTSIDE EMPLOYMENT, ESPECIALLY WITH FEDERAL PUBLIC SECTOR ORGANIZATIONS OR WITH DEFENCE-RELATED COMPANIES
3. CF OFFICERS AT OR ABOVE THE RANK OF LCOL/CDR IN THE REGULAR FORCE AND RESERVE FORCE ON FULL-TIME SERVICE AND DND EMPLOYEES OCCUPYING POSITIONS EQUIVALENT TO LEVELS EX MINUS 2 AND ABOVE ARE SPECIFICALLY SUBJECT TO THE POST-EMPLOYMENT MEASURES AND MUST DISCLOSE IN WRITING ALL OFFERS OF EMPLOYMENT THEY ARE CONSIDERING ACCEPTING AND ALL SUCH OFFERS THEY ACCEPT THAT COULD PLACE THEM IN AN APPARENT, POTENTIAL OR REAL CONFLICT OF INTEREST
4. CONFIDENTIAL REPORTS AND POST-EMPLOYMENT DECLARATIONS ARE TO BE FORWARDED TO THE DIRECTOR DEFENCE ETHICS PROGRAMME, NATIONAL DEFENCE HEADQUARTERS, MGEN GEORGE R. PEARKES BUILDING, OTTAWA ON K1A 0K2
5. THE DEFENCE ETHICS PROGRAMME INTRANET SITE PROVIDES FURTHER INFORMATION ([HTTP://ETHICS.MIL.CA/ARCHIVES/TOR\\_E.ASP](http://ethics.mil.ca/archives/tor_e.asp)). ANY QUESTIONS CAN BE DIRECTED TO THE CONFLICT OF INTEREST SECTION AT (613) 995-0229

## **PART IV – GENERAL INTEREST**

### **22. MEMBERS ASSISTANCE PROGRAM**

The Member Assistance Program is a voluntary and confidential service, initiated by the Canadian Forces (CF) to help members (Regular Force, all Reserve Class Members, Cadets) and family members who have personal concerns that affect their personal well-being and/or work performance. These types of personal concerns can include but are not limited to: marital and family, interpersonal relations, personal and emotional, stress and burn-out, work-related (including harassment and sexual assault) and alcohol, drugs/prescription drugs. The phone number for this service is 1-800-268-7708 and is open 24 hours a day, 365 days a year.

### **23. DEADLINE TO COMPLETE THE QOR OF C PARA FITNESS TEST**

The deadline to complete your fitness test for any member wishing to go on the BPara course is **two Wednesday's prior to the course**. To be clear no testing will be conducted a week prior to the course.



**24. CSOR 2008 CALL FOR APPLICATIONS/CATEGORY (CAT) 1 AND CAT 2**

CANFORGEN 051/08 SOFCOM 006 281636Z FEB 08

CSOR 2008 CALL FOR APPLICATIONS/CATEGORY (CAT) 1 AND CAT 2

UNCLASSIFIED

1. CANADIAN SPECIAL OPERATIONS REGIMENT(CSOR) IS AN INTEGRAL COMPONENT OF CANSOFCOM PROVIDING THE CDN GOVT AND THE CDS WITH AN AGILE, HIGH READINESS SPECIAL OPERATIONS FORCE (SOF) CAPABLE OF CONDUCTING AND SUPPORTING SPECIAL OPERATIONS (SO) AT HOME AND ABROAD
2. CAT 1 (OPERATORS) - APPLICATIONS ARE NOW BEING ACCEPTED FROM ALL ELEMENTS (SEA, AIR AND LAND) OF THE CF REG AND RES F FOR CAT 1 OPERATORS DIRECTLY EMPLOYED IN THE TACTICAL ASPECTS OF SO AND OTHER HIGH VALUE TASKS
3. CAT 2 (SUPPORTERS) - APPLICATIONS ARE ALSO BEING ACCEPTED FROM CF REG F PERS FOR CAT 2 SUPPORT POSNS. INTERESTED PERS MAY CONSULT THE MANNING LIST ON THE CSOR RECR AND SEL WEBSITE: [HTTP://CSOR.MIL.CA/EN/INDEX\(UNDERSCORE\)E.ASP](http://CSOR.MIL.CA/EN/INDEX(UNDERSCORE)E.ASP) FOR AVAIL POSNS OR CONTACT CSOR RECR AND SEL AT 1 800 262 1507. APPLICATIONS FOR CAT 2 POSNS ARE NOT PRESENTLY BEING ACCEPTED FROM RES F PERSONNEL. HOWEVER, LIMITED CLASS B EMPLOYMENT OPPORTUNITIES ARE AVAIL AND INTERESTED PERS ARE ENCOURAGED TO CHECK EMPLOYMENT OPPORTUNITY MSGS OR CONTACT CSOR RECR AND SEL
4. INTERESTED PERS AND UNITS ARE DIR TO VISIT THE CSOR RECR AND SEL WEBSITE FOR DETAILS ABOUT THE APPLICATION PROCESS FOR BOTH CAT 1 AND CAT 2
5. FOR APPLICANTS WHO COMPLETED THE ENTIRE APPLICATION PROCESS IN 2007 AND WERE NOT SELECTED BUT INVITED TO REAPPLY, UNITS ARE TO CONTACT W/BPSO FOR PROCESSING DIRECTION
6. DEADLINE FOR ALL APPLICANT FILES TO CSOR ARE AS FOLS:

6.A. CAT 1

6.A. (1) 5 MAY 08 FOR THE MAY 08 INDV SKILL ASSESSMENT PACKAGE (ISAP) SERIAL, AND

6.A. (2) 31 OCT 08 FOR THE NOV 08 ISAP SERIAL

- 6.B. CAT 2 - APPLICATION WILL BE ACCEPTED ON A CONTINUAL BASIS. ALTHOUGH VOLUNTEERS ARE PREFERRED, SHOULD NUMBERS OF SUITABLE CANDIDATES BE INSUFFICIENT TO MEET UNIT STAFFING NEEDS, IN CONSULTATION WITH MOS ID MANAGEMENT AUTHORITIES, CAREER MANAGERS MAY BE REQUIRED TO SUBMIT NOMINATIONS OF POTENTIALLY SUITABLE PERSONNEL FOR UNIT REVIEW ONCE APPROVED BY ECS PERS STAFF. ONCE CANDIDATES ARE SELECTED, POSTING ACTION MAY BE IMPOSED TO MEET UNIT OP REQR.
7. ALL CF PERS WHO MEET THE PRE-REQUISITES FOR SVC WITH CSOR WILL BE PERMITTED TO COMPLETE THE ENTIRE APPLICATION PROCESS. CO S SHOULD ANNOTATE THE APPLICATION FORM WITH THEIR COMMENTS, SHOULD THEY HAVE ANY CONCERNS REGARDING SUITABILITY OR AVAILABILITY OF THE APPLICANT. AS WAS THE CASE LAST YEAR, ONLY PERS SPECIFICALLY NAMED TO CURRENT AND UPCOMING TFS OR OTHER PRIORITY ONE UNITS SHOULD BE DEFERRED. HOWEVER, THE APPLICANT FILE WILL STILL BE FOWARDED TO CSOR FOR TRACKING PURPOSES.
8. SUCCESSFUL CAT 1 APPLICANTS WILL BE REQUIRED TO ATTEND ONE OF TWO ISAP SERIALS BEING HELD IN MAY 08 OR NOV 08 (DATES TBC). PHYSICAL FITNESS TESTING WILL OCCUR AT THE BEGINNING OF ISAP TO CONFIRM APPLICANTS CONT TO MEET THE FITNESS STANDARD. PERS WHO FAIL THE FITNESS TESTING MAY BE RETURNED TO THEIR HOME UNITS. FOL SUCCESSFUL COMPLETION OF ISAP, APPLICANTS WILL BE ATTACHED POSTED TO CSOR FOR THE DURATION OF THE SPEC OP BASIC QUAL (SOBQ) CRSE (DATES TBC)
9. CAT 1 APPLICANTS MUST BE PREPARED TO SIGN A RESTRICTED RELEASE AGREEMENT OF 3 YRS SVC UPON SUCCESSFUL COMPLETION OF THE SOBQ. IN ADDITION, RES F CAT 1 APPLICANTS MUST BE



- PREPARED FOR A COMPONENT TRANSFER TO THE REG F ON  
SUCCESSFULL COMPLETION OF THE SOBQ.
10. SEL CAT 2 APPLICANTS WILL BE INTERVIEWED BY CSOR PERS AND IF FOUND SUITABLE WILL BE POSTED TO THE UNIT. AFTER POSTING, CAT 2 APPLICANTS WILL BE REQUIRED TO ATTEND THE NEXT AVAIL SO SUPPORT ORIENTATION CRSE (SOSOC)
  11. RECR TEAMS WILL VISIT BASES AS PART OF A CONSOLIDATED CANSOFCOM RECR VISIT SCHEDULE LISTED ON THE CSOR RECR AND SEL WEBSITE AT [HTTP://CSOR.MIL.CA/EN/INDEX\(UNDERSCORE\)E.ASP](http://CSOR.MIL.CA/EN/INDEX(UNDERSCORE)E.ASP). OTHER VISITS TO REG OR RES FORCE UNITS CAN BE REQUESTED THROUGH CSOR RECR AND SEL AT 1 800 262 1507
  12. QUESTIONS SHOULD BE DIRECTED TO CSOR RECR AND SEL.
  13. IT SHOULD BE NOTED THAT NEXT YEAR, CANSOFCOM WILL PRODUCE ONLY ONE CALL FOR APPLICATIONS/RECRUITING MESSAGE FOR ALL ITS UNITS RATHER THAN INDIVIDUAL MESSAGES.

## **25. CONDUCT AFTER CAPTURE INSTRUCTOR TRAINING COURSE**

CANFORGEN 025/08 CMP 012/08 311423Z JAN 08  
CONDUCT AFTER CAPTURE INSTRUCTOR TRAINING COURSE  
UNCLASSIFIED

REFS: A. NATO STANAG 7196 (DRAFT)  
B. B-GJ-005-110/FP-010 CF CODE OF CONDUCT AFTER CAPTURE  
[HTTP://CDA-ACD.MIL.CA/DTE/ENGRAPH/SERVICES/CAC/INSTRUC/REFERENCE/CANADIANREF/CFCODECAC.PDF](http://CDA-ACD.MIL.CA/DTE/ENGRAPH/SERVICES/CAC/INSTRUC/REFERENCE/CANADIANREF/CFCODECAC.PDF)

1. CDA IS SOLICITING CF MEMBERS CAPABLE OF BEING TRAINED TO DELIVER CONDUCT AFTER CAPTURE (CAC) TO A LEVEL C STANDARD IN ACCORDANCE WITH REF A. TRAINING AT LEVEL C STANDARD INCLUDES ACADEMIC INSTRUCTION AND PRACTICAL CAPTIVITY DILEMMAS AND RESISTANCE TO INTERROGATION TRAINING. SCENARIOS ARE DESIGNED TO EXPOSE STUDENTS TO EXPLOITATION METHODS AND TYPES OF INTERROGATION TECHNIQUES USED BY CAPTORS DURING INTERROGATION. PRACTICAL TRAINING MAY REQUIRE THE USE OF LIMITED PHYSICAL CONTACT AND SIMULATED PUNISHMENT TO ENHANCE THE RESISTANCE SCENARIO TO SIMULATE THE STRESS OF CAPTIVITY. TYPICALLY, THE TRAINING IS CONDUCTED IN SHORT BURSTS OF CONCENTRATED ACTIVITY, INVOLVING LONG HOURS AND A VARIED WORK WEEK. CANDIDATES MUST BE ABLE TO WORK IN AUSTERE CONDITIONS WITH MINIMAL COMFORT. UPON COMPLETION OF TRAINING, THE INSTRUCTORS WILL BE ABLE TO PROVIDE LEVEL A AND LEVEL B TRAINING TO THEIR PARENT UNITS. LEVEL A TRAINING IS THE MINIMUM BASIC LEVEL OF SURVIVAL, EVASION, RESISTANCE AND EXTRACTION (SERE) ACADEMIC TRAINING, CONDUCTED AS INITIAL ENTRY TRAINING AND PRIOR TO THE FIRST OPERATIONAL DEPLOYMENT, WHICH INTRODUCES POTENTIAL ISOLATED PERSONNEL TO THE CONCEPTS OF SERE OPERATIONS, POLICY AND DOCTRINE. LEVEL B TRAINING IS AN INTERMEDIATE LEVEL OF SERE ACADEMIC AND APPLICATION TRAINING, SPECIFICALLY FOR THOSE PERSONNEL IDENTIFIED BY NATIONS AT MODERATE RISK OF CAPTURE AND EXPLOITATION. QUALIFIED CAC INSTRUCTORS MAY BE REQUIRED TO ASSIST WITH SJS DIRECTED LEVEL C TRAINING UNTIL THE CDA TRAINING CADRE IS AT FULL STRENGTH BY 2010
2. CANDIDATES - CANDIDATES FROM BOTH THE REGULAR FORCE AND THE PRIMARY RESERVE ARE REQUIRED. OFFICER CANDIDATES MUST BE LT(N)/CAPT OR ABOVE. NCM CANDIDATES MUST BE MS/MCPL OR ABOVE. THIS TRAINING IS OPEN TO ANY MOC. CANDIDATES WILL BE REQUIRED TO UNDERGO A SELECTION PROCESS TO DETERMINE WHO WILL BE MERIT LISTED FOR THE 20 POSITIONS ON THE COURSE
3. SELECTION PROCESS - CANDIDATES WILL BE REQUIRED TO FOLLOW THE THREE-STEP PROCESS BELOW:
  - A. INITIAL BASE/UNIT SCREENING OF APPLICANTS (SEE PARA 6)
  - B. INDIVIDUAL SELECTION AT ONE OF THE FIVE ONE-DAY CAC INSTRUCTOR ASSESSMENT CENTRES SCHEDULED BETWEEN 14 AND 25 APR 08 AT CFB KINGSTON, AND



- C. UPON SELECTION, ATTEND A FOUR WEEK CONDUCT AFTER CAPTURE INSTRUCTOR COURSE TO BE CONDUCTED 18 JUN TO 27 JUL 08
4. PROFILE AND CRITERIA - CAC INSTRUCTION IS A VERY SENSITIVE SUBJECT, REQUIRING AN INDIVIDUAL WITH SELF DISCIPLINE AND MATURITY. THEY MUST BE ABLE TO MAINTAIN EMOTIONAL CONTROL AND RESTRAINT IN A STRESSFUL ENVIRONMENT. THEY MUST ALSO BE ABLE TO ACT OUT THE ROLES OF DIFFERENT PERSONAS IN A CREDIBLE MANNER TO MEET THE TRAINING OBJECTIVE IN A REALISTIC AND SAFE TRAINING ENVIRONMENT. THE LEVEL OF MATURITY AND SELF DISCIPLINE REQUIRED FOR INSTRUCTORS IS FOUND ONLY IN THE MOST STABLE AND WELL GROUNDED SERVICE PERSONNEL. APPLICANTS MUST MEET AS A MIN THE FOL CRITERIA:
  - A. RANK OF LT(N)/CAPT AND ABOVE OR MS/MCPL AND ABOVE (PLQ QUALIFIED CPL/LS MAY APPLY)
  - B. FULLY MOC QUALIFIED
  - C. SUCCESSFULLY COMPLETED THE CF EXPRES TEST IN THE LAST YEAR OR BE INCENTIVE EXEMPT FROM TAKING THE EXPRES TEST
  - D. LEVEL 2 SECURITY CLEARANCE, OR HAVE LEVEL 2 SECURITY CLEARANCE IN PROGRESS
  - E. MINIMUM MEDICAL CATEGORY REQUIRED OF THEIR CURRENT OCCUPATION, AND
  - F. FULLY DEPLOYABLE
5. INITIAL BASE/UNIT SCREENING - UNIT COMMANDING OFFICERS SHALL CONDUCT AN INITIAL SCREENING OF CANDIDATES AND MUST COMPLETE A STANDARDIZED LETTER OF REFERENCE (SLOR) WHICH CAN BE DOWNLOADED FROM THE DMPORA WEBSITE:  
[HTTP://HR.OTTAWA-HULL.MIL.CA/DGMP/DMPORA/ENGRAPH/EFORMS\(UNDERScore\)E.ASP?SEC\(EQUAL SIGN\)4](http://hr.ottawa-hull.mil.ca/dgmp/dmpora/engraph/eforms(underscore)e.asp?sec(equal%20sign)4)
6. UNIT TO FWD COMPLETED APPLICATION PACKAGE TO W/BPSO INCLUDING:
  - A. SLOR
  - B. PSO REFERRAL FORM (AVAILABLE FROM THE UNIT S SUPPORTING W/BSO)
  - C. PERS FILE
  - D. UER, AND
  - E. CONDUCT SHEET (IF APPLICABLE)
7. SCREENING WILL BE CONDUCTED BY THE W/BPSO AND WILL INCLUDE A DIAGNOSTIC TEST TO ASSESS COGNITIVE ABILITY AS WELL AS A PSO INTERVIEW. UNITS ARE RESPONSIBLE FOR ANY TD COSTS ASSOCIATED WITH THIS SCREENING. W/BPSOS ARE ENCOURAGED TO COMPLETE THEIR ASSESSMENT ASAP
8. NOMINATIONS - IT IS THE UNIT S RESPONSIBILITY TO FWD COMPLETED PAPERWORK TO CDA HQ CAC, USING THE FOLLOWING ADDRESS: CONDUCT AFTER CAPTURE INSTRUCTOR SELECTION, CDA HQ CAC, PO BOX 17000, STATION FORCES, KINGSTON ON K7K 7B4. COMPLETED DOCUMENTS MUST BE RECEIVED NO LATER THAN 15 MAR 08 AND MUST INCLUDE THE FOLLOWING:
  - A. CF 285 (PSO REPORT)
  - B. SLOR, AND
  - C. COPY OF MPRR. IT IS THE CANDIDATE S RESPONSIBILITY TO ENSURE THAT THE INFORMATION CONTAINED IN THE MPRR IS CORRECT AND UP TO DATE
9. SELECTION - FOLLOWING A PRE-SCREENING FILE REVIEW, THE TOP 45 CANDIDATES WILL BE MERIT LISTED AND THEIR NAMES WILL BE SUBMITTED TO THE CAC INSTRUCTOR ASSESSMENT CENTRE WHERE A ONE DAY SELECTION BOARD WILL BE HELD IN KINGSTON BETWEEN 14 AND 25 APR 08 TO DETERMINE THE TOP 25. TD COSTS OF POTENTIAL CANDIDATES ASSOCIATED WITH THIS SELECTION BOARD WILL BE BORNE BY CDA. JOINING INSTRUCTIONS FOR THE COURSE TO BE CONDUCTED 18 JUN TO 27 JUL 08 WILL FOLLOW
10. POC - QUESTIONS REGARDING SELECTION SHOULD BE DIRECTED TO DMPORA 2-3, MAJ JOHN JOHNSTON 613-995-0333
11. SIGNED BY MGEN W. SEMIANIW, CMP



## **26. HIGHWAY TRAFFIC ACT AMENDMENT**

TORONTO, April 3 /CNW/ - Bill 191, an amendment to the Highway Traffic Act, was proclaimed today, Bob Runciman, Minister of Public Safety and Security, announced.

The legislation - Bill 191, Highway Traffic Act Amendment Act (Emergency Vehicle Safety), 2002 - will protect police officers, firefighters and other emergency personnel whose vehicles are stopped on the shoulder of the province's roadways with red lights flashing. Motorists will have to slow down and, where possible and safe to do so, move to a lane not adjacent to the one in which the emergency vehicle is situated.

"By forcing drivers to slow down and move over, we are protecting those who protect us," Runciman said. "We all benefit when these dedicated workers are able to do their job efficiently and without having to worry about their personal safety. They understand what they do is dangerous, but there is no need to subject them to additional risk."

"This government is delivering on its commitment to give police officers, firefighters and paramedics the tools they need to do their vital jobs," Transportation Minister Frank Klees said. "We continue to work to keep our communities safe, with legislation that protects those who protect us."

"The personal safety of our officers is at risk when dealing with roadside emergencies, issuing speeding tickets or providing assistance to motorists," Ontario Provincial Police Commissioner Gwen Boniface said. "This new legislation will be instrumental in protecting Ontario Provincial Police officers and our roadside emergency partners as they endeavour to keep our roadways safe for the motoring public."

The legislation will apply to all stopped vehicles, excluding school buses, with flashing red lights. Section 62 (15.1) of the Highway Traffic Act authorizes ambulance, fire, police and public utility emergency vehicles and ministries of transportation, natural resources and environment to use red lights.

"Many motorists don't recognize the high risk front-line police officers can face during routine traffic stops," Brian Adkin, president of the Ontario Provincial Police Association, said. "We don't necessarily think of pulling off to the side of the highway to issue a speeding ticket or to investigate an accident as a dangerous part of an officer's job. This legislation is critical to our members' safety. It speaks to the commitment that the government has for front-line emergency personnel."

Those convicted of disobeying the law can expect to be dealt with severely. For the first offence, the fine will be not less than \$400 and not more than \$2,000. For second and subsequent convictions, the fine is a minimum of \$1,000 to a maximum of \$4,000, six months in jail or both a fine and jail sentence. All convictions will result in the addition of three demerit points to a driver's record. The court can also suspend a motorist's driver's licence for up to two years.

"We have lost four officers in Ontario in recent years when they or their vehicles have been stopped at the side of the road," Bruce Miller, the administrator of the Police Association of Ontario (PAO), said. "This new legislation will help to protect both front-line police officers and the citizens they serve. We believe that it will go a long way to help prevent further tragedies." The PAO represents 22,000 front-line police personnel.

"Firefighters are frequently the first to arrive at the scene of incidents on highways," Milt Wilson, president of the Ontario Association of Fire Chiefs, said. "This legislation will give our workers added protection, especially before police arrive to direct traffic. I am pleased the government is taking this step to protect firefighters and everyone else that responds to incidents on the highways."

Saskatchewan is the only other Canadian province to have similar legislation. A number of American states also have some type of emergency safety vehicle legislation.

## **PART V - PROMOTIONS – DECORATIONS - RELEASES – TRANSFERS**

### **27. PROMOTIONS**



Nil

28. **DECORATIONS**

Nil

29. **AWARDS**

Nil

30. **RELEASES**

Nil

31. **TRANSFERS/POSTINGS – IN**

Nil

32. **TRANSFERS – OUT**

Nil

33. **ATTACHED POSTED – IN**

Nil

34. **ATTACHED POSTED – OUT**

Nil

IN PACE PARATUS

M.J. Delaney  
Lieutenant-Colonel  
Commanding Officer





# THE QUEEN'S OWN RIFLES OF CANADA

## UNIT ROUTINE ORDERS 04/08

23 April 2008

**Lieutenant-Colonel M.J. Delaney, CD**  
**Commanding Officer**

### **PART I** **CALENDAR OF EVENTS**

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2. FTUC LEAVE & TASKINGS
3. ROTO/TASKINGS & COURSES
4. EXEMPT DRILL & TRAINING
5. PENDING RELEASE
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### **PART II** **DUTIES AND APPOINTMENTS**

7. DUTY PERS MOSS PARK ARMOURY
8. DUTY PERS DALTON ARMOURY
9. SECONDARY DUTIES LIST
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### **PART III** **CURRENT ITEMS**

11. QOR OF C GATE DUTY SOP
12. PERMANENT ID CARDS
13. VAC AND VRAB REDRESS PROCESS - CF PERSONNEL - DUTY STATUS AND TRAVEL COMPENSATION
14. CASUALTY REPORTING AND ADMINISTRATION
15. CF POLICY ON THE USE AND POSSESSION OF DRUGS
16. RESPECTING THE 25 FD AMB CENOTAPH
17. CONFLICT OF INTEREST - ANNUAL UPDATE - DND CIVILIAN EMPLOYEES AND CF MEMBERS

### **PART IV** **GENERAL INTEREST**

18. MEMBERS ASSISTANCE PROGRAM
19. DEADLINE TO COMPLETE THE QOR OF C PARA FITNESS TEST
20. CSOR 2008 CALL FOR APPLICATIONS/CATEGORY (CAT) 1 AND CAT 2
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### **PART V** **PROMOTIONS - DECORATIONS - RELEASES - TRANSFERS**

22. PROMOTIONS
23. DECORATIONS
24. AWARDS
25. RELEASES
26. TRANSFERS IN
27. TRANSFERS OUT
28. ATTACHED POSTED IN
29. ATTACHED POSTED OUT



## **PART I - CALENDAR OF EVENTS**

### **1. TRAINING CALENDAR:**

25-27 Apr 08	EX IRON TALON I	(CATC MEAFORD)
02-04 May 08	EX IRON TALON II	(CATC MEAFORD)
14 May 08	QUEEN'S CUP COMPETITION	(MPA)
22-25 May 08	EX BAYONET 08	(MPA)
06-08 Jun 08	EX RIDGEWAY ASSAULT	(CFB BORDEN)

### **2. FTUC LEAVE, TASKINGS, COURSES:**

Capt Whitehead	TF Sudan	25 Sep 07 –
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### **3. ROTO/TASKINGS & COURSES:**

Maj Champion	LFCAHQ J5 PM	1 Apr 04 –
Maj St Denis	CIMIC	1 Sept 07 –
Capt Stewart	PSYOPS	1 Sept 07 –
2Lt Newlands	LFCA	1 Sept 07 –
MWO Shannon	CIMIC	1 Sept 07 –
WO Kim	CIMIC	1 Sept 07 –
WO Moody	CIMIC	1 Sept 07 –
Sgt Paton	CIMIC	1 Sept 07 –
Sgt Thomson	LFCA	1 Sept 07 –
MCpl Chiu	PSYOPS	1 Sept 07 –
MCpl Debartok	PSYOPS	1 Sept 07 –
MCpl Kurelo	PSYOPS	1 Sept 07 –
MCpl Behan	CFLAWC	1 Sept 07 –
MCpl Ragos	CFLAWC	1 Oct 05 –
MCpl Vulakovich	CFLAWC	1 Sept 07 –
Cpl Baiati	CFLAWC	1 Sept 07 –
Cpl Rahman	CFRC	1 Apr 06 –
Cpl Simpson	NDPAO	1 Apr 05 –
Cpl Benincasa	PSYOPS	1 Sept 07 –
Cpl McGibbon	CIMIC	1 Sept 07 –
Cpl Harrison	CIMIC	1 Sept 07 –
Cpl Chrzan	TF-08	31 Aug 07 –
Cpl Girffiths	TF-08	31 Aug 07 –
Cpl Hinds	TF-08	31 Aug 07 –
Cpl Khazai-Nejad	TF-08	31 Aug 07 –
Cpl Lui	TF-08	31 Aug 07 –
Cpl Villa	TF-08	27 Aug 07 –
Cpl Winnicki	TF-08	3 Jul 07 –
Cpl Windover	TF-08	9 Jan 07 –
Rfn Low	TF-08	10 Jun 07 –
Rfn Hijazi	TF-08	3 Jul 07 –

### **4. ED&T:**

Sgt Shikhman	until 14 Jul 08
MCpl Henry	until 04 May 08
Cpl Asner	until 04 May 08
Cpl Walter	until 30 Jun 08
Cpl Simpson	until 12 Aug 08
Pte Shoom-Kirsch	until 15 Jun 08

### **5. PRL:**

Capt Ross	Cpl Frye	Rfn Holden
Lt Burton	Cpl Jiminez	Rfn Morawa
Sgt Kent	Cpl Johanis	Rfn Ott
MCpl Harse	Cpl Kouprine	Rfn Slade
MCpl Koenne	Cpl Piluso	Rfn Wilson
Cpl Bahsous	Cpl Polsinelli	Rfn Zhang
Cpl Broadhagen	Cpl Sevilano	Pte Cheng
Cpl Chen	Rfn Avtoneev	Pte Oldfield



Cpl Contant	Rfn Domingo	Pte Padrad
Cpl Cook	Rfn Henderson	Pte Worrall
Cpl Filmer	Rfn Hogg	

6. **NES:**

Sgt Shaidle	Rfn Franchi	Pte Oey
Cpl Choe	Rfn Hong	Pte Pareja
Cpl Lutfi	Rfn Jun	Pte Sharpe
Cpl Mackinnon	Rfn Obelienius	Pte Sherman
Cpl Pushparaj	Rfn Zhou	Pte Thai
Cpl Snobar	Pte Barawa	Pte Wu
Cpl Ton	Pte Liang	

**PART II - DUTIES AND APPOINTMENTS**

7. **DUTY STAFF MOSS PARK ARMOURY:**

DATE	DUTY OFFICER	DUTY SERGEANT	DUTY MCPL
Apr 23/08	Lt Beindorff	Sgt Hodgson	MCpl Pampe
Apr 30/08	Capt Kaipio	Sgt Kohler	MCpl MacMillan
May 7/08	Capt Moyer	WO Thorn	MCpl Noonan
May 14/08	Capt Wilmont	WO Parris	MCpl Bridge
May 21/08	Lt Mantle	Sgt Halcro	MCpl Wolfe
May 28/08	2Lt Chrzan	Sgt Johnston	MCpl Dias
Jun 4/08	Capt Tremblay	Sgt Fabry	MCpl Chalebois

**Routine**

- Tour of Duty:
  - a) 1800 - 2000 FTUC
  - b) 2000 - 2230 60th Coy/Vics Coy
  - c) 2230 - 0000 Duty Staff/2 x Sentry
  - d) 0000 - 0030 Duty Staff
- 60th Coy and Vics Coy are free to adjust these shifts among themselves as long as the entire 2000 – 0030 time pd is covered off. However, in the event of a no-show by any sec staff, OCs will be accountable for their assigned shifts as listed above.
- Report to the BOR at 1915 for a briefing on the gate security procedures and to sign out the security eqpt (keys, radios, log book, flashlight).
- 60<sup>th</sup> Coy and Vics Coy are to provide staff as detailed above.
- Two security staff must be on the gate at all times and must check for ID and log in, all incoming vehs and pers Military personnel must present Military ID to enter the building, civilians a driver's license or other acceptable form of ID. All personnel must have a legitimate reason to enter the building.
- The ID checker can be yourself or someone you assign. You must ensure that the person is properly briefed with regards to their report person, timings, the log book, etc.
- Ensure the log book is available and up to date, and that any special visitors (personnel not regularly there) are logged in and out of the log book.
- At 0000, the DO will inform all messes that the gates will be locked at 0030. At 0030, the Duty Staff will lock the gates and carry out their building checks.
- On Sunday following an exercise, the Duty Staff are responsible for all final lock-ups and bldg checks as per the normal SOPs.
- During mess dinners, the DO is responsible for all final lock-ups and building checks and must ensure that they have the necessary keys.
- After completing the building checks, the DO will ensure that all eqpt and keys are returned through the mail slot in the door of the BOR. Also, the duty log must be filled out and signed at the end of the night prior to turning in the duty book.

**Availability**

- All 60th Coy personnel MCpl-WO and 2Lt-Capt are eligible for duty.
- Anyone that cannot perform their duty for whatever reason will report to the CSM or OC with their reason and an eligible replacement.
- The end of night responsibility may be handed off to an acceptable person as long as the CSM or OC approves of the change prior to the hand-over.



## 8. DUTY STAFF DALTON ARMOURY:

DATE	DUTY STAFF
Apr 9/08	2Lt Stewart
Apr 16/08	MCpl Frounze
Apr 23/08	Lt Lee
Apr 30/08	N/A (MPA)
May 7/08	MCpl Hing
May 14/08	WO Campos
May 21/08	Sgt Van Hamme
May 28/08	Lt Potter
Jun 4/08	N/A (MPA)
Jun 11/08	2Lt Macintosh
Jun 18/08	MCpl Huh

### Routine

- Tour of Duty: 1915-2400
- Report to the CSM or OC once they arrive.
- Ensure that the front door is secure at all times: locked, or unlocked with a person posted to check ID.
- Ensure the rear and side doors are secure at all times.
- Military personnel must present Military ID to enter the building, civilians a driver's license or other acceptable ID. All personnel must have a legitimate reason to enter the building.
- The ID checker can be yourself, someone you assign, or a member of the orderly room staff if available. You must ensure that the person is properly briefed with regards to their report person, timings, the log book, etc.
- Ensure the log book is available and up to date, and that any special visitors (personnel not regularly there) are logged in and out of the log book.
- On Thu evenings 2881 Scarborough Rifles Cadets will be parading at Dalton Armoury. They will be responsible for providing duty pers and ensuring that the duty logbook is filled out and signed.
- On Sunday following an exercise, the Duty Staff are responsible for all final lock-ups and bldg checks as per the normal SOPs.
- Secure the building at the end of the night: ensure all personnel have left, all doors are locked, the CQ and weapons vault is secure, and lights turned off.

### Availability

- All Buffs Coy personnel MCpl-WO and 2Lt-Capt are eligible for duty.
- Anyone that cannot perform their duty for whatever reason will report to the CSM or OC with their reason and an eligible replacement.
- The end of night responsibility may be handed off to an acceptable person as long as the CSM or OC approves of the change prior to the hand-over.

## 9. SECONDARY DUTIES LIST:

<u>Personnel</u>	
Canadian Forces Liaison Council	
Unit Military Leave Rep	Lt Lee
Employment Support Advisor	CWO Patterson
Harassment	
Advisor	Sgt Willan
Work Place Representatives (WPRs)	
Awards Committee	
Chair	(CO) - LCol Delaney
Mbr	(DCO) - Maj Champion
Mbr	(Adj) - Capt Hicks
Mbr	(RSM) - A/CWO Kelly
Mbr	(OC 60th) - Maj Zeidler
Mbr	(OC Buffs) - Maj Banerjee
Mbr	(OC Vics) - Lt Beindorff
Mbr	(DOM) - Capt Arendz
Officer Selection Board	
Chair	(OC 60th) Maj Zeidler
Secy	(Adj) Capt Hicks
Mbr	(OC Para) Capt Harnes



Mbr	Capt Wilmot
<b><u>Personnel Support Programs</u></b>	
NPF Board	
Chair	Capt Hicks
Mbr	Capt Haupt
Mbr	Capt Kaipio
Mbr	2Lt Chrzan
Mess Committee - Officers' Mess	
PMC	Capt Wilmot
VPMC	Capt Foulds
Treasurer	Capt Hicks
House Manager	2Lt Chrzan
Mess Committee - Sgts' Mess	
PMC	Sgt Morin
Mess Committee - JR Ranks	
PMC	MCpl Pampe
Mess Committee – Dalton Armoury Mess	
PMC	MCpl Hing
<b><u>Health and Safety</u></b>	
General Safety Committee	
Chair	Maj Champion
A Safe O	Capt Hicks
Rad SO	Capt Haupt
Fire Warden	Capt Wilmot
HAZMAT SME	A/CWO Kelly
WHMIS SME	A/CWO Kelly
A Rad SO	Sgt Murray
Environmental O	Capt Wilmot
60 <sup>th</sup> Coy Rep	MWO Kelly
Bufs Coy Rep	Lt Lee
Vics Coy Rep	Sgt Murray
Mbr	
Drug Education Coordinator	
OPI	Capt Kaipio
<b><u>Environment</u></b>	
Environmental Officer	
OPI	Capt Wilmot
<b><u>Material</u></b>	
Audit Board	
Chair	Capt Hicks
Mbr	Capt Kaipio
Mbr	Appointed as required
ISSO	
Holder	Maj Champion
<b><u>Comms</u></b>	
Comms	
Sigs NCO	Sgt Fabry
Sigs NCO	MCpl Green
<b><u>Public Affairs</u></b>	
Public Affairs	
UIO	2Lt Newlands
A/UIO	TBD
Photographers	Ad hoc
<b><u>Historical Matters</u></b>	
Historical Matters	
History Officer	CWO Patterson
History Officer	Capt Wilmot
<b><u>Range Safety Officers</u></b>	
Range Safety Officers	
Maj Banerjee	MWO Shannon
Maj Champion	WO Kim
Maj St Denis	WO Martin
Maj Zeidler	WO O'Halloran
Capt A Harmes	WO Parris
Capt D Harmes	WO Thorn
Capt Haupt	Sgt Fabry
Capt Stewart	Sgt Halcro
Capt Wilmot	Sgt Johnston
Lt Lee	Sgt Moody
Lt Mantle	Sgt Morin
Lt Potter	Sgt Paton



A/CWO Kelly	Sgt Currie
<b><u>Security</u></b>	
Security Board	
Security Officer	Maj Banerjee
Security NCO	Sgt Willan
Wpns Security NCO	Sgt Murray
<b><u>Administrative Control</u></b>	
Admin Stds	
OPI	Capt Arendz
<b><u>Other</u></b>	
OIC Scarborough Armoury	Maj Banerjee
Cadet LO	Lt Potter
Central Region Cadet Program: Band O for 707 Cadet Sqn	Capt Arendz
Unit Ethics Officer	Lt Mantle

# 10. **AUTHORITY TO WEAR THE MAROON BERET**

The following pers are authorized to wear the Maroon Beret:

Cpl Abate	MCpl Hing	WO O'Halloran
MCpl Atkins	MCpl Huh	Rfn Ortega
MCpl Behan	Rfn Humphrey	Cpl Overholt
Cpl Biggs	Sgt Johnston	Lt Pannell
Cpl Bollers	Cpl Johnston	WO Parris
Rfn Bremner	Cpl Kim, I	Cpl Polbedetto
MCpl Bridge	Cpl Kim, S	Lt Potter
Rfn Brooks	Cpl Kiss	MCpl Reavie
Sgt Burns	Sgt Kohler	MCpl Shikhman
Cpl Carrier	Rfn Koop	MCpl Silva
Cpl Coelho	Rfn Lachaine	Cpl Stalteri
Cpl Conacher	Cpl Leader	2Lt Stewart
Cpl Chang	Lt Lee	Cpl Thomas
MCpl Charlebois	Cpl Lim	WO Thorn
MCpl Dias	Cpl Mackinnon	Rfn Webster
Sgt Fabry	Cpl Malik	Cpl Williamson
MCpl Frounze	Lt Mantle	Sgt Wilson
Rfn Gee	Rfn Miaolo	MCpl Wolfe
Cpl Griffiths	Cpl Mills	Cpl Wood
Rfn Gunn	Cpl Milrod	Rfn Wright
Sgt Halcro	Cpl Mitchell	Maj Zeidler
Capt Harmes, A.	Sgt Morin	

If your name is not on this list, contact Sgt Burns.

## **PART III - CURRENT ITEMS**

### 11. **QOR OF C GATE DUTY SOP**

#### General:

We are responsible for the safety and security of our soldiers at all times while they are on duty. While in the past there have been few threats to our soldiers at the armouries the threat level at this time and due diligence force us to be more vigilant than we have been in the past. The Queen's Own Rifles as part of 32 CBG will increase the security at both of its armouries with the implementation of Gate Guards (GGs).

#### Aim:

The Queen's Own Rifles will increase security at Moss Park Armouries while the soldiers attend Wednesday night training periods.

#### Responsibilities:

- The DSM will be responsible for the implementation and ongoing continuance of gate duties and to ensure all soldiers are briefed before the duty;
- CSMs and Ops WO will be responsible to the DSM to provide appropriate pers (at least one senior Cpl or higher and one other per shift) on time on a regular basis. In the case of Coys trading off duties to accommodate training the DSM must be informed ahead of time; and



RQMS is responsible to ensure equipment is available and serviceable.

Hours:

- Security will start at 1915hrs and continue until the duty staff have cleared all pers from the armoury at 0030hrs every training night;
- Class 'A' soldiers specifically brought in for the duty will man the front gate at MPA from 1800hrs to 2000hrs (this will give the Coys time to complete first pde and assign GGs), and from 2230hrs to 0000hrs under direction of the Ops WO;
- GGs from 60th and Vics will report to the CQCI at 1950hrs at the gate for briefing and handover;
- 60th will be responsible for the duty all nights except the first Wednesday of each month which Vics will be responsible for; and

If the pers on duty are to change during a shift the replacements must be briefed at 1950hrs by the CQCI as well.

Duties:

- There will be two pers on the gate at all times;
- The gate guard will be properly dressed at all times (including environmental clothing) and will wear fluorescents vests;
- They will be in comms with the BOR and duty Officer who will monitor their radios at all times, and conduct a radio check every half hour;
- They will check the mil ID of all pers coming into the armoury;
- They will record the license plate numbers of all vehicles entering the parking lot;
- They will ensure no cars park in front of the gate in the fire lanes; and
- For pers without mil ID the following will occur:
  - All civilians members of the band, mess and kit shop staff will be in possession of an ID card issued by the BOR;
  - For recruiting applicants a nominal role will be issued by the recruiting NCO to the GG and for unannounced applicants the recruiting NCO will be paged to escort them in;
  - For unit members that are recognized, picture ID will be shown and the name will be recorded, for follow up by appropriate CSM; or
  - For unit members that are not recognized the PI 2IC or CSM must be paged to vouch for member.

Emergencies:

- In the event of an emergency the Duty Officer will immediately be paged;
- Staff will close and lock gate and be prepared to open as required; and
- Under no circumstances are the GG to touch, push, or physically detain unwanted trespassers, if despite being told in a firm, clear voice that they are trespassing the individuals persist the duty officer must be called and the trespassers must be followed.

Equipment:

- 3 X family radios and 2 spares;
- 2 X Fluorescent marker vests;
- 1 X lighting kit, (to illuminate check point); and
- 1 X clipboard.

## **12. PERMANENT ID CARDS**

All Sr NCOs and Officers, and those Jr NCMs with specific requirements, will ensure they have up to date permanent ID cards. The process begins with forms available in the BOR that will be completed and passed to the DCO or Adjt for signature. Each soldier must then make their own appointment with the MP section at ASU Toronto 416-633-6200 x3812. On the appointment day the soldier must make their own way to Denison Armoury and take a DEU jacket, shirt and tie for a photo ID.

## **13. VAC AND VRAB REDRESS PROCESS - CF PERSONNEL - DUTY STATUS AND TRAVEL COMPENSATION**

CANFORGEN 037/08 CMP 017/08 121854Z FEB 08



VETERANS AFFAIRS CANADA (VAC) AND VETERANS REVIEW AND APPEAL BOARD  
(VRAB) REDRESS PROCESS - CF PERSONNEL - DUTY STATUS AND TRAVEL  
COMPENSATION  
UNCLASSIFIED

1. VAC CLIENTS HAVE THE RIGHT TO APPEAL UNFAVOURABLE DISABILITY PENSION OR AWARD DECISIONS THROUGH EITHER A WRITTEN SUBMISSION KNOWN AS A DEPARTMENTAL REVIEW OR BY REQUESTING A REVIEW OR APPEAL HEARING BEFORE THE VETERANS REVIEW AND APPEAL BOARD (VRAB). CLAIMANTS MAY ACCESS FREE LEGAL ADVICE, ASSISTANCE AND REPRESENTATION PROVIDED BY THE BUREAU OF PENSIONS ADVOCATES (BPA) OR BY CONTACTING A VETERANS SERVICE ORGANIZATION SUCH AS THE ROYAL CANADIAN LEGION. INFORMATION PERTAINING TO THE REDRESS PROCESS MAY BE FOUND ON THE VAC WEBSITE AT: [HTTP://WWW.VAC-ACC.GC.CA/](http://www.vac-acc.gc.ca/) OR THE VRAB WEBSITE AT: [HTTP://WWW.VRAB-TACRA.GC.CA](http://www.vrab-tacra.gc.ca)
2. HISTORICALLY, SERVING CF PERSONNEL WERE EXPECTED TO PURSUE THE VAC OR VRAB REDRESS PROCESS ON THEIR OWN TIME AND AT THEIR OWN EXPENSE. THIS WILL NO LONGER BE THE CASE. EFFECTIVE 1 APRIL 2008, ALL SERVING CF PERSONNEL (REGULAR AND RESERVE) WILL BE PLACED ON DUTY STATUS TO ATTEND MEETINGS WITH THEIR BPA LAWYER, ATTEND VRAB REVIEW HEARINGS AND/OR MEDICAL EXAMINATIONS CONDUCTED BY A QUALIFIED INDEPENDENT MEDICAL EXAMINER. AS WELL, PERSONNEL WILL BE REIMBURSED EXPENSES NOT COVERED BY VAC.
3. DUE TO PAY AND PENSION IMPLICATIONS, THIS INITIATIVE WILL NOT APPLY TO SUPPLEMENTARY RESERVE PERSONNEL WHO ARE NOT SERVING IN AN ESTABLISHED POSITION. THE FEASIBILITY OF APPLYING THIS INITIATIVE TO ALL SUPPLEMENTARY RESERVES IS BEING INVESTIGATED AND AN ANNOUNCEMENT WILL BE MADE IN DUE COURSE.
4. FUNDING FOR THIS INITIATIVE WILL BE CONTROLLED AND ADMINISTERED BY QUOTE THE CENTRE FOR THE SUPPORT OF INJURED AND RETIRED MEMBERS UNQUOTE. ADDITIONAL INFORMATION MAY BE FOUND AT: [HTTP://HR3.OTTAWA-HULL.MIL.CA/CENTRE/ENGRAPH/HOME\(UNDERScore\)E.ASP](http://hr3.ottawa-hull.mil.ca/centre/engraph/home(underscore)e.asp).
5. THE ADMINISTRATIVE PROCESS WILL BE AS FOLLOWS:
  - A. APPLICANT RECEIVES NOTIFICATION FROM BPA LAWYER OF REQUIREMENT TO ATTEND MEETING OR NOTIFICATION OF THE DATE FOR A REVIEW HEARING THAT THE MEMBER CHOOSES TO ATTEND.
  - B. APPLICANT ADVISES UNIT SUPERVISOR
  - C. UNIT RAISES TD CLAIM AND PUTS MEMBER ON CLASS A SERVICE, IF NECESSARY
  - D. ON COMPLETION OF DUTY, UNIT SETTLES TD CLAIM
  - E. UNIT ADVISES GROUP OR FORMATION COMPTROLLER OF TD CLAIM AND CLASS A SERVICE COSTS
  - F. GROUP OR FORMATION COMPTROLLER SUBMITS THE ROLLUP OF COSTS TO THE CENTRE FOR THE SUPPORT OF INJURED AND RETIRED PERSONNEL ON A QUARTERLY BASIS FOR REIMBURSEMENT
6. ADDITIONAL INFORMATION ON THIS INITIATIVE MAY BE OBTAINED BY CONTACTING THE DIRECTORATE OF QUALITY OF LIFE (DQOL) AT 613 995-9539 OR MR. MARC PAPILLON IN THE CENTRE AT 613 944-4049

1. SIGNED BY MGEN W. SEMIANIW, CMP

**14. CASUALTY REPORTING AND ADMINISTRATION**

CANFORGEN 033/08 CMP 014/08 081827Z FEB 08

CASUALTY REPORTING AND ADMINISTRATION

UNCLASSIFIED

REFS: A. CFAO 24-1 CASUALTIES - REPORTING AND ADMINISTRATION

B. DAOD 5018-0 INJURED MEMBERS AND MILITARY CASUALTIES

C. CANFORGEN 116/06 CMP 053 121929Z JUL 06 CASUALTY REPORTING



1. REPORTING OF CASUALTIES ACROSS THE CF HAS, AT TIMES, NOT BEEN COMPLETED AS REQUIRED. THE AIM OF THIS CANFORGEN IS TO REMIND ALL THOSE RESPONSIBLE OF THE REQUIREMENTS FOR THE REPORTING OF CASUALTIES.
2. A MILITARY CASUALTY IS DEFINED AS A CF MEMBER WHO IS SERIOUSLY ILL OR INJURED, VERY SERIOUSLY ILL OR INJURED, MISSING, DIES OR IS KILLED. AS NOTED AT REF B, ALL CIRCUMSTANCES RESULTING IN A MILITARY CASUALTY, WHETHER ON OR OFF DUTY, MUST BE APPROPRIATELY REPORTED AND DOCUMENTED BY MEANS OF A CASUALTY REPORT (CASREP). THIS INCLUDES REPORTING PRIMARY RESERVE CASUALTIES.
3. INITIAL CASUALTY REPORTING WHEN A MEMBER DIES, OR IS KILLED IS GENERALLY COMPLETED IN A TIMELY MANNER, HOWEVER THE FOLLOWING CIRCUMSTANCES ARE RARELY REPORTED
  - A. A MEMBER SERIOUSLY OR VERY SERIOUSLY ILL AS A RESULT OF A TERMINAL ILLNESS
  - B. A MEMBER HAS SUFFERED A SERIOUS OR VERY SERIOUS INJURY WHILE ON OR OFF DUTY
  - C. A MEMBER S STATUS HAS IMPROVED OR DEGRADED FROM SERIOUSLY ILL TO VERY SERIOUSLY ILL, AND
  - D. A MEMBER HAS BEEN MOVED FROM ONE MEDICAL FACILITY TO A DIFFERENT LOCATION.
4. THE MAIN PURPOSE OF REPORTING IS TO ENSURE THAT ALL CF PERSONNEL ARE AWARE OF THE OCCURRENCE IN ORDER THAT APPROPRIATE ACTION MAY BE INITIATED BY THE CHAIN OF COMMAND AND THAT PERSONNEL AND/OR SURVIVORS RECEIVE BENEFITS TO WHICH THEY ARE ENTITLED
5. IN ADDITION TO INITIAL REPORTING, PARA 14 OF REF B REQUIRES SUBSEQUENT REPORTS TO UPDATE THE STATUS OF CASUALTIES. IT IS IMPERATIVE THAT DCSA AND OTHERS BE INFORMED OF ANY CHANGE IN THE STATUS OF A CASUALTY. IN THIS REGARD, CF FORMATIONS AND UNITS MUST UPDATE THE STATUS OF CASUALTIES TO ALL RECIPIENTS OF THE INITIAL CASREP
6. DCSA HAS DEVELOPED A CASUALTY ADMINISTRATION MANUAL THAT CONTAINS THE LATEST INFO AND REPORTING REQUIREMENTS. THE MANUAL MAY BE VIEWED AT AND DOWNLOADED FROM THE CENTRE S WEBSITE AT: [HTTP://HR3.OTTAWA-HULL.MIL.CA/CENTRE/PDF/CA\(UNDERSCORE\)MANUAL\(UNDERS CORE\)JULY07\(UNDERSCORE\)E.PDF](http://HR3.OTTAWA-HULL.MIL.CA/CENTRE/PDF/CA(UNDERSCORE)MANUAL(UNDERS CORE)JULY07(UNDERSCORE)E.PDF)
7. THIS MESSAGE SUPERCEDES REF C WHICH WILL BE CANCELLED
8. SIGNED BY MGEN W. SEMIANIW, CMP

## **15. CF POLICY ON THE USE AND POSSESSION OF DRUGS**

References: A. QR&O Chapter 20  
 B. National Defence Act s.129  
 C. Controlled Drugs and Substances Act

1. The possession and use of drugs by military personnel is prohibited by law under the Controlled Drugs and Substances Act as well as through the operation of the National Defence Act and the Canadian Forces Drug Control Program as found in Chapter 20 of the Queen's Regulations and Orders.

2. For the purpose of this standing order, "drug" means:

- a. a controlled substance as defined in the Controlled Drugs and Substances Act (Statutes of Canada, 1996, Chapter 19); or
- b. any other substance, except for alcohol, the use of which can impair normal psychological or physical functioning and the use of which has been prohibited by the Chief of the Defence Staff.

3. Canadian Forces personnel can be called upon at any time to perform dangerous duties, often while armed. The possession and use of illicit drugs affects the operational readiness and effectiveness, safety, security and health of drug users, as well as those with whom they work and live.



**16. RESPECTING THE 25 FD AMB CENOTAPH**

All, please be advised that soldiers are not to put their kit underneath the 25 Fd Amb cenotaph.

**17. CONFLICT OF INTEREST - ANNUAL UPDATE - DND CIVILIAN EMPLOYEES AND CF MEMBERS**

CANFORGEN 052/08 CRS 0070 111353Z MAR 08

CONFLICT OF INTEREST - ANNUAL UPDATE - DND CIVILIAN EMPLOYEES AND CF MEMBERS  
UNCLASSIFIED

REFS: A. VALUES AND ETHICS CODE FOR THE PUBLIC SERVICE

B. DAOD 7021-1, CONFLICT OF INTEREST

C. DAOD 7021-2, POST-EMPLOYMENT

D. PUBLIC SERVICE HUMAN RESOURCES MANAGEMENT AGENCY OF CANADA - TABLE OF POSITIONS CLASSIFIED EX, EX MINUS 1 EX MINUS 2 AND THEIR EQUIVALENT

1. THIS MESSAGE IS TO REMIND CF MEMBERS AND DND EMPLOYEES OF THE REQUIREMENT TO DISCLOSE IN A CONFIDENTIAL REPORT ANY NON-EXEMPT ASSETS, LIABILITIES, OR OUTSIDE ACTIVITIES THAT COULD PUT THEM IN AN APPARENT, POTENTIAL OR REAL CONFLICT OF INTEREST WITH THEIR OFFICIAL DUTIES. THIS IS ESPECIALLY IMPORTANT IF OFFICIAL DUTIES REQUIRE INTERACTIONS WITH REPRESENTATIVES FROM THE PRIVATE SECTOR
2. ALL CF MEMBERS AND DND EMPLOYEES MUST ALSO AVOID CREATING AN APPARENT, POTENTIAL OR REAL CONFLICT OF INTEREST SITUATION WHEN ENGAGING IN OUTSIDE EMPLOYMENT, ESPECIALLY WITH FEDERAL PUBLIC SECTOR ORGANIZATIONS OR WITH DEFENCE-RELATED COMPANIES
3. CF OFFICERS AT OR ABOVE THE RANK OF LCOL/CDR IN THE REGULAR FORCE AND RESERVE FORCE ON FULL-TIME SERVICE AND DND EMPLOYEES OCCUPYING POSITIONS EQUIVALENT TO LEVELS EX MINUS 2 AND ABOVE ARE SPECIFICALLY SUBJECT TO THE POST-EMPLOYMENT MEASURES AND MUST DISCLOSE IN WRITING ALL OFFERS OF EMPLOYMENT THEY ARE CONSIDERING ACCEPTING AND ALL SUCH OFFERS THEY ACCEPT THAT COULD PLACE THEM IN AN APPARENT, POTENTIAL OR REAL CONFLICT OF INTEREST
4. CONFIDENTIAL REPORTS AND POST-EMPLOYMENT DECLARATIONS ARE TO BE FORWARDED TO THE DIRECTOR DEFENCE ETHICS PROGRAMME, NATIONAL DEFENCE HEADQUARTERS, MGEN GEORGE R. PEARKES BUILDING, OTTAWA ON K1A 0K2
5. THE DEFENCE ETHICS PROGRAMME INTRANET SITE PROVIDES FURTHER INFORMATION ([HTTP://ETHICS.MIL.CA/ARCHIVES/TOR\\_E.ASP](http://ethics.mil.ca/archives/tor_e.asp)). ANY QUESTIONS CAN BE DIRECTED TO THE CONFLICT OF INTEREST SECTION AT (613) 995-0229

**PART IV – GENERAL INTEREST**

**18. MEMBERS ASSISTANCE PROGRAM**

The Member Assistance Program is a voluntary and confidential service, initiated by the Canadian Forces (CF) to help members (Regular Force, all Reserve Class Members, Cadets) and family members who have personal concerns that affect their personal well-being and/or work performance. These types of personal concerns can include but are not limited to: marital and family, interpersonal relations, personal and emotional, stress and burn-out, work-related (including harassment and sexual assault) and alcohol, drugs/prescription drugs. The phone number for this service is 1-800-268-7708 and is open 24 hours a day, 365 days a year.

**19. DEADLINE TO COMPLETE THE QOR OF C PARA FITNESS TEST**

The deadline to complete your fitness test for any member wishing to go on the BPara course is **two Wednesday's prior to the course**. To be clear no testing will be conducted a week prior to the course.



**20. CSOR 2008 CALL FOR APPLICATIONS/CATEGORY (CAT) 1 AND CAT 2**

CANFORGEN 051/08 SOFCOM 006 281636Z FEB 08

CSOR 2008 CALL FOR APPLICATIONS/CATEGORY (CAT) 1 AND CAT 2

UNCLASSIFIED

1. CANADIAN SPECIAL OPERATIONS REGIMENT(CSOR) IS AN INTEGRAL COMPONENT OF CANSOFCOM PROVIDING THE CDN GOVT AND THE CDS WITH AN AGILE, HIGH READINESS SPECIAL OPERATIONS FORCE (SOF) CAPABLE OF CONDUCTING AND SUPPORTING SPECIAL OPERATIONS (SO) AT HOME AND ABROAD
2. CAT 1 (OPERATORS) - APPLICATIONS ARE NOW BEING ACCEPTED FROM ALL ELEMENTS (SEA, AIR AND LAND) OF THE CF REG AND RES F FOR CAT 1 OPERATORS DIRECTLY EMPLOYED IN THE TACTICAL ASPECTS OF SO AND OTHER HIGH VALUE TASKS
3. CAT 2 (SUPPORTERS) - APPLICATIONS ARE ALSO BEING ACCEPTED FROM CF REG F PERS FOR CAT 2 SUPPORT POSNS. INTERESTED PERS MAY CONSULT THE MANNING LIST ON THE CSOR RECR AND SEL WEBSITE: [HTTP://CSOR.MIL.CA/EN/INDEX\(UNDERSCORE\)E.ASP](http://CSOR.MIL.CA/EN/INDEX(UNDERSCORE)E.ASP) FOR AVAIL POSNS OR CONTACT CSOR RECR AND SEL AT 1 800 262 1507. APPLICATIONS FOR CAT 2 POSNS ARE NOT PRESENTLY BEING ACCEPTED FROM RES F PERSONNEL. HOWEVER, LIMITED CLASS B EMPLOYMENT OPPORTUNITIES ARE AVAIL AND INTERESTED PERS ARE ENCOURAGED TO CHECK EMPLOYMENT OPPORTUNITY MSGS OR CONTACT CSOR RECR AND SEL
4. INTERESTED PERS AND UNITS ARE DIR TO VISIT THE CSOR RECR AND SEL WEBSITE FOR DETAILS ABOUT THE APPLICATION PROCESS FOR BOTH CAT 1 AND CAT 2
5. FOR APPLICANTS WHO COMPLETED THE ENTIRE APPLICATION PROCESS IN 2007 AND WERE NOT SELECTED BUT INVITED TO REAPPLY, UNITS ARE TO CONTACT W/BPSO FOR PROCESSING DIRECTION
6. DEADLINE FOR ALL APPLICANT FILES TO CSOR ARE AS FOLS:

6.A. CAT 1

6.A. (1) 5 MAY 08 FOR THE MAY 08 INDV SKILL ASSESSMENT PACKAGE (ISAP) SERIAL, AND

6.A. (2) 31 OCT 08 FOR THE NOV 08 ISAP SERIAL

- 6.B. CAT 2 - APPLICATION WILL BE ACCEPTED ON A CONTINUAL BASIS. ALTHOUGH VOLUNTEERS ARE PREFERRED, SHOULD NUMBERS OF SUITABLE CANDIDATES BE INSUFFICIENT TO MEET UNIT STAFFING NEEDS, IN CONSULTATION WITH MOS ID MANAGEMENT AUTHORITIES, CAREER MANAGERS MAY BE REQUIRED TO SUBMIT NOMINATIONS OF POTENTIALLY SUITABLE PERSONNEL FOR UNIT REVIEW ONCE APPROVED BY ECS PERS STAFF. ONCE CANDIDATES ARE SELECTED, POSTING ACTION MAY BE IMPOSED TO MEET UNIT OP REQ.
7. ALL CF PERS WHO MEET THE PRE-REQUISITES FOR SVC WITH CSOR WILL BE PERMITTED TO COMPLETE THE ENTIRE APPLICATION PROCESS. CO S SHOULD ANNOTATE THE APPLICATION FORM WITH THEIR COMMENTS, SHOULD THEY HAVE ANY CONCERNS REGARDING SUITABILITY OR AVAILABILITY OF THE APPLICANT. AS WAS THE CASE LAST YEAR, ONLY PERS SPECIFICALLY NAMED TO CURRENT AND UPCOMING TFS OR OTHER PRIORITY ONE UNITS SHOULD BE DEFERRED. HOWEVER, THE APPLICANT FILE WILL STILL BE FOWARDED TO CSOR FOR TRACKING PURPOSES.
8. SUCCESSFUL CAT 1 APPLICANTS WILL BE REQUIRED TO ATTEND ONE OF TWO ISAP SERIALS BEING HELD IN MAY 08 OR NOV 08 (DATES TBC). PHYSICAL FITNESS TESTING WILL OCCUR AT THE BEGINNING OF ISAP TO CONFIRM APPLICANTS CONT TO MEET THE FITNESS STANDARD. PERS WHO FAIL THE FITNESS TESTING MAY BE RETURNED TO THEIR HOME UNITS. FOL SUCCESSFUL COMPLETION OF ISAP, APPLICANTS WILL BE ATTACHED POSTED TO CSOR FOR THE DURATION OF THE SPEC OP BASIC QUAL (SOBQ) CRSE (DATES TBC)
9. CAT 1 APPLICANTS MUST BE PREPARED TO SIGN A RESTRICTED RELEASE AGREEMENT OF 3 YRS SVC UPON SUCCESSFUL COMPLETION



- OF THE SOBQ. IN ADDITION, RES F CAT 1 APPLICANTS MUST BE PREPARED FOR A COMPONENT TRANSFER TO THE REG F ON SUCCESSFULL COMPLETION OF THE SOBQ.
10. SEL CAT 2 APPLICANTS WILL BE INTERVIEWED BY CSOR PERS AND IF FOUND SUITABLE WILL BE POSTED TO THE UNIT. AFTER POSTING, CAT 2 APPLICANTS WILL BE REQUIRED TO ATTEND THE NEXT AVAIL SO SUPPORT ORIENTATION CRSE (SOSOC)
  11. RECR TEAMS WILL VISIT BASES AS PART OF A CONSOLIDATED CANSOFCOM RECR VISIT SCHEDULE LISTED ON THE CSOR RECR AND SEL WEBSITE AT [HTTP://CSOR.MIL.CA/EN/INDEX\(UNDERSCORE\)E.ASP](http://CSOR.MIL.CA/EN/INDEX(UNDERSCORE)E.ASP). OTHER VISITS TO REG OR RES FORCE UNITS CAN BE REQUESTED THROUGH CSOR RECR AND SEL AT 1 800 262 1507
  12. QUESTIONS SHOULD BE DIRECTED TO CSOR RECR AND SEL.
  13. IT SHOULD BE NOTED THAT NEXT YEAR, CANSOFCOM WILL PRODUCE ONLY ONE CALL FOR APPLICATIONS/RECRUITING MESSAGE FOR ALL ITS UNITS RATHER THAN INDIVIDUAL MESSAGES.

## 21. HUMINT CANDIDATE ASSESSMENT PROGRAM

CANFORGEN 067/08 CDIOR 020/08 041406Z APR 08  
 HUMINT CANDIDATE ASSESSMENT PROGRAM (HCAP) JUN 08  
 UNCLASSIFIED

1. CDI IS SOLICITING HIGHLY MOTIVATED, PHYSICALLY FIT VOLUNTEERS FOR EMPLOYMENT WITHIN A SMALL TEAM ENVIRONMENT CONDUCTING SPECIALIST INTELLIGENCE WORK. VOLUNTEERS MUST POSSESS INITIATIVE, STRONG LEADERSHIP SKILLS AND THE ABILITY TO OPERATE UNDER MINIMUM SUPERVISION. VOLUNTEERS WILL UNDERGO A RIGOROUS SELECTION PROCESS (HCAP) DESIGNED TO IDENTIFY THOSE PERS WHO POSSESS THE NECESSARY APTITUDE AND MOTIVATION TO SUCCEED IN THIS TYPE OF EMPLOYMENT. APPLICANTS WHO PREVIOUSLY APPLIED BUT WERE NOT LOADED ON HCAP ARE WELCOME TO REAPPLY (IN SUCH A CASE, THE MBR/UNIT NEED NOT GO THROUGH THE WHOLE PROCESS AS LAID OUT IN THIS CANFORGEN. TO FIND OUT WHAT IS REQUIRED, CONTACT THE J2X OPI IDENT AT PARA 11)
2. IT IS ESSENTIAL FOR VOLUNTEERS AND THEIR CHAIN OF COMMAND TO UNDERSTAND THAT THOSE FOUND SUITABLE DURING HCAP WILL BE LOADED ON ONE OF THE UPCOMING SERIALS OF THE SOURCE HANDLING COURSE, THE FIRST OF WHICH IS SCHEDULED TO RUN IN FALL 08. SUCCESSFUL CANDIDATES OF THE COURSE MAY BE TASKED TO DEPLOY AS SOURCE HANDLERS AT ANY TIME FOLLOWING THE COURSE ON ANY OF THE MISSIONS THAT CANADA MAYBE CONDUCTING. MBRS THAT ARE NOT AVAILABLE FOR TRG OR DEPLOYMENT WILL NOT BE LOADED ON HCAP. FURTHER EMPLOYMENT OPPORTUNITIES IN THIS SPECIALIST FUNCTION CAN BE EXPECTED AFTER SUCCESSFUL COMPLETION OF THE FIRST TOUR
3. IT MUST BE NOTED THAT CDS HAS APPROVED THE CREATION OF A HUMINT UNIT WITH AN INITIAL CAPABILITY IN 2007. DISCUSSIONS ARE ONGOING WITH THE ENVIRONMENTAL CHIEFS OF STAFF TO HAVE QUALIFIED MEMBERS TRANSFERRED TO THE UNIT. THEREFORE, THE POSSIBILITY EXISTS THAT PERSONNEL WHO GRADUATE FROM THE SOURCE HANDLER COURSE WILL BE CONSIDERED FOR POSTING TO THIS NEW UNIT
4. APPLICANTS MUST MEET THE FOL MINIMUM CRITERIA:
  - 4.A. RANK: CPL TO MWO, OTHER RANKS WILL BE CONSIDERED ON A CASE-BY-CASE BASIS
  - 4.B. MOS ID QUALIFIED
  - 4.C. PHYSICAL FITNESS: CANDIDATES MUST BE CF EXPRESS EXEMPT QUALIFIED PRIOR TO HCAP (WITHIN THE LAST 12 MONTHS). MEMBERS ARRIVING FOR HCAP WITHOUT VALID PROOF (DND 279 - CF EXPRESS PROGRAM FORM) OF EXEMPT STATUS WILL BE RTU AT UNIT EXPENSE. CANDIDATES MUST BE MEDICALLY FIT, NO MEDICAL EXCUSE OR TEMPORARY CATEGORY. EXPRESS TEST WILL BE ADMINISTERED ON DAY ONE OF SELECTION



- 4.D. SECURITY CLEARANCE: LVL 2 (SECRET). INTERESTED PERS WHO DO NOT CURRENTLY HOLD A LVL 2 CLEARANCE MAY APPLY, BUT THEY MUST SUBMIT A SECURITY CLEARANCE UPGRADE AND INDICATE THEY HAVE DONE SO ON THEIR HCAP APPLICATION. PERS WITHOUT A LVL 2 CLEARANCE WILL BE LOADED ON HCAP AT A LOWER PRIORITY. ADDITIONALLY, SUCCESSFUL HCAP CANDIDATES WILL NOT BE COURSE LOADED FOR FUTHER HUMINT TRAINING UNTIL THEY POSSESS A LVL 2 CLEARANCE
- 4.E. DRIVER S LICENSE: HOLD A VALID PROVINCIAL DRIVERS LICENSE. DND 404S WILL BE REQR FOR TRG AND DEPLOYMENT
- 4.F. NAVIGATION: ABILITY TO NAVIGATE USING A TOPOGRAPHIC MAP
- 4.G. COMPUTER SKILLS: WORKING KNOWLEDGE OF MS WORD
- 4.H. ENGLISH LANGUAGE PROFILE: BBC PREFERRED AS OPS ARE NORMALLY CONDUCTED WITHIN A NATO OR COALITION ENVIRONMENT WHERE THE WORKING LANGUAGE IS ENGLISH. HOWEVER, LOWER PROFILES WILL BE CONSIDERED ON A CASE-BY-CASE BASIS
5. CF PERS IN THE FOL MOS ID ARE NOT ELIGIBLE FOR EMPLOYMENT IN THIS SPECIALIST FIELD:
- 5.A. CHAPLAIN: MOD ID 00200 (MOC 61 CHAP (P)), MOS ID 00201 (MOC 62 CHAP (RC))
6. UNIT SCREENING. ONCE UNITS HAVE VERIFIED THAT THE APPLICANT MEETS THE MINIMUM CRITERIA OUTLINED IN PARA 4, NOMINATIONS ARE TO BE FORWARDED BY EMAIL, NLT 23 MAY 08, TO J2X COORD: (PLUS)J2XHUMINT(AT)CDI DGIC(AT)OTTAWA-HULL: USING THE FOLLOWING FORMAT:
- 6.A. SN
- 6.B. RANK
- 6.C. SURNAME AND GIVEN NAME(S)
- 6.D. MOS ID
- 6.E. DATE OF BIRTH
- 6.F. UIC AND UNIT NAME
- 6.G. SECURITY CLEARANCE LVL
- 6.H. LIST OF OVERSEAS OPERATIONAL DEPLOYMENTS (E.G. OP PALLADIUM ROTO 7, OP ATHENA ROTO 0, ETC)
- 6.I. PRIMARY LANGUAGE
- 6.J. SECOND LANGUAGE AND OTHER SPOKEN LANGUAGE PROFILES AND DATE TESTED FOR EACH
- 6.K. SUPERVISORS NAME AND CONTACT INFORMATION
- 6.L. CO S RECOMMENDATIONS OUTLINING AN ASSESSMENT OF THE APPLICANT S MATURITY, MOTIVATION, TEAMWORK, WILLINGNESS TO ACCEPT RESPONSIBILITY, RESOURCEFULNESS, AND LEADERSHIP
- 6.M. CO S ACK OF TRG AND DEPLOYMENT COMMITMENTS AS PER PARA 2 AND CONCURRENCE TO RELEASE MBR FOR SAID COMMITMENTS
7. HCAP. ALL APPLICATIONS WILL BE REVIEWED BY J2X STAFF AND THOSE VOLUNTEERS FOUND SUITABLE WILL BE LOADED ON ONE OF FOUR HCAP SERIALS SCHEDULED BETWEEN 23 JUN - 10 JUL 08 AT CFB KINGSTON. ONCE LOADED ON AN HCAP SERIAL, AN EMAIL NOTIFICATION WILL BE FORWARDED TO THE MEMBER AND THE SUPERVISOR, IN ADDITION TO AN ADDN MESSAGE NLT 06 JUN 08
8. FINANCE. A FIN CODE WILL BE PROVIDED FOR TRAVEL AND TD COSTS FOR BOTH REG/RES APPLICANTS FOR HCAP. RES F SALARY FOR HCAP



- IS THE RESPONSIBILITY OF THE UNIT, FORMATION OR AREA. IF A RES F APPLICANT IS FOUND SUITABLE FOR SPECIALIST TRG, A FIN CODE WILL BE PROVIDED TO COVER RES F SALARY DURING SUBSEQUENT TRG. BE ADVISED THAT IF A RES F MBR SUCCESSFULLY COMPLETES THIS TRAINING AND DOES NOT DEPLOY IAW THIS CANFORGEN WHEN REQD TO DO SO, CDI WILL ACTION RECOVERY OF SALARY/TRG COSTS
9. UPON COMPLETION OF HCAP, UNITS WILL BE ADVISED BY EMAIL IF AN APPLICANT HAS BEEN IDENTIFIED AS SUITABLE FOR SOURCE HANDLER TRAINING. A CRSE LOADING MSG WILL FOL
  10. SUMMARY OF DEADLINES:
    - 10.A. NOMINATIONS INTO J2X: NLT 23 MAY 08
    - 10.B. HCAP LOADING MSG TO UNITS: NLT 06 JUN 08
    - 10.C. DATE OF HCAP SERIALS: BETWEEN 23 JUN - 10 JUL 08
    - 10.D. DATE OF NEXT SOURCE HANDLER SERIAL: FALL 08
    - 10.E. DEPLOYMENT: PLANNED FOR AUG 09 (BUT OPERATIONAL IMPERATIVES MAY OCCUR ANY TIME FOLLOWING THE COURSE)
  11. DIRECT ALL INQUIRIES TO J2X COORD, (613) 945-1386, CSN 945-1386
  12. FOR FURTHER INFORMATION ON THE NATURE OF THE EMPLOYMENT, INTERESTED PERSONNEL SHOULD REFER TO ARMY DOCTRINE ON HUMINT OPS, B-GL-357-002 ON THE DWAN AT:  
[HTTP://LFDTS.ARMY.MIL.CA/AEL/PUBS/300-005/B-GL-357/002/B-GL-357-002-FP-001.PDF](http://LFDTS.ARMY.MIL.CA/AEL/PUBS/300-005/B-GL-357/002/B-GL-357-002-FP-001.PDF)
  13. ALTHOUGH UNCLASSIFIED, THE CONTENT OF THIS CANFORGEN IS FOR OFFICIAL USE ONLY AND CANNOT BE DISSEMINATED ON THE INTERNET OR THROUGH ANY OTHER UNCLASSIFIED MEANS

## **PART V - PROMOTIONS - DECORATIONS - RELEASES - TRANSFERS**

### **22. PROMOTIONS**

A/CWO Kelly  
Cpl Hodge

### **23. DECORATIONS**

Nil

### **24. AWARDS**

Nil

### **25. RELEASES**

Nil



26. TRANSFERS/POSTINGS – IN

Nil

27. TRANSFERS – OUT

Nil

28. ATTACHED POSTED – IN

Nil

29. ATTACHED POSTED – OUT

Nil

IN PACE PARATUS

M.J. Delaney  
Lieutenant-Colonel  
Commanding Officer





## THE QUEEN'S OWN RIFLES OF CANADA

### UNIT ROUTINE ORDERS 05/08

14 May 2008

**Lieutenant-Colonel M.J. Delaney, CD**  
**Commanding Officer**

#### **PART I** **CALENDAR OF EVENTS**

1. TRAINING CALENDAR
2. FTUC LEAVE & TASKINGS
3. ROTO/TASKINGS & COURSES
4. EXEMPT DRILL & TRAINING
5. PENDING RELEASE
6. NON-EFFECTIVE STRENGTH

#### **PART II** **DUTIES AND APPOINTMENTS**

7. DUTY PERS MOSS PARK ARMOURY
8. DUTY PERS DALTON ARMOURY
9. SECONDARY DUTIES LIST
10. AUTHORITY TO WEAR THE MAROON BERET

#### **PART III** **CURRENT ITEMS**

11. QOR OF C GATE DUTY SOP
12. PERMANENT ID CARDS
13. NEW INITIATIVES RELATED TO MENTAL HEALTH FITNESS OF THE CANADIAN FORCES
14. CASUALTY REPORTING AND ADMINISTRATION
15. CF POLICY ON THE USE AND POSSESSION OF DRUGS
16. RESPECTING THE 25 FD AMB CENOTAPH
17. DAOD 5031-11 CF FOREIGN LANGUAGES POLICY

#### **PART IV** **GENERAL INTEREST**

18. MEMBERS ASSISTANCE PROGRAM
19. DEADLINE TO COMPLETE THE QOR OF C PARA FITNESS TEST
20. VIA RAIL OFFERS THE CANADIAN FORCES, NATIONAL DEFENCE AND NON-PUBLIC FUND EMPLOYEES FREE TRAVEL IN JULY
21. UK VISA REQUIREMENTS

#### **PART V** **PROMOTIONS - DECORATIONS - RELEASES - TRANSFERS**

22. PROMOTIONS
  23. DECORATIONS
  24. AWARDS
  25. RELEASES
  26. TRANSFERS IN
  27. TRANSFERS OUT
  28. ATTACHED POSTED IN
  29. ATTACHED POSTED OUT
-



## **PART I - CALENDAR OF EVENTS**

### **1. TRAINING CALENDAR:**

14 May 08	QUEEN'S CUP COMPETITION	(MPA)
22-25 May 08	EX BAYONET 08	(MPA)
25 May 08	2881 RCAC Annual Inspection	(Dalton Armoury)
29 May 08	CDS' Presentation to EMS	(CFCSC)
06 Jun 08	Area RSM McGregor Dining Out	(Denison Armoury)
06-08 Jun 08	EX RIDGEWAY ASSAULT	(CFB BORDEN)
07 Jun 08	Unionville Festival Parade (TBC)	(Unionville)
14 Jun 08	25 Fd Amb Change of RSM (band)	(MPA)
14 Jun 08	Highland Creek Festival	(Scarborough)
01 Jul 08	Canada Day Parade	(RCL 258)
27 Jul 08	Belleville Lions Club Concert	(Belleville)
13-16 Aug 08	OP CONNECT – MIL TATTOO	(CNE)
20 Aug 08	OP CONNECT Concert	(CNE)
27 Aug 08	OP CONNECT Concert	(CNE)
03 Sep 08	Leadership Stand To (TBC)	(MPA)
10 Sep 08	Stand To (TBC)	(MPA)
12-14 Sep 08	EX ABLE WARRIOR I	(CFB BORDEN)
20 Sep 08	TPS Games/TATTOO	(Loc TBC)
26-28 Sep 08	EX ABLE WARRIOR I	(CFB BORDEN)

### **2. FTUC LEAVE, TASKINGS, COURSES:**

Capt Haupt	Course O – PLQ	21 May 08 – 27 Jul 08
Capt Whitehead	TF Sudan	25 Sep 07 – 22 May 08
	Leave	23 May 08 – 11 Jun 08
Lt Lee	Leave	15 May 08 – 19 May 08
	TOC	25 May 08 – 08 Jun 08
	DP 1.1 Mod 5	30 Jun 08 – 01 Aug 08
Sgt Burns	PLQ Inf	07 May 08 – 18 Jul 08
Sgt Morin	DP2 IPSW	02 Jun 08 – 27 Jun 08
	Leave	19 Aug 08 – 02 Sep 08
Sgt Murray	France	04 Jun 08 – 12 Jun 08
	RST Instr (DP1) - Meaford	23 Jun 08 – 29 Aug 08
Sgt Van Hamme	RST Instr (SQ) - Meaford	23 Jun 08 – 29 Aug 08
MCpl Abate	AMO Candidate	05 May 08 – 25 Jul 08
	BMO Instr	07 Aug 08 – 18 Aug 08
MCpl Hing	Leave	06 Jun 08 – 08 Jun 08
	RST Instr (DP1) - Meaford	23 Jun 08 – 29 Aug 08
MCpl Thomas	France	04 Jun 08 – 12 Jun 08
	RST Instr (DP1) - Meaford	23 Jun 08 – 29 Aug 08

### **3. ROTO/TASKINGS & COURSES:**

Maj Champion	LFCAHQ J5 PM	1 Apr 04 –
Maj St Denis	CIMIC	1 Sept 07 –
Capt Saugh	Chaplin BMQ	05 May 08 – 30 May 08
Capt Stewart	PSYOPS	1 Sept 07 –
Capt Tremblay	ATOC – CFB Gagetown	25 May 08 – 07 June 08
Lt Potter	ATOC – CFB Gagetown	25 May 08 – 07 June 08
2Lt Newlands	LFCA	1 Sept 07 –
2Lt Stewart	DP1.1 – CFB Gagetown	25 May 08 – 07 June 08
MWO Shannon	CIMIC	1 Sept 07 –
WO Kim	CIMIC	1 Sept 07 –
WO Moody	CIMIC	1 Sept 07 –
Sgt Behan	CFLAWC	1 Sept 07 –
Sgt Paton	CIMIC	1 Sept 07 –
Sgt Thomson	CFB Borden	1 Sept 07 –
MCpl Bridge	32 BSL – BMQ/SQ Co-Op	
MCpl Green	DP3A Candidate	20 May 08 – 12 Jun 08
MCpl Chiu	PSYOPS	1 Sept 07 –
MCpl Debartok	PSYOPS	1 Sept 07 –
MCpl Kurelo	PSYOPS	1 Sept 07 –



MCpl Ragos	CFLAWC	1 Oct 05 –
MCpl Vulakovich	CFLAWC	1 Sept 07 –
Cpl Deganis	PLQ Mod 6 (Inf) Candidate	20 May 08 – 16 Jul 08
Cpl Shepherd	PLQ Mod 6 (Inf) Candidate	20 May 08 – 16 Jul 08
Cpl Baiati	CFLAWC	1 Sept 07 –
Cpl Rahman	CFRC	1 Apr 06 –
Cpl Simpson	NDPAO	1 Apr 05 –
Cpl Benincasa	PSYOPS	1 Sept 07 –
Cpl McGibbon	CIMIC	1 Sept 07 –
Cpl Harrison	CIMIC	1 Sept 07 –
Cpl Chrzan	TF-08	31 Aug 07 –
Cpl Girffiths	TF-08	31 Aug 07 –
Cpl Hinds	TF-08	31 Aug 07 –
Cpl Khazai-Nejad	TF-08	31 Aug 07 –
Cpl Lui	TF-08	31 Aug 07 –
Cpl Villa	TF-08	27 Aug 07 –
Cpl Winnicki	TF-08	3 Jul 07 –
Cpl Windover	TF-08	9 Jan 07 –
Rfn Low	TF-08	10 Jun 07 –
Rfn Hijazi	TF-08	3 Jul 07 –

4. **ED&T:**

Sgt Shikhman	until 14 Jul 08
MCpl Henry	until 04 May 08
Cpl Asner	until 04 May 08
Cpl De Silva	until 20 May 08
Cpl Walter	until 30 Jun 08
Cpl Simpson	until 12 Aug 08
Rfn Obelienius	until 07 May 08
Rfn Zhou	Until 18 July 08
Pte Shoom-Kirsch	until 15 Jun 08

5. **PRL:**

Lt Burton	Cpl Kouprine	Rfn Wilson
Sgt Kent	Cpl Lynch	Pte Chan
Sgt Shaidle	Cpl Sevilano	Pte Cheng
MCpl Koenne	Cpl Ton	Pte Ganin
Cpl Bahsious	Rfn Avtoneev	Pte Lee
Cpl Broadhagen	Rfn Domingo	Pte Oldfield
Cpl Chen	Rfn Henderson	Pte Oey
Cpl Contant	Rfn Hogg	Pte Padrad
Cpl Cook	Rfn Holden	Pte Reinhart
Cpl Frye	Rfn Morawa	Pte Worrall
Cpl Jiminez	Rfn Ott	
Cpl Johanis	Rfn Slade	

6. **NES:**

MCpl Wilson	Pte Matecki	Pte Sharpe
Cpl Choe	Pte Molodtsov	Pte Sherman
Cpl Gilic	Pte Oldfield	Pte Tai
Cpl Snobar	Pte Peterdy	Pte Wu
Rfn Franchi	Pte Ramos	Pte Yoo
Pte Holden	Pte Rahayem	
Pte Mahabir	Pte Scorza	

**PART II - DUTIES AND APPOINTMENTS**

7. **DUTY STAFF MOSS PARK ARMOURY:**

DATE	DUTY OFFICER	DUTY SERGEANT	DUTY MCPL
14 May 2008	Capt Wilmot	WO Parris	MCpl Bridge



<b>21 May 2008</b>	Lt Mantle	Sgt Halcro	MCpl Wolfe
<b>28 May 2008</b>	2Lt Chrzan	Sgt Johnston	MCpl Dias
<b>04 June 2008</b>	Capt Tremblay	Sgt Fabry	MCpl Charlebois
<b>03 Sep 2008</b>	2Lt Newlands	WO O'Halloran	MCpl Green
<b>10 Sep 2008</b>	Capt Kaipio	Sgt Kenny	MCpl Reavie
<b>17 Sep 2008</b>	Capt Moyer	Sgt Behan	MCpl McQuaid
<b>24 Sep 2008</b>	Capt Wilmot	Sgt Wilson	MCpl Kim

### **Routine**

- Tour of Duty:
  - a) 1800 - 2000 FTUC
  - b) 2000 - 2230 60th Coy/Vics Coy
  - c) 2230 - 0000 Duty Staff/2 x Sentry
  - d) 0000 - 0030 Duty Staff
- 60th Coy and Vics Coy are free to adjust these shifts among themselves as long as the entire 2000 – 0030 time pd is covered off. However, in the event of a no-show by any sec staff, OCs will be accountable for their assigned shifts as listed above.
- Report to the BOR at 1915 for a briefing on the gate security procedures and to sign out the security eqpt (keys, radios, log book, flashlight).
- 60<sup>th</sup> Coy and Vics Coy are to provide staff as detailed above.
- Two security staff must be on the gate at all times and must check for ID and log in, all incoming vehs and pers Military personnel must present Military ID to enter the building, civilians a driver's license or other acceptable form of ID. All personnel must have a legitimate reason to enter the building.
- The ID checker can be yourself or someone you assign. You must ensure that the person is properly briefed with regards to their report person, timings, the log book, etc.
- Ensure the log book is available and up to date, and that any special visitors (personnel not regularly there) are logged in and out of the log book.
- At 0000, the DO will inform all messes that the gates will be locked at 0030. At 0030, the Duty Staff will lock the gates and carry out their building checks.
- On Sunday following an exercise, the Duty Staff are responsible for all final lock-ups and bldg checks as per the normal SOPs.
- During mess dinners, the DO is responsible for all final lock-ups and building checks and must ensure that they have the necessary keys.
- After completing the building checks, the DO will ensure that all eqpt and keys are returned through the mail slot in the door of the BOR. Also, the duty log must be filled out and signed at the end of the night prior to turning in the duty book.

### **Availability**

- All 60th Coy personnel MCpl-WO and 2Lt-Capt are eligible for duty.
- Anyone that cannot perform their duty for whatever reason will report to the CSM or OC with their reason and an eligible replacement.
- The end of night responsibility may be handed off to an acceptable person as long as the CSM or OC approves of the change prior to the hand-over.

### **8. DUTY STAFF DALTON ARMOURY:**

<b>DATE</b>	<b>DUTY STAFF</b>
<b>14 May 2008</b>	N/A (MPA)
<b>21 May 2008</b>	Sgt Van Hamme
<b>28 May 2008</b>	Lt Potter
<b>04 June 2008</b>	N/A (MPA)
<b>03 Sep 2008</b>	MCpl Frounze
<b>10 Sep 2008</b>	MCpl Huh
<b>17 Sep 2008</b>	MCpl Griffiths
<b>24 Sep 2008</b>	Cpl Biggs

### **Routine**



- Tour of Duty: 1915-2400
- Report to the CSM or OC once they arrive.
- Ensure that the front door is secure at all times: locked, or unlocked with a person posted to check ID.
- Ensure the rear and side doors are secure at all times.
- Military personnel must present Military ID to enter the building, civilians a driver's license or other acceptable ID. All personnel must have a legitimate reason to enter the building.
- The ID checker can be yourself, someone you assign, or a member of the orderly room staff if available. You must ensure that the person is properly briefed with regards to their report person, timings, the log book, etc.
- Ensure the log book is available and up to date, and that any special visitors (personnel not regularly there) are logged in and out of the log book.
- On Thu evenings 2881 Scarborough Rifles Cadets will be parading at Dalton Armoury. They will be responsible for providing duty pers and ensuring that the duty logbook is filled out and signed.
- On Sunday following an exercise, the Duty Staff are responsible for all final lock-ups and bldg checks as per the normal SOPs.
- Secure the building at the end of the night: ensure all personnel have left, all doors are locked, the CQ and weapons vault is secure, and lights turned off.

### **Availability**

- All Buffs Coy personnel MCpl-WO and 2Lt-Capt are eligible for duty.
- Anyone that cannot perform their duty for whatever reason will report to the CSM or OC with their reason and an eligible replacement.
- The end of night responsibility may be handed off to an acceptable person as long as the CSM or OC approves of the change prior to the hand-over.

## **9. SECONDARY DUTIES LIST:**

<b><u>Personnel</u></b>	
Canadian Forces Liaison Council	
Unit Military Leave Rep	Lt Lee
Employment Support Advisor	CWO Patterson
Unit Welfare Appointments	
Welfare Officer	Capt Saugh
Welfare NCO	MCpl Pampe
Harassment	
Advisor	Sgt Willan
Work Place Representatives (WPRs)	
Awards Committee	
Chair	(CO) - LCol Delaney
Mbr	(DCO) - Maj Champion
Mbr	(Adj) - Capt Hicks
Mbr	(RSM) - CWO Kelly
Mbr	(OC 60th) - Maj Zeidler
Mbr	(OC Buffs) - Maj Banerjee
Mbr	(OC Vics) - Lt Beindorff
Mbr	(DOM) - Capt Arendz
Officer Selection Board	
Chair	(OC 60th) Maj Zeidler
Secy	(Adj) Capt Hicks
Mbr	(OC Para) Capt Harnes
Mbr	Capt Wilmot
<b><u>Personnel Support Programs</u></b>	
NPF Board	
Chair	Capt Hicks
Mbr	Capt Haupt
Mbr	Capt Kaipio
Mbr	2Lt Chrzan
Mess Committee - Officers' Mess	
PMC	Capt Foulds
VPMC	Capt (Ret'd) Sheedy
Treasurer	Capt Hicks
House Manager	Lt Beindorff
Secretary	Lt Mantle
Senior Subaltern	Lt Lee



Mess Committee - Sgts' Mess	
PMC	Sgt Morin
Mess Committee - JR Ranks	
PMC	MCpl Pampe
Mess Committee – Dalton Armoury Mess	
PMC	MCpl Hing
<b>Health and Safety</b>	
General Safety Committee	
Chair	Maj Champion
A Safe O	Capt Hicks
Rad SO	Capt Haupt
Fire Warden	Capt Wilmot
HAZMAT SME	CWO Kelly
WHMIS SME	CWO Kelly
A Rad SO	Sgt Murray
Environmental O	Capt Wilmot
60 <sup>th</sup> Coy Rep	MWO Kelly
Bufs Coy Rep	Lt Lee
Vics Coy Rep	Sgt Murray
Drug Education Coordinator	
OPI	Capt Kaipio
<b>Environment</b>	
Environmental Officer	
OPI	Capt Wilmot
<b>Material</b>	
Audit Board	
Chair	Capt Hicks
Mbr	Capt Kaipio
Mbr	Appointed as required
ISSO	
Holder	Maj Champion
<b>Comms</b>	
Comms	
Sigs NCO	Sgt Fabry
Sigs NCO	MCpl Green
<b>Public Affairs</b>	
Public Affairs	
UIO	2Lt Newlands
A/UIO	TBD
Photographers	Ad hoc
<b>Historical Matters</b>	
Historical Matters	
History Officer	CWO Patterson
History Officer	Capt Wilmot
<b>Range Safety Officers</b>	
Range Safety Officers	
Maj Banerjee	WO O'Halloran
Maj Champion	WO Parris
Maj St Denis	WO Thorn
Maj Zeidler	Sgt Behan
Capt A Harmes	Sgt Burns
Capt D Harmes	Sgt Currie
Capt Haupt	Sgt Fabry
Capt Wilmot	Sgt Halcro
Lt Lee	Sgt Johnston
Lt Mantle	Sgt Kohler
Lt Potter	Sgt Morin
A/CWO Kelly	Sgt Murray
MWO Shannon	Sgt Paton
WO Kim	Sgt Shikhman
WO Martin	Sgt Thomson
WO Moody	Sgt Wilson
<b>Security</b>	
Security Board	
Security Officer	Maj Champion
Security NCO	Sgt Willan
Wpns Security NCO	Sgt Murray
<b>Administrative Control</b>	
Admin Stds	
OPI	Capt Arendz



<b>Other</b>	
OIC Scarborough Armoury	Maj Banerjee
Cadet LO	Lt Potter
Central Region Cadet Program: Band O for 707 Cadet Sqn	Capt Arendz
Unit Ethics Officer	Lt Potter

## 10. **AUTHORITY TO WEAR THE MAROON BERET**

The following pers are authorized to wear the Maroon Beret:

Cpl Abate	MCpl Hing	WO O'Halloran
MCpl Atkins	MCpl Huh	Rfn Ortega
MCpl Behan	Rfn Humphrey	Cpl Overholt
Cpl Biggs	Sgt Johnston	Lt Pannell
Cpl Bollers	Cpl Johnston	WO Parris
Rfn Bremner	Cpl Kim, I	Cpl Polbedetto
MCpl Bridge	Cpl Kim, S	Lt Potter
Rfn Brooks	Cpl Kiss	MCpl Reavie
Sgt Burns	Sgt Kohler	MCpl Shikhman
Cpl Carrier	Rfn Koop	MCpl Silva
Cpl Coelho	Rfn Lachaine	Cpl Stalteri
Cpl Conacher	Cpl Leader	2Lt Stewart
Cpl Chang	Lt Lee	Cpl Thomas
MCpl Charlebois	Cpl Lim	WO Thorn
MCpl Dias	Cpl Mackinnon	Rfn Webster
Sgt Fabry	Cpl Malik	Cpl Williamson
MCpl Frounze	Lt Mantle	Sgt Wilson
Rfn Gee	Rfn Miaolo	MCpl Wolfe
Cpl Griffiths	Cpl Mills	Cpl Wood
Rfn Gunn	Cpl Milrod	Rfn Wright
Sgt Halcro	Cpl Mitchell	Maj Zeidler
Capt Harmes, A.	Sgt Morin	

If your name is not on this list, contact Sgt Burns.

## **PART III - CURRENT ITEMS**

### 11. **QOR OF C GATE DUTY SOP**

#### General:

We are responsible for the safety and security of our soldiers at all times while they are on duty. While in the past there have been few threats to our soldiers at the armouries the threat level at this time and due diligence force us to be more vigilant than we have been in the past. The Queen's Own Rifles as part of 32 CBG will increase the security at both of its armouries with the implementation of Gate Guards (GGs).

#### Aim:

The Queen's Own Rifles will increase security at Moss Park Armouries while the soldiers attend Wednesday night training periods.

#### Responsibilities:

- The DSM will be responsible for the implementation and ongoing continuance of gate duties and to ensure all soldiers are briefed before the duty;
- CSMs and Ops WO will be responsible to the DSM to provide appropriate pers (at least one senior Cpl or higher and one other per shift) on time on a regular basis. In the case of Coys trading off duties to accommodate training the DSM must be informed ahead of time; and

RQMS is responsible to ensure equipment is available and serviceable.

#### Hours:

- Security will start at 1915hrs and continue until the duty staff have cleared all pers from the armoury at 0030hrs every training night;
- Class 'A' soldiers specifically brought in for the duty will man the front gate at MPA from 1800hrs to 2000hrs (this will give the Coys time to complete first pde and assign GGs), and from 2230hrs to 0000hrs under direction of the Ops WO;



- GGs from 60th and Vics will report to the CQCI at 1950hrs at the gate for briefing and handover;
- 60th will be responsible for the duty all nights except the first Wednesday of each month which Vics will be responsible for; and

If the pers on duty are to change during a shift the replacements must be briefed at 1950hrs by the CQCI as well.

#### Duties:

- There will be two pers on the gate at all times;
- The gate guard will be properly dressed at all times (including environmental clothing) and will wear fluorescents vests;
- They will be in comms with the BOR and duty Officer who will monitor their radios at all times, and conduct a radio check every half hour;
- They will check the mil ID of all pers coming into the armoury;
- They will record the license plate numbers of all vehicles entering the parking lot;
- They will ensure no cars park in front of the gate in the fire lanes; and
- For pers without mil ID the following will occur:
  - All civilians members of the band, mess and kit shop staff will be in possession of an ID card issued by the BOR;
  - For recruiting applicants a nominal role will be issued by the recruiting NCO to the GG and for unannounced applicants the recruiting NCO will be paged to escort them in;
  - For unit members that are recognized, picture ID will be shown and the name will be recorded, for follow up by appropriate CSM; or
  - For unit members that are not recognized the PI 2IC or CSM must be paged to vouch for member.

#### Emergencies:

- In the event of an emergency the Duty Officer will immediately be paged;
- Staff will close and lock gate and be prepared to open as required; and
- Under no circumstances are the GG to touch, push, or physically detain unwanted trespassers, if despite being told in a firm, clear voice that they are trespassing the individuals persist the duty officer must be called and the trespassers must be followed.

#### Equipment:

- 3 X family radios and 2 spares;
- 2 X Fluorescent marker vests;
- 1 X lighting kit, (to illuminate check point); and
- 1 X clipboard.

## **12. PERMANENT ID CARDS**

All Sr NCOs and Officers, and those Jr NCMs with specific requirements, will ensure they have up to date permanent ID cards. The process begins with forms available in the BOR that will be completed and passed to the DCO or Adjt for signature. Each soldier must then make their own appointment with the MP section at ASU Toronto 416-633-6200 x3812. On the appointment day the soldier must make their own way to Denison Armoury and take a DEU jacket, shirt and tie for a photo ID.

## **13. NEW INITIATIVES RELATED TO MENTAL HEALTH FITNESS OF THE CANADIAN FORCES**

CANFORGEN 093/08 CDS 011/08 121629Z MAY 08  
 NEW INITIATIVES RELATED TO MENTAL HEALTH FITNESS OF THE CANADIAN FORCES  
 UNCLASSIFIED

1. THE LEADERSHIP OF THE CF FULLY UNDERSTANDS AND APPRECIATES THAT THE MENTAL HEALTH OF MEN AND WOMEN IN UNIFORM - LIKE THEIR PHYSICAL HEALTH - IS A VITAL ISSUE AND MUST BE MANAGED IN A WAY THAT RESPONDS TO THE UNIQUE OPERATIONAL ENVIRONMENT OF THE CF. ALTHOUGH MENTAL HEALTH ISSUES IN GENERAL ARE AN ONGOING CONCERN FOR THE CF, OPERATIONAL STRESS INJURIES (OSI) ARE A SPECIFIC CONCERN WITHIN THE MENTAL HEALTH SPECTRUM. OSI ARE BROADLY DEFINED AS ANY



PERSISTENT PSYCHOLOGICAL DIFFICULTIES RESULTING FROM OPERATIONAL DUTIES PERFORMED BY CF PERSONNEL IN CANADA OR ABROAD

2. IT SHOULD BE NOTED THAT OSI DEVELOP WITHIN THE CF POPULATION IN THE SAME WAY THEY DO IN THE CIVILIAN FIRST RESPONDER COMMUNITIES OF POLICE, FIREFIGHTERS AND EMERGENCY RESPONSE WORKERS. HOWEVER, CF PERSONNEL EXPERIENCE IS COMPLICATED BY FACTORS THAT DO NOT ALWAYS APPLY IN A NON-MILITARY ENVIRONMENT. THESE FACTORS INCLUDE ISOLATION FROM HOME, UNFAMILIAR CULTURES, EXTREME CLIMATES, AND, IN MANY CASES, THE INABILITY TO LEAVE THE LOCATION/ SOURCE OF THE STRESS

3. FOLLOWING OVER A DECADE OF HIGH INTENSITY OPERATIONS, AND HAVING LEARNED A GREAT DEAL ABOUT HOW OSI AFFECT MEN AND WOMEN IN UNIFORM, THE LEADERSHIP OF THE CF HAS COME TO REALIZE THAT WHILE MEDICAL TREATMENT IS AN IMPORTANT FACTOR IN HELPING INJURED PERSONNEL RECOVER FROM OSI, HOW OSI SUFFERERS ARE SUPPORTED BY THEIR FAMILY, PEERS, LEADERSHIP AND THE CF AS A WHOLE IS EQUALLY AS IMPORTANT TO THEIR RECOVERY AND REINTEGRATION INTO THE WORKPLACE. ACCORDINGLY, WHILE CLINICAL CAPACITY CONTINUES TO DEVELOP, A FOCUS WILL ALSO BE PLACED ON NON-CLINICAL POLICIES, PROGRAMS AND SERVICES

4. TO THIS END THE FOLLOWING DECISIVE STEPS ARE BEING INTRODUCED TO SUPPORT CF MENTAL HEALTH SERVICES:

- A. DEVELOPMENT OF A DND / VETERANS AFFAIRS CANADA (VAC) ARMS LENGTH MENTAL HEALTH SERVICES ADVISORY COMMITTEE (MHSAC). THIS COMMITTEE WILL REPORT DIRECTLY TO CMP AND TO HIS VAC COUNTERPART ON ALL ASPECTS OF MENTAL HEALTH WITH A FOCUS ON OSI, INCLUDING CLINICAL AND NON-CLINICAL MATTERS. THIS COMMITTEE WILL BE CHAIRED BY COL (RETIRED) DON ETHELL, WHO HAS BEEN A CHAMPION FOR THOSE SUFFERING FROM OSI FOR MANY YEARS. COL (RETIRED) ETHELL WILL BE SUPPORTED BY A GROUP OF EXPERTS IN THE FIELD OF MENTAL HEALTH FROM DND, VAC AND EXTERNAL SOURCES. HE WILL BEGIN HIS WORK IN THE NEXT FEW WEEKS,
- B. RE-ESTABLISHMENT OF THE CF OSI STEERING COMMITTEE. THIS COMMITTEE WILL BRING TOGETHER THE SENIOR CF LEADERSHIP TO DISCUSS INNOVATIVE CONCEPTS TO DEAL WITH OSI,
- C. INCREASING FUNDING TO THE OPERATIONAL STRESS INJURY SOCIAL SUPPORT PROGRAM. THIS HIGHLY SUCCESSFUL DND / VAC PARTNERSHIP, LAUNCHED IN 2001, DELIVERS PEER SUPPORT TO CF PERSONNEL, VETERANS AND THEIR FAMILIES AFFECTED BY OSI, AND ASSISTS THOSE WHO HAVE SUFFERED THE LOSS OF A LOVED ONE THROUGH A BEREAVEMENT SUPPORT PROGRAM, AND
- D. NAMING A SPECIAL ADVISOR TO CMP ON OSI WHO WILL OVERSEE THE MANAGEMENT OF NON-CLINICAL MATTERS RELATED TO OSI, INCLUDING THE CREATION OF AN EDUCATION CAMPAIGN TO RAISE AWARENESS OF OSI. THIS INITIATIVE WILL PROVIDE TANGIBLE TOOLS TO ASSIST THE LEADERSHIP AT ALL LEVELS WHO DEAL WITH INJURED PERSONNEL. THE SPECIAL ADVISOR TO CMP ON OSI WILL BE LCOL STEPHANE GRENIER

5. LCOL GRENIER HAS BEEN A STRONG ADVOCATE ON BEHALF OF THOSE SUFFERING FROM OSI FOR THE PAST SEVEN YEARS. IN 2001, HE CREATED THE OPERATIONAL STRESS INJURY SOCIAL SUPPORT PROGRAM. LCOL GRENIER HAS BEEN APPOINTED AS A MEMBER OF THE CANADIAN MENTAL HEALTH COMMISSION (MENTAL HEALTH IN THE WORKPLACE SUB-COMMITTEE), A NON-PROFIT ORGANIZATION CREATED TO FOCUS NATIONAL ATTENTION ON MENTAL HEALTH ISSUES. HIS FIRST TASK WILL BE TO ENHANCE THE MENTAL HEALTH EDUCATION AWARENESS PROGRAM TO ELIMINATE THE STIGMA OFTEN ASSOCIATED WITH THOSE SUFFERING FROM OSI

6. WHILE THE CF LEADERSHIP RECOGNIZES THAT WORK REMAINS TO IMPROVE OSI MANAGEMENT AND THE DELIVERY OF MENTAL HEALTH SERVICES, IT ALSO REALIZES THAT A MAJORITY OF THE MEN AND WOMEN IN THE CF TODAY HAVE A GOOD UNDERSTANDING OF THESE ISSUES, AND THAT MANY OF YOU HAVE SUCCESSFULLY SUPPORTED INJURED PERSONNEL. WITH THE INTRODUCTION OF THESE NEW MEASURES, I AM CONFIDENT THAT TOGETHER WE WILL CONTINUE TO BUILD A STRONGER, MORE RESPONSIVE



CAPABILITY TO ASSIST AND SUPPORT THE MEN AND WOMEN IN UNIFORM,  
VETERANS AND THEIR FAMILIES AS THEY DEAL WITH MENTAL HEALTH ISSUES  
7. SIGNED BY GEN R.J. HILLIER, CDS

#### **14. CASUALTY REPORTING AND ADMINISTRATION**

CANFORGEN 033/08 CMP 014/08 081827Z FEB 08  
CASUALTY REPORTING AND ADMINISTRATION  
UNCLASSIFIED

REFS: A. CFAO 24-1 CASUALTIES - REPORTING AND ADMINISTRATION  
B. DAOD 5018-0 INJURED MEMBERS AND MILITARY CASUALTIES  
C. CANFORGEN 116/06 CMP 053 121929Z JUL 06 CASUALTY REPORTING

1. REPORTING OF CASUALTIES ACROSS THE CF HAS, AT TIMES, NOT BEEN COMPLETED AS REQUIRED. THE AIM OF THIS CANFORGEN IS TO REMIND ALL THOSE RESPONSIBLE OF THE REQUIREMENTS FOR THE REPORTING OF CASUALTIES.
2. A MILITARY CASUALTY IS DEFINED AS A CF MEMBER WHO IS SERIOUSLY ILL OR INJURED, VERY SERIOUSLY ILL OR INJURED, MISSING, DIES OR IS KILLED. AS NOTED AT REF B, ALL CIRCUMSTANCES RESULTING IN A MILITARY CASUALTY, WHETHER ON OR OFF DUTY, MUST BE APPROPRIATELY REPORTED AND DOCUMENTED BY MEANS OF A CASUALTY REPORT (CASREP). THIS INCLUDES REPORTING PRIMARY RESERVE CASUALTIES.
3. INITIAL CASUALTY REPORTING WHEN A MEMBER DIES, OR IS KILLED IS GENERALLY COMPLETED IN A TIMELY MANNER, HOWEVER THE FOLLOWING CIRCUMSTANCES ARE RARELY REPORTED
  - A. A MEMBER SERIOUSLY OR VERY SERIOUSLY ILL AS A RESULT OF A TERMINAL ILLNESS
  - B. A MEMBER HAS SUFFERED A SERIOUS OR VERY SERIOUS INJURY WHILE ON OR OFF DUTY
  - C. A MEMBER S STATUS HAS IMPROVED OR DEGRADED FROM SERIOUSLY ILL TO VERY SERIOUSLY ILL, AND
  - D. A MEMBER HAS BEEN MOVED FROM ONE MEDICAL FACILITY TO A DIFFERENT LOCATION.
4. THE MAIN PURPOSE OF REPORTING IS TO ENSURE THAT ALL CF PERSONNEL ARE AWARE OF THE OCCURRENCE IN ORDER THAT APPROPRIATE ACTION MAY BE INITIATED BY THE CHAIN OF COMMAND AND THAT PERSONNEL AND/OR SURVIVORS RECEIVE BENEFITS TO WHICH THEY ARE ENTITLED
5. IN ADDITION TO INITIAL REPORTING, PARA 14 OF REF B REQUIRES SUBSEQUENT REPORTS TO UPDATE THE STATUS OF CASUALTIES. IT IS IMPERATIVE THAT DCSA AND OTHERS BE INFORMED OF ANY CHANGE IN THE STATUS OF A CASUALTY. IN THIS REGARD, CF FORMATIONS AND UNITS MUST UPDATE THE STATUS OF CASUALTIES TO ALL RECIPIENTS OF THE INITIAL CASREP
6. DCSA HAS DEVELOPED A CASUALTY ADMINISTRATION MANUAL THAT CONTAINS THE LATEST INFO AND REPORTING REQUIREMENTS. THE MANUAL MAY BE VIEWED AT AND DOWNLOADED FROM THE CENTRE S WEBSITE AT: [HTTP://HR3.OTTAWA-HULL.MIL.CA/CENTRE/PDF/CA\(UNDERScore\)MANUAL\(UNDERScore\)JULY07\(UNDERScore\)E.PDF](http://hr3.ottawa-hull.mil.ca/centre/pdf/ca(underscore)manual(underscore)july07(underscore)e.pdf)
7. THIS MESSAGE SUPERCEDES REF C WHICH WILL BE CANCELLED
8. SIGNED BY MGEN W. SEMIANIW, CMP

#### **15. CF POLICY ON THE USE AND POSSESSION OF DRUGS**

References: A. QR&O Chapter 20  
B. National Defence Act s.129  
C. Controlled Drugs and Substances Act

1. The possession and use of drugs by military personnel is prohibited by law under the Controlled Drugs and Substances Act as well as through the operation of the National Defence Act and the Canadian Forces Drug Control Program as found in Chapter 20 of the Queen's Regulations and Orders.
2. For the purpose of this standing order, "drug" means:



- a. a controlled substance as defined in the Controlled Drugs and Substances Act (Statutes of Canada, 1996, Chapter 19); or
  - b. any other substance, except for alcohol, the use of which can impair normal psychological or physical functioning and the use of which has been prohibited by the Chief of the Defence Staff.
3. Canadian Forces personnel can be called upon at any time to perform dangerous duties, often while armed. The possession and use of illicit drugs affects the operational readiness and effectiveness, safety, security and health of drug users, as well as those with whom they work and live.

#### **16. RESPECTING THE 25 FD AMB CENOTAPH**

All, please be advised that soldiers are not to put their kit underneath the 25 Fd Amb cenotaph.

#### **17. DAOD 5031-11 CF FOREIGN LANGUAGES POLICY**

CANFORGEN 090/08 CMP 035/08 301826Z APR 08  
DAOD 5031-11 CF FOREIGN LANGUAGES POLICY  
UNCLASSIFIED

REFS: A. DAOD 5031-11 - FOREIGN LANGUAGES  
B. CFAO 9-61, FOREIGN LANGUAGES - INSTRUCTION, TESTING AND QUALIFICATIONS

1. THE PURPOSE OF THIS CANFORGEN IS TO ANNOUNCE THE APPROVAL OF REFERENCE A, WHICH SUPERCEDES REFERENCE B, AND CONFIRM THE ACTION REQUIRED IN RESPONSE TO THE SUBJECT POLICY. REFERENCE A IS PROMULGATED TO SUPPORT THE INCREASED REQUIREMENT FOR FOREIGN LANGUAGES ABILITY OF CF PERSONNEL IN INTERNATIONAL OPERATIONS AND IT IS LOCATED AT THE FOL SITE:

[HTTP://ADMFINCS.MIL.CA/ADMFINCS/SUBJECTS/DAOD/5031/11  
\(UNDERSCORE\)E.ASP](http://admfincs.mil.ca/admfincs/subjects/daod/5031/11/(underscore)e.asp)

2. THE AIM OF REFERENCE A IS TO PROVIDE STANDARDIZED POLICY FOR FOREIGN LANGUAGES TRAINING, TESTING, AND RECORDING OF FOREIGN LANGUAGE ABILITY LEVELS. A COMPLETE AND CURRENT RECORD OF ALL FOREIGN LANGUAGES ABILITY LEVELS OF CF PERSONNEL IS OF VITAL IMPORTANCE TO CURRENT AND FUTURE CF OPERATIONS. AS DESCRIBED AT REFERENCE A, THE RESPONSIBILITY FOR IDENTIFYING AND RECORDING THIS DATA WILL NOW BE SHARED BY ALL CONCERNED, FROM THE RECRUITING CENTRES, TO COMMANDING OFFICERS, AND INCLUDING ALL CF PERSONNEL. THE RESPONSIBILITY TABLE IN DAOD 5031-11 IDENTIFIES RESPONSIBILITIES FOR FOREIGN LANGUAGES ADMINISTRATION AND TRAINING.

3. ALL PERSONNEL WITH FOREIGN LANGUAGES ABILITY ARE ENCOURAGED TO REVIEW DAOD 5031-11, AND ENSURE THAT THEIR FOREIGN LANGUAGES COMPETANCIES ARE ACCURATELY IDENTIFIED AND RECORDED.

4. QUESTIONS SHOULD BE DIRECTED TO MS JULIE DUBEAU, FOREIGN LANGUAGES NATIONAL STANDARDS OFFICER, CANADIAN DEFENCE ACADEMY, [DUBEAU.JJ AT FORCES.GC.CA](mailto:DUBEAU.JJ@FORCES.GC.CA), 613-996-2526.

5. SIGNED BY MGEN W. SEMIANIW, CMP.

#### **PART IV – GENERAL INTEREST**

#### **18. MEMBERS ASSISTANCE PROGRAM**

The Member Assistance Program is a voluntary and confidential service, initiated by the Canadian Forces (CF) to help members (Regular Force, all Reserve Class Members, Cadets) and family members who have personal concerns that affect their personal well-being and/or work performance. These types of personal concerns can include but are not limited to: marital and family, interpersonal relations, personal and emotional, stress and burn-out, work-related (including harassment and sexual assault) and alcohol, drugs/prescription drugs. The phone number for this service is 1-800-268-7708 and is open 24 hours a day, 365 days a year.



**19. DEADLINE TO COMPLETE THE QOR OF C PARA FITNESS TEST**

The deadline to complete your fitness test for any member wishing to go on the BPara course is **two Wednesday's prior to the course**. To be clear no testing will be conducted a week prior to the course.

**20. VIA RAIL OFFERS THE CANADIAN FORCES, NATIONAL DEFENCE AND NON-PUBLIC FUND EMPLOYEES FREE TRAVEL IN JULY**

CANFORGEN 068/08 CMP 029/08 071742Z APR 08  
VIA RAIL OFFERS THE CANADIAN FORCES, NATIONAL DEFENCE AND NON-PUBLIC FUND EMPLOYEES FREE TRAVEL IN JULY  
UNCLASSIFIED

1. IN CONJUNCTION WITH THE CANEX DISCOUNT PROGRAM VIA RAIL CANADA IS OFFERING TO CANADA S CURRENT AND FORMER CANADIAN FORCES PERSONNEL, NATIONAL DEFENCE AND NON-PUBLIC FUND EMPLOYEES FREE TRAVEL IN COMFORT CLASS ANYWHERE ON VIAS NETWORK IN CANADA DURING THE MONTH OF JULY
2. QUALIFYING PASSENGERS MAY ALSO BOOK UP TO FIVE IMMEDIATE FAMILY MEMBERS ON THE SAME TRIP AND SAVE 50 PERCENT ON THEIR TICKETS AS WELL.
3. IN ADDITION TO THE FREE TRAVEL IN JULY SPECIAL, VIA RAIL OFFERS PERSONAL TRAVEL DISCOUNTS ALL YEAR LONG. AS RATES VARY FROM MONTH TO MONTH, VISIT [WWW.CANEXDISCOUNTS.CA](http://WWW.CANEXDISCOUNTS.CA) REGULARLY FOR THE LATEST DISCOUNTS AVAILABLE AND FOR ADDITIONAL INFORMATION ON THE SPECIAL TRAVEL PROGRAM FROM VIA RAIL
4. QUALIFYING PASSENGERS ARE REQUIRED TO PICK UP TICKETS AT A VIA RAIL TICKET COUNTER WITH ONE OF THE FOLLOWING VALID IDENTIFICATION CARDS: DND PHOTO ID, DEPENDANT ID, VETERAN AFFAIRS ID CARD, OR CANEX CLUB XTRA CARD. CANEX CLUB XTRA CARDS CAN BE OBTAINED BY VISITING YOUR LOCAL CANEX STORE OR BY GOING ONLINE AT [WWW.CFPESA.COM](http://WWW.CFPESA.COM) AND CLICKING THE CLUB XTRA ICON.
5. VIA RAIL IS ONE OF MANY ORGANIZATIONS OFFERING DISCOUNTS THROUGH THE CANEX DISCOUNT PROGRAM. THE DISCOUNT PROGRAM GIVES AUTHORIZED PATRONS ACCESS TO A WIDE RANGE OF COMMERCIAL GOODS AND SERVICES THAT SATISFY THE NEEDS OF THE CANADIAN FORCES COMMUNITY. FOR MORE INFORMATION ABOUT THE VIA RAIL FREE TRAVEL IN JULY OFFER AND OTHER SPECIAL DISCOUNTS VISIT [WWW.CANEXDISCOUNTS.CA](http://WWW.CANEXDISCOUNTS.CA) AND CLICK ON THE LIMITED TIME SPECIAL OFFER BAR AT THE TOP OF EVERY PAGE.
6. SIGNED BY MGEN W. SEMIANIW CMP

**21. UK VISA REQUIREMENTS**

CANFORGEN 070/08 SVC CELL 024 181309Z APR 08  
UK VISA REQUIREMENTS  
UNCLASSIFIED

1. AS OF 29 NOVEMBER 2007 THE UK HAS INTRODUCED A BIOMETRIC REQUIREMENT FOR ALL VISA APPLICANTS. FROM THAT DATE, ALL VISA APPLICANTS IN CANADA MUST ATTEND ONE OF THE NEWLY ESTABLISHED VISA APPLICATION CENTRES TO HAVE THEIR FINGER PRINT SCANS AND DIGITAL PHOTOGRAPHS RECORDED
2. MEMBERS OF COMMONWEALTH AND NATO ARMED FORCES POSTED FOR SERVICE IN THE UNITED KINGDOM OR ATTENDING COURSES EITHER AT A MILITARY ESTABLISHMENT OR WITH A UK FIRM ARE EXEMPT FROM BIOMETRICS. BUT THEY SHOULD APPLY FOR AN EXEMPT VIGNETTE VALID FOR THE DURATION OF THE TRAINING OR POSTING. INSTRUCTIONS BELOW
3. CF MEMBERS DEPENDANTS ARE ALSO EXEMPT BUT MUST STILL HAVE A DEPENDANT VISA. INSTRUCTIONS BELOW
4. WORLDBRIDGE, A COMMERCIAL PARTNER FOR THE BRITISH HIGH COMMISSION, OFFERS INFORMATION SERVICES. APPLICANTS CAN GATHER INFORMATION AND GUIDANCE FROM [WWW.VISAINFOSERVICES.COM](http://WWW.VISAINFOSERVICES.COM) OR CONTACT THE WORLDBRIDGE CALL CENTRE AT THE NUMBER PROVIDED ON LINE
5. THE APPLICATION PROCESS IS AS FOLLOWS:



- A. APPLY AND PAY (DEPENDANTS ONLY) THE 431.00 DOLLAR FEE ONLINE AT [WWW.VISA4UK.FCO.GOV.UK](http://WWW.VISA4UK.FCO.GOV.UK) (FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE)
  - B. SELECT THE FOLLOWING FROM THE PULLDOWN MENUS, PURPOSE OF VISIT, SELECT EXEMPT/OTHERS
  - C. TYPE OF VISIT, SELECT, MEMBER OF VISITING FORCES (MVF) FOR MILITARY MEMBERS OR DEPENDANT OF MVF FOR DEPENDANTS
  - D. ENSURE YOU PAY THE ADDITIONAL 15.00 DOLLAR FEE TO HAVE YOUR PASSPORT RETURNED VIA PRIORITY COURIER AT THE END OF THE PROCESS
  - E. PRINT AND SIGN A HARD COPY OF YOUR ONLINE APPLICATION, AND
  - F. IAW 9.4.08 OF CFIRP 2008, ALL COSTS ASSOCIATED WITH THE PROCUREMENT OF THE VISA ARE REIMBURSABLE AS A CORE BENEFIT
6. ENSURE THAT YOU SEND THE FOLLOWING TO THE BRITISH HIGH COMMISSION IN OTTAWA:
- A. VALID PASSPORT WITH AT LEAST ONE BLANK PAGE
  - B. YOUR SIGNED PRINT OUT COPY OF THE ONLINE APPLICATION FORM
  - C. ONE PASSPORT PHOTO
  - D. YOUR ONLINE PAYMENT RECEIPT
  - E. NON-CANADIAN CITIZENS WILL NEED TO PROVIDE EVIDENCE OF THEIR CANADIAN IMMIGRATION STATUS, AND
  - F. SUPPORTING DOCUMENTS (REFER TO CHECKLIST PROVIDED BY CFSU E DAWS HILL)
7. MAIL YOUR APPLICATION TO THE FOLLOWING ADDRESS IMMIGRATION SECTION BRITISH HIGH COMMISSION 80 ELGIN STREET OTTAWA, ON, K1P 5K7
8. A VISA OFFICER WILL MAKE A DECISION ON YOUR APPLICATION WHETHER OR NOT YOU QUALIFY BASED ON THE DOCUMENTS YOU HAVE PROVIDED. THE OTTAWA VISA SECTION WILL PROCESS STRAIGHT FORWARD APPLICATIONS WITHIN 5 WORKING DAYS. MORE COMPLEX CASES MAY TAKE UP TO 15 WORKING DAYS. IF YOU HAVE PAID THE 15.00 DOLLAR FEE, YOUR PASSPORT WILL BE RETURNED TO YOU VIA PRIORITY COURIER
9. CFSU (E) DET DAWS HILL, UK, PHONE 011 44 1895 613026 OR 3027, FAX 011 44 1895 613046, CAN ADDRESS ANY QUESTIONS OR CONCERNS AND WILL PROVIDE AN IN-DEPTH POWER POINT PRESENTATION TO ALL PERSONNEL WHO ARE SUCCESSFULLY SCREENED FOR A POSTING TO THE UK

## **PART V - PROMOTIONS - DECORATIONS - RELEASES - TRANSFERS**

### **22. PROMOTIONS**

Sgt Behan  
 MCpl Abate  
 MCpl Griffiths  
 MCpl Kim, S  
 MCpl Kiss  
 MCpl McQuaid  
 MCpl Thomas

### **23. DECORATIONS**

Nil

### **24. AWARDS**

Nil

### **25. RELEASES**

Nil

### **26. TRANSFERS/POSTINGS – IN**

Nil



27. **TRANSFERS – OUT**

Nil

28. **ATTACHED POSTED – IN**

Nil

29. **ATTACHED POSTED – OUT**

Nil

IN PACE PARATUS

M.J. Delaney  
Lieutenant-Colonel  
Commanding Officer





# THE QUEEN'S OWN RIFLES OF CANADA

## UNIT ROUTINE ORDERS 06/08

17 June 2008

**Lieutenant-Colonel M.J. Delaney, CD**  
**Commanding Officer**

### **PART I** **CALENDAR OF EVENTS**

1. TRAINING CALENDAR
2. FTUC LEAVE & TASKINGS
3. ROTO/TASKINGS & COURSES
4. EXEMPT DRILL & TRAINING
5. PENDING RELEASE
6. NON-EFFECTIVE STRENGTH

### **PART II** **DUTIES AND APPOINTMENTS**

7. DUTY PERS MOSS PARK ARMOURY
8. DUTY PERS DALTON ARMOURY
9. SECONDARY DUTIES LIST
10. AUTHORITY TO WEAR THE MAROON BERET

### **PART III** **CURRENT ITEMS**

11. QOR OF C GATE DUTY SOP
12. FAMILY SUPPORT GROUP (FSG)
13. AUTHORITY TO DISPATCH AND ISSUE VEHICLES
14. IMPLEMENTATION OF RESERVE FORCE PENSION PLAN ADMIN PROCESS
15. CLOSE PROTECTION (CP) RECRUITING CAMPAIGN
16. PERMANENT ID CARDS
17. NEW INITIATIVES RELATED TO MENTAL HEALTH FITNESS OF THE CANADIAN FORCES
18. DAOD 5031-11 CF FOREIGN LANGUAGES POLICY

### **PART IV** **GENERAL INTEREST**

19. MEMBERS ASSISTANCE PROGRAM
20. DEADLINE TO COMPLETE THE QOR OF C PARA FITNESS TEST
21. VIA RAIL OFFERS THE CANADIAN FORCES, NATIONAL DEFENCE AND NON-PUBLIC FUND EMPLOYEES FREE TRAVEL IN JULY

### **PART V** **PROMOTIONS - DECORATIONS - RELEASES - TRANSFERS**

22. PROMOTIONS
23. DECORATIONS
24. AWARDS
25. RELEASES
26. TRANSFERS IN
27. TRANSFERS OUT
28. ATTACHED POSTED IN
29. ATTACHED POSTED OUT



## **PART I - CALENDAR OF EVENTS**

### **1. TRAINING CALENDAR:**

01 Jul 08	Canada Day Parade	(RCL 258)
19-20 Jul 08	Ex High Routine	(TBC)
27 Jul 08	Belleville Lions Club Concert	(Belleville)
13-16 Aug 08	OP CONNECT – MIL TATTOO	(CNE)
15-31 Aug 08	Op Connection	(CNE)
20 Aug 08	OP CONNECT Concert	(CNE)
27 Aug 08	OP CONNECT Concert	(CNE)
27 Aug 08	Leadership Stand To	(MPA)
03 Sep 08	Stand To	(MPA)
12-14 Sep 08	EX ABLE WARRIOR I	(CFB BORDEN)
20 Sep 08	TPS Games/TATTOO	(Loc TBC)
26-28 Sep 08	EX ABLE WARRIOR I	(CFB BORDEN)
28 Sep 08	Change of Command Parade	(MPA)
17-19 Oct 08	EX AGGRESSIVE VIPER 1	(Loc TBC)
09 Nov 08	Remembrance Day Parade	(MPA – St Paul's)
21-23 Nov 08	EX TRILLIUM RESPONSE	(Loc TBC)
05-08 Dec 08	LTAT	(CFB Trenton)
10 Dec 08	Men's Christmas Dinner	(MPA)
13-14 Dec 08	EX HIGH DESCENT	(para TBC)
10 Jan 09	EX GUIDING LIGHT	(Loc TBC)
23-25 Jan 09	EX CELTIC FROST II	(Loc TBC)
13-15 Feb 09	EX ICED EARTH II	(Loc TBC)
21-22 Feb 08	EX QUEEN'S APPROVAL	(para TBC)
13-15 Mar 09	EX AGGRESSIVE VIPER II	(Loc TBC)
20-22 Mar 09	EX HOLY DIVER	(CFB Trenton)
24-26 Apr 09	EX IRON TALON I	(Loc TBC)
01-03 May 09	EX IRON TALON II	(Loc TBC)

### **2. FTUC LEAVE, TASKINGS, COURSES:**

Capt Haupt	PLQ Instructor - Meaford	21 May 08 – 27 Jul 08
Lt Lee	DP 1.1 Mod 5 - Gagetown	30 Jun 08 – 01 Aug 08
Sgt Burns	PLQ Instructor - Petawawa	07 May 08 – 18 Jul 08
Sgt Morin	Korea Honour Guard - ROK	06 Jul 08 – 16 Jul 08
	Leave	19 Aug 08 – 02 Sep 08
Sgt Murray	RST Instr (DP1) - Meaford	23 Jun 08 – 29 Aug 08
Sgt Van Hamme	RST Instr (SQ) - Meaford	23 Jun 08 – 29 Aug 08
MCpl Abate	AMO Candidate - BC	05 May 08 – 25 Jul 08
	BMO Instr - MPA	07 Aug 08 – 18 Aug 08
MCpl Hing	RST Instr (DP1) - Meaford	23 Jun 08 – 29 Aug 08
MCpl Thomas	RST Instr (DP1) - Meaford	23 Jun 08 – 29 Aug 08

### **3. ROTO/TASKINGS & COURSES:**

Maj Banerjee	CFC – SSO SPM/PME PCO	Sep 07 –
	USMC – CGSC	11 Jun 08 – 05 Jun 09
Maj Champion	JTFC-LFCA HQ J5 BP	1 Apr 04 –
Maj St Denis	CIMIC	1 Sept 07 –
Capt Harmes	AMO Candidate	05 May 08 – 25 Jul 08
Capt Stewart	PSYOPS	1 Sept 07 –
2Lt Newlands	JTFC-LFCA HQ	1 Sept 07 –
2Lt Stewart	DP1.1 – CFB Gagetown	25 May 08 – 07 June 08
MWO Shannon	CIMIC	1 Sept 07 –
WO Kim	CIMIC	1 Sept 07 –
WO Moody	CIMIC	1 Sept 07 –
Sgt Behan	CP	– 27 Jun 08
	RST Instr (DP1) – Meaford	29 Jun 08 – 29 Aug 08
Sgt Paton	CIMIC	1 Sept 07
Sgt Thomson	CFB Borden	1 Sept 07 –
MCpl Bridge	RST Instr (DP1) – Meaford	23 Jun 08 – 29 Aug 08
MCpl Chiu	CIMIC	1 Sept 07 –
MCpl Debartok	PSYOPS	1 Sept 07 –
MCpl Dias	CP	– 27 Jun 08



MCpl Frounze	AMO Candidate	05 May 08 – 25 Jul 08
MCpl Kurelo	PSYOPS (Deployed)	1 Sept 07 –
MCpl McGibbon	CIMIC	1 Sept 07 –
MCpl McQuaid	RST Instr (DP1) – Meaford	23 Jun 08 – 29 Aug 08
MCpl Ragos	CFLAWC	1 Oct 05 –
MCpl Vulakovich	CFLAWC	1 Sept 07 –
Cpl Baiati	CFLAWC	1 Sept 07 –
Cpl Benincasa	PSYOPS	1 Sept 07 –
Cpl Biggs	AMO Candidate	05 May 08 – 25 Jul 08
Cpl Brisbane	IPSW – Meaford	09 Jun 08 – 27 Jun 08
	Dvr Whl – Meaford	03 Jul 08 – 30 Jul 08
Cpl Chrzan	TF-08	31 Aug 07 –
Cpl Coelho	PLQ Mods 1-5 – Candidate	01 Jun 08 – 27 Jun 08
	PLQ Mod 6 (Inf) Candidate	03 Jul 08 – 29 Aug 08
Cpl Craddock	CSOR Tasking	02 Jun 08 – 29 Jul 08
Cpl Deganis	PLQ Mod 6 (Inf) Candidate	20 May 08 – 16 Jul 08
	RST Instr (DP1) – Meaford	22 Jul 08 – 29 Aug 08
Cpl Griffiths	TF-08	31 Aug 07 –
Cpl Harrison	CIMIC	1 Sept 07 –
Cpl Hijazi	TF-08	3 Jul 07 –
Cpl Hinds	TF-08	31 Aug 07 –
Cpl Johnston	PLQ Mods 1-5 – Candidate	01 Jun 08 – 27 Jun 08
	PLQ Mod 6 (Inf) Candidate	03 Jul 08 – 29 Aug 08
Cpl Jun	CSOR Tasking	02 Jun 08 – 29 Jul 08
Cpl Khazai-Nejad	TF-08	31 Aug 07 –
Cpl Kim, I	PLQ Mods 1-5 – Candidate	01 Jun 08 – 27 Jun 08
	PLQ Mod 6 (Inf) Candidate	03 Jul 08 – 29 Aug 08
Cpl Leader	PLQ Mods 1-5 – Candidate	01 Jun 08 – 27 Jun 08
	PLQ Mod 6 (Inf) Candidate	03 Jul 08 – 29 Aug 08
Cpl Lim	PLQ Mods 1-5 – Candidate	01 Jun 08 – 27 Jun 08
Cpl Low	TF-08	10 Jun 07 –
Cpl Lui	TF-08	31 Aug 07 –
Cpl Milrod	PLQ Mods 1-5 – Candidate	01 Jun 08 – 27 Jun 08
	PLQ Mod 6 (Inf) Candidate	03 Jul 08 – 29 Aug 08
Cpl Myles	Dvr Whl – Meaford	03 Jul 08 – 30 Jul 08
Cpl Rahman	CFRC	1 Apr 06 –
Cpl Shepherd	PLQ Mod 6 (Inf) Candidate	20 May 08 – 16 Jul 08
	RST Instr (DP1) – Meaford	22 Jul 08 – 29 Aug 08
Cpl Simpson	NDPAO	1 Apr 05 –
Cpl Villa	TF-08	27 Aug 07 –
Cpl Winnicki	TF-08	3 Jul 07 –
Cpl Windover	TF-08 (Deployed)	9 Jan 08 –
Cpl Wood	CP	– 27 Jun 08
Rfn Bremner	CSOR Tasking	02 Jun 08 – 29 Jul 08
Rfn Gee	CSOR Tasking	02 Jun 08 – 29 Jul 08
Rfn Lachaine	IPSW – Meaford	09 Jun 08 – 27 Jun 08
Rfn Wright	IPSW – Meaford	09 Jun 08 – 27 Jun 08

4. **ED&T:**

Sgt Shikhman	until 14 Jul 08
Cpl Walter	until 30 Jun 08
Cpl Simpson	until 12 Aug 08
Rfn Zhou	until 18 July 08
Pte Shoom-Kirsch	until 15 Jun 08

5. **PRL:**

Lt Burton	Cpl Lynch	Pte Chan
Sgt Kent	Cpl Sevilano	Pte Cheng
Sgt Shaidle	Cpl Ton	Pte Ganin
MCpl Koenne	Rfn Avtoneev	Pte Lee
Cpl Bahsous	Rfn Domingo	Pte McClure
Cpl Broadhagen	Rfn Henderson	Pte Molodtsov
Cpl Chen	Rfn Hogg	Pte Oey
Cpl Contant	Rfn Holden	Pte Oldfield
Cpl Cook	Rfn Morawa	Pte Padrad



Cpl Frye  
Cpl Jimenez  
Cpl Johanis  
Cpl Kouprine

Rfn Obelienius  
Rfn Ott  
Rfn Slade  
Rfn Wilson

Pte Reinhart  
Pte Worrall

6. **NES:**

Cpl Asner  
Cpl Snobar  
Rfn Franchi  
Pte Holden  
Pte Mahabir

Pte Matecki  
Pte Peterdy  
Pte Ramos  
Pte Rahayem  
Pte Sharpe

Pte Sherman  
Pte Tai  
Pte Wu  
Pte Yoo

**PART II - DUTIES AND APPOINTMENTS**

7. **DUTY STAFF MOSS PARK ARMOURY:**

DATE	DUTY OFFICER	DUTY SERGEANT	DUTY MCPL
03 Sep 2008	2Lt Newlands	Sgt Kenny	MCpl Green
10 Sep 2008	Capt Kaipio	Sgt Behan	MCpl Reavie
17 Sep 2008	Capt Moyer	Sgt Wilson	MCpl McQuaid
24 Sep 2008	Capt Wilmot	Sgt Hodgson	MCpl Kim
28 Sep 2008	2Lt Leibel	Sgt Fabry	MCpl Kiss
01 Oct 2008	Lt Mantle	Sgt Kohler	MCpl MacMillan
08 Oct 2008	Capt Foulds	WO Parris	MCpl Noonan
15 Oct 2008	2Lt Chrzan	Sgt Halcro	MCpl Wolfe
22 Oct 2008	Capt Saugh	Sgt Johnston	MCpl Dias

**Routine**

- Tour of Duty:
  - a) 1800 - 2000 FTUC
  - b) 2000 - 2230 60th Coy/Vics Coy
  - c) 2230 - 0000 Duty Staff/2 x Sentry
  - d) 0000 - 0030 Duty Staff
- 60th Coy and Vics Coy are free to adjust these shifts among themselves as long as the entire 2000 – 0030 time pd is covered off. However, in the event of a no-show by any sec staff, OCs will be accountable for their assigned shifts as listed above.
- Report to the BOR at 1915 for a briefing on the gate security procedures and to sign out the security eqpt (keys, radios, log book, flashlight).
- 60<sup>th</sup> Coy and Vics Coy are to provide staff as detailed above.
- Two security staff must be on the gate at all times and must check for ID and log in, all incoming vehs and pers Military personnel must present Military ID to enter the building, civilians a driver's license or other acceptable form of ID. All personnel must have a legitimate reason to enter the building.
- The ID checker can be yourself or someone you assign. You must ensure that the person is properly briefed with regards to their report person, timings, the log book, etc.
- Ensure the log book is available and up to date, and that any special visitors (personnel not regularly there) are logged in and out of the log book.
- At 0000, the DO will inform all messes that the gates will be locked at 0030. At 0030, the Duty Staff will lock the gates and carry out their building checks.
- On Sunday following an exercise, the Duty Staff are responsible for all final lock-ups and bldg checks as per the normal SOPs.
- During mess dinners, the DO is responsible for all final lock-ups and building checks and must ensure that they have the necessary keys.
- After completing the building checks, the DO will ensure that all eqpt and keys are returned through the mail slot in the door of the BOR. Also, the duty log must be filled out and signed at the end of the night prior to turning in the duty book.



**Availability**

- All 60th Coy personnel MCpl-WO and 2Lt-Capt are eligible for duty.
- Anyone that cannot perform their duty for whatever reason will report to the CSM or OC with their reason and an eligible replacement.
- The end of night responsibility may be handed off to an acceptable person as long as the CSM or OC approves of the change prior to the hand-over.

**8. DUTY STAFF DALTON ARMOURY:**

DATE	DUTY STAFF
03 Sep 2008	MCpl Frounze
10 Sep 2008	MCpl Huh
17 Sep 2008	MCpl Griffiths
24 Sep 2008	MPA
01 Oct 2008	Cpl Biggs
08 Oct 2008	Sgt Currie
15 Oct 2008	Lt Potter
22 Oct 2008	2Lt Stewart
29 Oct 2008	MPA

**Routine**

- Tour of Duty: 1915-2400
- Report to the CSM or OC once they arrive.
- Ensure that the front door is secure at all times: locked, or unlocked with a person posted to check ID.
- Ensure the rear and side doors are secure at all times.
- Military personnel must present Military ID to enter the building, civilians a driver's license or other acceptable ID. All personnel must have a legitimate reason to enter the building.
- The ID checker can be yourself, someone you assign, or a member of the orderly room staff if available. You must ensure that the person is properly briefed with regards to their report person, timings, the log book, etc.
- Ensure the log book is available and up to date, and that any special visitors (personnel not regularly there) are logged in and out of the log book.
- On Thu evenings 2881 Scarborough Rifles Cadets will be parading at Dalton Armoury. They will be responsible for providing duty pers and ensuring that the duty logbook is filled out and signed.
- On Sunday following an exercise, the Duty Staff are responsible for all final lock-ups and bldg checks as per the normal SOPs.
- Secure the building at the end of the night: ensure all personnel have left, all doors are locked, the CQ and weapons vault is secure, and lights turned off.

**Availability**

- All Buffs Coy personnel MCpl-WO (or Cpl with Mod 6) and 2Lt-Capt are eligible for duty.
- Anyone that cannot perform their duty for whatever reason will report to the CSM or OC with their reason and an eligible replacement.
- The end of night responsibility may be handed off to an acceptable person as long as the CSM or OC approves of the change prior to the hand-over.

**9. SECONDARY DUTIES LIST:**

<b><u>PERSONNEL</u></b>	
<b>Canadian Forces Liaison Council</b>	
Unit Military Leave Rep	Lt Lee
Employment Support Advisor	CWO Patterson
<b>Unit Welfare Appointments</b>	
Welfare Officer	Capt Saugh
Welfare NCO	MCpl Pampe



<b>Family Support Group for Deployed Soldiers</b>	
DCO	Maj Champion
Padre	Capt Saugh
A/Adjt	Lt Lee
RSM	CWO Kelly
Support Clerk	Cpl McGibbon
<b>Harassment</b>	
Advisor	Sgt Willan
Work Place Representatives (WPRs)	
<b>Awards Committee</b>	
Chair	(CO) - LCol Delaney
Mbr	(DCO) - Maj Champion
Mbr	(Adjt) - Capt Hicks
Mbr	(RSM) - CWO Kelly
Mbr	(OC 60th) - LCol Zeidler
Mbr	(OC Buffs) - Maj Banerjee
Mbr	(OC Vics) - Lt Beindorff
Mbr	(DOM) - Capt Arendz
<b>Officer Selection Board</b>	
Chair	(OC 60th) LCol Zeidler
Secy	(Adjt) Capt Hicks
Mbr	(OC Para) Capt Harmes
Mbr	Capt Wilmot
<b><u>PERSONNEL SUPPORT PROGRAMS</u></b>	
<b>NPF Board</b>	
Chair	Capt Hicks
Mbr	Capt Haupt
Mbr	Capt Kaipio
Mbr	2Lt Chrzan
<b>Mess Committee - Officers' Mess</b>	
PMC	Capt Foulds
VPMC	Capt (Ret'd) Sheedy
Treasurer	Capt Hicks
House Manager	Lt Beindorff
Secretary	Lt Mantle
Senior Subaltern	Lt Lee
<b>Mess Committee - Sgts' Mess</b>	
PMC	Sgt Morin
<b>Mess Committee - JR Ranks</b>	
PMC	MCpl Pampe
<b>Mess Committee - Dalton Armoury Mess</b>	
PMC	MCpl Hing
<b><u>HEALTH AND SAFETY</u></b>	
<b>General Safety Committee</b>	
Chair	Maj Champion
A Safe O	Capt Hicks
Rad SO	Capt Haupt
Fire Warden	Capt Wilmot
HAZMAT SME	CWO Kelly
WHMIS SME	CWO Kelly
A Rad SO	Sgt Murray
Environmental O	Capt Wilmot
60 <sup>th</sup> Coy Rep	MWO Kelly
Buffs Coy Rep	Lt Lee
Vics Coy Rep	Sgt Murray
<b>Drug Education Coordinator</b>	
OPI	Capt Kaipio
<b><u>ENVIRONMENT</u></b>	
<b>Environmental Officer</b>	
OPI	Capt Wilmot
<b><u>MATERIAL</u></b>	
<b>Audit Board</b>	
Chair	Capt Hicks
Mbr	Capt Kaipio
Mbr	Appointed as required
<b>ISSO</b>	
Holder	Maj Champion



<b><u>COMMS</u></b>	
<b>Comms</b>	
Sigs NCO	Sgt Fabry
Sigs NCO	MCpl Green
<b><u>PUBLIC AFFAIRS</u></b>	
<b>Public Affairs</b>	
UIO	2Lt Newlands
A/UIO	TBD
Photographers	Ad hoc
<b><u>HISTORICAL MATTERS</u></b>	
<b>Historical Matters</b>	
History Officer	CWO Patterson
History Officer	Capt Wilmot
<b><u>RANGE SAFETY OFFICERS</u></b>	
<b>Range Safety Officers</b>	
Maj Banerjee	WO O'Halloran
Maj Champion	WO Parris
Maj St Denis	WO Thorn
Maj Zeidler	Sgt Behan
Capt A Harmes	Sgt Burns
Capt D Harmes	Sgt Currie
Capt Haupt	Sgt Fabry
Capt Wilmot	Sgt Halcro
Lt Lee	Sgt Johnston
Lt Mantle	Sgt Kohler
Lt Potter	Sgt Morin
CWO Kelly	Sgt Murray
MWO Shannon	Sgt Paton
WO Kim	Sgt Shikhman
WO Martin	Sgt Thomson
WO Moody	Sgt Wilson
<b><u>SECURITY</u></b>	
<b>Security Board</b>	
Security Officer	Maj Champion
Security NCO	Sgt Willan
Wpns Security NCO	Sgt Murray
<b><u>ADMINISTRATIVE CONTROL</u></b>	
<b>Admin Stds</b>	
OPI	Capt Arendz
<b><u>OTHER</u></b>	
OIC Scarborough Armoury	Maj Banerjee
Cadet LO	Lt Potter
Central Region Cadet Program: Band O for 707 Cadet Sqn	Capt Arendz
Unit Ethics Officer	Lt Potter

## 10. **AUTHORITY TO WEAR THE MAROON BERET**

The following pers are authorized to wear the Maroon Beret:

Cpl Abate	MCpl Hing	WO O'Halloran
MCpl Atkins	MCpl Huh	Rfn Ortega
MCpl Behan	Rfn Humphrey	Cpl Overholt
Cpl Biggs	Sgt Johnston	Lt Pannell
Cpl Bollers	Cpl Johnston	WO Parris
Rfn Bremner	Cpl Kim, I	Cpl Polbedetto
MCpl Bridge	Cpl Kim, S	Lt Potter
Rfn Brooks	Cpl Kiss	MCpl Reavie
Sgt Burns	Sgt Kohler	MCpl Shikhman
Cpl Carrier	Rfn Koop	MCpl Silva
Cpl Coelho	Rfn Lachaine	Cpl Stalteri
Cpl Conacher	Cpl Leader	2Lt Stewart
Cpl Chang	Lt Lee	Cpl Thomas
MCpl Charlebois	Cpl Lim	WO Thorn
MCpl Dias	Cpl Mackinnon	Rfn Webster



Sgt Fabry	Cpl Malik	Cpl Williamson
MCpl Frounze	Lt Mantle	Sgt Wilson
Rfn Gee	Rfn Maiolo	MCpl Wolfe
Cpl Griffiths	Cpl Mills	Cpl Wood
Rfn Gunn	Cpl Milrod	Rfn Wright
Sgt Halcro	Cpl Mitchell	Maj Zeidler
Capt Harnes, A.	Sgt Morin	

If your name is not on this list, contact Sgt Burns.

### **PART III - CURRENT ITEMS**

#### **11. QOR OF C GATE DUTY SOP**

##### General:

We are responsible for the safety and security of our soldiers at all times while they are on duty. While in the past there have been few threats to our soldiers at the armouries the threat level at this time and due diligence force us to be more vigilant than we have been in the past. The Queen's Own Rifles as part of 32 CBG will increase the security at both of its armouries with the implementation of Gate Guards (GGs).

##### Aim:

The Queen's Own Rifles will increase security at Moss Park Armouries while the soldiers attend Wednesday night training periods.

##### Responsibilities:

- The DSM will be responsible for the implementation and ongoing continuance of gate duties and to ensure all soldiers are briefed before the duty;
- CSMs and Ops WO will be responsible to the DSM to provide appropriate pers (at least one senior Cpl or higher and one other per shift) on time on a regular basis. In the case of Coys trading off duties to accommodate training the DSM must be informed ahead of time; and

RQMS is responsible to ensure equipment is available and serviceable.

##### Hours:

- Security will start at 1915hrs and continue until the duty staff have cleared all pers from the armoury at 0030hrs every training night;
- Class 'A' soldiers specifically brought in for the duty will man the front gate at MPA from 1800hrs to 2000hrs (this will give the Coys time to complete first pde and assign GGs), and from 2230hrs to 0000hrs under direction of the Ops WO;
- GGs from 60th and Vics will report to the CQCI at 1950hrs at the gate for briefing and handover;
- 60th will be responsible for the duty all nights except the first Wednesday of each month which Vics will be responsible for; and

If the pers on duty are to change during a shift the replacements must be briefed at 1950hrs by the CQCI as well.

##### Duties:

- There will be two pers on the gate at all times;
- The gate guard will be properly dressed at all times (including environmental clothing) and will wear fluorescents vests;
- They will be in comms with the BOR and duty Officer who will monitor their radios at all times, and conduct a radio check every half hour;
- They will check the mil ID of all pers coming into the armoury;
- They will record the license plate numbers of all vehicles entering the parking lot;
- They will ensure no cars park in front of the gate in the fire lanes; and
- For pers without mil ID the following will occur:
  - All civilians members of the band, mess and kit shop staff will be in possession of an ID card issued by the BOR;
  - For recruiting applicants a nominal role will be issued by the recruiting NCO to the GG and for unannounced applicants the recruiting NCO will be paged to escort them in;
  - For unit members that are recognized, picture ID will be shown and the name will be recorded, for follow up by appropriate CSM; or
  - For unit members that are not recognized the PI 2IC or CSM must be paged to vouch for member.



#### Emergencies:

- In the event of an emergency the Duty Officer will immediately be paged;
- Staff will close and lock gate and be prepared to open as required; and
- Under no circumstances are the GG to touch, push, or physically detain unwanted trespassers, if despite being told in a firm, clear voice that they are trespassing the individuals persist the duty officer must be called and the trespassers must be followed.

#### Equipment:

- 3 X family radios and 2 spares;
- 2 X Fluorescent marker vests;
- 1 X lighting kit, (to illuminate check point); and
- 1 X clipboard.

### **12. FAMILY SUPPORT GROUP (FSG)**

As indicated in the Secondary Duties list (Para 9), the FSG has been identified as the DCO, Padre, A/Adjt, RSM, and the Support Clerk. The FSG's primary duties include:

- A. Maintaining regular communications with the families of our deployed soldiers,
- B. Ensuring that the welfare of those family members are looked after to the furthest extent available through public and non-public means; and
- C. Processing all paper work submitted by the chain of command to nominate members for TF 1-10.

The DCO and RSM will also act as Military Leave Representatives (MLR) assisting our soldiers with communicating with their employees. On behalf of the CO, the FSG will work closely with The Royal Canadian Legion, MFRC – Toronto, Regimental Association, and the various mess committees. Any pers wanting to assist the FSG can contact the support clerk.

### **13. AUTHORITY TO DISPATCH AND ISSUE VEHICLES**

The following pers are authorized to dispatch and issue vehicles – Sgt Burns (UEO), Sgt Morin (Ops WO), MCpl Hing (Bufs CQ), MCpl Silva (RQMS 2IC), and MCpl Thomas (Tn NCO). All pers are to go through their respective chain of command to request veh as per SOP and must receive their veh from one of the three mentioned NCOs. All questions can be directed to Lt F.F.C. Beindorff, OC Vics Coy.

### **14. IMPLEMENTATION OF RESERVE FORCE PENSION PLAN ADMIN PROCESS**

CANFORGEN 100/08 CMP 039/08 281751Z MAY 08  
IMPLEMENTATION OF RESERVE FORCE PENSION PLAN ADMIN PROCESS  
UNCLASSIFIED

REFS: A. CANFORGEN 045/08

B. QR AND O 26.01 SERVICE RECORDS AND DOCUMENTS

1. REFERENCE A ADVISED THAT EFFECTIVE 01 APR 08, NDHQ DIRECTOR MILITARY CAREERS AND ADMINISTRATION (DMCA) WOULD BE RESPONSIBLE TO LOCATE RESERVE FORCE SERVICE RECORDS, REPLACING DIRECTOR ACCESS TO INFORMATION AND PRIVACY (DAIP) WHO HAD PREVIOUSLY OFFERED ASSISTANCE TO INTERESTED PERSONNEL
2. FURTHER DISCUSSION HAS DETERMINED THAT COMPILING SUCH CF SERVICE RECORDS WOULD BEST RESIDE WITHIN ASSISTANT DEPUTY MINISTER, INFORMATION MANAGEMENT (ADM(IM)) - DIRECTOR GENERAL ENTERPRISE APPLICATION SERVICES (DGEAS) - DIRECTORATE HUMAN RESOURCES INFORMATION MANAGEMENT (DHRIM), THE OFFICIAL CUSTODIAN OF CF HR RECORDS. TO THAT END, STARTING 16 JUN 08, DHRIM WILL PROVIDE ASSISTANCE TO CF PERSONNEL CONSIDERING BUYING BACK PRIOR RESERVE SERVICE THROUGH THE RESERVE PENSION BUYBACK ADMIN SERVICES CELL. THE 1-800 NUMBER TO ACCESS THIS SERVICE WILL BE PUBLISHED EARLY JUNE 08



3. WHEN CF PERSONNEL CONTACT THE RESERVE PENSION BUYBACK ADMIN SERVICES CELL TO INITIATE A RECORDS SEARCH, THEY WILL BE ASSIGNED A CASE MANAGER WHO WILL IN TURN ACKNOWLEDGE RECEIPT OF THE REQUEST, ASK QUESTIONS REGARDING THEIR SERVICE DETAILS, SEARCH AND OBTAIN THE INDIVIDUAL S RESERVE SERVICE RECORDS AND PROVIDE A SUMMARY PACKAGE TO THE INDIVIDUAL THAT WILL DETAIL PERIODS OF RESERVE SERVICE AND INCLUDE PERTINENT SUPPORTING DOCUMENTATION. THE INDIVIDUAL WILL THEN BE ABLE TO USE THIS INFORMATION AS INPUT INTO THE ONLINE PENSION CALCULATOR TO DETERMINE THEIR PENSION BUYBACK COST AND OPTIONS. THE PENSION CALCULATOR IS LOCATED AT: [HTTP://WWW.ADMFINCS.FORCES.GC.CA/RFPP-RPFR/TOOLS-OUTILS-INTRO-ENG.AS P?SEL\(EQUAL\)TOL](http://www.admfincs.forces.gc.ca/rfpp-rpfr/tools-outils-intro-eng.as.p?sel(equal)tol). THE SEARCH OF SERVICE RECORDS MAY TAKE SEVERAL WEEKS TO COMPLETE
4. THOSE WHO THEN WISH TO BUYBACK PRIOR RESERVE SERVICE MUST COMPLETE AND SUBMIT THE ELECTION TO PAY FOR PRIOR SERVICE FORM TO DIRECTOR CANADIAN FORCES PENSIONS SERVICES (DCFPS). DCFPS CAN BE CONTACTED AT: 1-800-267-0325. THE APPLICATION FORM IS LOCATED: [HTTP://WWW.ADMFINCS.FORCES.GC.CA/PENSION/FORMS/ELECTION\(UNDERSCORE\)T\(UNDERSCORE\)PAY\(UNDERSCORE\)FOR\(UNDERSCORE\)PRIOR\(UNDERSCORE\)SERV\(UNDERSCORE\)CFSA100M\(UNDERSCORE\)E.PDF](http://www.admfincs.forces.gc.ca/pension/forms/election(underscore)t(underscore)pay(underscore)for(underscore)prior(underscore)serv(underscore)cfsa100m(underscore)e.pdf)
5. IN ORDER TO ENSURE REQUESTS ARE PROCESSED IN AN EFFICIENT AND EFFECTIVE MANNER AND SUMMARY PACKAGES ARE COMPLETE, THE SUPPORT OF KEY STAKEHOLDERS INCLUDING DCFPS, FORMATION HQ AND/OR RESERVE UNIT ORDERLY ROOM MAY BE REQUIRED BY THE RESERVE PENSION BUYBACK ADMIN SERVICES CELL
6. COMMANDERS AND UNIT ORDERLY ROOMS ARE ENCOURAGED TO ENSURE THE CONTENT OF THIS JOINT CHIEF MILITARY PERSONNEL (CMP) AND ADM(IM) MESSAGE IS GIVEN WIDEST DIST
7. SIGNED BY MGEN W. SEMIANIW, CMP

#### **15. CLOSE PROTECTION (CP) RECRUITING CAMPAIGN**

CANFORGEN 099/08 VCDS 012/08 211727Z MAY 08  
CLOSE PROTECTION (CP) RECRUITING CAMPAIGN  
UNCLASSIFIED

1. THE CANADIAN FORCES PROVOST MARSHAL IS SOLICITING HIGHLY MOTIVATED, PHYSICALLY FIT VOLUNTEERS FOR EMPLOYMENT WITHIN A SMALL TEAM ENVIRONMENT CONDUCTING CP. THE CP MANDATE CALLS FOR PERS WHO POSSESS VERY UNIQUE PERSONAL ATTRIBUTES AND ABILITIES, ENABLING THEM TO BE TRAINED TO PERFORM A VERY SPECIFIC, HIGH PRIORITY TASK. AS SUCH, A CP ASSESSMENT CENTRE (CPAC) WILL BE HELD IN MID SEP TO SCREEN PERSONNEL INTERESTED IN APPLYING FOR THE CP ROLE. APPLICATION DEADLINE IS 5 SEP 08
2. IT IS ESSENTIAL FOR VOLUNTEERS AND THEIR CHAIN OF COMMAND TO UNDERSTAND THAT THOSE FOUND SUITABLE DURING CPAC WILL BE LOADED ON ONE OF THE UPCOMING SERIALS OF THE CP COURSE, THE FIRST OF WHICH IS SCHEDULED TO RUN MID OCT 08. SUCCESSFUL GRADUATES OF THE CP COURSE WILL LIKELY BE TASKED TO DEPLOY AS A CP OPERATOR AS EARLY AS MAR 09
3. THE CP QUALIFICATION IS OPEN TO ALL CF MEMBERS WHO MEET THE FOLLOWING PRE-REQUISITES FOR CP TRG AND EMPLOYMENT:
  - A. REG OR RES F MBR OF THE RANK OF CPL TO SGT
  - B. MOS ID QUALIFIED
  - C. MIN SECURITY CLEARANCE LVL II (SECRET). APPLICANTS NOT IN POSSESSION OF LVL II MUST COMMENCE UPGRADE PROCESS WHEN APPLYING
  - D. MUST NOT HAVE A CRIMINAL RECORD AND PROVIDE A CRIMINAL RECORDS CHECK (CLAIMABLE, FIN CODE WILL BE PROVIDED UPON REQUEST FROM UNIT)
  - E. DRIVER S LICENCE: HOLD A VALID PROVINCIAL DRIVER S LICENCE, DND 404 AND UP TO DATE 416 WILL BE REQR FOR TRG AND DEPLOYMENT
  - F. DEPARTURE ASSISTANCE GROUP (DAG) GREEN IAW PARAMETERS SET OUT ON CFPM WEBSITE: QUOTE



[HTTP://VCDS.MIL.CA/CFPM/00NATIVE/DOCS/DAG UNDERSCORE E.DOC](http://vcds.mil.ca/cfpm/00native/docs/dag_underscore_e.doc) UNQUOTE

- G. MUST BE PROFICIENT IN FIREARMS AND WILL BE REQUIRED TO PASS THE MP 9MM BROWNING AND C8 WPN QUALIFICATION STANDARDS
  - H. POSSESS AND/OR BE ELIGIBLE FOR A CANADIAN PASSPORT
  - I. BE AVAILABLE FOR UP TO SIX-MONTH DEPLOYMENT DURING A THREE-YEAR LIABILITY PERIOD FOLLOWING SUCCESSFUL COMPLETION OF CP TRG. FOR RESERVE FORCE PERSONNEL, THIS DOES NOT GUARANTEE A RESERVE FORCE EMPLOYMENT CONTRACT
4. THE APPLICATION AND DAG FORMS REQUIRED FOR CP DUTIES AND OTHER INFORMATION MAY BE FOUND ON THE CFPM WEBSITE, OR BY CONTACTING CFPM C CLK, WO T. LETAIN, AT 613-949-1261, LETAIN DOT TM AT FORCES DOT GC DOT CA, OR LS J. THOMPSON, 613-949-1157, THOMPSON DOT JE AT FORCES DOT GC DOT CA
5. PHYSICAL SCREENING. ALL INTERESTED MBRS MUST UNDERGO THE FITNESS TESTING AND REACH A MINIMUM OF LEVEL 8.5 ON THE 20MSR, 31 CONTINUOUS PUSH-UPS, 35 SIT-UPS IN ONE MINUTE, AND A 100-METRE CASUALTY EVACUATION IN 60 SECS OR LESS IN PT GEAR IMMEDIATELY FOLLOWING THE EXPRES TESTING. TEST TO BE ADMINISTERED BY PSP STAFF AT RESPECTIVE CF BASES. EVEN IF MBRS HAVE RECENTLY COMPLETED THEIR EXPRES TEST, THEY SHOULD BE TESTED AGAIN, AS MAXIMAL PERFORMANCE IS REQUIRED ON ALL COMPONENTS. IT IS RECOMMENDED THAT APPLICANTS COMPLETE THE ENTIRE FITNESS TEST EVEN IF THEY DO NOT MEET ONE OF THE MINIMUM REQUIREMENTS. APPLICANTS WHO DO NOT MEET THE MINIMUM REQUIREMENTS BUT ARE CLOSE TO THE STANDARD MAY STILL BE CONSIDERED FOR SELECTION
6. ASSESSMENT CENTRE SELECTION. APPLICANTS WILL BE SELECTED TO ATTEND THE CLOSE PROTECTION ASSESSMENT CENTRE (CPAC) BASED ON A REVIEW OF THE MBR S CP APPLICATION, AND ASSESSED LEVEL OF PHYSICAL FITNESS. AS THIS PROCESS WILL RESULT IN A MERIT LISTING OF ALL APPLICANTS, IT SHOULD BE NOTED THAT THE STRONGER THE PERFORMANCE DURING FITNESS TESTING, THE BETTER THE CHANCE OF BEING SELECTED TO ATTEND THE CPAC
7. SUBMITTED FILES. APPLICANT FILES MUST CONTAIN THE FOLLOWING:
- A. COMPLETED APPLICATION FORM
  - B. UPDATED MPRR
  - C. EXPRES TEST RESULTS ON A COPY OF THE DND 279 FORM SIGNED BY PSP AUTHORITIES
  - D. CONDUCT SHEET (IF APPLICABLE)
  - E. RESULTS OF DAG
  - F. COPY OF THE CRIMINAL RECORDS CHECK AND
  - G. PHOTOCOPY OF VALID DRIVER S LICENSE
8. ALL COMPLETED APPLICATIONS MUST REACH THE CFPM OR, ATTENTION: C CLK, WO LETAIN (LETAIN DOT TM AT FORCES DOT GC DOT CA) NLT 5 SEP 08. A SELECTION BOARD WILL BE HELD TO REVIEW ALL APPLICATIONS. UNITS WILL BE INFORMED BY EMAIL/MSG WHICH APPLICANTS HAVE BEEN SELECTED TO PROGRESS TO THE CPAC. SUITABLE APPLICANTS WILL BE INVITED TO ATTEND A FOUR-DAY SELECTION CENTRE IN SEP 08. APPLICANTS WHO ARRIVE AT CPAC AND DO NOT MEET THE PRE-REQUISITES FOR CP TRG AND EMPLOYMENT AS DETAILED IN PARA 3, WILL BE RETURNED TO THEIR HOME UNIT AND COST ASSOCIATED WITH THE APPLICANTS TRAVEL (BOTH WAYS) WILL BE RECOVERED FROM THE HOME UNIT
9. PREPARATION TRAINING. THE CPAC IS DESIGNED TO ASSESS IF APPLICANTS ARE LIKELY TO SUCCEED DURING THE CP COURSE, AND WHETHER THEY DEMONSTRATE THE ATTRIBUTES AND BASIC SKILL SETS REQR FOR FUTURE EMPLOYMENT AS A CP OPERATIVE. THE CENTRE IS DEMANDING, AND WILL PUSH CANDIDATES BOTH PHYSICALLY AND MENTALLY. WHILE NO SPECIFIC EXPERIENCE IS REQUIRED, GREATER PHYSICAL FITNESS AND CONFIDENCE WITH WEAPON HANDLING IS OF BENEFIT. INDEED, TWO OF THE MOST COMMON CAUSES FOR FAILURE ON THE CP COURSE ARE DUE TO POOR PHYSICAL FITNESS OR WEAK WEAPONS HANDLING SKILLS
10. AS SUCH, DUE TO THE INTENSIVE PHYSICAL NATURE OF CP TRAINING, IT IS STRONGLY RECOMMENDED THAT INTERESTED MBRS FOLLOW A COMPREHENSIVE PHYSICAL TRAINING PROGRAM, INCLUDING BOTH AEROBIC AND ANAEROBIC EXERCISE, IN ORDER TO INCREASE THEIR CHANCES OF PHYSICALLY COMPLETING THE TRAINING COURSE. TO THIS END, MBRS CAN



FOLLOW A PHYSICAL TRAINING PROGRAM, AVAILABLE ON THE CFPM WEBSITE, OR THE ARMY FITNESS MANUAL, AN ELECTRONIC COPY OF WHICH CAN BE OBTAINED ON THE LAND FORCE DOCTRINE AND TRAINING SYSTEM (LFDTS) WEBSITE. IN ADDITION, PROSPECTIVE CANDIDATES ARE ALSO ENCOURAGED TO SPEND AS MUCH TIME AS POSSIBLE ON THE RANGE PRIOR TO SELECTION, CONCENTRATING ON BOTH THEIR PERSONAL WEAPON (P225 - PREFERRED, OR 9MM BROWNING), AND THE C8

11. ASSESSMENT CENTRE. APPLICANTS WILL UNDERGO A FOUR-DAY SELECTION CENTRE. APPLICANTS WILL BE EXPECTED TO COMPLETE ENDURANCE RUNS OF UP TO 12 KM, AND ANY RUN MAY BE INTERSPERSED WITH CIRCUIT TRAINING (E.G., PUSH-UPS, SIT-UPS, SQUAT THRUSTS, TRICEP DIPS, CASUALTY EVACUATION, ETC.). MBRS WILL ALSO UNDERGO BOTH INDIVIDUAL AND GROUP TASKS DESIGNED TO ASSESS THE FOLLOWING COMPETENCIES: CONSCIENTIOUSNESS, SITUATIONAL AWARENESS, OPENNESS TO EXPERIENCE, SELF-CONFIDENCE, INTERPERSONAL SKILLS, TEAMWORK, EMOTIONAL STABILITY, WRITTEN AND ORAL COMMUNICATION, PHYSICAL FITNESS, AND WEAPONS SAFETY/HANDLING

12. THE OP EFFECTIVENESS OF THE CP OPERATIVE DIRECTLY CONTRIBUTES TO THE PROMOTION OF CANADIAN SECURITY INTERESTS ABROAD. THE NATURE OF THE ROLE DEMANDS THAT INTENSIVE TRG BE CONTINUALLY CONDUCTED TO ENSURE THAT SKILLS ARE MAINTAINED AT A VERY HIGH LEVEL OF PROFICIENCY. MBRS MUST BE OPERATIONALLY EFFECTIVE AND READY TO DEPLOY ON SHORT NOTICE. THIS ENVIRONMENT REPRESENTS A UNIQUE AND CHALLENGING EXPERIENCE IN TERMS OF LIFESTYLE, AND DEMANDS THAT THE RIGHT PEOPLE BE SELECTED FOR THE JOB. THE WEALTH OF SKILLS, KNOWLEDGE AND EXPERIENCE GAINED BY CP OPERATIVES SERVES TO BENEFIT THE MEMBER IN ALL FUTURE EMPLOYMENT AND THE CF AS A WHOLE

13. QUESTIONS REGARDING THE SCREENING AND SELECTION PROCESS SHOULD BE DIRECTED TO THE COORD CELL, AT 613-949-1145, OR FAX (NON SECURE) 613-949-1117. INFO MAY ALSO BE FOUND ON THE CFPM WEBSITE

#### **16. PERMANENT ID CARDS**

All Sr NCOs and Officers, and those NCMs with specific requirements, will ensure they have up to date permanent ID cards. The process begins with forms available in the BOR that will be completed and passed to the DCO or Adjt for signature. Each soldier must then make their own appointment with the MP section at ASU Toronto 416-633-6200 x 3812. On the appointment day the soldier must make their own way to Denison Armoury and take a DEU jacket, shirt and tie for a photo ID.

#### **17. NEW INITIATIVES RELATED TO MENTAL HEALTH FITNESS OF THE CANADIAN FORCES**

CANFORGEN 093/08 CDS 011/08 121629Z MAY 08  
NEW INITIATIVES RELATED TO MENTAL HEALTH FITNESS OF THE CANADIAN FORCES  
UNCLASSIFIED

1. THE LEADERSHIP OF THE CF FULLY UNDERSTANDS AND APPRECIATES THAT THE MENTAL HEALTH OF MEN AND WOMEN IN UNIFORM - LIKE THEIR PHYSICAL HEALTH - IS A VITAL ISSUE AND MUST BE MANAGED IN A WAY THAT RESPONDS TO THE UNIQUE OPERATIONAL ENVIRONMENT OF THE CF. ALTHOUGH MENTAL HEALTH ISSUES IN GENERAL ARE AN ONGOING CONCERN FOR THE CF, OPERATIONAL STRESS INJURIES (OSI) ARE A SPECIFIC CONCERN WITHIN THE MENTAL HEALTH SPECTRUM. OSI ARE BROADLY DEFINED AS ANY PERSISTENT PSYCHOLOGICAL DIFFICULTIES RESULTING FROM OPERATIONAL DUTIES PERFORMED BY CF PERSONNEL IN CANADA OR ABROAD

2. IT SHOULD BE NOTED THAT OSI DEVELOP WITHIN THE CF POPULATION IN THE SAME WAY THEY DO IN THE CIVILIAN FIRST RESPONDER COMMUNITIES OF POLICE, FIREFIGHTERS AND EMERGENCY RESPONSE WORKERS. HOWEVER, CF PERSONNEL EXPERIENCE IS COMPLICATED BY FACTORS THAT DO NOT ALWAYS APPLY IN A NON-MILITARY ENVIRONMENT. THESE FACTORS INCLUDE ISOLATION FROM HOME, UNFAMILIAR CULTURES, EXTREME CLIMATES, AND, IN MANY CASES, THE INABILITY TO LEAVE THE LOCATION/ SOURCE OF THE STRESS



3. FOLLOWING OVER A DECADE OF HIGH INTENSITY OPERATIONS, AND HAVING LEARNED A GREAT DEAL ABOUT HOW OSI AFFECT MEN AND WOMEN IN UNIFORM, THE LEADERSHIP OF THE CF HAS COME TO REALIZE THAT WHILE MEDICAL TREATMENT IS AN IMPORTANT FACTOR IN HELPING INJURED PERSONNEL RECOVER FROM OSI, HOW OSI SUFFERERS ARE SUPPORTED BY THEIR FAMILY, PEERS, LEADERSHIP AND THE CF AS A WHOLE IS EQUALLY AS IMPORTANT TO THEIR RECOVERY AND REINTEGRATION INTO THE WORKPLACE. ACCORDINGLY, WHILE CLINICAL CAPACITY CONTINUES TO DEVELOP, A FOCUS WILL ALSO BE PLACED ON NON-CLINICAL POLICIES, PROGRAMS AND SERVICES
4. TO THIS END THE FOLLOWING DECISIVE STEPS ARE BEING INTRODUCED TO SUPPORT CF MENTAL HEALTH SERVICES:
- A. DEVELOPMENT OF A DND / VETERANS AFFAIRS CANADA (VAC) ARMS LENGTH MENTAL HEALTH SERVICES ADVISORY COMMITTEE (MHSAC). THIS COMMITTEE WILL REPORT DIRECTLY TO CMP AND TO HIS VAC COUNTERPART ON ALL ASPECTS OF MENTAL HEALTH WITH A FOCUS ON OSI, INCLUDING CLINICAL AND NON-CLINICAL MATTERS. THIS COMMITTEE WILL BE CHAIRED BY COL (RETIRED) DON ETHELL, WHO HAS BEEN A CHAMPION FOR THOSE SUFFERING FROM OSI FOR MANY YEARS. COL (RETIRED) ETHELL WILL BE SUPPORTED BY A GROUP OF EXPERTS IN THE FIELD OF MENTAL HEALTH FROM DND, VAC AND EXTERNAL SOURCES. HE WILL BEGIN HIS WORK IN THE NEXT FEW WEEKS,
  - B. RE-ESTABLISHMENT OF THE CF OSI STEERING COMMITTEE. THIS COMMITTEE WILL BRING TOGETHER THE SENIOR CF LEADERSHIP TO DISCUSS INNOVATIVE CONCEPTS TO DEAL WITH OSI,
  - C. INCREASING FUNDING TO THE OPERATIONAL STRESS INJURY SOCIAL SUPPORT PROGRAM. THIS HIGHLY SUCCESSFUL DND / VAC PARTNERSHIP, LAUNCHED IN 2001, DELIVERS PEER SUPPORT TO CF PERSONNEL, VETERANS AND THEIR FAMILIES AFFECTED BY OSI, AND ASSISTS THOSE WHO HAVE SUFFERED THE LOSS OF A LOVED ONE THROUGH A BEREAVEMENT SUPPORT PROGRAM, AND
  - D. NAMING A SPECIAL ADVISOR TO CMP ON OSI WHO WILL OVERSEE THE MANAGEMENT OF NON-CLINICAL MATTERS RELATED TO OSI, INCLUDING THE CREATION OF AN EDUCATION CAMPAIGN TO RAISE AWARENESS OF OSI. THIS INITIATIVE WILL PROVIDE TANGIBLE TOOLS TO ASSIST THE LEADERSHIP AT ALL LEVELS WHO DEAL WITH INJURED PERSONNEL. THE SPECIAL ADVISOR TO CMP ON OSI WILL BE LCOL STEPHANE GRENIER
5. LCOL GRENIER HAS BEEN A STRONG ADVOCATE ON BEHALF OF THOSE SUFFERING FROM OSI FOR THE PAST SEVEN YEARS. IN 2001, HE CREATED THE OPERATIONAL STRESS INJURY SOCIAL SUPPORT PROGRAM. LCOL GRENIER HAS BEEN APPOINTED AS A MEMBER OF THE CANADIAN MENTAL HEALTH COMMISSION (MENTAL HEALTH IN THE WORKPLACE SUB-COMMITTEE), A NON-PROFIT ORGANIZATION CREATED TO FOCUS NATIONAL ATTENTION ON MENTAL HEALTH ISSUES. HIS FIRST TASK WILL BE TO ENHANCE THE MENTAL HEALTH EDUCATION AWARENESS PROGRAM TO ELIMINATE THE STIGMA OFTEN ASSOCIATED WITH THOSE SUFFERING FROM OSI
6. WHILE THE CF LEADERSHIP RECOGNIZES THAT WORK REMAINS TO IMPROVE OSI MANAGEMENT AND THE DELIVERY OF MENTAL HEALTH SERVICES, IT ALSO REALIZES THAT A MAJORITY OF THE MEN AND WOMEN IN THE CF TODAY HAVE A GOOD UNDERSTANDING OF THESE ISSUES, AND THAT MANY OF YOU HAVE SUCCESSFULLY SUPPORTED INJURED PERSONNEL. WITH THE INTRODUCTION OF THESE NEW MEASURES, I AM CONFIDENT THAT TOGETHER WE WILL CONTINUE TO BUILD A STRONGER, MORE RESPONSIVE CAPABILITY TO ASSIST AND SUPPORT THE MEN AND WOMEN IN UNIFORM, VETERANS AND THEIR FAMILIES AS THEY DEAL WITH MENTAL HEALTH ISSUES
7. SIGNED BY GEN R.J. HILLIER, CDS

**18. DAOD 5031-11 CF FOREIGN LANGUAGES POLICY**

CANFORGEN 090/08 CMP 035/08 301826Z APR 08  
DAOD 5031-11 CF FOREIGN LANGUAGES POLICY  
UNCLASSIFIED



REFS: A. DAOD 5031-11 - FOREIGN LANGUAGES  
B. CFAO 9-61, FOREIGN LANGUAGES - INSTRUCTION, TESTING AND QUALIFICATIONS

1. THE PURPOSE OF THIS CANFORGEN IS TO ANNOUNCE THE APPROVAL OF REFERENCE A, WHICH SUPERCEDES REFERENCE B, AND CONFIRM THE ACTION REQUIRED IN RESPONSE TO THE SUBJECT POLICY. REFERENCE A IS PROMULGATED TO SUPPORT THE INCREASED REQUIREMENT FOR FOREIGN LANGUAGES ABILITY OF CF PERSONNEL IN INTERNATIONAL OPERATIONS AND IT IS LOCATED AT THE FOL SITE:

[HTTP://ADMFINCS.MIL.CA/ADMFINCS/SUBJECTS/DAOD/5031/11\(UNDERSCORE\)E.ASP](http://admfincs.mil.ca/admfincs/subjects/daod/5031/11(underscore)e.asp)

2. THE AIM OF REFERENCE A IS TO PROVIDE STANDARDIZED POLICY FOR FOREIGN LANGUAGES TRAINING, TESTING, AND RECORDING OF FOREIGN LANGUAGE ABILITY LEVELS. A COMPLETE AND CURRENT RECORD OF ALL FOREIGN LANGUAGES ABILITY LEVELS OF CF PERSONNEL IS OF VITAL IMPORTANCE TO CURRENT AND FUTURE CF OPERATIONS. AS DESCRIBED AT REFERENCE A, THE RESPONSIBILITY FOR IDENTIFYING AND RECORDING THIS DATA WILL NOW BE SHARED BY ALL CONCERNED, FROM THE RECRUITING CENTRES, TO COMMANDING OFFICERS, AND INCLUDING ALL CF PERSONNEL. THE RESPONSIBILITY TABLE IN DAOD 5031-11 IDENTIFIES RESPONSIBILITIES FOR FOREIGN LANGUAGES ADMINISTRATION AND TRAINING.

3. ALL PERSONNEL WITH FOREIGN LANGUAGES ABILITY ARE ENCOURAGED TO REVIEW DAOD 5031-11, AND ENSURE THAT THEIR FOREIGN LANGUAGES COMPETANCIES ARE ACCURATELY IDENTIFIED AND RECORDED.

4. QUESTIONS SHOULD BE DIRECTED TO MS JULIE DUBEAU, FOREIGN LANGUAGES NATIONAL STANDARDS OFFICER, CANADIAN DEFENCE ACADEMY, DUBEAU.JJ AT FORCES.GC.CA, 613-996-2526.

5. SIGNED BY MGEN W. SEMIANIW, CMP.

#### **PART IV – GENERAL INTEREST**

##### **19. MEMBERS ASSISTANCE PROGRAM**

The Member Assistance Program is a voluntary and confidential service, initiated by the Canadian Forces (CF) to help members (Regular Force, all Reserve Class Members, Cadets) and family members who have personal concerns that affect their personal well-being and/or work performance. These types of personal concerns can include but are not limited to: marital and family, interpersonal relations, personal and emotional, stress and burn-out, work-related (including harassment and sexual assault) and alcohol, drugs/prescription drugs. The phone number for this service is 1-800-268-7708 and is open 24 hours a day, 365 days a year.

##### **20. DEADLINE TO COMPLETE THE QOR OF C PARA FITNESS TEST**

The deadline to complete your fitness test for any member wishing to go on the B Para course is **two Wednesday's prior to the course**. To be clear no testing will be conducted a week prior to the course.

##### **21. VIA RAIL OFFERS THE CANADIAN FORCES, NATIONAL DEFENCE AND NON-PUBLIC FUND EMPLOYEES FREE TRAVEL IN JULY**

CANFORGEN 068/08 CMP 029/08 071742Z APR 08  
VIA RAIL OFFERS THE CANADIAN FORCES, NATIONAL DEFENCE AND NON-PUBLIC FUND EMPLOYEES FREE TRAVEL IN JULY  
UNCLASSIFIED

1. IN CONJUNCTION WITH THE CANEX DISCOUNT PROGRAM VIA RAIL CANADA IS OFFERING TO CANADA S CURRENT AND FORMER CANADIAN FORCES PERSONNEL, NATIONAL DEFENCE AND NON-PUBLIC FUND EMPLOYEES FREE TRAVEL IN COMFORT CLASS ANYWHERE ON VIAS NETWORK IN CANADA DURING THE MONTH OF JULY

2. QUALIFYING PASSENGERS MAY ALSO BOOK UP TO FIVE IMMEDIATE FAMILY MEMBERS ON THE SAME TRIP AND SAVE 50 PERCENT ON THEIR TICKETS AS WELL.

3. IN ADDITION TO THE FREE TRAVEL IN JULY SPECIAL, VIA RAIL OFFERS PERSONAL TRAVEL DISCOUNTS ALL YEAR LONG. AS RATES VARY FROM



MONTH TO MONTH, VISIT [WWW.CANEXDISCOUNTS.CA](http://WWW.CANEXDISCOUNTS.CA) REGULARLY FOR THE LATEST DISCOUNTS AVAILABLE AND FOR ADDITIONAL INFORMATION ON THE SPECIAL TRAVEL PROGRAM FROM VIA RAIL

4. QUALIFYING PASSENGERS ARE REQUIRED TO PICK UP TICKETS AT A VIA RAIL TICKET COUNTER WITH ONE OF THE FOLLOWING VALID IDENTIFICATION CARDS: DND PHOTO ID, DEPENDANT ID, VETERAN AFFAIRS ID CARD, OR CANEX CLUB XTRA CARD. CANEX CLUB XTRA CARDS CAN BE OBTAINED BY VISITING YOUR LOCAL CANEX STORE OR BY GOING ONLINE AT [WWW.CFPESA.COM](http://WWW.CFPESA.COM) AND CLICKING THE CLUB XTRA ICON.

5. VIA RAIL IS ONE OF MANY ORGANIZATIONS OFFERING DISCOUNTS THROUGH THE CANEX DISCOUNT PROGRAM. THE DISCOUNT PROGRAM GIVES AUTHORIZED PATRONS ACCESS TO A WIDE RANGE OF COMMERCIAL GOODS AND SERVICES THAT SATISFY THE NEEDS OF THE CANADIAN FORCES COMMUNITY. FOR MORE INFORMATION ABOUT THE VIA RAIL FREE TRAVEL IN JULY OFFER AND OTHER SPECIAL DISCOUNTS VISIT [WWW.CANEXDISCOUNTS.CA](http://WWW.CANEXDISCOUNTS.CA) AND CLICK ON THE LIMITED TIME SPECIAL OFFER BAR AT THE TOP OF EVERY PAGE.

6. SIGNED BY MGEN W. SEMIANIW CMP

## **PART V - PROMOTIONS - DECORATIONS - RELEASES - TRANSFERS**

### **22. PROMOTIONS**

LCol Zeidler

### **23. DECORATIONS**

Nil

### **24. AWARDS**

Nil

### **25. RELEASES**

Nil

### **26. TRANSFERS/POSTINGS – IN**

Nil

### **27. TRANSFERS – OUT**

Nil

### **28. ATTACHED POSTED – IN**

Nil

### **29. ATTACHED POSTED – OUT**

Nil

IN PACE PARATUS

M.J. Delaney  
Lieutenant-Colonel  
Commanding Officer





## THE QUEEN'S OWN RIFLES OF CANADA

### UNIT ROUTINE ORDERS 08/08 10 September 2008

**Lieutenant-Colonel R.A. Zeidler, CD**  
**Acting/Commanding Officer**

#### **PART I**

#### **CALENDAR OF EVENTS**

1. TRAINING CALENDAR
2. FTUC LEAVE & TASKINGS
3. ROTO/TASKINGS & COURSES
4. EXEMPT DRILL & TRAINING
5. PENDING RELEASE
6. NON-EFFECTIVE STRENGTH

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8. DUTY PERS DALTON ARMOURY
9. SECONDARY DUTIES LIST
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12. FAMILY SUPPORT GROUP (FSG)
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15. CLOSE PROTECTION (CP) RECRUITING CAMPAIGN
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#### **PART IV**

#### **GENERAL INTEREST**

19. MEMBERS ASSISTANCE PROGRAM
20. DEADLINE TO COMPLETE THE QOR OF C PARA FITNESS TEST
21. VIA RAIL OFFERS THE CANADIAN FORCES, NATIONAL DEFENCE AND NON-PUBLIC FUND EMPLOYEES FREE TRAVEL IN JULY

#### **PART V**

#### **PROMOTIONS - DECORATIONS - RELEASES - TRANSFERS**

22. PROMOTIONS
  23. DECORATIONS
  24. AWARDS
  25. RELEASES
  26. TRANSFERS IN
  27. TRANSFERS OUT
  28. ATTACHED POSTED IN
  29. ATTACHED POSTED OUT
-



## **PART I - CALENDAR OF EVENTS**

### **1. TRAINING CALENDAR:**

03 Sep 08	Stand To	(MPA)
12-14 Sep 08	EX ABLE WARRIOR I	(CFB BORDEN)
26-28 Sep 08	EX ABLE WARRIOR II	(CFB BORDEN)
28 Sep 08	Change of Command Parade	(MPA)
17-19 Oct 08	EX AGGRESSIVE VIPER 1	(Loc TBC)
09 Nov 08	Remembrance Day Parade	(MPA – St Paul's)
21-23 Nov 08	EX TRILLIUM RESPONSE	(Loc TBC)
05-08 Dec 08	LTAT	(CFB Trenton)
10 Dec 08	Men's Christmas Dinner	(MPA)
13-14 Dec 08	EX HIGH DESCENT	(para TBC)
10 Jan 09	EX GUIDING LIGHT	(Loc TBC)
23-25 Jan 09	EX CELTIC FROST II	(Loc TBC)
13-15 Feb 09	EX ICED EARTH II	(Loc TBC)
21-22 Feb 08	EX QUEEN'S APPROVAL	(para TBC)
13-15 Mar 09	EX AGGRESSIVE VIPER II	(Loc TBC)
20-22 Mar 09	EX HOLY DIVER	(CFB Trenton)
24-26 Apr 09	EX IRON TALON I	(Loc TBC)
01-03 May 09	EX IRON TALON II	(Loc TBC)

### **2. FTUC LEAVE, TASKINGS, COURSES:**

Nil.

### **3. ROTO/TASKINGS & COURSES:**

Maj Banerjee	CFC – SSO SPM/PME PCO	Sep 07 –
Maj Champion	JTFC-LFCA HQ J5 BP	1 Apr 04 –
Maj St Denis	CIMIC	1 Sept 07 –
Capt Stewart	PSYOPS	1 Sept 07 –
2Lt Newlands	JTFC-LFCA HQ	1 Sept 07 –
MWO Shannon	CIMIC	1 Sept 07 –
WO Kim	CIMIC	1 Sept 07 –
WO Moody	CIMIC	1 Sept 07 –
Sgt Paton	CIMIC	1 Sept 07 –
Sgt Thomson	CFB Borden	1 Sept 07 –
MCpl Chiu	CIMIC	1 Sept 07 –
MCpl Debartok	PSYOPS	1 Sept 07 –
MCpl Kurelo	PSYOPS (Deployed)	1 Sept 07 –
MCpl McGibbon	CIMIC	1 Sept 07 –
MCpl Ragos	CFLAWC	1 Oct 05 –
MCpl Vulakovich	CFLAWC	1 Sept 07 –
Cpl Baiati	CFLAWC	1 Sept 07 –
Cpl Benincasa	PSYOPS	1 Sept 07 –
Cpl Griffiths	TF3-08	31 Aug 07 –
Cpl Harrison	CIMIC	1 Sept 07 –
Cpl Hijazi	TF3-08	3 Jul 07 –
Cpl Hinds	TF3-08	31 Aug 07 –
Cpl Khazai-Nejad	TF3-08	31 Aug 07 –
Cpl Low	TF3-08	10 Jun 07 –
Cpl Lui	TF3-08	31 Aug 07 –
Cpl Rahman	CFRC	1 Apr 06 –
Cpl Simpson	NDPAO	1 Apr 05 –
Cpl Villa	TF3-08	27 Aug 07 –
Cpl Winnicki	TF3-08	3 Jul 07 –
Cpl Windover	TF1-08 (Deployed)	9 Jan 08 –

### **4. ED&T:**

Sgt Shikhman	until 14 Jul 08
Cpl Walter	until 30 Jun 08
Cpl Simpson	until 12 Aug 08
Rfn Zhou	until 18 July 08
Pte Shoom-Kirsch	until 15 Jun 08



5. **PRL:**

Lt Burton	Cpl Lynch	Pte Chan
Sgt Kent	Cpl Sevilano	Pte Cheng
Sgt Shaidle	Cpl Ton	Pte Ganin
MCpl Koenne	Rfn Avtoneev	Pte Lee
Cpl Bahsous	Rfn Domingo	Pte McClure
Cpl Broadhagen	Rfn Henderson	Pte Molodtsov
Cpl Chen	Rfn Hogg	Pte Oey
Cpl Contant	Rfn Holden	Pte Oldfield
Cpl Cook	Rfn Morawa	Pte Padrad
Cpl Frye	Rfn Obelienius	Pte Reinhart
Cpl Jimenez	Rfn Ott	Pte Worrall
Cpl Johanis	Rfn Slade	
Cpl Kouprine	Rfn Wilson	

6. **NES:**

Cpl Asner	Pte Matecki	Pte Sherman
Cpl Snobar	Pte Peterdy	Pte Tai
Rfn Franchi	Pte Ramos	Pte Wu
Pte Holden	Pte Rahayem	Pte Yoo
Pte Mahabir	Pte Sharpe	

**PART II - DUTIES AND APPOINTMENTS**

7. **DUTY STAFF MOSS PARK ARMOURY:**

DATE	DUTY OFFICER	DUTY SERGEANT	DUTY MCPL
10 Sep 2008	Capt Kaipio	Sgt Behan	MCpl Reavie
17 Sep 2008	Capt Moyer	Sgt Behan	MCpl McQuaid
24 Sep 2008	Capt Wilmot	Sgt Behan	MCpl Kim
28 Sep 2008	2Lt Leibel	Sgt Behan	MCpl Kiss
01 Oct 2008	Lt Mantle	Sgt Behan	MCpl MacMillan
08 Oct 2008	Capt Foulds	WO Parris	MCpl Noonan
15 Oct 2008	2Lt Chrzan	Sgt Halcro	MCpl Wolfe
22 Oct 2008	Capt Saugh	Sgt Johnston	MCpl Dias

**Routine**

- Tour of Duty:
  - a) 1800 - 2000 FTUC
  - b) 2000 - 2230 60th Coy/Vics Coy
  - c) 2230 - 0000 Duty Staff/2 x Sentry
  - d) 0000 - 0030 Duty Staff
- 60th Coy and Vics Coy are free to adjust these shifts among themselves as long as the entire 2000 – 0030 time pd is covered off. However, in the event of a no-show by any sec staff, OCs will be accountable for their assigned shifts as listed above.
- Report to the BOR at 1915 for a briefing on the gate security procedures and to sign out the security eqpt (keys, radios, log book, flashlight).
- 60<sup>th</sup> Coy and Vics Coy are to provide staff as detailed above.
- Two security staff must be on the gate at all times and must check for ID and log in, all incoming vehs and pers Military personnel must present Military ID to enter the building, civilians a driver's license or other acceptable form of ID. All personnel must have a legitimate reason to enter the building.
- The ID checker can be yourself or someone you assign. You must ensure that the person is properly briefed with regards to their report person, timings, the log book, etc.
- Ensure the log book is available and up to date, and that any special visitors (personnel not regularly there) are logged in and out of the log book.



- At 0000, the DO will inform all messes that the gates will be locked at 0030. At 0030, the Duty Staff will lock the gates and carry out their building checks.
- On Sunday following an exercise, the Duty Staff are responsible for all final lock-ups and bldg checks as per the normal SOPs.
- During mess dinners, the DO is responsible for all final lock-ups and building checks and must ensure that they have the necessary keys.
- After completing the building checks, the DO will ensure that all eqpt and keys are returned through the mail slot in the door of the BOR. Also, the duty log must be filled out and signed at the end of the night prior to turning in the duty book.

### **Availability**

- All 60th Coy personnel MCpl-WO and 2Lt-Capt are eligible for duty.
- Anyone that cannot perform their duty for whatever reason will report to the CSM or OC with their reason and an eligible replacement.
- The end of night responsibility may be handed off to an acceptable person as long as the CSM or OC approves of the change prior to the hand-over.

### **8. DUTY STAFF DALTON ARMOURY:**

DATE	DUTY STAFF
03 Sep 2008	MCpl Frounze
10 Sep 2008	MCpl Huh
17 Sep 2008	MCpl Griffiths
24 Sep 2008	MPA
01 Oct 2008	Cpl Biggs
08 Oct 2008	Sgt Currie
15 Oct 2008	Lt Potter
22 Oct 2008	2Lt Stewart
29 Oct 2008	MPA

### **Routine**

- Tour of Duty: 1915-2400
- Report to the CSM or OC once they arrive.
- Ensure that the front door is secure at all times: locked, or unlocked with a person posted to check ID.
- Ensure the rear and side doors are secure at all times.
- Military personnel must present Military ID to enter the building, civilians a driver's license or other acceptable ID. All personnel must have a legitimate reason to enter the building.
- The ID checker can be yourself, someone you assign, or a member of the orderly room staff if available. You must ensure that the person is properly briefed with regards to their report person, timings, the log book, etc.
- Ensure the log book is available and up to date, and that any special visitors (personnel not regularly there) are logged in and out of the log book.
- On Thu evenings 2881 Scarborough Rifles Cadets will be parading at Dalton Armoury. They will be responsible for providing duty pers and ensuring that the duty logbook is filled out and signed.
- On Sunday following an exercise, the Duty Staff are responsible for all final lock-ups and bldg checks as per the normal SOPs.
- Secure the building at the end of the night: ensure all personnel have left, all doors are locked, the CQ and weapons vault is secure, and lights turned off.

### **Availability**

- All Buffs Coy personnel MCpl-WO (or Cpl with Mod 6) and 2Lt-Capt are eligible for duty.
- Anyone that cannot perform their duty for whatever reason will report to the CSM or OC with their reason and an eligible replacement.
- The end of night responsibility may be handed off to an acceptable person as long as the CSM or OC approves of the change prior to the hand-over.



9. **SECONDARY DUTIES LIST:**

<b><u>PERSONNEL</u></b>	
<b>Canadian Forces Liaison Council</b>	
Unit Military Leave Rep	Lt Lee
Employment Support Advisor	CWO Patterson
<b>Unit Welfare Appointments</b>	
Welfare Officer	Capt Saugh
Welfare NCO	MCpl Pampe
<b>Family Support Group for Deployed Soldiers</b>	
DCO	Maj Champion
Padre	Capt Saugh
A/Adjt	Lt Lee
RSM	CWO Kelly
Support Clerk	Cpl McGibbon
<b>Harassment</b>	
Advisor	Sgt Willan
Work Place Representatives (WPRs)	
<b>Awards Committee</b>	
Chair	(A/CO) - LCol Zeidler
Mbr	(DCO) - Maj Champion
Mbr	(Adj) - Capt Hicks
Mbr	(RSM) - CWO Kelly
Mbr	(OC 60th) - LCol Zeidler
Mbr	(OC Buffs) - Maj Banerjee
Mbr	(OC Vics) - Lt Beindorff
Mbr	(DOM) - Capt Arendz
<b>Officer Selection Board</b>	
Chair	(DCO) Maj Champion
Secy	(Adj) Capt Whitehead
Mbr	(OC Para) Capt Harmes
Mbr	Capt Wilmot
<b><u>PERSONNEL SUPPORT PROGRAMS</u></b>	
<b>NPF Board</b>	
Chair	Capt Hicks
Mbr	Capt Haupt
Mbr	Capt Kaipio
Mbr	2Lt Chrzan
<b>Mess Committee - Officers' Mess</b>	
PMC	Capt Foulds
VPMC	Capt (Ret'd) Sheedy
Treasurer	Capt Hicks
House Manager	Lt Beindorff
Secretary	Lt Mantle
Senior Subaltern	Lt Lee
<b>Mess Committee - Sgts' Mess</b>	
PMC	Sgt Morin
<b>Mess Committee - JR Ranks</b>	
PMC	MCpl Pampe
<b>Mess Committee - Dalton Armoury Mess</b>	
PMC	MCpl Hing
<b><u>HEALTH AND SAFETY</u></b>	
<b>General Safety Committee</b>	
Chair	Maj Champion
A Safe O	Capt Hicks
Rad SO	Capt Haupt
Fire Warden	Capt Wilmot
HAZMAT SME	CWO Kelly
WHMIS SME	CWO Kelly
A Rad SO	Sgt Murray
Environmental O	Capt Wilmot
60 <sup>th</sup> Coy Rep	WO O'Halloran
Buffs Coy Rep	Lt Lee
Vics Coy Rep	Sgt Murray
<b>Drug Education Coordinator</b>	
OPI	Capt Kaipio



<b><u>ENVIRONMENT</u></b>	
<b>Environmental Officer</b>	
OPI	Capt Wilmot
<b><u>MATERIAL</u></b>	
<b>Audit Board</b>	
Chair	Capt Hicks
Mbr	Capt Kaipio
Mbr	Appointed as required
<b>ISSO</b>	
Holder	Maj Champion
<b><u>COMMS</u></b>	
<b>Comms</b>	
Sigs NCO	Sgt Fabry
Sigs NCO	MCpl Green
<b><u>PUBLIC AFFAIRS</u></b>	
<b>Public Affairs</b>	
UIO	2Lt Newlands
A/UIO	TBD
Photographers	Ad hoc
<b><u>HISTORICAL MATTERS</u></b>	
<b>Historical Matters</b>	
History Officer	CWO Kelly
History Officer	Capt Wilmot
<b><u>RANGE SAFETY OFFICERS</u></b>	
<b>Range Safety Officers</b>	
LCol Zeidler	WO Martin
Maj Banerjee	WO O'Halloran
Maj Champion	WO Parris
Capt A Harmes	WO Thorn
Capt Haupt	Sgt Behan
Capt Kaipio	Sgt Burns
Capt Ross	Sgt Currie
Capt Tremblay	Sgt Fabry
Capt Whitehead	Sgt Halcro
Capt Wilmot	Sgt Johnston
Lt Dar Ali	Sgt Kohler
Lt Lee	Sgt Morin
Lt Mantle	Sgt Murray
Lt Potter	Sgt Shikhman
CWO Kelly	Sgt Wilson
<b><u>SECURITY</u></b>	
<b>Security Board</b>	
Security Officer	Maj Champion
Security NCO	Sgt Willan
Wpns Security NCO	Sgt Murray
<b><u>ADMINISTRATIVE CONTROL</u></b>	
<b>Admin Stds</b>	
OPI	Capt Arendz
<b><u>OTHER</u></b>	
OIC Scarborough Armoury	Maj Banerjee
Cadet LO	Lt Potter
Central Region Cadet Program: Band O for 707 Cadet Sqn	Capt Arendz
Unit Ethics Officer	Lt Potter

## 10. **AUTHORITY TO WEAR THE MAROON BERET**

The following pers are authorized to wear the Maroon Beret:

Cpl Abate	MCpl Hing	WO O'Halloran
MCpl Atkins	MCpl Huh	Rfn Ortega
MCpl Behan	Rfn Humphrey	Cpl Overholt
Cpl Biggs	Sgt Johnston	Lt Pannell
Cpl Bollers	Cpl Johnston	WO Parris
Rfn Bremner	Cpl Kim, I	Cpl Polbedetto



MCpl Bridge	Cpl Kim, S	Lt Potter
Rfn Brooks	Cpl Kiss	MCpl Reavie
Sgt Burns	Sgt Kohler	MCpl Shikhman
Cpl Carrier	Rfn Koop	MCpl Silva
Cpl Coelho	Rfn Lachaine	Cpl Stalteri
Cpl Conacher	Cpl Leader	2Lt Stewart
Cpl Chang	Lt Lee	Cpl Thomas
MCpl Charlebois	Cpl Lim	WO Thorn
MCpl Dias	Cpl Mackinnon	Rfn Webster
Sgt Fabry	Cpl Malik	Cpl Williamson
MCpl Frounze	Lt Mantle	Sgt Wilson
Rfn Gee	Rfn Maiolo	MCpl Wolfe
Cpl Griffiths	Cpl Mills	Cpl Wood
Rfn Gunn	Cpl Milrod	Rfn Wright
Sgt Halcro	Cpl Mitchell	Maj Zeidler
Capt Harmes, A.	Sgt Morin	

If your name is not on this list, contact Sgt Burns.

### **PART III - CURRENT ITEMS**

#### **11. QOR OF C GATE DUTY SOP**

##### General:

We are responsible for the safety and security of our soldiers at all times while they are on duty. While in the past there have been few threats to our soldiers at the armouries the threat level at this time and due diligence force us to be more vigilant than we have been in the past. The Queen's Own Rifles as part of 32 CBG will increase the security at both of its armouries with the implementation of Gate Guards (GGs).

##### Aim:

The Queen's Own Rifles will increase security at Moss Park Armouries while the soldiers attend Wednesday night training periods.

##### Responsibilities:

- The DSM will be responsible for the implementation and ongoing continuance of gate duties and to ensure all soldiers are briefed before the duty;
- CSMs and Ops WO will be responsible to the DSM to provide appropriate pers (at least one senior Cpl or higher and one other per shift) on time on a regular basis. In the case of Coys trading off duties to accommodate training the DSM must be informed ahead of time; and

RQMS is responsible to ensure equipment is available and serviceable.

##### Hours:

- Security will start at 1915hrs and continue until the duty staff have cleared all pers from the armoury at 0030hrs every training night;
- Class 'A' soldiers specifically brought in for the duty will man the front gate at MPA from 1800hrs to 2000hrs (this will give the Coys time to complete first pde and assign GGs), and from 2230hrs to 0000hrs under direction of the Ops WO;
- GGs from 60th and Vics will report to the CQCI at 1950hrs at the gate for briefing and handover;
- 60th will be responsible for the duty all nights except the first Wednesday of each month which Vics will be responsible for; and

If the pers on duty are to change during a shift the replacements must be briefed at 1950hrs by the CQCI as well.

##### Duties:

- There will be two pers on the gate at all times;
- The gate guard will be properly dressed at all times (including environmental clothing) and will wear fluorescents vests;
- They will be in comms with the BOR and duty Officer who will monitor their radios at all times, and conduct a radio check every half hour;
- They will check the mil ID of all pers coming into the armoury;
- They will record the license plate numbers of all vehicles entering the parking lot;
- They will ensure no cars park in front of the gate in the fire lanes; and
- For pers without mil ID the following will occur:



- All civilians members of the band, mess and kit shop staff will be in possession of an ID card issued by the BOR;
- For recruiting applicants a nominal role will be issued by the recruiting NCO to the GG and for unannounced applicants the recruiting NCO will be paged to escort them in;
- For unit members that are recognized, picture ID will be shown and the name will be recorded, for follow up by appropriate CSM; or
- For unit members that are not recognized the PI 2IC or CSM must be paged to vouch for member.

#### Emergencies:

- In the event of an emergency the Duty Officer will immediately be paged;
- Staff will close and lock gate and be prepared to open as required; and
- Under no circumstances are the GG to touch, push, or physically detain unwanted trespassers, if despite being told in a firm, clear voice that they are trespassing the individuals persist the duty officer must be called and the trespassers must be followed.

#### Equipment:

- 3 X family radios and 2 spares;
- 2 X Fluorescent marker vests;
- 1 X lighting kit, (to illuminate check point); and
- 1 X clipboard.

### **12. FAMILY SUPPORT GROUP (FSG)**

As indicated in the Secondary Duties list (Para 9), the FSG has been identified as the DCO, Padre, A/Adj, RSM, and the Support Clerk. The FSG's primary duties include:

- A. Maintaining regular communications with the families of our deployed soldiers,
- B. Ensuring that the welfare of those family members are looked after to the furthest extent available through public and non-public means; and
- C. Processing all paper work submitted by the chain of command to nominate members for TF 1-10.

The DCO and RSM will also act as Military Leave Representatives (MLR) assisting our soldiers with communicating with their employees. On behalf of the CO, the FSG will work closely with The Royal Canadian Legion, MFRC – Toronto, Regimental Association, and the various mess committees. Any pers wanting to assist the FSG can contact the support clerk.

### **13. AUTHORITY TO DISPATCH AND ISSUE VEHICLES**

The following pers are authorized to dispatch and issue vehicles – Capt Whitehead (Adj, Snr FTUC), Capt Haupt (Ops O), Sgt Burns (UEO), MCpl Hing (Bufs CQ), MCpl Silva (RQMS 2IC), and MCpl Thomas (Tn NCO). All pers are to go through their respective chain of command to request veh as per SOP and must receive their veh from one of the three mentioned NCOs. All questions can be directed to Lt F.F.C. Beindorff, OC Vics Coy.

### **14. IMPLEMENTATION OF RESERVE FORCE PENSION PLAN ADMIN PROCESS**

CANFORGEN 100/08 CMP 039/08 281751Z MAY 08  
IMPLEMENTATION OF RESERVE FORCE PENSION PLAN ADMIN PROCESS  
UNCLASSIFIED

REFS: A. CANFORGEN 045/08  
B. QR AND O 26.01 SERVICE RECORDS AND DOCUMENTS

1. REFERENCE A ADVISED THAT EFFECTIVE 01 APR 08, NDHQ DIRECTOR MILITARY CAREERS AND ADMINISTRATION (DMCA) WOULD BE RESPONSIBLE TO LOCATE RESERVE FORCE SERVICE RECORDS, REPLACING DIRECTOR ACCESS TO INFORMATION AND PRIVACY (DAIP) WHO HAD PREVIOUSLY OFFERED ASSISTANCE TO INTERESTED PERSONNEL
2. FURTHER DISCUSSION HAS DETERMINED THAT COMPILING SUCH CF SERVICE RECORDS WOULD BEST RESIDE WITHIN ASSISTANT DEPUTY



MINISTER, INFORMATION MANAGEMENT (ADM(IM)) – DIRECTOR GENERAL ENTERPRISE APPLICATION SERVICES (DGEAS) – DIRECTORATE HUMAN RESOURCES INFORMATION MANAGEMENT (DHRIM), THE OFFICIAL CUSTODIAN OF CF HR RECORDS. TO THAT END, STARTING 16 JUN 08, DHRIM WILL PROVIDE ASSISTANCE TO CF PERSONNEL CONSIDERING BUYING BACK PRIOR RESERVE SERVICE THROUGH THE RESERVE PENSION BUYBACK ADMIN SERVICES CELL. THE 1-800 NUMBER TO ACCESS THIS SERVICE WILL BE PUBLISHED EARLY JUNE 08

3. WHEN CF PERSONNEL CONTACT THE RESERVE PENSION BUYBACK ADMIN SERVICES CELL TO INITIATE A RECORDS SEARCH, THEY WILL BE ASSIGNED A CASE MANAGER WHO WILL IN TURN ACKNOWLEDGE RECEIPT OF THE REQUEST, ASK QUESTIONS REGARDING THEIR SERVICE DETAILS, SEARCH AND OBTAIN THE INDIVIDUAL'S RESERVE SERVICE RECORDS AND PROVIDE A SUMMARY PACKAGE TO THE INDIVIDUAL THAT WILL DETAIL PERIODS OF RESERVE SERVICE AND INCLUDE PERTINENT SUPPORTING DOCUMENTATION. THE INDIVIDUAL WILL THEN BE ABLE TO USE THIS INFORMATION AS INPUT INTO THE ONLINE PENSION CALCULATOR TO DETERMINE THEIR PENSION BUYBACK COST AND OPTIONS. THE PENSION CALCULATOR IS LOCATED AT: [HTTP://WWW.ADMFINCS.FORCES.GC.CA/RFPF-RPFR/TOOLS-OUTILS-INTRO-ENG.AS P?SEL\(EQUAL\)TOL](http://www.admfincs.forces.gc.ca/rfpp-rpfr/tools-outils-intro-eng.aspx?sel(equal)tol). THE SEARCH OF SERVICE RECORDS MAY TAKE SEVERAL WEEKS TO COMPLETE
4. THOSE WHO THEN WISH TO BUYBACK PRIOR RESERVE SERVICE MUST COMPLETE AND SUBMIT THE ELECTION TO PAY FOR PRIOR SERVICE FORM TO DIRECTOR CANADIAN FORCES PENSIONS SERVICES (DCFPS). DCFPS CAN BE CONTACTED AT: 1-800-267-0325. THE APPLICATION FORM IS LOCATED: [HTTP://WWW.ADMFINCS.FORCES.GC.CA/PENSION/FORMS/ELECTION\(UNDERSCORE\)T O\(UNDERSCORE\)PAY\(UNDERSCORE\)FOR\(UNDERSCORE\)PRIOR\(UNDERSCORE\)SERV \(UNDERSCORE\)CFSA100M\(UNDERSCORE\)E.PDF](http://www.admfincs.forces.gc.ca/pension/forms/election(underscore)t o(underscore)pay(underscore)for(underscore)prior(underscore)serv(underscore)cf sa100m(underscore)e.pdf)
5. IN ORDER TO ENSURE REQUESTS ARE PROCESSED IN AN EFFICIENT AND EFFECTIVE MANNER AND SUMMARY PACKAGES ARE COMPLETE, THE SUPPORT OF KEY STAKEHOLDERS INCLUDING DCFPS, FORMATION HQ AND/OR RESERVE UNIT ORDERLY ROOM MAY BE REQUIRED BY THE RESERVE PENSION BUYBACK ADMIN SERVICES CELL
6. COMMANDERS AND UNIT ORDERLY ROOMS ARE ENCOURAGED TO ENSURE THE CONTENT OF THIS JOINT CHIEF MILITARY PERSONNEL (CMP) AND ADM(IM) MESSAGE IS GIVEN WIDEST DIST
7. SIGNED BY MGEN W. SEMIANIW, CMP

#### **14. RESERVE FORCE PAY RAISE (RETROACTIVE TO 1 APR 08)**

1. Attached to this document are the new pay rates for officers and NCM. These pay rates have been implemented and approved retroactive to 1 Apr 08. All personnel will see this raise on their pay mid Sep 08.

#### **15. PERMANENT ID CARDS**

All Sr NCOs and Officers, and those NCMs with specific requirements, will ensure they have up to date permanent ID cards. The process begins with forms available in the BOR that will be completed and passed to the DCO or Adjt for signature. Each soldier must then make their own appointment with the MP section at ASU Toronto 416-633-6200 x 3812. On the appointment day the soldier must make their own way to Denison Armoury and take a DEU jacket, shirt and tie for a photo ID.

#### **16. NEW INITIATIVES RELATED TO MENTAL HEALTH FITNESS OF THE CANADIAN FORCES**

CANFORGEN 093/08 CDS 011/08 121629Z MAY 08  
NEW INITIATIVES RELATED TO MENTAL HEALTH FITNESS OF THE CANADIAN FORCES  
UNCLASSIFIED

1. THE LEADERSHIP OF THE CF FULLY UNDERSTANDS AND APPRECIATES THAT THE MENTAL HEALTH OF MEN AND WOMEN IN UNIFORM – LIKE THEIR PHYSICAL HEALTH – IS A VITAL ISSUE AND MUST BE MANAGED IN A WAY THAT RESPONDS TO THE UNIQUE OPERATIONAL ENVIRONMENT OF THE CF.



ALTHOUGH MENTAL HEALTH ISSUES IN GENERAL ARE AN ONGOING CONCERN FOR THE CF, OPERATIONAL STRESS INJURIES (OSI) ARE A SPECIFIC CONCERN WITHIN THE MENTAL HEALTH SPECTRUM. OSI ARE BROADLY DEFINED AS ANY PERSISTENT PSYCHOLOGICAL DIFFICULTIES RESULTING FROM OPERATIONAL DUTIES PERFORMED BY CF PERSONNEL IN CANADA OR ABROAD

2. IT SHOULD BE NOTED THAT OSI DEVELOP WITHIN THE CF POPULATION IN THE SAME WAY THEY DO IN THE CIVILIAN FIRST RESPONDER COMMUNITIES OF POLICE, FIREFIGHTERS AND EMERGENCY RESPONSE WORKERS. HOWEVER, CF PERSONNEL EXPERIENCE IS COMPLICATED BY FACTORS THAT DO NOT ALWAYS APPLY IN A NON-MILITARY ENVIRONMENT. THESE FACTORS INCLUDE ISOLATION FROM HOME, UNFAMILIAR CULTURES, EXTREME CLIMATES, AND, IN MANY CASES, THE INABILITY TO LEAVE THE LOCATION/ SOURCE OF THE STRESS

3. FOLLOWING OVER A DECADE OF HIGH INTENSITY OPERATIONS, AND HAVING LEARNED A GREAT DEAL ABOUT HOW OSI AFFECT MEN AND WOMEN IN UNIFORM, THE LEADERSHIP OF THE CF HAS COME TO REALIZE THAT WHILE MEDICAL TREATMENT IS AN IMPORTANT FACTOR IN HELPING INJURED PERSONNEL RECOVER FROM OSI, HOW OSI SUFFERERS ARE SUPPORTED BY THEIR FAMILY, PEERS, LEADERSHIP AND THE CF AS A WHOLE IS EQUALLY AS IMPORTANT TO THEIR RECOVERY AND REINTEGRATION INTO THE WORKPLACE. ACCORDINGLY, WHILE CLINICAL CAPACITY CONTINUES TO DEVELOP, A FOCUS WILL ALSO BE PLACED ON NON-CLINICAL POLICIES, PROGRAMS AND SERVICES

4. TO THIS END THE FOLLOWING DECISIVE STEPS ARE BEING INTRODUCED TO SUPPORT CF MENTAL HEALTH SERVICES:

- A. DEVELOPMENT OF A DND / VETERANS AFFAIRS CANADA (VAC) ARMS LENGTH MENTAL HEALTH SERVICES ADVISORY COMMITTEE (MHSAC). THIS COMMITTEE WILL REPORT DIRECTLY TO CMP AND TO HIS VAC COUNTERPART ON ALL ASPECTS OF MENTAL HEALTH WITH A FOCUS ON OSI, INCLUDING CLINICAL AND NON-CLINICAL MATTERS. THIS COMMITTEE WILL BE CHAIRED BY COL (RETIRED) DON ETHELL, WHO HAS BEEN A CHAMPION FOR THOSE SUFFERING FROM OSI FOR MANY YEARS. COL (RETIRED) ETHELL WILL BE SUPPORTED BY A GROUP OF EXPERTS IN THE FIELD OF MENTAL HEALTH FROM DND, VAC AND EXTERNAL SOURCES. HE WILL BEGIN HIS WORK IN THE NEXT FEW WEEKS,
- B. RE-ESTABLISHMENT OF THE CF OSI STEERING COMMITTEE. THIS COMMITTEE WILL BRING TOGETHER THE SENIOR CF LEADERSHIP TO DISCUSS INNOVATIVE CONCEPTS TO DEAL WITH OSI,
- C. INCREASING FUNDING TO THE OPERATIONAL STRESS INJURY SOCIAL SUPPORT PROGRAM. THIS HIGHLY SUCCESSFUL DND / VAC PARTNERSHIP, LAUNCHED IN 2001, DELIVERS PEER SUPPORT TO CF PERSONNEL, VETERANS AND THEIR FAMILIES AFFECTED BY OSI, AND ASSISTS THOSE WHO HAVE SUFFERED THE LOSS OF A LOVED ONE THROUGH A BEREAVEMENT SUPPORT PROGRAM, AND
- D. NAMING A SPECIAL ADVISOR TO CMP ON OSI WHO WILL OVERSEE THE MANAGEMENT OF NON-CLINICAL MATTERS RELATED TO OSI, INCLUDING THE CREATION OF AN EDUCATION CAMPAIGN TO RAISE AWARENESS OF OSI. THIS INITIATIVE WILL PROVIDE TANGIBLE TOOLS TO ASSIST THE LEADERSHIP AT ALL LEVELS WHO DEAL WITH INJURED PERSONNEL. THE SPECIAL ADVISOR TO CMP ON OSI WILL BE LCOL STEPHANE GRENIER

5. LCOL GRENIER HAS BEEN A STRONG ADVOCATE ON BEHALF OF THOSE SUFFERING FROM OSI FOR THE PAST SEVEN YEARS. IN 2001, HE CREATED THE OPERATIONAL STRESS INJURY SOCIAL SUPPORT PROGRAM. LCOL GRENIER HAS BEEN APPOINTED AS A MEMBER OF THE CANADIAN MENTAL HEALTH COMMISSION (MENTAL HEALTH IN THE WORKPLACE SUB-COMMITTEE), A NON-PROFIT ORGANIZATION CREATED TO FOCUS NATIONAL ATTENTION ON MENTAL HEALTH ISSUES. HIS FIRST TASK WILL BE TO ENHANCE THE MENTAL HEALTH EDUCATION AWARENESS PROGRAM TO ELIMINATE THE STIGMA OFTEN ASSOCIATED WITH THOSE SUFFERING FROM OSI

6. WHILE THE CF LEADERSHIP RECOGNIZES THAT WORK REMAINS TO IMPROVE OSI MANAGEMENT AND THE DELIVERY OF MENTAL HEALTH SERVICES, IT ALSO REALIZES THAT A MAJORITY OF THE MEN AND WOMEN IN THE CF TODAY HAVE A GOOD UNDERSTANDING OF THESE ISSUES, AND THAT MANY OF YOU HAVE SUCCESSFULLY SUPPORTED INJURED PERSONNEL. WITH



THE INTRODUCTION OF THESE NEW MEASURES, I AM CONFIDENT THAT TOGETHER WE WILL CONTINUE TO BUILD A STRONGER, MORE RESPONSIVE CAPABILITY TO ASSIST AND SUPPORT THE MEN AND WOMEN IN UNIFORM, VETERANS AND THEIR FAMILIES AS THEY DEAL WITH MENTAL HEALTH ISSUES

7. SIGNED BY GEN R.J. HILLIER, CDS

#### **17. DAOD 5031-11 CF FOREIGN LANGUAGES POLICY**

CANFORGEN 090/08 CMP 035/08 301826Z APR 08  
DAOD 5031-11 CF FOREIGN LANGUAGES POLICY  
UNCLASSIFIED

REFS: A. DAOD 5031-11 - FOREIGN LANGUAGES  
B. CFAO 9-61, FOREIGN LANGUAGES - INSTRUCTION, TESTING AND QUALIFICATIONS

1. THE PURPOSE OF THIS CANFORGEN IS TO ANNOUNCE THE APPROVAL OF REFERENCE A, WHICH SUPERCEDES REFERENCE B, AND CONFIRM THE ACTION REQUIRED IN RESPONSE TO THE SUBJECT POLICY. REFERENCE A IS PROMULGATED TO SUPPORT THE INCREASED REQUIREMENT FOR FOREIGN LANGUAGES ABILITY OF CF PERSONNEL IN INTERNATIONAL OPERATIONS AND IT IS LOCATED AT THE FOL SITE:

[HTTP://ADMFINCS.MIL.CA/ADMFINCS/SUBJECTS/DAOD/5031/11\(UNDERSCORE\)E.ASP](http://admfincs.mil.ca/admfincs/subjects/daod/5031/11(underscore)e.asp)

2. THE AIM OF REFERENCE A IS TO PROVIDE STANDARDIZED POLICY FOR FOREIGN LANGUAGES TRAINING, TESTING, AND RECORDING OF FOREIGN LANGUAGE ABILITY LEVELS. A COMPLETE AND CURRENT RECORD OF ALL FOREIGN LANGUAGES ABILITY LEVELS OF CF PERSONNEL IS OF VITAL IMPORTANCE TO CURRENT AND FUTURE CF OPERATIONS. AS DESCRIBED AT REFERENCE A, THE RESPONSIBILITY FOR IDENTIFYING AND RECORDING THIS DATA WILL NOW BE SHARED BY ALL CONCERNED, FROM THE RECRUITING CENTRES, TO COMMANDING OFFICERS, AND INCLUDING ALL CF PERSONNEL. THE RESPONSIBILITY TABLE IN DAOD 5031-11 IDENTIFIES RESPONSIBILITIES FOR FOREIGN LANGUAGES ADMINISTRATION AND TRAINING.

3. ALL PERSONNEL WITH FOREIGN LANGUAGES ABILITY ARE ENCOURAGED TO REVIEW DAOD 5031-11, AND ENSURE THAT THEIR FOREIGN LANGUAGES COMPETANCIES ARE ACCURATELY IDENTIFIED AND RECORDED.

4. QUESTIONS SHOULD BE DIRECTED TO MS JULIE DUBEAU, FOREIGN LANGUAGES NATIONAL STANDARDS OFFICER, CANADIAN DEFENCE ACADEMY, DUBEAU.JJ AT FORCES.GC.CA, 613-996-2526.

5. SIGNED BY MGEN W. SEMIANIW, CMP.

#### **18. SAFETY WARNING – THUNDERFLASH C1A1**

A user warning has been issued for several lots of C1A1 Thunderflash. The following safety precautions are to be followed:

1. Thunderflashes are not to be used within **10m** of personnel or flammable liquids, nor will they be used in confined areas. All personnel within **30m** from point of initiation **shall** wear ballistic eyewear.

2. When initiating Thunderflashes, the igniter will be pointed away from personnel to prevent burns caused by striker ignition.

The RQMS shall ensure the lot numbers of all Thunderflashes prior to any exercises to determine if that lot is to be withdrawn from use or shall use the amended safety procedures.

#### **19. NEW EMCON MEASURES – DENISON ARMOURY – EFFECTIVE 15 SEP 08**

1. Please be advised that, beginning this month, the new Emissions Security plan is being implemented for Denison Armory. As a result, no personal cell phones and PDA devices will be allowed beyond the first floor.



2. The issue of Work-Essential communication devices, for those personnel who are employed by fire, police, EMS depts etc, has been addressed to ASU Toronto.
3. For those persons for whom such devices are not work-essential, please adopt the habit of leaving your personal cell phone/PDA in your vehicle.
4. The enforcement of this plan will commence on 15 Sep 08. Commissionaires and/or MPs will be stationed at the 1st floor elevator hallway to assist everyone with the enforcement of the new policy.

#### **PART IV – GENERAL INTEREST**

##### **20. MEMBERS ASSISTANCE PROGRAM**

The Member Assistance Program is a voluntary and confidential service, initiated by the Canadian Forces (CF) to help members (Regular Force, all Reserve Class Members, Cadets) and family members who have personal concerns that affect their personal well-being and/or work performance. These types of personal concerns can include but are not limited to: marital and family, interpersonal relations, personal and emotional, stress and burn-out, work-related (including harassment and sexual assault) and alcohol, drugs/prescription drugs. The phone number for this service is 1-800-268-7708 and is open 24 hours a day, 365 days a year.

##### **21. DEADLINE TO COMPLETE THE QOR OF C PARA FITNESS TEST**

The deadline to complete your fitness test for any member wishing to go on the B Para course is **two Wednesday's prior to the course**. To be clear no testing will be conducted a week prior to the course.

#### **PART V - PROMOTIONS - DECORATIONS - RELEASES - TRANSFERS**

##### **22. PROMOTIONS**

Sgt Frounze  
Sgt Green  
Cpl Illsley

##### **23. DECORATIONS**

Capt Whitehead CD1  
Cpl Tsang CD1  
Capt Tremblay CD  
MCpl Dias CD

##### **24. AWARDS**

MCpl Thomas – MB

##### **25. RELEASES**

Nil

##### **26. TRANSFERS/POSTINGS – IN**

Lt Dar-Ali  
Lt Kotschka  
Cpl Hoad  
Rfn McFarlane

##### **27. TRANSFERS – OUT**

LCol Delaney

##### **28. ATTACHED POSTED – IN**

Nil



29. **ATTACHED POSTED – OUT**

Nil

IN PACE PARATUS

R.A. Zeidler  
Lieutenant-Colonel  
Acting/Commanding Officer





# THE QUEEN'S OWN RIFLES OF CANADA

## UNIT ROUTINE ORDERS 09/08

3 December 2008

**Lieutenant-Colonel R.A. Zeidler, CD**  
**Commanding Officer**

### **PART I** **CALENDAR OF EVENTS**

1. TRAINING CALENDAR
2. FTUC LEAVE & TASKINGS
3. ROTO/TASKINGS & COURSES
4. EXEMPT DRILL & TRAINING
5. PENDING RELEASE
6. NON-EFFECTIVE STRENGTH

### **PART II** **DUTIES AND APPOINTMENTS**

7. DUTY PERS MOSS PARK ARMOURY
8. DUTY PERS DALTON ARMOURY
9. SECONDARY DUTIES LIST
10. AUTHORITY TO WEAR THE MAROON BERET

### **PART III** **CURRENT ITEMS**

11. QOR OF C GATE DUTY SOP
12. FAMILY SUPPORT GROUP (FSG)
13. AUTHORITY TO DISPATCH AND ISSUE VEHICLES
14. IMPLEMENTATION OF RESERVE FORCE PENSION PLAN ADMIN PROCESS
15. PERMANENT ID CARDS
16. SAFETY WARNING - THUNDERFLASH
17. EMCON – MEASURES – DENISON ARMOURY
18. MEMBERS ASSISTANCE PROGRAM

### **PART IV** **GENERAL INTEREST**

19. DEADLINE TO COMPLETE THE QOR OF C PARA FITNESS TEST

### **PART V** **PROMOTIONS - DECORATIONS – RELEASES - TRANSFERS**

20. PROMOTIONS
21. DECORATIONS
22. AWARDS
23. RELEASES
24. TRANSFERS IN
25. TRANSFERS OUT
26. ATTACHED POSTED IN
27. ATTACHED POSTED OUT



## **PART I - CALENDAR OF EVENTS**

### **1. TRAINING CALENDAR:**

10 Dec 08	Men's Christmas Dinner	(MPA)
13-14 Dec 08	EX HIGH DESCENT	(Trenton)
23-25 Jan 09	EX CELTIC FROST	(Borden)
13-15 Feb 09	EX ICED EARTH	(Borden)
21-22 Feb 08	EX QUEEN'S APPROVAL	(Trenton)
20-22 Mar 09	EX HOLY DIVER	(CFB Trenton)

### **2. FTUC LEAVE, TASKINGS, COURSES:**

Block lve period is from 20 Dec 08 – 5 Jan 08.

### **3. ROTO/TASKINGS & COURSES:**

Maj Banerjee	CFC – SSO SPM/PME PCO	Sep 07 –
Maj Champion	JTFC-LFCA HQ J5 BP	1 Apr 04 –
Maj St Denis	CIMIC	1 Sept 07 –
Capt Stewart	PSYOPS	1 Sept 07 –
Lt Lee	CFLAWC	11 Nov 08 -
2Lt Newlands	JTFC-LFCA HQ	1 Sept 07 –
MWO Shannon	CIMIC	1 Sept 07 –
WO Kim	CIMIC	1 Sept 07 –
WO Moody	CIMIC	1 Sept 07 –
Sgt Paton	CIMIC	1 Sept 07 -
Sgt Thomson	CFB Borden	1 Sept 07 –
MCpl Bridge	CFLAWC	Oct 08 -
MCpl Chiu	CIMIC	1 Sept 07 –
MCpl Debartok	PSYOPS	1 Sept 07 –
MCpl Kurelo	PSYOPS (Deployed)	1 Sept 07 –
MCpl McGibbon	CIMIC	1 Sept 07 –
MCpl Ragos	CFLAWC	1 Oct 05 –
MCpl Vulakovich	CFLAWC	1 Sept 07 –
Cpl Baiati	CFLAWC	1 Sept 07 –
Cpl Benincasa	PSYOPS	1 Sept 07 –
Cpl Griffiths	TF3-08	31 Aug 07 –
Cpl Harrison	CIMIC	1 Sept 07 –
Cpl Hijazi	TF3-08	3 Jul 07 –
Cpl Hinds	TF3-08	31 Aug 07 –
Cpl Khazai-Nejad	TF3-08	31 Aug 07 –
Cpl Kennedy	CFLAWC	Oct 08 -
Cpl Low	TF3-08	10 Jun 07 –
Cpl Lui	TF3-08	31 Aug 07 –
Cpl Rahman	CFRC	1 Apr 06 –
Cpl Simpson	NDPAO	1 Apr 05 –
Cpl Villa	TF3-08	27 Aug 07 –
Cpl Winnicki	TF3-08	3 Jul 07 –
Cpl Windover	TF1-08 (Deployed)	9 Jan 08 –

### **4. ED&T:**

Cpl Yu	until 28 Feb 09
Cpl Connacher	until 07 May 09
Rfn Kielbasinski	until 31 Aug 09
Cpl Rajkumar	unknown
Cpl Williamson	unknown
Rfn Pryhodko	until

### **5. PRL:**

Cpl Scorza	Cpl Lynch	Pte Chan
Rfn Grift	Cpl Sevilano	Pte Cheng
Sgt Shaidle	Cpl Ton	Pte Ganin
Rfn Matecky	MCpl Brouyea	Pte Lee
Rfn Guy	Rfn Domingo	Cpl Asner



Cpl Poloupanov	Capt Weingard	Pte Molodtsov
Cpl Chen	Rfn Hogg	Cpl Yoo
Cpl Contant	Rfn Holden	Pte Oldfield
Cpl Cook	Rfn Morawa	Pte Padrad
Cpl Frye	Rfn Obelienius	Pte Reinhart
Cpl Jimenez	Rfn Ott	Pte Worrall
Cpl Johanis	Rfn Slade	Rfn Gillick
Cpl Kouprine	Rfn Wilson	Pte Tai
Cpl Moses	Cpl Mahabir	MCpl Koenne

6. **NES:**

Cpl Hong	Cpl Huh	Cpl Simpson
Cpl Longenecker	2Lt Chrzan	Cpl Tsui
Rfn Peterdy	Cpl Canonigo	MCpl Atkins
Lt Burton	Cpl Vergie	Sgt Shikhman
MCpl Henry	Cpl Guguay	Cpl Kloc
Cpl Oey	Cpl Da Silva	Cpl Choe
Rfn Danek	Cpl Fung	Cpl White
Pte ( R) Mahmood		

**PART II - DUTIES AND APPOINTMENTS**

7. **DUTY STAFF MOSS PARK ARMOURY:**

DATE	DUTY OFFICER	DUTY SERGEANT	DUTY MCPL
3 Dec 08	Capt Wilmot	Sgt Behan	MCpl Kiss
6 Dec 08	Nil reqr	Sgt Burns	No reqr
10 Dec 08	Capt Timms	WO Thorn	MCpl Abate
13 Dec 08	Lt Beindorf	Sgt Fabry	No reqr
17 Dec 08	Lt Kotschka	Sgt Green	MCpl Silva
7 Jan 09	2Lt MacIntosh	Sgt Halcro	MCpl Wolfe
14 Jan 09	Capt Harmes A.	Sgt Johnston	MCpl Semenovych
21 Jan 09	2Lt Liebel	Sgt Halcro	MCpl McQuaid

**Routine**

- Tour of Duty:
  - a) 1800 - 2000 FTUC
  - b) 2000 - 2230 60th Coy/Vics Coy
  - c) 2230 - 0000 Duty Staff/2 x Sentry
  - d) 0000 - 0030 Duty Staff
- 60th Coy and Vics Coy are free to adjust these shifts among themselves as long as the entire 2000 – 0030 time pd is covered off. However, in the event of a no-show by any sec staff, OCs will be accountable for their assigned shifts as listed above.
- Report to the BOR at 1915 for a briefing on the gate security procedures and to sign out the security eqpt (keys, radios, log book, flashlight).
- 60<sup>th</sup> Coy and Vics Coy are to provide staff as detailed above.
- Two security staff must be on the gate at all times and must check for ID and log in, all incoming vehs and pers Military personnel must present Military ID to enter the building, civilians a driver's license or other acceptable form of ID. All personnel must have a legitimate reason to enter the building.
- The ID checker can be yourself or someone you assign. You must ensure that the person is properly briefed with regards to their report person, timings, the log book, etc.
- Ensure the log book is available and up to date, and that any special visitors (personnel not regularly there) are logged in and out of the log book.
- At 0000, the DO will inform all messes that the gates will be locked at 0030. At 0030, the Duty Staff will lock the gates and carry out their building checks.
- On Sunday following an exercise, the Duty Staff are responsible for all final lock-ups and bldg checks as per the normal SOPs.



- During mess dinners, the DO is responsible for all final lock-ups and building checks and must ensure that they have the necessary keys.
- After completing the building checks, the DO will ensure that all eqpt and keys are returned through the mail slot in the door of the BOR. Also, the duty log must be filled out and signed at the end of the night prior to turning in the duty book.

#### **Availability**

- All 60th Coy personnel MCpl-WO and 2Lt-Capt are eligible for duty.
- Anyone that cannot perform their duty for whatever reason will report to the CSM or OC with their reason and an eligible replacement.
- The end of night responsibility may be handed off to an acceptable person as long as the CSM or OC approves of the change prior to the hand-over.

#### **8. DUTY STAFF DALTON ARMOURY:**

DATE	DUTY STAFF
3 Dec 08	Sgt Frounze
10 Dec 08	Nil reqr
17 Dec 08	MCpl Coelho
7 Jan 09	MCpl Hing
14 Jan 09	MCpl Pampe
21 Jan 09	MCpl Biggs

#### **Routine**

- Tour of Duty: 1915-2400
- Report to the CSM or OC once they arrive.
- Ensure that the front door is secure at all times: locked, or unlocked with a person posted to check ID.
- Ensure the rear and side doors are secure at all times.
- Military personnel must present Military ID to enter the building, civilians a driver's license or other acceptable ID. All personnel must have a legitimate reason to enter the building.
- The ID checker can be yourself, someone you assign, or a member of the orderly room staff if available. You must ensure that the person is properly briefed with regards to their report person, timings, the log book, etc.
- Ensure the log book is available and up to date, and that any special visitors (personnel not regularly there) are logged in and out of the log book.
- On Thu evenings 2881 Scarborough Rifles Cadets will be parading at Dalton Armoury. They will be responsible for providing duty pers and ensuring that the duty logbook is filled out and signed.
- On Sunday following an exercise, the Duty Staff are responsible for all final lock-ups and bldg checks as per the normal SOPs.
- Secure the building at the end of the night: ensure all personnel have left, all doors are locked, the CQ and weapons vault is secure, and lights turned off.

#### **Availability**

- All Buffs Coy personnel MCpl-WO (or Cpl with Mod 6) and 2Lt-Capt are eligible for duty.
- Anyone that cannot perform their duty for whatever reason will report to the CSM or OC with their reason and an eligible replacement.
- The end of night responsibility may be handed off to an acceptable person as long as the CSM or OC approves of the change prior to the hand-over.

#### **9. SECONDARY DUTIES LIST:**

<b><u>PERSONNEL</u></b>	
<b>Canadian Forces Liaison Council</b>	
Unit Military Leave Rep	Maj Champion



Employment Support Advisor	CWO Kelly
<b>Unit Welfare Appointments</b>	
Welfare Officer	Capt Saugh
Welfare NCO	MCpl Pampe
<b>Family Support Group for Deployed Soldiers</b>	
DCO	Maj Champion
Padre	Capt Saugh
Adjt	Capt Whitehead
RSM	CWO Kelly
Support Clerk	Cpl Deganis
<b>Harassment</b>	
Advisor	Sgt Van Hamme
Work Place Representatives (WPRs)	Capt Wilmot
<b>Awards Committee</b>	
Chair	(CO) - LCol Zeidler
Mbr	(DCO) - Maj Champion
Mbr	(Adj) - Capt Wilmot
Mbr	(RSM) - CWO Kelly
Mbr	(OC 60th) - Capt Tremblay
Mbr	(OC Buffs) - Capt Ross
Mbr	(OC Vics) - Lt Beindorff
Mbr	(DOM) - Capt Arendz
<b>Officer Selection Board</b>	
Chair	(DCO) Maj Champion
Secy	(Adj) Capt Whitehead
Mbr	(OC Para) Capt Harmes
Mbr	Capt Wilmot
<b><u>PERSONNEL SUPPORT PROGRAMS</u></b>	
<b>NPF Board</b>	
Chair	Capt Wilmot
Mbr	Capt Haupt
Mbr	Capt Kaipio
Mbr	2Lt Chrzan
<b>Mess Committee - Officers' Mess</b>	
PMC	Capt Foulds
VPNC	Capt (Ret'd) Sheedy
Treasurer	Capt Wilmot
House Manager	Lt Beindorff
Secretary	Lt Mantle
Senior Subaltern	Lt Lee
<b>Mess Committee - Sgts' Mess</b>	
PMC	Sgt Morin
<b>Mess Committee - JR Ranks</b>	
PMC	MCpl Abate
<b>Mess Committee - Dalton Armoury Mess</b>	
PMC	MCpl Hing
<b><u>HEALTH AND SAFETY</u></b>	
<b>General Safety Committee</b>	
Chair	Maj Champion
A Safe O	Capt Hicks
Rad SO	Capt Haupt
Fire Warden	Capt Wilmot
HAZMAT SME	CWO Kelly
WHMIS SME	CWO Kelly
A Rad SO	Sgt Murray
Environmental O	Capt Wilmot
60 <sup>th</sup> Coy Rep	WO O'Halloran
Bufs Coy Rep	Lt Lee
Vics Coy Rep	Sgt Murray
<b>Drug Education Coordinator</b>	
OPI	Capt Kaipio
<b><u>ENVIRONMENT</u></b>	
<b>Environmental Officer</b>	
OPI	Capt Wilmot
<b><u>MATERIAL</u></b>	
<b>Audit Board</b>	
Chair	Capt Hicks
Mbr	Capt Kaipio
Mbr	Appointed as required



<b>ISSO</b>	
Holder	Maj Champion
<b>COMMS</b>	
<b>Comms</b>	
Sigs NCO	Sgt Fabry
Sigs NCO	MCpl Green
<b>PUBLIC AFFAIRS</b>	
<b>Public Affairs</b>	
UIO	2Lt Newlands
A/UIO	TBD
Photographers	Ad hoc
<b>HISTORICAL MATTERS</b>	
<b>Historical Matters</b>	
History Officer	CWO Kelly
History Officer	Capt Wilmot
<b>RANGE SAFETY OFFICERS</b>	
<b>Range Safety Officers</b>	
LCol Zeidler	WO Martin
Maj Banerjee	WO O'Halloran
Maj Champion	WO Parris
Capt A Harmes	WO Thorn
Capt Haupt	Sgt Behan
Capt Kaipio	Sgt Burns
Capt Ross	Sgt Currie
Capt Tremblay	Sgt Fabry
Capt Whitehead	Sgt Halcro
Capt Wilmot	Sgt Johnston
Lt Dar Ali	Sgt Kohler
Lt Lee	Sgt Morin
Lt Mantle	Sgt Murray
Lt Potter	Sgt Shikhman
CWO Kelly	Sgt Wilson
<b>SECURITY</b>	
<b>Security Board</b>	
Security Officer	Maj Champion
Security NCO	Sgt Willan
Wpns Security NCO	Sgt Murray
<b>ADMINISTRATIVE CONTROL</b>	
<b>Admin Stds</b>	
OPI	Capt Arendz
<b>OTHER</b>	
OIC Scarborough Armoury	Capt Ross
Cadet LO	Lt Potter
Central Region Cadet Program: Band O for 707 Cadet Sqn	Capt Arendz
Unit Ethics Officer	Lt Potter

## 10. **AUTHORITY TO WEAR THE MAROON BERET**

The following pers are authorized to wear the Maroon Beret:

Cpl Abate	MCpl Hing	WO O'Halloran
MCpl Atkins	MCpl Huh	Rfn Ortega
MCpl Behan	Rfn Humphrey	Cpl Overholt
Cpl Biggs	Sgt Johnston	Lt Pannell
Cpl Bollers	Cpl Johnston	WO Parris
Rfn Bremner	Cpl Kim, I	Cpl Polbedetto
MCpl Bridge	Cpl Kim, S	Lt Potter
Rfn Brooks	Cpl Kiss	MCpl Reavie
Sgt Burns	Sgt Kohler	MCpl Shikhman
Cpl Carrier	Rfn Koop	MCpl Silva
Cpl Coelho	Rfn Lachaine	Cpl Stalteri
Cpl Conacher	Cpl Leader	2Lt Stewart
Cpl Chang	Lt Lee	Cpl Thomas
MCpl Charlebois	Cpl Lim	WO Thorn



MCpl Dias	Cpl Mackinnon	Rfn Webster
Sgt Fabry	Cpl Malik	Sgt Wilson
MCpl Frounze	Lt Mantle	MCpl Wolfe
Rfn Gee	Rfn Maiolo	Cpl Wood
Cpl Griffiths	Cpl Mills	Rfn Wright
Rfn Gunn	Cpl Milrod	LCol Zeidler
Sgt Halcro	Cpl Mitchell	
Capt Harmes, A.	Sgt Morin	

If your name is not on this list, contact Sgt Burns.

### **PART III - CURRENT ITEMS**

#### **11. QOR OF C GATE DUTY SOP**

##### General:

We are responsible for the safety and security of our soldiers at all times while they are on duty. While in the past there have been few threats to our soldiers at the armouries the threat level at this time and due diligence force us to be more vigilant than we have been in the past. The Queen's Own Rifles as part of 32 CBG will increase the security at both of its armouries with the implementation of Gate Guards (GGs).

##### Aim:

The Queen's Own Rifles will increase security at Moss Park Armouries while the soldiers attend Wednesday night training periods.

##### Responsibilities:

- The DSM will be responsible for the implementation and ongoing continuance of gate duties and to ensure all soldiers are briefed before the duty;
- CSMs and Ops WO will be responsible to the DSM to provide appropriate pers (at least one senior Cpl or higher and one other per shift) on time on a regular basis. In the case of Coys trading off duties to accommodate training the DSM must be informed ahead of time; and

RQMS is responsible to ensure equipment is available and serviceable.

##### Hours:

- Security will start at 1915hrs and continue until the duty staff have cleared all pers from the armoury at 0030hrs every training night;
- Class 'A' soldiers specifically brought in for the duty will man the front gate at MPA from 1800hrs to 2000hrs (this will give the Coys time to complete first pde and assign GGs), and from 2230hrs to 0000hrs under direction of the Ops WO;
- GGs from 60th and Vics will report to the CQCI at 1950hrs at the gate for briefing and handover;
- 60th will be responsible for the duty all nights except the first Wednesday of each month which Vics will be responsible for; and

If the pers on duty are to change during a shift the replacements must be briefed at 1950hrs by the CQCI as well.

##### Duties:

- There will be two pers on the gate at all times;
- The gate guard will be properly dressed at all times (including environmental clothing) and will wear fluorescents vests;
- They will be in comms with the BOR and duty Officer who will monitor their radios at all times, and conduct a radio check every half hour;
- They will check the mil ID of all pers coming into the armoury;
- They will record the license plate numbers of all vehicles entering the parking lot;
- They will ensure no cars park in front of the gate in the fire lanes; and
- For pers without mil ID the following will occur:
  - All civilians members of the band, mess and kit shop staff will be in possession of an ID card issued by the BOR;
  - For recruiting applicants a nominal role will be issued by the recruiting NCO to the GG and for unannounced applicants the recruiting NCO will be paged to escort them in;
  - For unit members that are recognized, picture ID will be shown and the name will be recorded, for follow up by appropriate CSM; or



- For unit members that are not recognized the PI 2IC or CSM must be paged to vouch for member.

#### Emergencies:

- In the event of an emergency the Duty Officer will immediately be paged;
- Staff will close and lock gate and be prepared to open as required; and
- Under no circumstances are the GG to touch, push, or physically detain unwanted trespassers, if despite being told in a firm, clear voice that they are trespassing the individuals persist the duty officer must be called and the trespassers must be followed.

#### Equipment:

- 3 X family radios and 2 spares;
- 2 X Fluorescent marker vests;
- 1 X lighting kit, (to illuminate check point); and
- 1 X clipboard.

### **12. FAMILY SUPPORT GROUP (FSG)**

As indicated in the Secondary Duties list (Para 9), the FSG has been identified as the DCO, Padre, A/Adj, RSM, and the Support Clerk. The FSG's primary duties include:

- A. Maintaining regular communications with the families of our deployed soldiers,
- B. Ensuring that the welfare of those family members are looked after to the furthest extent available through public and non-public means; and
- C. Processing all paper work submitted by the chain of command to nominate members for TF 1-10.

The DCO and RSM will also act as Military Leave Representatives (MLR) assisting our soldiers with communicating with their employees. On behalf of the CO, the FSG will work closely with The Royal Canadian Legion, MFRC – Toronto, Regimental Association, and the various mess committees. Any pers wanting to assist the FSG can contact the support clerk.

### **13. AUTHORITY TO DISPATCH AND ISSUE VEHICLES**

The following pers are authorized to dispatch and issue vehicles – Capt Whitehead (Adj, Snr FTUC), Capt Haupt (Ops O), Sgt Burns (UEO), MCpl Hing (Bufs CQ), MCpl Silva (RQMS 2IC), and MCpl Thomas (Tn NCO). All pers are to go through their respective chain of command to request veh as per SOP and must receive their veh from one of the three mentioned NCOs. All questions can be directed to Lt F.F.C. Beindorff, OC Vics Coy.

### **14. IMPLEMENTATION OF RESERVE FORCE PENSION PLAN ADMIN PROCESS**

CANFORGEN 100/08 CMP 039/08 281751Z MAY 08  
IMPLEMENTATION OF RESERVE FORCE PENSION PLAN ADMIN PROCESS  
UNCLASSIFIED

REFS: A. CANFORGEN 045/08

B. QR AND O 26.01 SERVICE RECORDS AND DOCUMENTS

1. REFERENCE A ADVISED THAT EFFECTIVE 01 APR 08, NDHQ DIRECTOR MILITARY CAREERS AND ADMINISTRATION (DMCA) WOULD BE RESPONSIBLE TO LOCATE RESERVE FORCE SERVICE RECORDS, REPLACING DIRECTOR ACCESS TO INFORMATION AND PRIVACY (DAIP) WHO HAD PREVIOUSLY OFFERED ASSISTANCE TO INTERESTED PERSONNEL
2. FURTHER DISCUSSION HAS DETERMINED THAT COMPILING SUCH CF SERVICE RECORDS WOULD BEST RESIDE WITHIN ASSISTANT DEPUTY MINISTER, INFORMATION MANAGEMENT (ADM(IM)) – DIRECTOR GENERAL ENTERPRISE APPLICATION SERVICES (DGEAS) – DIRECTORATE HUMAN RESOURCES INFORMATION MANAGEMENT (DHRIM), THE OFFICIAL CUSTODIAN OF CF HR RECORDS. TO THAT END, STARTING 16 JUN 08, DHRIM WILL PROVIDE ASSISTANCE TO CF PERSONNEL CONSIDERING BUYING BACK PRIOR RESERVE SERVICE THROUGH THE RESERVE PENSION BUYBACK ADMIN SERVICES CELL.



THE 1-800 NUMBER TO ACCESS THIS SERVICE WILL BE PUBLISHED EARLY JUNE 08

3. WHEN CF PERSONNEL CONTACT THE RESERVE PENSION BUYBACK ADMIN SERVICES CELL TO INITIATE A RECORDS SEARCH, THEY WILL BE ASSIGNED A CASE MANAGER WHO WILL IN TURN ACKNOWLEDGE RECEIPT OF THE REQUEST, ASK QUESTIONS REGARDING THEIR SERVICE DETAILS, SEARCH AND OBTAIN THE INDIVIDUAL'S RESERVE SERVICE RECORDS AND PROVIDE A SUMMARY PACKAGE TO THE INDIVIDUAL THAT WILL DETAIL PERIODS OF RESERVE SERVICE AND INCLUDE PERTINENT SUPPORTING DOCUMENTATION. THE INDIVIDUAL WILL THEN BE ABLE TO USE THIS INFORMATION AS INPUT INTO THE ONLINE PENSION CALCULATOR TO DETERMINE THEIR PENSION BUYBACK COST AND OPTIONS. THE PENSION CALCULATOR IS LOCATED AT: [HTTP://WWW.ADMFINCS.FORCES.GC.CA/RFPP-RPFR/TOOLS-OUTILS-INTRO-ENG.AS P?SEL\(EQUAL\)TOL](http://www.admfincs.forces.gc.ca/rfpp-rpfr/tools-outils-intro-eng.aspx?sel(equal)tol). THE SEARCH OF SERVICE RECORDS MAY TAKE SEVERAL WEEKS TO COMPLETE
4. THOSE WHO THEN WISH TO BUYBACK PRIOR RESERVE SERVICE MUST COMPLETE AND SUBMIT THE ELECTION TO PAY FOR PRIOR SERVICE FORM TO DIRECTOR CANADIAN FORCES PENSIONS SERVICES (DCFPS). DCFPS CAN BE CONTACTED AT: 1-800-267-0325. THE APPLICATION FORM IS LOCATED: [HTTP://WWW.ADMFINCS.FORCES.GC.CA/PENSION/FORMS/ELECTION\(UNDERSCORE\)T O\(UNDERSCORE\)PAY\(UNDERSCORE\)FOR\(UNDERSCORE\)PRIOR\(UNDERSCORE\)SERV \(UNDERSCORE\)CFSA100M\(UNDERSCORE\)E.PDF](http://www.admfincs.forces.gc.ca/pension/forms/election(underscore)t o(underscore)pay(underscore)for(underscore)prior(underscore)serv(underscore)cfsa100m(underscore)e.pdf)
5. IN ORDER TO ENSURE REQUESTS ARE PROCESSED IN AN EFFICIENT AND EFFECTIVE MANNER AND SUMMARY PACKAGES ARE COMPLETE, THE SUPPORT OF KEY STAKEHOLDERS INCLUDING DCFPS, FORMATION HQ AND/OR RESERVE UNIT ORDERLY ROOM MAY BE REQUIRED BY THE RESERVE PENSION BUYBACK ADMIN SERVICES CELL
6. COMMANDERS AND UNIT ORDERLY ROOMS ARE ENCOURAGED TO ENSURE THE CONTENT OF THIS JOINT CHIEF MILITARY PERSONNEL (CMP) AND ADM(IM) MESSAGE IS GIVEN WIDEST DIST
7. SIGNED BY MGEN W. SEMIANIW, CMP

## **15. PERMANENT ID CARDS**

1. All Sr NCOs and Officers, and those NCMs with specific requirements, will ensure they have up to date permanent ID cards. The process begins with forms available in the BOR that will be completed and passed to the DCO or Adjt for signature. Each soldier must then make their own appointment with the MP section at ASU Toronto 416-633-6200 x 3812. On the appointment day the soldier must make their own way to Denison Armoury and take a DEU jacket, shirt and tie for a photo ID.

## **16. SAFETY WARNING – THUNDERFLASH C1A1**

1. A user warning has been issued for several lots of C1A1 Thunderflash. The following safety precautions are to be followed:
  - a. Thunderflashes are not to be used within **10m** of personnel or flammable liquids, nor will they be used in confined areas. All personnel within **30m** from point of initiation **shall** wear ballistic eyewear.
  - b. When initiating Thunderflashes, the igniter will be pointed away from personnel to prevent burns caused by striker ignition.
2. The RQMS shall ensure the lot numbers of all Thunderflashes prior to any exercises to determine if that lot is to be withdrawn from use or shall use the amended safety procedures.

## **17. NEW EMCON MEASURES – DENISON ARMOURY – EFFECTIVE 15 SEP 08**

1. Please be advised that, beginning this month, the new Emissions Security plan is being implemented for Denison Armory. As a result, no personal cell phones and PDA devices will be allowed beyond the first floor.



2. The issue of Work-Essential communication devices, for those personnel who are employed by fire, police, EMS depts etc, has been addressed to ASU Toronto.
3. For those persons for whom such devices are not work-essential, please adopt the habit of leaving your personal cell phone/PDA in your vehicle.
4. The enforcement of this plan will commence on 15 Sep 08. Commissionaires and/or MPs will be stationed at the 1st floor elevator hallway to assist everyone with the enforcement of the new policy.

#### **PART IV – GENERAL INTEREST**

##### **18. MEMBERS ASSISTANCE PROGRAM**

The Member Assistance Program is a voluntary and confidential service, initiated by the Canadian Forces (CF) to help members (Regular Force, all Reserve Class Members, Cadets) and family members who have personal concerns that affect their personal well-being and/or work performance. These types of personal concerns can include but are not limited to: marital and family, interpersonal relations, personal and emotional, stress and burn-out, work-related (including harassment and sexual assault) and alcohol, drugs/prescription drugs. The phone number for this service is 1-800-268-7708 and is open 24 hours a day, 365 days a year.

##### **19. DEADLINE TO COMPLETE THE QOR OF C PARA FITNESS TEST**

The deadline to complete your fitness test for any member wishing to go on the B Para course is **two Wednesday's prior to the course**. To be clear no testing will be conducted a week prior to the course.

#### **PART V - PROMOTIONS - DECORATIONS - RELEASES - TRANSFERS**

##### **20. PROMOTIONS**

Nil

##### **21. DECORATIONS**

Nil

##### **22. AWARDS**

Nil

##### **23. RELEASES**

Nil

##### **24. TRANSFERS/POSTINGS – IN**

Nil

##### **25. TRANSFERS – OUT**

Nil

##### **26. ATTACHED POSTED – IN**

Nil



27. **ATTACHED POSTED – OUT**

Nil

IN PACE PARATUS

R.A. Zeidler  
Lieutenant-Colonel  
Commanding Officer