



THE QUEEN'S OWN RIFLES OF CANADA

UNIT ROUTINE ORDERS 01/09 15 January 2009

Lieutenant-Colonel J. Fotheringham, CD
Commanding Officer

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PART I - CALENDAR OF EVENTS

1. TRAINING CALENDAR:

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:

NSTR

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 Milrod	CFLAWC	05 Jan 09 -
MCpl Ragos	CFLAWC	1 Oct 05 –
MCpl Vulakovich	CFLAWC	1 Sept 07 –
Cpl Baiati	22 MP PI	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 Milrod	CFLAWC	05 Jan 09 -
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 Conacher	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 Griff	Cpl Sevilano	Pte Cheng
Sgt Shaidle	Cpl Ton	Pte Ganin
Rfn Matecky	MCpl Bruyea	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 Duguay	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
14 Jan 09	Capt Harmes A.	Sgt Johnston	MCpl Semenovych
21 Jan 09	2Lt Liebel	Sgt Murray	MCpl McQuaid
28 Jan 09	Capt Kaipio	MCpl Pampe	MCpl Thomas
04 Feb 09	Lt Potter	MCpl MacMillan	MCpl Lim
11 Feb 09	Lt Mantle	Sgt Kohler	MCpl Degannis
18 Feb 09	Lt Dar Ali	Sgt Van Hamme	MCpl Tse
25 Feb 09	Capt Arendz	Sgt Kenny	MCpl Tremblay
04 Mar 09	Capt	Sgt Wilson	MCpl Charlebois

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).
- 60th 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
14 Jan 09	MCpl Pampe
21 Jan 09	MCpl Biggs
28 Jan 09	MCpl Coelho
04 Feb 09	MCpl Hing
11 Feb 09	Sgt Currie
18 Feb 09	Sgt Hodgson
25 Feb 09	Sgt Frounze

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:

<u>PERSONNEL</u>
Canadian Forces Liaison Council

Unit Military Leave Rep	Maj Champion
Employment Support Advisor	CWO Kelly
Unit Welfare Appointments	
Welfare Officer	Capt Saugh
Welfare NCO	MCpl Pampe
Family Support Group for Deployed Soldiers	
DCO	Maj Champion
Padre	Capt Saugh
Adjt	Capt Whitehead
RSM	CWO Kelly
Support Clerk	MCpl Deganis
Harassment	
Advisor	Sgt Van Hamme
Work Place Representatives (WPRs)	Capt Wilmot
Awards Committee	
Chair	(CO) - LCol Zeidler
Mbr	(DCO) - Maj Champion
Mbr	(Adjt) – 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
Officer Selection Board	
Chair	(DCO) Maj Champion
Secy	(Adjt) Capt Whitehead
Mbr	(OC Para) Capt Harmes
Mbr	Capt Wilmot
<u>PERSONNEL SUPPORT PROGRAMS</u>	
NPF Board	
Chair	Capt Wilmot
Mbr	Capt Haupt
Mbr	Capt Kaipio
Mbr	2Lt Chrzan
Mess Committee - Officers' Mess	
PMC	Capt Foulds
VPMC	Capt (Ret'd) Sheedy
Treasurer	Capt Wilmot
House Manager	Lt Beindorff
Secretary	Lt Mantle
Senior Subaltern	Lt Potter
Mess Committee - Sgts' Mess	
PMC	Sgt Morin
Mess Committee - JR Ranks	
PMC	MCpl Abate
Mess Committee – Dalton Armoury Mess	
PMC	MCpl Hing
<u>HEALTH AND SAFETY</u>	
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 th Coy Rep	WO O'Halloran
Bufs Coy Rep	MCpl Coelho
Vics Coy Rep	Sgt Murray
Drug Education Coordinator	
OPI	Capt Kaipio
<u>ENVIRONMENT</u>	
Environmental Officer	
OPI	Capt Wilmot
<u>MATERIAL</u>	
Audit Board	
Chair	Capt Hicks
Mbr	Capt Kaipio

Mbr	Appointed as required
ISSO	
Holder	Maj Champion
<u>COMMS</u>	
Comms	
Sigs NCO	Sgt Fabry
Sigs NCO	Sgt Green
<u>PUBLIC AFFAIRS</u>	
Public Affairs	
UIO	2Lt Newlands
A/UIO	TBD
Photographers	Ad hoc
<u>HISTORICAL MATTERS</u>	
Historical Matters	
History Officer	CWO Kelly
History Officer	Capt Wilmot
<u>RANGE SAFETY OFFICERS</u>	
Range Safety Officers	
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
	Sgt Green
<u>SECURITY</u>	
Security Board	
Security Officer	Maj Champion
Security NCO	Sgt Van Hamme
Wpns Security NCO	Sgt Murray
<u>ADMINISTRATIVE CONTROL</u>	
Admin Stds	
OPI	Capt Arendz
<u>OTHER</u>	
OIC Scarborough Armoury	Capt Ross
Cadet LO	Lt Dar- Ali
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:

MCpl Abate	Cpl Humphrey	WO O'Halloran
Sgt Behan	Sgt Johnston	Rfn Ortega
Lt Beindorf	Cpl Johnston	Cpl Overholt
MCpl Biggs	Rfn Khan	WO Parris
Cpl Bollers	MCpl Kim, I	Lt Potter
Rfn Bremner	MCpl Kim, S	MCpl Reavie
Rfn Brooks	Cpl Kiss	Apt Ross
Sgt Burns	Sgt Kohler	Sgt Shikhman
Cpl Carrier	Rfn Koop	MCpl Silva
Cpl Chang	Rfn Lachaine	Cpl Shim
Cpl Coelho	MCpl Leader	Lt Stewart
Cpl Conacher	Lt Lee	MCpl Thomas
MCpl Charlebois	Cpl Lim	WO Thorn

MCpl Dias	Cpl Mackinnon	MCpl Tse
Sgt Fabry	Lt Mantle	Cpl Webster
Sgt Frounze	Cpl Maiolo	Sgt Wilson
Cpl Gee	Cpl Mills	MCpl Wolfe
MCpl Griffiths	Cpl Mitchell	Cpl Wright
Cpl Gunn	Sgt Morin	
Capt Harmes, A.	Cpl Myles	
MCpl Hing		
Cpl Hoad		

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, 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 – Capt Whitehead (Adj, Snr FTUC), Capt Haupt (Ops O), Sgt Burns (UEO), MCpl Hing (Buffs 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 Four 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.ASP?SEL\(EQUAL\)TOL](http://www.admfincs.forces.gc.ca/rfpp-rpfr/tools-outils-intro-eng.asp?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 DISTRIBUTION
7. SIGNED BY MGEN W. SEMIANIW, CMP

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. 32 CBG SAFETY BULLETIN - COLEMAN LANTERN GLOBES: STAINLESS STEEL MESH TYPE

It has been noted that some units have replaced the Coleman Pyrex lantern globe (P/N 21-808-6206) with a locally manufactured stainless steel mesh type globe. The Technical Authority, LCMM DCSEM 4-4, 4-8, will not sanction the use of this item until lab results and testing has been obtained from QETE and recorded with a written copy to his office. Therefore, the use of stainless steel mesh type lantern globes, on Coleman lanterns, is forbidden until they are approved for use by the proper Canadian Forces Technical Authority.

17. FOREIGN TRAVEL

The following links can be used to determine if the country you wish to visit is a scheduled country (Cuba is a scheduled country):

http://vcds.mil.ca/cfpm/pubs/pol-pubs/ndsp/chap38B_e.asp

http://vcds.mil.ca/cfpm/pubs/pol-pubs/ndsp/chap38A_e.asp

http://vcds.mil.ca/cfpm/pubs/pol-pubs/ndsp/chap38_e.asp

Anyone travelling to a scheduled country is required to complete a notice of intent to travel form and submit it as follows, effective 01 Jan 09, all Notice of Intent to Travel forms directly to the following addresses for processing: (email or fax):

Email - Turner JL (Contractor)@CFSU(O) Operations@Ottawa-Hull or
Fax CFNCIU HQ (613) 945-5585 Attn: Cmre Jim TURNER, DSB Co-ord

CFNCIU Ops will subsequently review the Notice Of Intent To Travel, and if a DSB is required, the appropriate CFNCIU Det will be engaged to provide it to the traveller.

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 **Three Wednesday's prior to the course**. To be clear no testing will be conducted a week prior to the course.

20. FACEBOOK ACCOUNTS.

There are a number of unit pers with "Facebook" accounts that are open to public viewing with information that should not be public. This information includes who is or has been on tour, who unit members are and the like. This practice goes against security and could have lethal effects. Consequently the following is considered to be a direct and lawful order:

No one in the Queen's Own Rifles will have a public "Facebook" or similar account that includes any of the following:

Dates, times, and locations of unit training,

Any reference by name to pers who are deploying in support of operations,

Email addresses of unit mbrs, and

Anything that the unit would deem as offensive or would damage the reputation of the unit or Canadian Forces.

Failure to comply with the above direction will result in disciplinary and/or administrative action.

21. INFORMATION IN THE PUBLIC FORUM

The following message was sent by the Army Sergeant Major,

First of all I would like to take this opportunity to wish you all a Happy New Year and hope that you had a relaxing holiday, some of which was marred by the tragic events of our the unfortunate deaths of our brave soldiers.

I 'am not sure if you had the opportunity to view the CBC piece on the National news which was shown this week. This was piece that was filmed by Pte from 2 PPCLI He had video taped a piece on what it was like to be soldier in Afghanistan. It was well done by the way and presented a positive spin, but on the other hand it could have gone bad just a quick. All this was done without any knowledge of his chain of command. He approached CBC and asked if they were interested in the story and you know the answer to that..

Another example is that of people who place comments, pictures, and such on the website using Face Book, UTube and methods. There are comments that do not represent us in the best light and then they show pictures of themselves in military uniforms. We do not to take away the right of individuals to use the WWW but not

necessarily the best practice to be doing as a soldier without the chain of command approval. You know what I mean! This is happening quite frequently, a recent example of this is, the bail hearing of Capt Semrau, in Petawawa. Some people are placing comments on sites there and they are identified as soldiers doing it.

I would request that you strongly re-enforce the fact that we have regulations, policies, and most importantly training that allows us to speak to the media, and lastly Public affairs folks who can aid in this venue. But we are not at liberty to just go and start telling all aspects there is about security issues etc. Anyway you all know this.

En terminant, j'aimerais réitérer le fait que nous avons des règlements, des politiques et des cours qui nous informe de la manière d'approcher et de parler au media. Nous avons aussi des officiers des affaires publiques qui se feront un plaisir de vous aider. Nous ne voulons pas commencer à divulguer de l'information qui affecterait la sécurité des missions. Ceci est juste pour vous le rappeler car je sais que vous êtes au courant de tout cela.

Merci Beaucoup

Wayne

W.A. Ford

CWO/Adjuc

Army Sgt-Maj /Sgt-Maj de l'Armée

Office 613 945 0476

Cell 613 220 9875

22. USE OF EMAIL/PDA

In this age of e-mail enabled PDA it is even more likely than before that pers will respond to the latest in a trail of e-mail without scrolling down to read the whole trail. The latest response may unintentionally seem applicable to the whole trail and leaders have been found themselves in an embarrassing position of having confirmed something that further down included direction that might never have been condoned. E-Mail is an invaluable tool. Always consider that you cannot retract an external e-mail, sometimes cannot control the retraction of internal mail and you cannot control the forwarding of an e-mail message that you initiate. Read everything in a message that is sent to you and if you cannot read it all, cannot access the attachments using your available technology, or do not support the whole trail then pass on necessary responses without passing on the whole trail. If you cannot respond to the subject, an acknowledgement of receipt might be appropriate but then it is likely appropriate to not include the original trail.

Interpret for the changing audience. When direction is received from higher it is usually intended to be interpreted and distributed as appropriate. Details should be expanded as applicable and information that is not applicable to the sub-organization should be summarized if not left out. Your interpretation may save time for the whole of your organization. You are not permitted to misquote the originator, so if you change the wording and are the authority, ensure that it is issued as your own direction.

PART V - PROMOTIONS - DECORATIONS - RELEASES - TRANSFERS

23. PROMOTIONS

MCpl Degannis

MCpl Lim

MCpl Milrod

MCpl Tremblay

MCpl Tse

Cpl Danek

Cpl Dunn

Cpl Hannan

Cpl Webster

Cpl Wright

24. DECORATIONS

Sgt Willan CD1

25. AWARDS

Nil

26. RELEASES

Cpl Poloupanov
Pte Barry-Camu
Rfn Wilson 803

27. TRANSFERS/POSTINGS – IN

Nil

28. TRANSFERS – OUT

Cpl Gillick – Health Services Primary Reserve List
Rfn Grift - RHFC

29. ATTACHED POSTED – IN

Nil

30. ATTACHED POSTED – OUT

Nil

IN PACE PARATUS

J. M. Fotheringham
Lieutenant-Colonel
Commanding Officer



THE QUEEN'S OWN RIFLES OF CANADA

UNIT ROUTINE ORDERS 03/09

~~18 March 2009~~

13 FEBRUARY

Lieutenant-Colonel J. Fotheringham, CD
Commanding Officer

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

was saved
AS 13 Feb 2009

PART I - CALENDAR OF EVENTS

1. TRAINING CALENDAR:

13-28 Mar 09	EX KHYBER THRUST	(California)
14-22 Mar 09	EX BULLETS OVER BROADWAY	(ATC Meaford)
20-22 Mar 09	EX HOLY DIVER	(CFB Trenton)
25 Mar 09	Commander's Visit	(MPA)
03-05 Apr 09	EX AGRESSIVE VIPER 1	(CFB Petawawa)

2. FTUC LEAVE, TASKINGS, COURSES:

NSTR

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 Lee	CFLAWC	11 Nov 08 -
Capt Stewart	PSYOPS	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 McGibbon	CIMIC	1 Sept 07 –
MCpl Milrod	CFLAWC	05 Jan 09 -
MCpl Ragos	CFLAWC	1 Oct 05 –
MCpl Vulakovich	CFLAWC	1 Sept 07 –
Cpl Baiati	22 MP PI	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 Milrod	CFLAWC	05 Jan 09 -
Cpl Rahman	CFRC	1 Apr 06 –
Cpl Simpson	NDPAO	1 Apr 05 –
Cpl Villa	TF3-08	27 Aug 07 –
Cpl Windover	TF1-08 (Deployed)	9 Jan 08 –

4. ED&T:

Name	Until
Cpl Conacher	07 May 09
Rfn Kielbasinski	31 Aug 09
Pte Mahmood	22 Apr 09
Cpl McGibbon	29 Jun 09
Cpl Rajkumar	TBC
Cpl Tsui	15 Apr 09
Cpl Williamson	TBC
Cpl Yu	28 Feb 09

5. **PRL:**

Cpl Asner	Rfn Aleksov	Pte (B) Avtoneev
MCpl Bruyea	Pte (B) Chan	Pte (R) Crandall
Cpl Contant	Cpl Cook	Cpl Domingo
Pte (B) Durkalec	Rfn Franchi	Cpl Frye
Pte (B) Ganin	Rfn Guy	Cpl Hogg
Pte (B) Holden	Cpl Jaglall	Cpl Jimenez
MCpl Koenne	Cpl Kouprine	Cpl Longenecker
Pte (B) Lee	Cpl Lynch C.M	Rfn Matecky
Rfn Oey	Pte (B) Oldfield	Rfn Ott
Pte (B) Padrad	Pte (R) Plibersek	Pte (B) Reinhart
Rfn Scorza	Cpl Sevilano	Pte (B) Sharpe
Pte (B) Sherman	Pte Silelnkov	Rfn Slade
Cpl Snobar	Pte (B) Tai	Pte (B) Valyear
Cpl Wilson	Pte (R) Wright C.	Capt Weingard
Capt Tremblay	Pte (B) Worrall	Pte (B) Wu
Cpl Yoo	Rfn Zhou	

6. **NES:**

Cpl Alias	Cpl Arseneau-Bruneau	MCpl Atkins
Cpl Bollers	Pte (B) Canonigo	Pte Chavarie
Cpl Choe	Rfn Coke	
Cpl De Silva	Pte Duguay	Cpl Faduck
Pte Fung	Pte Gerassimik	Cpl Hong
Cpl Hodge	MCpl Huh	Pte (B) Kim
Cpl Kloc	Pte Langille	Pte (B) Lo
Cpl Lynch S.J.A.	Cpl McFarlane	Cpl Middleton
Pte (B) Perterdy	Cpl Pryhodko	Cpl Simpson
Cpl Walter	Cpl White	Cpl Wong

PART II - DUTIES AND APPOINTMENTS

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

DATE	DUTY OFFICER/NCO	DUTY SERGEANT	DUTY MCPL
18 Mar 09	Capt Wilmot	MCpl Abate	
25 Mar 09	Sgt Wilson	MCpl Abate	
01 Apr 09	Capt Kaipio	MCpl Abate	
08 Apr 09	Sgt Parris	MCpl Abate	
15 Apr 09	Capt Hicks	MCpl Silva	
22 Apr 09	Sgt Johnston	MCpl Wolfe	
29 Apr 09	Capt Whitehead	MCpl McQuaid	
06 May 09	Sgt Green	MCpl Deganis	

Effective Immediately: The Duty Officer/Snr NCO position has been combined. The Duty Officer NCO, shall conduct a round of the Armoury before and after midnight. He/She shall also ensure that last call occurs at 2400 hrs and that the gate is locked as of 0030 hrs.

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).
- 60th 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 MPA personnel from the rank of Capt to Sgt are eligible for Duty Officer/NCO regardless of appointment.
- All MPA personnel in the rank of MCpl are eligible for Duty Sgt position. The Duty MCpl position is no longer applicable.
- Duty Personnel will report to the Adjt at the start of their shift.
- The end of night responsibility may be handed off to an acceptable person as long as the Adjt approves of the change prior to the hand-over.

8. DUTY STAFF DALTON ARMOURY:

DATE	DUTY STAFF
18 Mar 09	MCpl Coelho
25 Mar 09	At MPA MCpl Hing
01 Apr 09	Sgt Currie
08 Apr 09	Sgt Morin
15 Apr 09	MCpl Pampe
22 Apr 09	MCpl Biggs
29 Apr 09	Sgt Frounze
06 May 09	MCpl Coelho

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

- 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:

<u>PERSONNEL</u>	
Canadian Forces Liaison Council	
Unit Military Leave Rep	Maj Champion
Employment Support Advisor	CWO Kelly
Unit Welfare Appointments	
Welfare Officer	Capt Saugh
Welfare NCO	MCpl Pampe
Family Support Group for Deployed Soldiers	
DCO	Maj Champion
Padre	Capt Saugh
Adjt	Capt Whitehead
RSM	CWO Kelly
Support Clerk	MCpl Deganis
Harassment	
Advisor (HA)	Capt Whitehead
Workplace Relations Advisors (WRA)	Capt Wilmot
	Sgt Parris
	Sgt Van Hamme
Awards Committee	
Chair	(CO) - LCol Fotheringham
Mbr	(DCO) - Maj Champion
Mbr	(Adj) - Capt Whitehead
Mbr	(RSM) - CWO Kelly
Mbr	(OC 60th) - Capt Moyer
Mbr	(OC Buffs) - Capt Ross
Mbr	(OC Vics) - Lt Beindorff
Mbr	(DOM) - Capt Arendz
Officer Selection Board	
Chair	(DCO) Maj Champion
Secy	(Adj) Capt Whitehead
Mbr	(OC Para) Capt Harmes
Mbr	Capt Wilmot
<u>PERSONNEL SUPPORT PROGRAMS</u>	
NPF Board	
Chair	Capt Wilmot
Mbr	Capt Haupt
Mbr	Capt Kaipio
Mbr	2Lt Chrzan
Mess Committee - Officers' Mess	
PMC	Capt Foulds
VPMC	Capt (Ret'd) Sheedy
Treasurer	Capt Wilmot
House Manager	Lt Beindorff

Secretary	Lt Mantle
Senior Subaltern	Lt Potter
Mess Committee - Sgts' Mess	
PMC	Sgt Morin
Mess Committee - JR Ranks	
PMC	MCpl Abate
Mess Committee – Dalton Armoury Mess	
PMC	MCpl Hing
<u>HEALTH AND SAFETY</u>	
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 th Coy Rep	WO O'Halloran
Bufs Coy Rep	MCpl Coelho
Vics Coy Rep	Sgt Murray
Drug Education Coordinator	
OPI	Capt Kaipio
<u>ENVIRONMENT</u>	
Environmental Officer	
OPI	Capt Wilmot
<u>MATERIAL</u>	
Audit Board	
Chair	Capt Hicks
Mbr	Capt Kaipio
Mbr	Appointed as required
ISSO	
Holder	Maj Champion
<u>COMMS</u>	
Comms	
Sigs NCO	Sgt Fabry
Sigs NCO	Sgt Green
<u>PUBLIC AFFAIRS</u>	
Public Affairs	
UIO	2Lt Newlands
A/UIO	TBD
Photographers	Ad hoc
<u>HISTORICAL MATTERS</u>	
Historical Matters	
History Officer	CWO Kelly
History Officer	Capt Wilmot
<u>RANGE SAFETY OFFICERS</u>	
Range Safety Officers	
LCol Fotheringham	WO Martin
Maj Champion	WO O'Halloran
Capt A Harmes	WO Parris
Capt D Harmes	WO Thorn
Capt Haupt	Sgt Behan
Capt Kaipio	Sgt Burns
Capt Lee	Sgt Currie
Capt Moyer	Sgt Fabry
Capt Ross	Sgt Frounze
Capt Timms	Sgt Green
Capt Whitehead	Sgt Halcro
Capt Wilmot	Sgt Johnston
Lt Dar Ali	Sgt Kohler
Lt Kotschka	Sgt Morin
Lt Leibel	Sgt Murray
Lt Mantle	Sgt Shikhman
Lt Potter	Sgt Wilson
Lt Stewart	
CWO Kelly	

<u>SECURITY</u>	
Security Board	
Security Officer	Maj Champion
Security NCO	Sgt Van Hamme
Wpns Security NCO	Sgt Murray
<u>ADMINISTRATIVE CONTROL</u>	
Admin Stds	
OPI	Capt Whitehead
<u>OTHER</u>	
OIC Scarborough Armoury	Capt Ross
Cadet LO	Lt Dar- Ali
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:

Capt Harmes, A.	MCpl Abate	Cpl Gunn
Capt Lee	MCpl Biggs	Cpl Hoad
Capt Ross	MCpl Charlebois	Cpl Humphrey
Lt Beindorf	MCpl Coelho	Cpl Johnston
Lt Potter	MCpl Dias	Cpl Lim
Lt Mantle	MCpl Griffiths	Cpl Mackinnon
Lt Stewart	MCpl Hing	Cpl Maiolo
WO O'Halloran	MCpl Kim, I	Cpl Mitchell
WO Parris	MCpl Kim, S	Cpl Myles
WO Thorn	MCpl Kiss	Cpl Ortega
Sgt Behan	MCpl Leader	Cpl Overholt
Sgt Burns	MCpl Reavie	Cpl Shim
Sgt Fabry	MCpl Silva	Cpl Webster
Sgt Frounze	MCpl Thomas	Cpl Wright
Sgt Johnston	MCpl Tse	Rfn Bremner
Sgt Kohler	MCpl Wolfe	Rfn Brooks
Sgt Morin	Cpl Carrier	Rfn Khan
Sgt Shikhman	Cpl Chang	Rfn Koop
Sgt Wilson	Cpl Gee	Rfn Lachaine

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 RSM 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 RSM 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 RSM 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, 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 – 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 Four 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.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 O\(UNDERSCORE\)PAY\(UNDERSCORE\)FOR\(UNDERSCORE\)PRIOR\(UNDERSCORE\)SERV \(UNDERSCORE\)CFSA100M\(UNDERSCORE\)E.PDF](http://www.admfincs.forces.gc.ca/pension/forms/election(underscore)tO(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

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. HARASSMENT ADVISORS

The following personnel may be consulted in an harassment situation for advice as necessary:

Workplace Relationship Advisors (WRA) – Capt Wilmot, Sgt Parris, Sgt Van Hamme; and

Harassment Advisor (Advises CO and WRAs) – Capt Whitehead.

Personnel believing that they have a complaint should contact the WRA of their choice as soon as possible after an incident.

17. FOREIGN TRAVEL

The following links can be used to determine if the country you wish to visit is a scheduled country (Cuba is a scheduled country):

http://vcds.mil.ca/cfpm/pubs/pol-pubs/ndsp/chap38B_e.asp

http://vcds.mil.ca/cfpm/pubs/pol-pubs/ndsp/chap38A_e.asp

http://vcds.mil.ca/cfpm/pubs/pol-pubs/ndsp/chap38_e.asp

Anyone travelling to a scheduled country is required to complete a notice of intent to travel form and submit it as follows, effective 01 Jan 09, all Notice of Intent to Travel forms directly to the following addresses for processing: (email or fax):

Email - Turner JL (Contractor)@CFSU(O) Operations@Ottawa-Hull or

Fax CFNCIU HQ (613) 945-5585 Attn: Cmre Jim TURNER, DSB Co-ord

CFNCIU Ops will subsequently review the Notice Of Intent To Travel, and if a DSB is required, the appropriate CFNCIU Det will be engaged to provide it to the traveller.

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 **Three Wednesday's prior to the course**. To be clear no testing will be conducted a week prior to the course.

20. FACEBOOK ACCOUNTS.

There are a number of unit pers with "Facebook" accounts that are open to public viewing with information that should not be public. This information includes who is or has been on tour, who unit members are and the like. This practice goes against security and could have lethal effects. Consequently the following is considered to be a direct and lawful order:

No one in the Queen's Own Rifles will have a public "Facebook" or similar account that includes any of the following:

Dates, times, and locations of unit training,

Any reference by name to pers who are deploying in support of operations,

Email addresses of unit mbrs, and

Anything that the unit would deem as offensive or would damage the reputation of the unit or Canadian Forces.

Failure to comply with the above direction will result in disciplinary and/or administrative action.

PART V - PROMOTIONS - DECORATIONS - RELEASES - TRANSFERS

21. PROMOTIONS

Nil

22. DECORATIONS

Nil

23. AWARDS

Nil

24. RELEASES

Nil

25. TRANSFERS/POSTINGS – IN

Nil

26. TRANSFERS – OUT

Nil

27. ATTACHED POSTED – IN

Nil

28. ATTACHED POSTED – OUT

Nil

IN PACE PARATUS

J. M. Fotheringham
Lieutenant-Colonel
Commanding Officer



THE QUEEN'S OWN RIFLES OF CANADA

UNIT ROUTINE ORDERS 03/09 18 March 2009

Lieutenant-Colonel J. Fotheringham, 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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8. DUTY PERS DALTON ARMOURY
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28. ATTACHED POSTED OUT

PART I - CALENDAR OF EVENTS

1. TRAINING CALENDAR:

UPCOMING EVENTS					
From	To	Name	Destination	Concerned Parties	Remarks/Nominations
22 Apr	22 Apr	CO's Parade	<i>MPA</i>	Everyone	Birthday Parade
24 Apr	24 Apr	Band Concert	<i>St Paul's</i>	Band, anyone	
01 May	03 May	Ex Aggressive Viper 2	<i>Petawawa</i>	DP1 qualified pers	Section fire and movement
06 May	06 May	Refresher	<i>MPA</i>		In prep for tasks in Trenton
10 May	10 May	Family Barbeque	<i>Scarborough</i>	Everyone and families	OPI RSM Kelly
11 May	15 May	CFLAWC	<i>Trenton</i>	10 jumpers only for Cpts of Industry	Support to BPara and Captains of Industry
19 May	22 May	CFLAWC	<i>Trenton</i>		MTAT
20 May	20 May	Refresher	<i>MPA</i>		In prep for Mass Mayhem
27 May	27 May	Queen's Cup	<i>FYA</i>	Everyone	
29 May	31 May	Ex Mass Mayhem	<i>Trenton</i>	Para Ex	
06 Jun	06 Jun	D-Day Parade	<i>Toronto</i>	BMQ candidates (TBC)	
06 Jun	07 Jun	Platoon Skills Comp	<i>Petawawa</i>	TBC	TBC
20 Jun	20 Jun	Highland Creek Heritage Festival	<i>Scarborough</i>	Band, Buffs	OPI Lt Dar-Ali
01 Jul	01 Jul	Canada Day Parade	<i>Scarborough</i>	Band	Capt Arendz
08 Aug	28 Aug	Op Nanook	<i>Iqaluit</i>	DP1 qualified pers	SOVOP

2. FTUC LEAVE, TASKINGS, COURSES:

Name	Task	Dates
Sgt Parris	Rear Party / BOR	01 Jun 09 - 04 Sep 09
Sgt Van Hamme	TH0046 Instructor - RMS Clk Dep Ops	19 May 09 - 05 Jun 09
Sgt Van Hamme	LB10032 - SQ Crse WO	22 Jun 09 - 31 Jul 09
MCpl Deganis	LB10063 – SQ Sec 2IC	22 Jun 09 – 31 Jul 09
Sgt Murray	LB10043 – SQ Sec Comd	22 Jun 09 – 31 Jul 09
Sgt Murray	LB10260 – DP1 Sec Comd	27 Jul 09 – 04 Sep 09
MCpl Silva	Rear Party / QM	01 Jun - 04 Sep 09
MCpl Thomas	LB10060 – SQ Sec 2IC	22 Jun 09 – 31 Jul 09
MCpl Hing	LB10062– SQ Sec 2IC	22 Jun 09 – 31 Jul 09
MCpl Coelho	LB10061 – SQ Sec 2IC	22 Jun 09 – 31 Jul 09
Capt Haupt	Kingston - Ex Final Drive Augmentee	16 Jun 09 - 26 Jun 09
Capt Haupt	Unit Security Officer	20-Jun-09
Capt Haupt	Candidate - AOC	13 Jul 09 - 24 Jul 09
Capt Haupt	Candidate - Crowd Confrontation Ops	27 Jul 09 - 07 Aug 09
Capt Haupt	Rear Party / Ops	10 Aug 09- 04 Sep 09
Sgt Behan	DP3A Mod 3 FFQ	12 Jun 09 – 02 Jul 09
Sgt Behan	LB10405 - DP1 Inf Sec Comd	27 Jul 09 - 04 Sep 09
Sgt Burns	Student - BMO	16 Apr 09 - 29 Apr 09
Sgt Burns	Student - AMO	04 May 09 - 31 Jul 09
Sgt Burns	DP1 Inf Sec Comd	03 Aug 09 - 04 Sep 09
MCpl Abate	LC15506 - CFLAWC AMO Instr	31 Mar 09 - 31 Jul 09
MCpl Abate	Dp1 Inf Sec 2IC	03 Aug 09 - 04 Sep 09

3. ROTO/TASKINGS & COURSES:

LCol Banerjee	CFC – SSO SPM/PME PCO	Sep 07 –
Maj Champion	JTFC-LFCA HQ J5 BP	1 Apr 04 –
Maj Saunders	32 CBG BSL	
Capt Harmes D.	TCOC Kingston	
Capt Hicks	32 CBG BSL	
Capt Lee	CFLAWC	11 Nov 08 -
Capt Sarossy	32 CBG BSL	
Lt Campos	LFCA	
Lt Dar Ali	32 CBG BSL	
Lt Leibel	32 CBG BSL	
CWO Patterson	32 CBG	
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 Kim I-K	Area Troops	
MCpl Kiss	32 CBG BSL	
MCpl McGibbon	CIMIC	1 Sept 07 –
MCpl Milrod	CFLAWC	05 Jan 09 -
MCpl Ragos	CFLAWC	1 Oct 05 –
MCpl Vulakovich	CFLAWC	1 Sept 07 –
MCpl Watkins	Area Troops	
Cpl Baiati	22 MP PI	1 Sept 07 –
Cpl Brisbane	CFLAWC	
Cpl Chrzan	CFLAWC	
Cpl Craddock	CFLAWC	
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 Livshits	CFB Gagetown	
Cpl Lui	TF3-08	31 Aug 07 –
Cpl Milrod	CFLAWC	05 Jan 09 -
Cpl Ng	CFB Petawawa	
Cpl Rahman	CFRC	1 Apr 06 –
Cpl Simpson	NDPAO	1 Apr 05 –
Cpl Stalteri	CFLAWC	
Cpl Stefanenko	32 CBG BSL	
Cpl Villa	TF3-08	27 Aug 07 –

4. **ED&T:**

Name	Until
Cpl Bollers	30 Jun 09
Cpl Conacher	07 May 09
Cpl Hoad	10 Jun 09
Cpl Hong	28 Jun 09
Rfn Kielbasinski	31 Aug 09
Pte Mahmood	22 Apr 09
Cpl McGibbon	29 Jun 09
Cpl Nel	Jan 10
Cpl Pareja	10 Jun 09
Cpl Plibersek	Rel
Cpl Rajkumar	TBC
Cpl Tsui	15 Apr 09
Capt Tremblay	Rel
Cpl Williamson	TBC
Cpl Yu	28 Feb 09

5. **PRL:**

Cpl Asner	Rfn Aleksov	Pte (B) Avtoneev
Lt Burton	MCpl Bruyea	Pte (B) Chan
Pte (R) Crandall	Cpl Contant	Cpl Cook
Cpl Domingo	Pte (B) Durkalec	Rfn Franchi
Cpl Frye	Pte (B) Ganin	Rfn Guy
Pte (R) Harper	Cpl Hogg	Cpl Hong
Pte (B) Holden	Cpl Jaglall	Cpl Jimenez
MCpl Koenne	Cpl Kouprine	Cpl Longenecker
Pte (B) Lee	Cpl Lynch C.M	Rfn Matecki
Rfn Oey	Pte (B) Oldfield	Rfn Ott
Pte (B) Padrad	Pte (R) Plibersek	Pte (B) Reinhart
Rfn Scorza	Cpl Sevilano	Pte (B) Sharpe
Rfn Slade	Cpl Snobar	Pte (B) Tai
Cpl Ton	Capt Tremblay	Pte (B) Valyear
Cpl Wilson	Pte (R) Wright C.	Capt Weingard
Pte (B) Worrall	Pte (B) Wu	Cpl White
Rfn Zhou		

6. **NES:**

Cpl Alias	Cpl Arseneau-Bruneau	MCpl Atkins
Pte (B) Camarda	Pte (B) Canonigo	Pte Chavarie
Cpl Choe	Pte (B) Clarke	Cpl Danek
Cpl De Silva	Pte Duguay	Cpl Faduck
Pte Fung	Pte Gerassimik	Sgt Henry
Cpl Hong	Cpl Hodge	MCpl Huh
Pte (B) Kim	Cpl Kloc	Pte Langille
Cpl Lee	Pte (B) Lo	Cpl Lynch S.J.A.
Cpl McFarlane	Pte (B) McNevin	Cpl Middleton
Cpl Myles	Pte (B) Perterdy	Cpl Pryhodko
Pte (B) Scott	Pte (B) Shoom-Kirsch	Cpl Simpson
Cpl Steiger	Pte (B) Thommee	Cpl Walter
Cpl White	Cpl Wong	Pte (B) Zhang
Pte (B) Zupo		

PART II - DUTIES AND APPOINTMENTS

7. DUTY STAFF MOSS PARK ARMOURY:

DATE	DUTY OFFICER/NCO	DUTY SERGEANT	Remarks
22 Apr 09	Sgt Johnston	MCpl Wolfe	CO Parade
29 Apr 09	Capt Whitehead	MCpl McQuaid	
06 May 09	Sgt Green	MCpl Deganis	
13 May 09	Lt Liebel	MCpl Charlebois	
20 May 09	Sgt Behan	MCpl Dias	
27 May 09	Lt Mantle	MCpl Kim S.	
03 Jun 09	Sgt Murray	MCpl MacMillan	
10 Jun 09	2Lt Newlands	MCpl Debartok	
17 Jun 09	Sgt Parris	MCpl Thomas	Stand down

Effective Immediately: The Duty Officer/Snr NCO position has been combined. The Duty Officer NCO, shall conduct a round of the Armoury before and after midnight. He/She shall also ensure that last call occurs at 2400 hrs and that the gate is locked as of 0030 hrs.

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).
- 60th 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 MPA personnel from the rank of Capt to Sgt are eligible for Duty Officer/NCO regardless of appointment.
- All MPA personnel in the rank of MCpl are eligible for Duty Sgt position. The Duty MCpl position is no longer applicable.
- Duty Personnel will report to the Adjt at the start of their shift.
- The end of night responsibility may be handed off to an acceptable person as long as the Adjt approves of the change prior to the hand-over.

8. DUTY STAFF DALTON ARMOURY:

DATE	DUTY STAFF
22 Apr 09	MCpl Biggs
29 Apr 09	Sgt Frounze
06 May 09	MCpl Coelho
13 May 09	2Lt MacIntosh
20 May 09	Sgt Morin
27 May 09	Lt Dar-Ali
03 Jun 09	MCpl Pampe
10 Jun 09	Lt Stewart
17 Jun 09	MCpl Hing

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
- 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:

<u>PERSONNEL</u>	
Canadian Forces Liaison Council	
Unit Military Leave Rep	Maj Champion
Employment Support Advisor	CWO Kelly
Unit Welfare Appointments	
Welfare Officer	Capt Saugh
Welfare NCO	MCpl Pampe
Family Support Group for Deployed Soldiers	
DCO	Maj Champion
Padre	Capt Saugh
Adjt	Capt Whitehead
RSM	CWO Kelly
Support Clerk	MCpl Deganis
Harassment	
Advisor (HA)	Capt Whitehead
Workplace Relations Advisors (WRA)	Capt Wilmot

	Sgt Parris
	Sgt Van Hamme
Awards Committee	
Chair	(CO) - LCol Fotheringham
Mbr	(DCO) - Maj Champion
Mbr	(Adj) - Capt Whitehead
Mbr	(RSM) - CWO Kelly
Mbr	(OC 60th) - Capt Moyer
Mbr	(OC Buffs) - Capt Ross
Mbr	(OC Vics) - Lt Beindorff
Mbr	(DOM) - Capt Arendz
Officer Selection Board	
Chair	(DCO) Maj Champion
Secy	(Adj) Capt Whitehead
Mbr	(OC Para) Capt Harmes
Mbr	Capt Wilmot
<u>PERSONNEL SUPPORT PROGRAMS</u>	
NPF Board	
Chair	Capt Wilmot
Mbr	Capt Haupt
Mbr	Capt Kaipio
Mbr	2Lt Chrzan
Mess Committee - Officers' Mess	
PMC	Capt Foulds
VPMC	Capt (Ret'd) Sheedy
Treasurer	Capt Wilmot
House Manager	Lt Beindorff
Secretary	Lt Mantle
Senior Subaltern	Lt Potter
Mess Committee - Sgts' Mess	
PMC	Sgt Morin
Mess Committee - JR Ranks	
PMC	MCpl Abate
Mess Committee - Dalton Armoury Mess	
PMC	MCpl Hing
<u>HEALTH AND SAFETY</u>	
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 th Coy Rep	WO O'Halloran
Bufs Coy Rep	MCpl Coelho
Vics Coy Rep	Sgt Murray
Drug Education Coordinator	
OPI	Capt Kaipio
<u>ENVIRONMENT</u>	
Environmental Officer	
OPI	Capt Wilmot
<u>MATERIAL</u>	
Audit Board	
Chair	Capt Hicks
Mbr	Capt Kaipio
Mbr	Appointed as required
ISSO	
Holder	Maj Champion
<u>COMMS</u>	
Comms	
Sigs NCO	Sgt Fabry
Sigs NCO	Sgt Green
<u>PUBLIC AFFAIRS</u>	
Public Affairs	
UIO	2Lt Newlands
A/UIO	TBD

Photographers	Ad hoc
<u>HISTORICAL MATTERS</u>	
Historical Matters	
History Officer	CWO Kelly
History Officer	Capt Wilmot
<u>RANGE SAFETY OFFICERS</u>	
Range Safety Officers	
LCol Fotheringham	WO Martin
Maj Champion	WO O'Halloran
Capt A Harmes	WO Parris
Capt D Harmes	WO Thorn
Capt Haupt	Sgt Behan
Capt Kaipio	Sgt Burns
Capt Lee	Sgt Currie
Capt Moyer	Sgt Fabry
Capt Ross	Sgt Frounze
Capt Timms	Sgt Green
Capt Whitehead	Sgt Halcro
Capt Wilmot	Sgt Johnston
Lt Dar Ali	Sgt Kohler
Lt Kotschka	Sgt Morin
Lt Leibel	Sgt Murray
Lt Mantle	Sgt Shikhman
Lt Potter	Sgt Wilson
Lt Stewart	
CWO Kelly	
<u>SECURITY</u>	
Security Board	
Security Officer	Maj Champion
Security NCO	Sgt Van Hamme
Wpns Security NCO	Sgt Murray
<u>ADMINISTRATIVE CONTROL</u>	
Admin Stds	
OPI	Capt Whitehead
<u>OTHER</u>	
OIC Scarborough Armoury	Capt Ross
Cadet LO	Lt Dar- Ali
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:

Capt Harmes, A.	MCpl Abate	Cpl Gunn
Capt Lee	MCpl Biggs	Cpl Hoad
Capt Ross	MCpl Charlebois	Cpl Humphrey
Lt Beindorf	MCpl Coelho	Cpl Johnston
Lt Potter	MCpl Dias	Cpl Lim
Lt Mantle	MCpl Griffiths	Cpl Mackinnon
Lt Stewart	MCpl Hing	Cpl Maiolo
WO O'Halloran	MCpl Kim, I	Cpl Mitchell
WO Parris	MCpl Kim, S	Cpl Myles
WO Thorn	MCpl Kiss	Cpl Ortega
Sgt Behan	MCpl Leader	Cpl Overholt
Sgt Burns	MCpl Reavie	Cpl Shim
Sgt Fabry	MCpl Silva	Cpl Webster
Sgt Frounze	MCpl Thomas	Cpl Wright
Sgt Johnston	MCpl Tse	Rfn Bremner
Sgt Kohler	MCpl Wolfe	Rfn Brooks
Sgt Morin	Cpl Carrier	Rfn Khan
Sgt Shikhman	Cpl Chang	Rfn Koop
Sgt Wilson	Cpl Gee	Rfn Lachaine

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 RSM 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 RSM 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 RSM 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, 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 Four mentioned NCOs. All questions can be directed to Lt F.F.C. Beindorff, OC Vics Coy.

14. 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 Adj 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.

15. HARASSMENT ADVISORS

The following personnel may be consulted in an harassment situation for advice as necessary:

Workplace Relationship Advisors (WRA) – Capt Wilmot, Sgt Parris, Sgt Van Hamme; and

Harassment Advisor (Advises CO and WRAs) – Capt Whitehead.

Personnel believing that they have a complaint should contact the WRA of their choice as soon as possible after an incident.

16. FOREIGN TRAVEL

The following links can be used to determine if the country you wish to visit is a scheduled country (Cuba is a scheduled country):

http://vcds.mil.ca/cfpm/pubs/pol-pubs/ndsp/chap38B_e.asp

http://vcds.mil.ca/cfpm/pubs/pol-pubs/ndsp/chap38A_e.asp

http://vcds.mil.ca/cfpm/pubs/pol-pubs/ndsp/chap38_e.asp

Anyone travelling to a scheduled country is required to complete a notice of intent to travel form and submit it as follows, effective 01 Jan 09, all Notice of Intent to Travel forms directly to the following addresses for processing: (email or fax):

Email - Turner JL (Contractor)@CFSU(O) Operations@Ottawa-Hull or
Fax CFNCIU HQ (613) 945-5585 Attn: Cmre Jim TURNER, DSB Co-ord

CFNCIU Ops will subsequently review the Notice Of Intent To Travel, and if a DSB is required, the appropriate CFNCIU Det will be engaged to provide it to the traveller.

PART IV – GENERAL INTEREST

17. 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.

18. 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 **Three Wednesday's prior to the course**. To be clear no testing will be conducted a week prior to the course.

19. FACEBOOK ACCOUNTS.

There are a number of unit pers with "Facebook" accounts that are open to public viewing with information that should not be public. This information includes who is or has been on tour, who unit members are and the like. This practice goes against security and could have lethal effects. Consequently the following is considered to be a direct and lawful order:

No one in the Queen's Own Rifles will have a public "Facebook" or similar account that includes any of the following:

Dates, times, and locations of unit training,

Any reference by name to pers who are deploying in support of operations,

Email addresses of unit mbrs, and

Anything that the unit would deem as offensive or would damage the reputation of the unit or Canadian Forces.

Failure to comply with the above direction will result in disciplinary and/or administrative action.

20. UNIT STANDDOWN/STAND TO

The unit will stand down for the Summer on Wed 17 Jun 09. There will be a march from MPA to the Legion on Lakeshore followed by a unit BBQ. The unit will stand-to the officers and senior NCOs on Wed 26 Aug 09, with the whole unit standing-to on Wed 2 Sep 09 at MPA. There will be no scheduled evening training between 18 Jun 09 and 25 Aug 09 unless otherwise directed.

PART V - PROMOTIONS - DECORATIONS - RELEASES - TRANSFERS

21. PROMOTIONS

Nil

22. DECORATIONS

Nil

23. AWARDS

Nil

24. RELEASES

Pte Silelnkov, Pte (B) Sherman, Cpl Yoo, Cpl Poloupanov, Cpl Moses, Cpl Mahabir,
Cpl Yacoub.

25. TRANSFERS/POSTINGS – IN

Capt Clitheroe - Padre

26. TRANSFERS – OUT

Cpl Obaidi – CH of O
Rfn Grift – PWOR
Cpl Gilic – CF Health Svcs Ottawa
Cpl Kirkwood – 1 RCR

27. ATTACHED POSTED – IN

Nil

28. ATTACHED POSTED – OUT

Nil

IN PACE PARATUS

J. M. Fotheringham
Lieutenant-Colonel
Commanding Officer



THE QUEEN'S OWN RIFLES OF CANADA

UNIT ROUTINE ORDERS 03/09

18 March 2009

25 APRIL

Lieutenant-Colonel J. Fotheringham, CD
Commanding Officer

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28. ATTACHED POSTED OUT

WAS Sewed
25th APRIL 2009

PART I - CALENDAR OF EVENTS

1. TRAINING CALENDAR:

UPCOMING EVENTS					
From	To	Name	Destination	Concerned Parties	Remarks/Nominations
22 Apr	22 Apr	CO's Parade	<i>MPA</i>	Everyone	Birthday Parade
24 Apr	24 Apr	Band Concert	<i>St Paul's</i>	Band, anyone	
01 May	03 May	Ex Aggressive Viper 2	<i>Petawawa</i>	DP1 qualified pers	Section fire and movement
06 May	06 May	Refresher	<i>MPA</i>		In prep for tasks in Trenton
10 May	10 May	Family Barbeque	<i>Scarborough</i>	Everyone and families	OPI RSM Kelly
11 May	15 May	CFLAWC	<i>Trenton</i>	10 jumpers only for Cpts of Industry	Support to BPara and Captains of Industry
19 May	22 May	CFLAWC	<i>Trenton</i>		MTAT
20 May	20 May	Refresher	<i>MPA</i>		In prep for Mass Mayhem
27 May	27 May	Queen's Cup	<i>FYA</i>	Everyone	
29 May	31 May	Ex Mass Mayhem	<i>Trenton</i>	Para Ex	
06 Jun	06 Jun	D-Day Parade	<i>Toronto</i>	BMQ candidates (TBC)	
06 Jun	07 Jun	Platoon Skills Comp	<i>Petawawa</i>	TBC	TBC
20 Jun	20 Jun	Highland Creek Heritage Festival	<i>Scarborough</i>	Band, Buffs	OPI Lt Dar-Ali
01 Jul	01 Jul	Canada Day Parade	<i>Scarborough</i>	Band	Capt Arendz
08 Aug	28 Aug	Op Nanook	<i>Iqaluit</i>	DP1 qualified pers	SOVOP

2. FTUC LEAVE, TASKINGS, COURSES:

Name	Task	Dates
Sgt Parris	Rear Party / BOR	01 Jun 09 - 04 Sep 09
Sgt Van Hamme	TH0046 Instructor - RMS Clk Dep Ops	19 May 09 - 05 Jun 09
Sgt Van Hamme	LB10032 - SQ Crse WO	22 Jun 09 - 31 Jul 09
MCpl Deganis	LB10063 – SQ Sec 2IC	22 Jun 09 – 31 Jul 09
Sgt Murray	LB10043 – SQ Sec Comd	22 Jun 09 – 31 Jul 09
Sgt Murray	LB10260 – DP1 Sec Comd	27 Jul 09 – 04 Sep 09
MCpl Silva	Rear Party / QM	01 Jun - 04 Sep 09
MCpl Thomas	LB10060 – SQ Sec 2IC	22 Jun 09 – 31 Jul 09
MCpl Hing	LB10062– SQ Sec 2IC	22 Jun 09 – 31 Jul 09
MCpl Coelho	LB10061 – SQ Sec 2IC	22 Jun 09 – 31 Jul 09
Capt Haupt	Kingston - Ex Final Drive Augmentee	16 Jun 09 - 26 Jun 09
Capt Haupt	Unit Security Officer	20-Jun-09
Capt Haupt	Candidate - AOC	13 Jul 09 - 24 Jul 09
Capt Haupt	Candidate - Crowd Confrontation Ops	27 Jul 09 - 07 Aug 09
Capt Haupt	Rear Party / Ops	10 Aug 09- 04 Sep 09
Sgt Behan	DP3A Mod 3 FFIQ	12 Jun 09 – 02 Jul 09
Sgt Behan	LB10405 - DP1 Inf Sec Comd	27 Jul 09 - 04 Sep 09
Sgt Burns	Student - BMO	16 Apr 09 - 29 Apr 09
Sgt Burns	Student - AMO	04 May 09 - 31 Jul 09
Sgt Burns	DP1 Inf Sec Comd	03 Aug 09 - 04 Sep 09
MCpl Abate	LC15506 - CFLAWC AMO Instr	31 Mar 09 - 31 Jul 09
MCpl Abate	Dp1 Inf Sec 2IC	03 Aug 09 - 04 Sep 09

3. ROTO/TASKINGS & COURSES:

LCol Banerjee	CFC – SSO SPM/PME PCO	Sep 07 –
Maj Champion	JTFC-LFCA HQ J5 BP	1 Apr 04 –
Maj Saunders	32 CBG BSL	
Capt Harmes D.	TCOC Kingston	
Capt Hicks	32 CBG BSL	
Capt Lee	CFLAWC	11 Nov 08 -
Capt Sarossy	32 CBG BSL	
Lt Campos	LFCA	
Lt Dar Ali	32 CBG BSL	
Lt Leibel	32 CBG BSL	
CWO Patterson	32 CBG	
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 Kim I-K	Area Troops	
MCpl Kiss	32 CBG BSL	
MCpl McGibbon	CIMIC	1 Sept 07 –
MCpl Milrod	CFLAWC	05 Jan 09 -
MCpl Ragos	CFLAWC	1 Oct 05 –
MCpl Vulakovich	CFLAWC	1 Sept 07 –
MCpl Watkins	Area Troops	
Cpl Baiati	22 MP PI	1 Sept 07 –
Cpl Brisbane	CFLAWC	
Cpl Chrzan	CFLAWC	
Cpl Craddock	CFLAWC	
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 Livshits	CFB Gagetown	
Cpl Lui	TF3-08	31 Aug 07 –
Cpl Milrod	CFLAWC	05 Jan 09 -
Cpl Ng	CFB Petawawa	
Cpl Rahman	CFRC	1 Apr 06 –
Cpl Simpson	NDPAO	1 Apr 05 –
Cpl Stalteri	CFLAWC	
Cpl Stefanenko	32 CBG BSL	
Cpl Villa	TF3-08	27 Aug 07 –

4. **ED&T:**

Name	Until
Cpl Bollers	30 Jun 09
Cpl Conacher	07 May 09
Cpl Hoad	10 Jun 09
Cpl Hong	28 Jun 09
Rfn Kielbasinski	31 Aug 09
Pte Mahmood	22 Apr 09
Cpl McGibbon	29 Jun 09
Cpl Nel	Jan 10
Cpl Pareja	10 Jun 09
Cpl Plibersek	Rel
Cpl Rajkumar	TBC
Cpl Tsui	15 Apr 09
Capt Tremblay	Rel
Cpl Williamson	TBC
Cpl Yu	28 Feb 09

5. **PRL:**

Cpl Asner	Rfn Aleksov	Pte (B) Avtoneev
Lt Burton	MCpl Bruyea	Pte (B) Chan
Pte (R) Crandall	Cpl Contant	Cpl Cook
Cpl Domingo	Pte (B) Durkalec	Rfn Franchi
Cpl Frye	Pte (B) Ganin	Rfn Guy
Pte (R) Harper	Cpl Hogg	Cpl Hong
Pte (B) Holden	Cpl Jaglall	Cpl Jimenez
MCpl Koenne	Cpl Kouprine	Cpl Longenecker
Pte (B) Lee	Cpl Lynch C.M	Rfn Matecki
Rfn Oey	Pte (B) Oldfield	Rfn Ott
Pte (B) Padrad	Pte (R) Plibersek	Pte (B) Reinhart
Rfn Scorza	Cpl Sevilano	Pte (B) Sharpe
Rfn Slade	Cpl Snobar	Pte (B) Tai
Cpl Ton	Capt Tremblay	Pte (B) Valyear
Cpl Wilson	Pte (R) Wright C.	Capt Weingard
Pte (B) Worrall	Pte (B) Wu	Cpl White
Rfn Zhou		

6. **NES:**

Cpl Alias	Cpl Arseneau-Bruneau	MCpl Atkins
Pte (B) Camarda	Pte (B) Canonigo	Pte Chavarie
Cpl Choe	Pte (B) Clarke	Cpl Danek
Cpl De Silva	Pte Duguay	Cpl Faduck
Pte Fung	Pte Gerassimik	Sgt Henry
Cpl Hong	Cpl Hodge	MCpl Huh
Pte (B) Kim	Cpl Kloc	Pte Langille
Cpl Lee	Pte (B) Lo	Cpl Lynch S.J.A.
Cpl McFarlane	Pte (B) McNevin	Cpl Middleton
Cpl Myles	Pte (B) Perterdy	Cpl Pryhodko
Pte (B) Scott	Pte (B) Shoom-Kirsch	Cpl Simpson
Cpl Steiger	Pte (B) Thommee	Cpl Walter
Cpl White	Cpl Wong	Pte (B) Zhang
Pte (B) Zupo		

PART II - DUTIES AND APPOINTMENTS

7. DUTY STAFF MOSS PARK ARMOURY:

DATE	DUTY OFFICER/NCO	DUTY SERGEANT	Remarks
22 Apr 09	Sgt Johnston	MCpl Wolfe	CO Parade
29 Apr 09	Capt Whitehead	MCpl McQuaid	
06 May 09	Sgt Green	MCpl Deganis	
13 May 09	Lt Liebel	MCpl Charlebois	
20 May 09	Sgt Behan	MCpl Dias	
27 May 09	Lt Mantle	MCpl Kim S.	
03 Jun 09	Sgt Murray	MCpl MacMillan	
10 Jun 09	2Lt Newlands	MCpl Debartok	
17 Jun 09	Sgt Parris	MCpl Thomas	Stand down

Effective Immediately: The Duty Officer/Snr NCO position has been combined. The Duty Officer NCO, shall conduct a round of the Armoury before and after midnight. He/She shall also ensure that last call occurs at 2400 hrs and that the gate is locked as of 0030 hrs.

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).
- 60th 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 MPA personnel from the rank of Capt to Sgt are eligible for Duty Officer/NCO regardless of appointment.
- All MPA personnel in the rank of MCpl are eligible for Duty Sgt position. The Duty MCpl position is no longer applicable.
- Duty Personnel will report to the Adjt at the start of their shift.
- The end of night responsibility may be handed off to an acceptable person as long as the Adjt approves of the change prior to the hand-over.

8. DUTY STAFF DALTON ARMOURY:

DATE	DUTY STAFF
22 Apr 09	MCpl Biggs
29 Apr 09	Sgt Frounze
06 May 09	MCpl Coelho
13 May 09	2Lt MacIntosh
20 May 09	Sgt Morin
27 May 09	Lt Dar-Ali
03 Jun 09	MCpl Pampe
10 Jun 09	Lt Stewart
17 Jun 09	MCpl Hing

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
- 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:

<u>PERSONNEL</u>	
Canadian Forces Liaison Council	
Unit Military Leave Rep	Maj Champion
Employment Support Advisor	CWO Kelly
Unit Welfare Appointments	
Welfare Officer	Capt Saugh
Welfare NCO	MCpl Pampe
Family Support Group for Deployed Soldiers	
DCO	Maj Champion
Padre	Capt Saugh
Adjt	Capt Whitehead
RSM	CWO Kelly
Support Clerk	MCpl Deganis
Harassment	
Advisor (HA)	Capt Whitehead
Workplace Relations Advisors (WRA)	Capt Wilmot

	Sgt Parris
	Sgt Van Hamme
Awards Committee	
Chair	(CO) - LCol Fotheringham
Mbr	(DCO) - Maj Champion
Mbr	(Adj't) – Capt Whitehead
Mbr	(RSM) – CWO Kelly
Mbr	(OC 60th) – Capt Moyer
Mbr	(OC Buffs) – Capt Ross
Mbr	(OC Vics) – Lt Beindorff
Mbr	(DOM) – Capt Arendz
Officer Selection Board	
Chair	(DCO) Maj Champion
Secy	(Adj't) Capt Whitehead
Mbr	(OC Para) Capt Harmes
Mbr	Capt Wilmot
<u>PERSONNEL SUPPORT PROGRAMS</u>	
NPF Board	
Chair	Capt Wilmot
Mbr	Capt Haupt
Mbr	Capt Kaipio
Mbr	2Lt Chrzan
Mess Committee - Officers' Mess	
PMC	Capt Foulds
VPMC	Capt (Ret'd) Sheedy
Treasurer	Capt Wilmot
House Manager	Lt Beindorff
Secretary	Lt Mantle
Senior Subaltern	Lt Potter
Mess Committee - Sgts' Mess	
PMC	Sgt Morin
Mess Committee - JR Ranks	
PMC	MCpl Abate
Mess Committee – Dalton Armoury Mess	
PMC	MCpl Hing
<u>HEALTH AND SAFETY</u>	
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 th Coy Rep	WO O'Halloran
Bufs Coy Rep	MCpl Coelho
Vics Coy Rep	Sgt Murray
Drug Education Coordinator	
OPI	Capt Kaipio
<u>ENVIRONMENT</u>	
Environmental Officer	
OPI	Capt Wilmot
<u>MATERIAL</u>	
Audit Board	
Chair	Capt Hicks
Mbr	Capt Kaipio
Mbr	Appointed as required
ISSO	
Holder	Maj Champion
<u>COMMS</u>	
Comms	
Sigs NCO	Sgt Fabry
Sigs NCO	Sgt Green
<u>PUBLIC AFFAIRS</u>	
Public Affairs	
UIO	2Lt Newlands
A/UIO	TBD

Photographers	Ad hoc
<u>HISTORICAL MATTERS</u>	
Historical Matters	
History Officer	CWO Kelly
History Officer	Capt Wilmot
<u>RANGE SAFETY OFFICERS</u>	
Range Safety Officers	
LCol Fotheringham	WO Martin
Maj Champion	WO O'Halloran
Capt A Harmes	WO Parris
Capt D Harmes	WO Thorn
Capt Haupt	Sgt Behan
Capt Kaipio	Sgt Burns
Capt Lee	Sgt Currie
Capt Moyer	Sgt Fabry
Capt Ross	Sgt Frounze
Capt Timms	Sgt Green
Capt Whitehead	Sgt Halcro
Capt Wilmot	Sgt Johnston
Lt Dar Ali	Sgt Kohler
Lt Kotschka	Sgt Morin
Lt Leibel	Sgt Murray
Lt Mantle	Sgt Shikhman
Lt Potter	Sgt Wilson
Lt Stewart	
CWO Kelly	
<u>SECURITY</u>	
Security Board	
Security Officer	Maj Champion
Security NCO	Sgt Van Hamme
Wpns Security NCO	Sgt Murray
<u>ADMINISTRATIVE CONTROL</u>	
Admin Stds	
OPI	Capt Whitehead
<u>OTHER</u>	
OIC Scarborough Armoury	Capt Ross
Cadet LO	Lt Dar- Ali
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:

Capt Harmes, A.	MCpl Abate	Cpl Gunn
Capt Lee	MCpl Biggs	Cpl Hoad
Capt Ross	MCpl Charlebois	Cpl Humphrey
Lt Beindorf	MCpl Coelho	Cpl Johnston
Lt Potter	MCpl Dias	Cpl Lim
Lt Mantle	MCpl Griffiths	Cpl Mackinnon
Lt Stewart	MCpl Hing	Cpl Maiolo
WO O'Halloran	MCpl Kim, I	Cpl Mitchell
WO Parris	MCpl Kim, S	Cpl Myles
WO Thorn	MCpl Kiss	Cpl Ortega
Sgt Behan	MCpl Leader	Cpl Overholt
Sgt Burns	MCpl Reavie	Cpl Shim
Sgt Fabry	MCpl Silva	Cpl Webster
Sgt Frounze	MCpl Thomas	Cpl Wright
Sgt Johnston	MCpl Tse	Rfn Bremner
Sgt Kohler	MCpl Wolfe	Rfn Brooks
Sgt Morin	Cpl Carrier	Rfn Khan
Sgt Shikhman	Cpl Chang	Rfn Koop
Sgt Wilson	Cpl Gee	Rfn Lachaine

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 RSM 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 RSM 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 RSM 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, 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 – 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 Four mentioned NCOs. All questions can be directed to Lt F.F.C. Beindorff, OC Vics Coy.

14. 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 Adj, 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.

15. HARASSMENT ADVISORS

The following personnel may be consulted in an harassment situation for advice as necessary:

Workplace Relationship Advisors (WRA) – Capt Wilmot, Sgt Parris, Sgt Van Hamme; and

Harassment Advisor (Advises CO and WRAs) – Capt Whitehead.

Personnel believing that they have a complaint should contact the WRA of their choice as soon as possible after an incident.

16. FOREIGN TRAVEL

The following links can be used to determine if the country you wish to visit is a scheduled country (Cuba is a scheduled country):

http://vcds.mil.ca/cfpm/pubs/pol-pubs/ndsp/chap38B_e.asp

http://vcds.mil.ca/cfpm/pubs/pol-pubs/ndsp/chap38A_e.asp

http://vcds.mil.ca/cfpm/pubs/pol-pubs/ndsp/chap38_e.asp

Anyone travelling to a scheduled country is required to complete a notice of intent to travel form and submit it as follows, effective 01 Jan 09, all Notice of Intent to Travel forms directly to the following addresses for processing: (email or fax):

Email - Turner JL (Contractor)@CFSU(O) Operations@Ottawa-Hull or
Fax CFNCIU HQ (613) 945-5585 Attn: Cmre Jim TURNER, DSB Co-ord

CFNCIU Ops will subsequently review the Notice Of Intent To Travel, and if a DSB is required, the appropriate CFNCIU Det will be engaged to provide it to the traveller.

PART IV – GENERAL INTEREST

17. 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.

18. 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 **Three Wednesday's prior to the course**. To be clear no testing will be conducted a week prior to the course.

19. FACEBOOK ACCOUNTS.

There are a number of unit pers with "Facebook" accounts that are open to public viewing with information that should not be public. This information includes who is or has been on tour, who unit members are and the like. This practice goes against security and could have lethal effects. Consequently the following is considered to be a direct and lawful order:

No one in the Queen's Own Rifles will have a public "Facebook" or similar account that includes any of the following:

Dates, times, and locations of unit training,

Any reference by name to pers who are deploying in support of operations,

Email addresses of unit mbrs, and

Anything that the unit would deem as offensive or would damage the reputation of the unit or Canadian Forces.

Failure to comply with the above direction will result in disciplinary and/or administrative action.

20. UNIT STANDDOWN/STAND TO

The unit will stand down for the Summer on Wed 17 Jun 09. There will be a march from MPA to the Legion on Lakeshore followed by a unit BBQ. The unit will stand-to the officers and senior NCOs on Wed 26 Aug 09, with the whole unit standing-to on Wed 2 Sep 09 at MPA. There will be no scheduled evening training between 18 Jun 09 and 25 Aug 09 unless otherwise directed.

PART V - PROMOTIONS - DECORATIONS - RELEASES - TRANSFERS

21. PROMOTIONS

Nil

22. DECORATIONS

Nil

23. AWARDS

Nil

24. RELEASES

Pte Silelnkov, Pte (B) Sherman, Cpl Yoo, Cpl Poloupanov, Cpl Moses, Cpl Mahabir,
Cpl Yacoub.

25. TRANSFERS/POSTINGS – IN

Capt Clitheroe - Padre

26. TRANSFERS – OUT

Cpl Obaidi – CH of O
Rfn Grift – PWOR
Cpl Gilic – CF Health Svcs Ottawa
Cpl Kirkwood – 1 RCR

27. ATTACHED POSTED – IN

Nil

28. ATTACHED POSTED – OUT

Nil

IN PACE PARATUS

J. M. Fotheringham
Lieutenant-Colonel
Commanding Officer



THE QUEEN'S OWN RIFLES OF CANADA

UNIT ROUTINE ORDERS 04/09 06 May 2009

Lieutenant-Colonel J. Fotheringham, CD
Commanding Officer

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

PART I - CALENDAR OF EVENTS

1. TRAINING CALENDAR:

UPCOMING EVENTS					
From	To	Name	Destination	Concerned Parties	Remarks/Nominations
06 May	06 May	Refresher	<i>MPA</i>		In prep for tasks in Trenton
10 May	10 May	Family Barbeque	<i>Scarborough</i>	Everyone and families	OPI RSM Kelly
11 May	15 May	CFLAWC	<i>Trenton</i>	10 jumpers only for Cpts of Industry	Support to BPara and Captains of Industry
19 May	22 May	CFLAWC	<i>Trenton</i>		MTAT
20 May	20 May	Refresher	<i>MPA</i>		In prep for Mass Mayhem
27 May	27 May	Queen's Cup	<i>FYA</i>	Everyone	
29 May	31 May	Ex Mass Mayhem	<i>Trenton</i>	Para Ex	
06 Jun	06 Jun	D-Day Parade	<i>Toronto</i>	BMQ candidates (TBC)	
06 Jun	07 Jun	Platoon Skills Comp	<i>Petawawa</i>	TBC	TBC
20 Jun	20 Jun	Highland Creek Heritage Festival	<i>Scarborough</i>	Band, Buffs	OPI Lt Dar-Ali
01 Jul	01 Jul	Canada Day Parade	<i>Scarborough</i>	Band	Capt Arendz
08 Aug	28 Aug	Op Nanook	<i>Iqaluit</i>	DP1 qualified pers	SOVOP

2. FTUC LEAVE, TASKINGS, COURSES:

Not available.

3. ROTO/TASKINGS & COURSES:

Name	Task	Dates
Sgt Parris	Rear Party / BOR	01 Jun 09 - 04 Sep 09
Sgt Van Hamme	TH0046 Instructor - RMS Clk Dep Ops	19 May 09 - 05 Jun 09
Sgt Van Hamme	LB10032 - SQ Crse WO	22 Jun 09 - 31 Jul 09
MCpl Deganis	LB10063 - SQ Sec 2IC	22 Jun 09 - 31 Jul 09
Sgt Murray	LB10043 - SQ Sec Comd	22 Jun 09 - 31 Jul 09
Sgt Murray	LB10260 - DP1 Sec Comd	27 Jul 09 - 04 Sep 09
MCpl Silva	Rear Party / QM	01 Jun - 04 Sep 09
MCpl Thomas	LB10060 - SQ Sec 2IC	22 Jun 09 - 31 Jul 09
MCpl Hing	LB10062- SQ Sec 2IC	22 Jun 09 - 31 Jul 09
MCpl Coelho	LB10061 - SQ Sec 2IC	22 Jun 09 - 31 Jul 09
Capt Haupt	Kingston - Ex Final Drive Augmentee	16 Jun 09 - 26 Jun 09
Capt Haupt	Unit Security Officer	20-Jun-09
Capt Haupt	Candidate - AOC	13 Jul 09 - 24 Jul 09
Capt Haupt	Candidate - Crowd Confrontation Ops	27 Jul 09 - 07 Aug 09
Capt Haupt	Rear Party / Ops	10 Aug 09- 04 Sep 09
Sgt Behan	DP3A Mod 3 FFQ	12 Jun 09 - 02 Jul 09
Sgt Behan	LB10405 - DP1 Inf Sec Comd	27 Jul 09 - 04 Sep 09
Sgt Burns	Student - BMO	16 Apr 09 - 29 Apr 09
Sgt Burns	PLQ sect Comd	11 May 09 - 31 Jul 09
Sgt Burns	DP1 Inf Sec Comd	03 Aug 09 - 04 Sep 09
MCpl Abate	LC15506 - CFLAWC AMO Instr	31 Mar 09 - 31 Jul 09
MCpl Abate	Dp1 Inf Sec 2IC	03 Aug 09 - 04 Sep 09

LCol Banerjee	CFC - SSO SPM/PME PCO	Sep 07 -
Maj Champion	JTFC-LFCA HQ J5 BP	1 Apr 04 -
Maj Saunders	32 CBG BSL	
Capt Harmes D.	TCOC Kingston	
Capt Hicks	32 CBG BSL	
Capt Lee	CFLAWC	11 Nov 08 -
Capt Sarossy	32 CBG BSL	
Lt Campos	LFCA	
Lt Dar Ali	32 CBG BSL	
Lt Leibel	32 CBG BSL	
CWO Patterson	32 CBG	
Sgt Thomson	CFB Borden	1 Sept 07 -
MCpl Bridge	CFLAWC	Oct 08 -
MCpl Kim I-K	Area Troops	
MCpl Kiss	32 CBG BSL	
MCpl Milrod	CFLAWC	05 Jan 09 -
MCpl Ragos	CFLAWC	1 Oct 05 -
MCpl Vulakovich	CFLAWC	1 Sept 07 -
MCpl Watkins	Area Troops	
Cpl Baiati	22 MP PI	1 Sept 07 -
Cpl Brisbane	CFLAWC	
Cpl Chrzan	CFLAWC	
Cpl Craddock	CFLAWC	
Cpl Kennedy	CFLAWC	Oct 08 -
Cpl Livshits	CFB Gagetown	
Cpl Milrod	CFLAWC	05 Jan 09 -
Cpl Ng	CFB Petawawa	
Cpl Rahman	CFRC	1 Apr 06 -
Cpl Simpson	NDPAO	1 Apr 05 -
Cpl Stalteri	CFLAWC	
Cpl Stefanenko	32 CBG BSL	

4. ED&T:

Name	Until
Cpl Bollers	30 Jun 09
Cpl Conacher	07 May 09
Cpl Hoad	10 Jun 09
Cpl Hong	28 Jun 09
Rfn Kielbasinski	31 Aug 09
Pte Mahmood	22 Apr 09

Cpl McGibbon	29 Jun 09
Cpl Nel	Jan 10
Cpl Pareja	10 Jun 09
Cpl Plibersek	Rel
Cpl Rajkumar	TBC
Cpl Tsui	15 Apr 09
Capt Tremblay	Rel
Cpl Williamson	TBC
Cpl Yu	28 Feb 09

5. **PRL:**

Cpl Asner	Rfn Aleksov	Pte (B) Avtoneev
Lt Burton	MCpl Bruyea	Pte (B) Chan
Pte (R) Crandall	Cpl Contant	Cpl Cook
Cpl Domingo	Pte (B) Durkalec	Rfn Franchi
Cpl Frye	Pte (B) Ganin	Rfn Guy
Pte (R) Harper	Cpl Hogg	Cpl Hong
Pte (B) Holden	Cpl Jaglall	Cpl Jimenez
MCpl Koenne	Cpl Kouprine	Cpl Longenecker
Pte (B) Lee	Cpl Lynch C.M	Rfn Matecki
Rfn Oey	Pte (B) Oldfield	Rfn Ott
Pte (B) Padrad	Pte (R) Plibersek	Pte (B) Reinhart
Rfn Scorza	Cpl Sevilano	Pte (B) Sharpe
Rfn Slade	Cpl Snobar	Pte (B) Tai
Cpl Ton	Capt Tremblay	Pte (B) Valyear
Cpl Wilson	Pte (R) Wright C.	Capt Weingard
Pte (B) Worrall	Pte (B) Wu	Cpl White
Rfn Zhou		

6. **NES:**

Cpl Alias	Cpl Arseneau-Bruneau	MCpl Atkins
Pte (B) Camarda	Pte (B) Canonigo	Pte Chavarie
Cpl Choe	Pte (B) Clarke	Cpl Danek
Cpl De Silva	Pte Duguay	Cpl Faduck
Pte Fung	Pte Gerassimik	Sgt Henry
Cpl Hong	Cpl Hodge	MCpl Huh
Pte (B) Kim	Cpl Kloc	Pte Langille
Cpl Lee	Pte (B) Lo	Cpl Lynch S.J.A.
Cpl McFarlane	Pte (B) McNevin	Cpl Middleton
Cpl Myles	Pte (B) Perterdy	Cpl Pryhodko
Pte (B) Scott	Pte (B) Shoom-Kirsch	Cpl Simpson
Cpl Steiger	Pte (B) Thommee	Cpl Walter
Cpl White	Cpl Wong	Pte (B) Zhang
Pte (B) Zupo		

PART II - DUTIES AND APPOINTMENTS

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

DATE	DUTY OFFICER/NCO	DUTY SERGEANT	Remarks
06 May 09	Sgt Green	MCpl Deganis	
13 May 09	Lt Liebel	MCpl Charlebois	
20 May 09	Sgt Behan	MCpl Dias	
27 May 09	Lt Mantle	MCpl Kim S.	
03 Jun 09	Sgt Murray	MCpl MacMillan	
10 Jun 09	2Lt Newlands	MCpl Thomas	
17 Jun 09	Capt Whitehead	MCpl Silva	Stand down

Effective Immediately: The Duty Officer/Snr NCO position has been combined. The Duty Officer NCO, shall conduct a round of the Armoury before and after midnight. He/She shall also ensure that last call occurs at 2400 hrs and that the gate is locked as of 0030 hrs.

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).
- 60th 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 MPA personnel from the rank of Capt to Sgt are eligible for Duty Officer/NCO regardless of appointment.
- All MPA personnel in the rank of MCpl are eligible for Duty Sgt position. The Duty MCpl position is no longer applicable.
- Duty Personnel will report to the Adjt at the start of their shift.
- The end of night responsibility may be handed off to an acceptable person as long as the Adjt approves of the change prior to the hand-over.

8. DUTY STAFF DALTON ARMOURY:

DATE	DUTY STAFF
22 Apr 09	MCpl Biggs
29 Apr 09	Sgt Frounze
06 May 09	MCpl Coelho
13 May 09	2Lt MacIntosh
20 May 09	Sgt Morin
27 May 09	Lt Dar-Ali
03 Jun 09	MCpl Pampe
10 Jun 09	Lt Stewart
17 Jun 09	MCpl Hing

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
- 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:

<u>PERSONNEL</u>	
Canadian Forces Liaison Council	
Unit Military Leave Rep	Maj Champion
Employment Support Advisor	CWO Kelly
Unit Welfare Appointments	
Welfare Officer	Capt Saugh
Welfare NCO	MCpl Pampe
Family Support Group for Deployed Soldiers	
DCO	Maj Champion
Padre	Capt Saugh
Adjt	Capt Whitehead
RSM	CWO Kelly
Support Clerk	MCpl Deganis
Harassment	
Advisor (HA)	Capt Whitehead
Workplace Relations Advisors (WRA)	Capt Wilmot
	Sgt Parris
	Sgt Van Hamme
Awards Committee	
Chair	(CO) - LCol Fotheringham
Mbr	(DCO) - Maj Champion
Mbr	(Adjit) - Capt Whitehead
Mbr	(RSM) - CWO Kelly
Mbr	(OC 60th) - Capt Moyer
Mbr	(OC Buffs) - Capt Ross
Mbr	(OC Vics) - Lt Beindorff
Mbr	(DOM) - Capt Arendz
Officer Selection Board	
Chair	(DCO) Maj Champion
Secy	(Adjit) Capt Whitehead
Mbr	(OC Para) Capt Harnes
Mbr	Capt Wilmot

<u>PERSONNEL SUPPORT PROGRAMS</u>	
NPF Board	
Chair	Capt Wilmot
Mbr	Capt Haupt
Mbr	Capt Kaipio
Mbr	2Lt Chrzan
Mess Committee - Officers' Mess	
PMC	Capt Foulds
VPMC	Capt (Ret'd) Sheedy
Treasurer	Capt Wilmot
House Manager	Lt Beindorff
Secretary	Lt Mantle
Senior Subaltern	Lt Potter
Mess Committee - Sgts' Mess	
PMC	Sgt Morin
Mess Committee - JR Ranks	
PMC	MCpl Abate
Mess Committee – Dalton Armoury Mess	
PMC	MCpl Hing
<u>HEALTH AND SAFETY</u>	
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 th Coy Rep	WO O'Halloran
Bufs Coy Rep	MCpl Coelho
Vics Coy Rep	Sgt Murray
Drug Education Coordinator	
OPI	Capt Kaipio
<u>ENVIRONMENT</u>	
Environmental Officer	
OPI	Capt Wilmot
<u>MATERIAL</u>	
Audit Board	
Chair	Capt Hicks
Mbr	Capt Kaipio
Mbr	Appointed as required
ISSO	
Holder	Maj Champion
<u>COMMS</u>	
Comms	
Sigs NCO	Sgt Fabry
Sigs NCO	Sgt Green
<u>PUBLIC AFFAIRS</u>	
Public Affairs	
UIO	2Lt Newlands
A/UIO	TBD
Photographers	Ad hoc
<u>HISTORICAL MATTERS</u>	
Historical Matters	
History Officer	CWO Kelly
History Officer	Capt Wilmot
<u>RANGE SAFETY OFFICERS</u>	
Range Safety Officers	
LCol Fotheringham	WO Martin
Maj Champion	WO O'Halloran
Capt A Harmes	WO Parris
Capt D Harmes	WO Thorn
Capt Haupt	Sgt Behan
Capt Kaipio	Sgt Burns
Capt Lee	Sgt Currie
Capt Moyer	Sgt Fabry

Capt Ross	Sgt Frounze
Capt Timms	Sgt Green
Capt Whitehead	Sgt Halcro
Capt Wilmot	Sgt Johnston
Lt Dar Ali	Sgt Kohler
Lt Kotschka	Sgt Morin
Lt Leibel	Sgt Murray
Lt Mantle	Sgt Shikhman
Lt Potter	Sgt Wilson
Lt Stewart	
CWO Kelly	
<u>SECURITY</u>	
Security Board	
Security Officer	Maj Champion
Security NCO	Sgt Van Hamme
Wpns Security NCO	Sgt Murray
<u>ADMINISTRATIVE CONTROL</u>	
Admin Stds	
OPI	Capt Whitehead
<u>OTHER</u>	
OIC Scarborough Armoury	Capt Ross
Cadet LO	Lt Dar- Ali
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:

Capt Harmes, A.	MCpl Abate	Cpl Chen
Capt Lee	MCpl Biggs	Cpl Gee
Capt Moyer	MCpl Charlebois	Cpl Hannan
Capt Ross	MCpl Coelho	Cpl Harrison
Capt Timms	MCpl Dias	Cpl Hijazi
Lt Beindorf	MCpl Griffiths	Cpl Hoad
Lt Potter	MCpl Hing	Cpl Humphrey
Lt Mantle	MCpl Kim, I	Cpl Johnston
Lt Stewart	MCpl Kim, S	Cpl Khan
MWO Shannon	MCpl Kiss	Cpl Kim J.
WO Kim	MCpl Leader	Cpl Mackinnon
WO O'Halloran	MCpl Lim	Cpl Maiolo
WO Moody	MCpl Milrod	Cpl Mitchell
WO Parris	MCpl Reavie	Cpl Myles
Sgt Behan	MCpl Silva	Cpl Ortega
Sgt Burns	MCpl Thomas	Cpl Overholt
Sgt Fabry	MCpl Tse	Cpl Shim
Sgt Frounze	MCpl Wolfe	Cpl Villa
Sgt Johnston	Cpl Benicasa	Cpl Webster
Sgt Kohler	Cpl Brooks D.	Cpl Wright
Sgt Morin	Cpl Carrier	Rfn Bremner
Sgt Paton	Cpl Chang	

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 RSM 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 RSM 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 RSM 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, 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 Four mentioned NCOs. All questions can be directed to Lt F.F.C. Beindorff, OC Vics Coy.

14. 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 Adj 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.

15. HARASSMENT ADVISORS

The following personnel may be consulted in an harassment situation for advice as necessary:

Workplace Relationship Advisors (WRA) – Capt Wilmot, Sgt Parris, Sgt Van Hamme; and

Harassment Advisor (Advises CO and WRAs) – Capt Whitehead.

Personnel believing that they have a complaint should contact the WRA of their choice as soon as possible after an incident.

16. FOREIGN TRAVEL

The following links can be used to determine if the country you wish to visit is a scheduled country (Cuba is a scheduled country):

http://vcds.mil.ca/cfpm/pubs/pol-pubs/ndsp/chap38B_e.asp

http://vcds.mil.ca/cfpm/pubs/pol-pubs/ndsp/chap38A_e.asp

http://vcds.mil.ca/cfpm/pubs/pol-pubs/ndsp/chap38_e.asp

Anyone travelling to a scheduled country is required to complete a notice of intent to travel form and submit it as follows, effective 01 Jan 09, all Notice of Intent to Travel forms directly to the following addresses for processing: (email or fax):

Email - Turner JL (Contractor)@CFSU(O) Operations@Ottawa-Hull or

Fax CFNCIU HQ (613) 945-5585 Attn: Cmre Jim TURNER, DSB Co-ord

CFNCIU Ops will subsequently review the Notice Of Intent To Travel, and if a DSB is required, the appropriate CFNCIU Det will be engaged to provide it to the traveller.

PART IV – GENERAL INTEREST

17. 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.

18. 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 **Three Wednesday's prior to the course**. To be clear no testing will be conducted a week prior to the course.

19. FACEBOOK ACCOUNTS.

There are a number of unit pers with "Facebook" accounts that are open to public viewing with information that should not be public. This information includes who is or has been on tour, who unit members are and the like. This practice goes against security and could have lethal effects. Consequently the following is considered to be a direct and lawful order:

No one in the Queen's Own Rifles will have a public "Facebook" or similar account that includes any of the following:

Dates, times, and locations of unit training,

Any reference by name to pers who are deploying in support of operations,

Email addresses of unit mbrs, and

Anything that the unit would deem as offensive or would damage the reputation of the unit or Canadian Forces.

Failure to comply with the above direction will result in disciplinary and/or administrative action.

20. UNIT STANDDOWN/STAND TO

The unit will stand down for the Summer on Wed 17 Jun 09. There will be a march from MPA to the Legion on Lakeshore followed by a unit BBQ. The unit will stand-to the officers and senior NCOs on Wed 26 Aug 09, with the whole unit standing-to on Wed 2 Sep 09 at MPA. There will be no scheduled evening training between 18 Jun 09 and 25 Aug 09 unless otherwise directed.

21. SWINE FLU – CANFORGEN 074/09

CANFORGEN 074/09 NDCC 011/09 270253Z APR 09 CANFORGEN 074/09 CF-DND INFLUENZA FORCE PROTECTION MEASURES UNCLASSIFIED

1. ON SUNDAY 26 APRIL 2009 PUBLIC HEALTH AGENCY OF CANADA (PHAC) HELD A PRESS CONFERENCE TO ADVISE ALL CANADIANS OF THEIR PREPAREDNESS TO DEAL WITH THE CURRENT FLU OUTBREAKS. CURRENTLY, THERE ARE SIX LABORATORY CONFIRMED CASES OF HUMAN SWINE INFLUENZA IN CANADA WITH TWO CASES IN BRITISH COLUMBIA AND FOUR IN NOVA SCOTIA. UNLIKE THE US AND MEXICO THESE ARE CASES OF MILD RESPIRATORY ILLNESS.

2. THE LEADERSHIP OF THE CF AND DND ARE CLOSELY MONITORING THE INFLUENZA OUTBREAKS AND ARE WORKING WITH OTHER GOVERNMENT DEPARTMENTS TO ASSESS THE THREATS TO CANADIANS. PUBLIC HEALTH AGENCY OF CANADA (PHAC) IS THE LEAD GOVERNMENT AGENCY. HEALTH OFFICIALS SAY IT IS TOO EARLY TO SAY WHETHER THESE OUTBREAKS WILL BECOME A WORLDWIDE ISSUE. REGARDLESS IT IS INCUMBENT ON THE CHAIN OF COMMAND AND ALL MEMBERS OF THE CF-DND TO EXERCISE PRUDENT FORCE HEALTH PROTECTION MEASURES. ALL COMMANDING OFFICERS ARE

DIRECTED TO PROMULGATE THE ENCLOSED PREVENTATIVE MEASURES AND STRESS THE IMPORTANCE OF PREVENTION AS THE BEST DEFENCE TO PREVENT THE SPREAD OF DISEASE. THE CF HEALTH SERVICES WILL ALSO BE INCREASING ITS VIGILANCE ON ALL SUSPECTED FLU CASES.

3. BACKGROUND. ON APRIL 20 2009 PHAC BEGAN MONITORING THE INVESTIGATION OF AN OUTBREAK OF SEVERE RESPIRATORY ILLNESS (SRI) CLUSTERS IN MEXICO AND HUMAN SWINE INFLUENZA IN THE UNITED STATES. PHAC AND HEALTH CANADA ACTIVATED ITS EMERGENCY OPERATIONS CENTRE 23 APRIL. THE HEALTH PORTFOLIO IS COLLABORATING WITH MEXICAN AND U.S. COUNTERPARTS AND CONTINUES TO CLOSELY MONITOR THE SITUATION IN MEXICO AND THE U.S.

4. ON 26 APR THE WORLD HEALTH ORGANIZATION SAYS A NEW SWINE FLU STRAIN IN MEXICO AND THE UNITED STATES IS A PUBLIC HEALTH EMERGENCY OF INTERNATIONAL CONCERN. THE FLU HAS KILLED AS MANY AS 68 PEOPLE IN MEXICO AND SICKENED MORE THAN 1,000. PHAC AND HEALTH CANADA HAS ACTIVATED ITS EMERGENCY OPERATIONS CENTRE (HP EOC) TO LEVEL 4 AND WILL BE GOING TO 24/7 COVERAGE. A PUBLIC INFORMATION LINE (1-800-454-8302) WAS ESTABLISHED THROUGH SERVICE CANADA.

5. THE FOLLOWING GUIDANCE HAS BEEN PREPARED BY THE CDN FORCES DIRECTORATE OF FORCE HEALTH PROTECTION (DFHP). ALL CF MEMBERS ARE TO CARRY OUT THE FOLLOWING MEASURES TO REDUCE THEIR RISK OF INFECTION. THESE MEASURES ARE STRONGLY ADVISED FOR DND EMPLOYEES AND ALL DEPENDANTS WORLD WIDE.

5.A. WASH HANDS FREQUENTLY

5.B. TWENTY SECONDS OF HAND WASHING WITH WARM WATER AND SOAP HELPS REMOVE BACTERIA AND VIRUSES. REMEMBER TO WASH BEFORE AND AFTER EATING, AFTER USING THE BATHROOM, AFTER COUGHING OR SNEEZING, AFTER PROVIDING CARE TO INDIVIDUALS WHO ARE SICK, AFTER TOUCHING SURFACES THAT MAY HAVE BEEN CONTAMINATED BY OTHER PEOPLE, AND BEFORE TOUCHING YOUR EYES, NOSE OR MOUTH

5.C. COVER UP WHEN COUGHING OR SNEEZING

5.D. USE A TISSUE, OR RAISE YOUR ARM UP TO YOUR FACE AND COUGH OR SNEEZE INTO YOUR SLEEVE. IF YOU USE A TISSUE, DISPOSE OF IT AS SOON AS POSSIBLE AND WASH YOUR HANDS IMMEDIATELY

5.E. KEEP SHARED SURFACE AREAS CLEAN

5.F. DOORKNOBS, LIGHT SWITCHES, TELEPHONES, KEYBOARDS AND OTHER SURFACES CAN BECOME CONTAMINATED WITH ALL KINDS OF BACTERIA AND VIRUSES. REGULAR CLEANING AND DISINFECTING OF THESE SURFACES CAN HELP

5.G. IF YOU GET SICK CONSULT WITH YOUR HEALTH CARE PROVIDER AND STAY HOME IF DIRECTED

5.H. IF YOU GET SICK, YOU MAY SPREAD YOUR ILLNESS TO CO-WORKERS, CLASSMATES, NEIGHBOURS OR OTHERS. IT MAY TAKE YOU LONGER TO GET BETTER IF YOU ARE NOT WELL RESTED. WAIT UNTIL YOU NO LONGER HAVE A FEVER AND YOUR COUGH IS IMPROVING BEFORE RETURNING TO WORK AND YOUR NORMAL SOCIAL ACTIVITIES

6. YOU WILL BE ADVISED OF ANY FURTHER RELEVANT INFORMATION.

22. OP WAPITI

Comd 32 CBG extends his appreciation that his units responded well to the call for volunteers for Op WAPITI. Though waters are now receding cancelling the need for 32 CBG contributions to support the Manitoba flood control, this and all units of 32 CBG rose to the occasion.

Col Mann also congratulates his units for reaching the mandated 90% complete on IBTS for the third consecutive year.

CF Military Assistance Program (CFMAP) toll-free #: 1-800-268-7708 should be used for

any member believing that additional support is required, particularly for readjusting during return from employment overseas.

PART V - PROMOTIONS - DECORATIONS - RELEASES - TRANSFERS

23. PROMOTIONS

Nil

24. DECORATIONS

Nil

25. AWARDS

Nil

26. RELEASES

Pte Silelnkov, Pte (B) Sherman, Cpl Yoo, Cpl Poloupanov, Cpl Moses, Cpl Mahabir, Cpl Yacoub.

27. TRANSFERS/POSTINGS – IN

Capt Clitheroe - Padre

28. TRANSFERS – OUT

Cpl Obaidi – CH of O
Rfn Grift – PWOR
Cpl Gilic – CF Health Svcs Ottawa
Cpl Kirkwood – 1 RCR

29. ATTACHED POSTED – IN

Nil

30. ATTACHED POSTED – OUT

Nil

IN PACE PARATUS

J. M. Fotheringham
Lieutenant-Colonel
Commanding Officer



THE QUEEN'S OWN RIFLES OF CANADA

UNIT ROUTINE ORDERS 10/09 01 Oct 2009

Lieutenant-Colonel J. Fotheringham, CD
Commanding Officer

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PART V

PROMOTIONS - DECORATIONS - RELEASES - TRANSFERS

28. PROMOTIONS
29. DECORATIONS
30. AWARDS
31. RELEASES
32. TRANSFERS IN
33. TRANSFERS OUT
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PART I - CALENDAR OF EVENTS

1. TRAINING CALENDAR:

UPCOMING EVENTS					
From	To	Name	Destination	Concerned Parties	Remarks/Nominations
04 Oct 09	04 Oct 09	Tribute to the Fallen	Queen's Park	Band	CXL
06 Oct 09	06 Oct 09	RCMI Rehearsal #2	HMCS York	Band	
08 Oct 09	08 Oct 09	RCMI recce	Roy Thompson Hall	OPI QOR display	1730-1900hrs
14 Oct 09	14 Oct 09	Mess Meetings	MPS/DA	Sgts' & WO's mess	
23 Oct 09	25 Oct 09	Ex Able Warrior 1	Meaford	All	IBTS weekend
28 Oct 09	28 Oct 09	Forced march	Casa Loma	All	Marching order, floppy hat, no wpn., visit regimental museum
04 Nov 09	04 Nov 09	CO's Parade	MPA	All	Drill practice
08 Nov 09	08 Nov 09	Church Parade	St Paul's	All	Adj't to issue parade order
10 Nov 09	10 Nov 09	True Patriot Love	TBD	TBD	
11 Nov 09	11 Nov 09	Prov of ON Remembrance Day Ceremony	Queen's Park	Band	
11 Nov 09	11 Nov 09	Various Remembrance Day events		Band	
11 Nov 09	11 Nov 09	The Scott Mission	St. Paul's Vigil Party	60 th	LCol Pat Stoghran
11 Nov 09	11 Nov 09	Vigil Party	Scarborough Cenotaph	Bufs	
13 Nov 09	15 Nov 09	Ex Able Warrior 2	Borden	All	IBTS weekend
12 Nov 09	12 Nov 09	Comd LFCA Townhall	Denison		20 pers from 60 th coy; 10 from vics; 10 Bufs; 10 BHQ; All FTUC
25 Nov 09	25 Nov 09	CO's Parade	Dalton	All	
04 Dec 09	06 Dec 09	TBG TEWT	Denison	TBG Tasked pers	
06 Dec 09	06 Dec 09	Ex Guiding Light	Denison	MCpl and higher	Timings to follow
06 Dec 09	06 Dec 09	Ex Brighter Guiding Light	Denison	MWO's, CWO's, Maj's, LCol's	

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

Rank	Name	Class	Location
Cpl	Brown	B	
Sgt	Burns	B	
Lt	Campos	B	LFCA HQ
Maj	Champion	B	LFCA HQ
MCpl	Chen	C	
Sgt	Chin-Leung	B	PRL - CFLAWC
MCpl	Coelho	C	
Cpl	Craddock	C	
MCpl	Deganis	C	
Sgt	Demaine	B	St Jean
Cpl	Dritsas	C	
Maj	Ferguson	B	LFCA HQ
Cpl	Ghattas	C	
Capt	Harmes	B	PSTC Kingston
Capt	Haupt	B	
MCpl	Hing	B	
Sgt	Hood	B	
Cpl	Jun	C	
Cpl	Kennedy	B	CFLAWC Trenton
WO	Kim	B	LFCA Area Troops
Mcpl	Kim	B	
Capt	Kotscha	B	DRDC Toronto
Cpl	Lavery	C	
Lt	Leibel	B	32 CBG HQ
Cpl	Lui	B	
Mcpl	Milrod	B	CFLAWC Trenton
Sgt	Murray	C	
Cpl	Ortega	C	
MCpl	Overholt	B	
Sgt	Ragos	B	CFLAWC Trenton
MWO	Shannon	B	LFCA Op Connection
Cpl	Shim	C	
Cpl	Stalteri	B	CFLAWC Trenton
Capt	Stewart	B	
Mcpl	Thomas	B	
Sgt	Thomson	B	Borden
Capt	Timms	B	CIMIC
MCpl	Tse	C	
Sgt	Van Hamme	B	DRDC Ottawa
	Lachaine	C	

3. **ED&T:**

Name	Until
Cpl Nel	Jan 10

4. **PRL:**

MCpl Huh	Pte (B) Chan	Rfn Guy
Lt Burton	Cpl Cook	
Cpl S.J. Lynch	Rfn Franchi	
Cpl Domingo	Pte (B) Durkalec	
Pte Monteiro	Pte (B) Ganin	
Sgt Shaidle	Cpl Hogg	
Pte (B) Holden	Cpl Jaglall	
Capt Wilmot	Cpl Kouprine	
Rfn Matecki	Cpl Lynch C.M	
Rfn Ott	Pte (B) Oldfield	
Pte (B) Paddrad	Pte (B) Tai	
Rfn Scorza	Pte (B) Valyear	
Rfn Slade	Cpl Snobar	
Cpl Ton	Cpl Jimenez	
Cpl Wilson	Cpl Longenecker	
Pte (B) Worrall	Pte (B) Wu	
Rfn Zhou	Cpl White	

5. NES:

Cpl Alias	Cpl Arseneau-Bruneau	MCpl Atkins
Pte (B) Camarda	Pte (B) Canonigo	Pte Chavarie
Cpl Choe	Pte (B) Clarke	Cpl Danek
Cpl De Silva	Pte Duguay	Cpl Faduck
Pte Fung	Pte Gerassimik	Sgt Henry
Cpl Hong	Cpl Hodge	MCpl Huh
Pte (B) Kim	Cpl Kloc	Pte Langille
Cpl Lee	Pte (B) Lo	Cpl Lynch S.J.A.
Cpl McFarlane	Pte (B) McNevin	Cpl Middleton
Cpl Myles	Pte (B) Perterdy	Cpl Pryhodko
Pte (B) Scott	Pte (B) Shoom-Kirsch	Cpl Simpson
Cpl Steiger	Pte (B) Thommee	Cpl Walter
Cpl White	Cpl Wong	Pte (B) Zhang
Pte (B) Zupo		

PART II - DUTIES AND APPOINTMENTS

6. DUTY PERSONNEL MOSS PARK ARMOURY:

Duty Officer

07-Oct-09	2Lt	MacKintosh	Scott
14-Oct-09	2Lt	Chzran	Andrew
21-Oct-09	Lt	Mantle	William
25-Oct-09	Capt	Harmes	David
28-Oct-09	Capt	Kaipio	Mark
4-Nov-09	Capt	Foulds	Tom
8-Nov-09	Capt	Timms	Mark
18-Nov-09	2Lt	Newlands	Scott

Moss Park Armoury Duty Sgt/MCpl

07-Oct-09		Sgt	Fabry	Thomas	MCpl	MacMillan	Neil
10-Oct-09	Ex Sure Shot VI	Sgt	Johnston	Jeff	MCpl	McGibbon	Jason
14-Oct-09		Sgt	Kenny	Emily	MCpl	McQuaid	Michael
18-Oct-09	Ex Silent Mayhem	WO	Kim	Inasio	MCpl	Milrod	Micheal
21-Oct-09		Sgt	Kohler	Matthew	MCpl	Noonan	Daniel
28-Oct-09		WO	O'Halloran	Donovan	MCpl	Reavie	Charles
04-Nov-09	CO's pde	Sgt	Paton	Bill	MCpl	Semenovych	Olga
08-Nov-09	Remembrance Day	Sgt	Shikhman	Alex	MCpl	Thomas	Stephen
11-Nov-09		WO	Thorn	Justin	MCpl	Tremblay	Kate
15-Nov-09	Ex Able Warrior 2	Sgt	TBD		MCpl	Watkins	Michelle
18-Nov-09		Sgt	Wilson	Coogan	MCpl	Wolfe	Steven
23-Nov-09		Sgt	Behan	Jesse	MCpl	Abate	Chris
25-Nov-09	CO's Pde Dalton	Bufs					
02-Dec-09		Sgt	Burns	Bryan	MCpl	Atkins	Stefane
05-Dec-09	Wine and Cheese Men's Christmas	Sgt	Hood	Craig	MCpl	Charlebois	Marc
09-Dec-09	Dinner	Sgt	Green	Jason	MCpl	Debartok	Adam
13-Dec-09	Ex Able Warrior 2	Sgt	Hodgson	David	MCpl	Leader	Darnel
14-Dec-09		Sgt	Hood	Craig	MCpl	MacMillan	Neil
19-Dec-09		Sgt	Johnston	Jeff	MCpl	McGibbon	Jason

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).
- 60th 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 MPA personnel from the rank of Capt to Sgt are eligible for Duty Officer/NCO regardless of appointment.
- All MPA personnel in the rank of MCpl are eligible for Duty Sgt position. The Duty MCpl position is no longer applicable.
- Duty Personnel will report to the Adjt at the start of their shift.
- The end of night responsibility may be handed off to an acceptable person as long as the Adjt approves of the change prior to the hand-over.

7. DUTY STAFF DALTON ARMOURY:

7-Oct-09	MCpl	Lim	Jason
14-Oct-09	MCpl	Chiu	Ricardo
21-Oct-09	Cpl	Palma	Mark
28-Oct-09		N/A (MPA)	
4-Nov-09	MCpl	Kiss	Allan
11-Nov-09		N/A (No training)	
18-Nov-09	Cpl	Ezmenari	Chudwudi
25-Nov-09	MCpl	Silva	Shane
2-Dec-09	MCpl	Kurelo	Rick
9-Dec-09		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.
- 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-Sgt and Ocdt-Lt 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. SECONDARY DUTIES LIST:

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

Employment Support Advisor	CWO Kelly
Unit Welfare Appointments	
Welfare Officer	Capt Saugh
Welfare NCO	MCpl Pampe
Family Support Group for Deployed Soldiers	
DCO	Maj Champion
Padre	Capt Saugh
Adjit	Capt Stewart
RSM	CWO Kelly
Support Clerk	Cpl Lui
Harassment	
Advisor (HA)	Sgt Parris
Workplace Relations Advisors (WRA)	TBD
Awards Committee	
Chair	(CO) - LCol Fotheringham
Mbr	(DCO) - Maj Champion
Mbr	(Adjit) – Capt Stewart
Mbr	(RSM) – CWO Kelly
Mbr	(OC 60th) – Capt Moyer
Mbr	(OC Buffs) – Capt Ross
Mbr	(OC Vics) – Capt Meerberg
Mbr	(DOM) – Capt Arendz
Officer Selection Board	
Chair	(DCO) Maj Champion
Secy	(Adjit) Capt Stewart
Mbr	(OC Para) Capt Harmes
Mbr	Capt Haupt
<u>PERSONNEL SUPPORT PROGRAMS</u>	
NPF Board	
Chair	Capt Hicks
Mbr	Capt Haupt
Mbr	Capt Kaipio
Mbr	2Lt Chrzan
Mess Committee - Officers' Mess	
PMC	Capt Foulds
VPMC	TBD
Treasurer	2Lt Foderick
House Manager	Capt D. Harmes
Secretary	Lt Mantle
Senior Subaltern	Lt Dar-Ali
Mess Committee - Sgts' Mess	
PMC	Sgt Morin
Mess Committee - JR Ranks	
PMC	MCpl Abate
Mess Committee – Dalton Armoury Mess	
PMC	MCpl Hing
<u>HEALTH AND SAFETY</u>	
General Safety Committee	
Chair	Maj Champion
A Safe O	Capt Hicks
Rad SO	Capt Haupt
Fire Warden	MCpl Kurelo
HAZMAT SME	CWO Kelly
WHMIS SME	CWO Kelly
A Rad SO	Sgt Hood
Environmental O	Capt Wilmot
60 th Coy Rep	WO O'Halloran
Bufs Coy Rep	MCpl Hing
Vics Coy Rep	Sgt Hood
Drug Education Coordinator	
OPI	Capt Kaipio
<u>ENVIRONMENT</u>	
Environmental Officer	
OPI	Capt Haupt
<u>MATERIAL</u>	
Audit Board	
Chair	Capt Hicks
Mbr	Capt Kaipio
Mbr	Appointed as required
ISSO	
Holder	Maj Champion

<u>COMMS</u>	
Comms	
Sigs NCO	Sgt Fabry
Sigs NCO	Sgt Green
<u>PUBLIC AFFAIRS</u>	
Public Affairs	
UIO	2Lt Newlands
A/UIO	TBD
Photographers	Ad hoc
<u>HISTORICAL MATTERS</u>	
Historical Matters	
History Officer	CWO Kelly
<u>RANGE SAFETY OFFICERS</u>	
Range Safety Officers	
LCol Fotheringham	WO Martin
Maj Champion	WO O'Halloran
Capt A Harmes	WO Parris
Capt D Harmes	WO Thorn
Capt Haupt	Sgt Behan
Capt Kaipio	Sgt Burns
Capt Lee	Sgt Currie
Capt Moyer	Sgt Fabry
Capt Ross	Sgt Frounze
Capt Timms	Sgt Green
Lt Dar Ali	Sgt Kohler
Lt Kotschka	Sgt Morin
Lt Leibel	Sgt Hood
Lt Mantle	Sgt Shikhman
Lt Potter	Sgt Wilson
Lt Stewart	Sgt Green
CWO Kelly	Sgt Halcro
<u>SECURITY</u>	
Security Board	
Security Officer	Maj Champion
Security NCO	MCpl Thomas
Wpns Security NCO	Sgt Hood
<u>OTHER</u>	
OIC Scarborough Armoury	Capt Ross
Cadet LO	Lt Potter
Unit Ethics Officer	Capt Timms

9. **AUTHORITY TO WEAR THE MAROON BERET**

The following pers are authorized to wear the Maroon Beret:

Capt Harmes, A.	MCpl Abate	Cpl Chen
Capt Lee	MCpl Biggs	Cpl Gee
Capt Moyer	MCpl Charlebois	Cpl Hannan
Capt Ross	MCpl Coelho	Cpl Harrison
Capt Timms	MCpl Dias	Cpl Hijazi
Lt Beindorf	MCpl Griffiths	Cpl Hoad
Lt Potter	MCpl Hing	Cpl Humphrey
Lt Mantle	MCpl Kim, I	Cpl Johnston
Lt Stewart	MCpl Kim, S	Cpl Khan
MWO Shannon	MCpl Kiss	Cpl Kim J.
WO Kim	MCpl Leader	Cpl Mackinnon
WO O'Halloran	MCpl Lim	Cpl Maiolo
WO Moody	MCpl Milrod	Cpl Mitchell
WO Parris	MCpl Reavie	Cpl Myles
Sgt Behan	MCpl Silva	Cpl Ortega
Sgt Burns	MCpl Thomas	Cpl Overholt
Sgt Fabry	MCpl Tse	Cpl Shim
Sgt Frounze	MCpl Wolfe	Cpl Villa
Sgt Johnston	Cpl Benicasa	Cpl Webster
Sgt Kohler	Cpl Brooks D.	Cpl Wright
Sgt Morin	Cpl Carrier	Rfn Bremner
Sgt Paton	Cpl Chang	

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

10. **AUTHORITY TO LAY CHARGES**

Authority to Lay Charges*: WO; MWO; CWO; CAPT; MAJ

***RSM or Adjt must be consulted before laying a charge**

Delegated Officers: Maj. Champion; Capt. Stewart; Capt. Foulds

Custody Review Officers: Capt. Foulds; Capt. Stewart

J.M. Fotheringham
Lieutenant Colonel
Commanding Officer

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 RSM 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 RSM 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 RSM 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. DEU CONVERSION TO PATROL JACKETS

Effective immediately the practice of DEU Conversions to Patrol Jackets will cease.

J.M. Fotheringham
Lieutenant Colonel
Commanding Officer

13. CLOTHING TO AND FROM ARMOURY

Despite what the troops may wear or not wear during deployments our soldiers will wear standard military pattern while in garrison or during trg exercises including wpns, sights, equip, and tacvests with the following exceptions:

- Boots may be non-issue but must be black and functional.
- Touques may be non-issue but must be green,
- T-shirts may be non-issue but must be green.

For safety and instructional reasons the following is confirmed: Para Instructors and Jumpmasters may wear maroon T-Shirts or sweatshirts while conducting para trg or rigging for para ops. Mtn Ops Instructors may wear black T-shirts or sweatshirts, (but not hoodies), while instructing BMO or conducting non-tactical Mtn Ops trg.

While travelling to or from the armoury and anytime in public all mbrs will be properly dressed including: properly shaved and groomed; DEU or CADPAT worn as per CF regs; headress worn, (including while on public transit); personal entertainment headsets will not be worn while in uniform in public; mbrs shall not consume alcohol nor shall they be seen to be drunk while in uniform in public.

SC Kelly
CWO
Regimental Sergeant Major

14. RESTRICTION OF BFT FOR REMAINDER OF 2009/10 FISCAL YEAR

As a result of budgetary impacts to the Bde, the Land Force Command Physical Fitness Standard (LFCPFS), commonly referred to as the BFT, has been significantly curtailed for the remainder of the 2009/10 fiscal year. It is only authorized in specific circumstances.

The following outlines who requires the BFT or the CF EXPRESS test:

- Annually: (1) Reg F and Class B (>180 days). Still an annual requirement, no change to the current policy. (2) Class A and Class B (<180 days). CF EXPRESS test is required.
- Promotions: (1) Reg F and Class B (>180 days). BFT is required. No change. (2) Class A and Class B (<180 days). CF EXPRESS test is required.
- Appointments: This only affects Class A personnel for appointments to CO/RSM and some 32 CBG HQ positions (and also extensions into those positions). The BFT is required within 6 months of the appointment; however, that person then reverts back to the requirements for annual testing.

- d) Deployments: Not required as part of the nomination process, however, personnel will be expected to complete a BFT prior to deployment.
- e) Courses: Some courses require that BFT be done as a prerequisite, this is still the case. Refer to the applicable course training plan or joining instructions to confirm if it is required.
- f) Employment: CMP 20-04 requires that all CF members must meet the physical fitness requirements for the position in which they are to be employed. To satisfy this requirement the CF EXPRESS test will be used.

15. **FACEBOOK ACCOUNTS.**

There are a number of unit pers with "Facebook" accounts that are open to public viewing with information that should not be public. This information includes who is or has been on tour, who unit members are and the like. This practice goes against security and could have lethal effects. Consequently the following is considered to be a direct and lawful order:

No one in the Queen's Own Rifles will have a public "Facebook" or similar account that includes any of the following:

- Dates, times, and locations of unit training,
- Any reference by name to pers who are deploying in support of operations,
- Email addresses of unit mbrs, and
- Anything that the unit would deem as offensive or would damage the reputation of the unit or Canadian Forces.

Failure to comply with the above direction will result in disciplinary and/or administrative action.

16. **EXTERNAL E-MAIL ADDRESS**

"External Email Address" - email communiqué from COS(IM) to L1 organizations, 8 September 2008

This is a reminder that effective 31 December 2008 all emails sent to addresses outside the Government of Canada must be signed with a standardized bilingual signature block. Each CF member and DND employee will be expected to use this standardized signature block in accordance with the Treasury Board Secretariat Common Look and Feel (CLF) 2.0 standards on email. CF members and DND employees are **not obligated** to use a bilingual signature block when sending email within DND/CF or to individuals working in other Canadian government departments.

Please visit the following link for signature block examples and more information:
http://img-ggi.mil.ca/svcdesk/imit_guide/email/email-clf2/sigbloc_e.asp.

To learn how to update your signature block in Microsoft Outlook, please visit the following site: http://img-ggi.mil.ca/svcdesk/imit_guide/email/email-clf2/howto_e.asp.

17. **MEDAL MOUNTING SOP**

Effective 24 Jul 09 all medal mounting requests are to be brought directly to clothing. The CF medal entitlement record is not to be brought directly to Staleri Tailors and Mr. Staleri has been instructed to only accept the DND 2162 form for the purpose of medal mounting.

The members are to bring in the CF medal entitlement form provided by ASU (T) Clothing to clothing stores front counter, along with the medals to be mounted. The form will be provided electronically to unit QM's. As well hard copies will be available for pick up at the clothing stores main entrance. No other local forms other than the ones provided by ASU (T) Supply will be accepted. It is the responsibility of CF members and Unit RQ's acting as proxy for members to have the CF entitlement form signed by their unit CO's before submitting the form to ASU (T) Clothing stores.

Front counter staff will fill out a DND 2162 for the member, separate the customer copy and hand it to the member for their records and receipt. And in turn fill out the serial number section of the CF medal entitlement form, which will be kept at clothing stores for tracking purposes. A copy of the CF Medal entitlement form will be provided at members request.

It will be the members responsibility to bring the DND 2162 and medals to Stalteri Tailoring for medal mounting. It is also understood that some reserve members are unable to come to clothing stores during normal working hours. Unit RQ's are authorized to collect the form provided from the members they support and bring the form and medals on the members behalf to ASU (T) Clothing Stores to get the necessary documentation signed off for the purpose of mounting medals. However it will remain a unit responsibility to collect the medals on their members behalf or to provide the customer copy of the DND 2162 to the member requesting the service. ASU (T) Clothing stores will not pick up deliver or store medals that have been mounted.

18. 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.

19. FOREIGN TRAVEL

The following links can be used to determine if the country you wish to visit is a scheduled country (Cuba is a scheduled country):

http://vcds.mil.ca/cfpm/pubs/pol-pubs/ndsp/chap38B_e.asp

http://vcds.mil.ca/cfpm/pubs/pol-pubs/ndsp/chap38A_e.asp

http://vcds.mil.ca/cfpm/pubs/pol-pubs/ndsp/chap38_e.asp

Anyone travelling to a scheduled country is required to complete a notice of intent to travel form and submit it as follows, effective 01 Jan 09, all Notice of Intent to Travel forms directly to the following addresses for processing: (email or fax):

Email - Turner JL (Contractor)@CFSU(O) Operations@Ottawa-Hull or
Fax CFNCIU HQ (613) 945-5585 Attn: Cmre Jim TURNER, DSB Co-ord

CFNCIU Ops will subsequently review the Notice Of Intent To Travel, and if a DSB is required, the appropriate CFNCIU Det will be engaged to provide it to the traveller.

PART IV – GENERAL INTEREST

20. CLARIFICATION RE: COMMON-LAW PARTNERSHIP IN THE CANADIAN FORCES

CANFORGEN 114/09 CMP 050/09 191325Z JUN 09

1. REF A IS CANCELLED
2. BASED ON THE NUMBER OF QUERIES RECEIVED FROM COMMANDERS AT VARIOUS LEVELS, IT HAS BECOME APPARENT THAT SOME CLARIFICATION OF THE FRAMEWORK GOVERNING COMMON-LAW PARTNERSHIP SHOULD BE PROVIDED. THIS IS ESPECIALLY PERTINENT GIVEN THE OP TEMPO BEING EXPERIENCED AND THE CASUALTIES SUSTAINED BY THE CF ON DEPLOYMENT. THIS CANFORGEN WILL ADDRESS SOME OF THE MISCONCEPTIONS REGARDING BENEFITS AND LIMITATIONS OF CF RECOGNITION OF COMMON-LAW PARTNERSHIP
3. FOR THE CF, COMMON-LAW PARTNERSHIP IS DEFINED BY REF B. REF C WAS BASED ON A PREVIOUS VERSION OF REF B AND HAS BEEN CANCELLED. WORK IS UNDER WAY TO UPDATE THE CONTENT OF REF D
4. WORDING IN REF D MAY HAVE LED CF PERSONNEL TO BELIEVE THAT AN INTENT TO COHABIT WAS SUFFICIENT TO MEET THE CRITERIA FOR COMMON-LAW PARTNERSHIP. IT SHOULD BE EMPHASIZED THAT CF PERSONNEL MUST HAVE COMMENCED COHABITATION WITH THEIR PARTNERS PRIOR TO ANY PERIOD OF SEPARATION FOR MILITARY REASONS. TO BE CLEAR TWO PERSONS WHO HAVE NEVER COHABITED CANNOT BE IN A COMMON-LAW PARTNERSHIP, DESPITE MEETING ANY OR ALL OF THE CONDITIONS OUTLINED IN PARA 4.4 OF REF D
5. I ASK CF LEADERS AT ALL LEVELS TO REMIND THEIR PERSONNEL THAT COMMON-LAW PARTNERSHIP RECOGNITION BY THE CF HAS A LIMITED EFFECT, NOTABLY BECAUSE IT DOES NOT DETERMINE ELIGIBILITY TO BENEFITS AND ENTITLEMENTS GOVERNED BY OTHER ACTS. COMMANDERS SHOULD ALSO TAKE STEPS SO THAT MOUNTING BASES AND DEPARTURE ASSISTANCE GROUP (DAG) OPI S GIVE THIS MESSAGE THE WIDEST POSSIBLE DISSEMINATION SO THAT ALL DEPLOYING PERSONNEL ARE FULLY INFORMED ON ITS CONTENTS. ADDITIONAL MATERIAL ON COMMON LAW PARTNERSHIPS IS BEING DEVELOPED FOR INCLUSION IN DAG BRIEFINGS. IT IS ESPECIALLY IMPERATIVE THAT PERSONNEL SCREENING FOR DEPLOYMENT BE REMINDED WITHOUT DELAY OF THE EXISTING FRAMEWORK GOVERNING COMMON-LAW PARTNERSHIP AND ITS IMPACTS ON CF ENTITLEMENTS AND BENEFITS

6. ALL MILITARY PERSONNEL ARE REMINDED THAT RECOGNITION OF COMMON-LAW PARTNERSHIPS, AS SET OUT UNDER REFS B AND D, APPLIES ONLY TO REGULATIONS, ORDERS AND INSTRUCTIONS ISSUED TO THE CF UNDER THE NATIONAL DEFENCE ACT (NDA). ACCESS TO BENEFITS UNDER ANY OTHER ACT, SUCH AS SURVIVOR S BENEFITS OR REHABILITATION PROGRAMS FOR SPOUSES, CAN ONLY BE DETERMINED UNDER THE APPLICABLE LEGISLATION. IN SHORT, THE EFFECT OF COMMON-LAW PARTNERSHIP RECOGNITION BY THE CF IS LIMITED AND DOES NOT DETERMINE ELIGIBILITY FOR BENEFITS AND ENTITLEMENTS GOVERNED BY OTHER ACTS
7. CO S ARE THE ADMINISTRATIVE AUTHORITY FOR CF RECOGNITION OF COMMON-LAW PARTNERSHIP AND ARE TO ENSURE THAT CF PERSONNEL APPLYING FOR COMMON-LAW PARTNERSHIP PROVIDE THE NECESSARY STATEMENT TO THE EFFECT THAT THEY HAVE MET THE REQUIREMENTS AS OUTLINED AT REFS B AND D. CO S SHOULD CONSULT WITH THEIR LOCAL AJAG/DJA IF LEGAL ADVICE IS REQUIRED IN THIS MATTER. YOU MAY CONTACT DHRD 2-3, MAJ EDMILAO FOR POLICY CLARIFICATION
8. SIGNED BY MGEN W. SEMIANIW, CMP

21. WEARING OF DESERT COMBAT BOOTS PRIOR TO DEPLOYMENT

CANFORGEN 112/09 CLS 018/09 121208Z JUN 09

1. THE REF SPECIFICALLY DISALLOWED THE WEARING OF HOT WEATHER BOOTS PRIOR TO DEPLOYMENT. THIS SUB PARA IN THE REF IS CANCELLED FORTHWITH. ANY DND ISSUED DESERT BOOT MAY BE WORN WITH COMBAT DRESS UNIFORM BY PERSONNEL FOR A PERIOD UP TO 120 DAYS PRIOR TO DEPLOYMENT. LF AREAS ARE DIRECTED TO ENTITLE INDIVIDUALS FOR DESERT BOOT ISSUE AS SOON AS THEY ARE IDENTIFIED FOR A DEPLOYMENT. THIS WILL ALLOW INDIVIDUALS TO WEAR THE DESERT BOOT DURING RAMP UP TRAINING IN CANADA AND ABROAD. THIS LONGER PERIOD WILL HELP REDUCE THE INSTANCES OF BAD FITTING SIZING AND ASSIST IN BREAKING IN THE BOOTS BEFORE DEPLOYMENT.
2. AN IMPROVED VERSION OF THE DCB CALLED THE DCB 09 WILL START TO BE FIELDIED TO TF 03 09. THE DCB 09 WILL BRING SIGNIFICANT CHANGES IN TERMS OF FEATURES AND PROCEDURES. IN RESPONSE TO USER FEEDBACK FROM THEATRE AND TRIAL RESULTS FROM RAMPING UP TROOPS, THE DCB 09 BOOT HAS BEEN MADE SIGNIFICANTLY LIGHTER, SLIGHTLY SHORTER, MORE FLEXIBLE AND MORE PADDED TO REMOVE FRICTION POINTS. A HOT WEATHER SOCK WILL BE ISSUED TO HELP REDUCE THERMAL LOAD WHILE PROVIDING NECESSARY CUSHIONING.
3. DCB 09 COMPRISES THE QUOTE BOOT, COMBAT, HOT WEATHER, NSN 8430 20 004 1013AA UNQUOTE AND THE QUOTE SOCKS, HOT WEATHER, NSN 8440 20 003 3311AA UNQUOTE. THOSE TWO ITEMS HAVE BEEN DESIGNED TO WORK AS A SYSTEM AND MUST BE SIZED AND FITTED TOGETHER.
4. THE REMAINDER OF CANFORGEN 016 05 IS STILL IN EFFECT.

22. DESIGNATION OF DMCA AS COORDINATOR FOR CF DRUG CONTROL PROGRAM

CANFORGEN 109/09 CMP 049/09 101844Z JUN 09

1. REF D OUTLINES THE CANADIAN FORCES DRUG CONTROL PROGRAM (CFDCP), AND THE 4 PILLARS OF EDUCATION, DETECTION, TREATMENT AND REHABILITATION. REF D ALSO DETAILS THE SUB-ORGANIZATIONS RESPONSIBLE FOR THE VARIOUS COMPONENTS OF THE CFDCP
2. IN ORDER TO FURTHER ENHANCE THE CFDCP, EFFECTIVE IMMEDIATELY, DIRECTOR MILITARY CAREERS ADMINISTRATION (DMCA) SHALL ASSUME THE RESPONSIBILITIES OF COORDINATING THE OVERALL CFDCP AS WELL AS THE MAINTENANCE OF THE TESTING LABORATORY CONTRACT
3. THE REMAINING RESPONSIBILITIES DETAILED AT REF D ARE STILL IN EFFECT. DMCA SHALL UPDATE REF D DURING ANNUAL REVIEW TO REFLECT THE CHANGES IN RESPONSIBILITIES
4. CMP, THE DIRECTOR GENERAL MILITARY CAREERS (DGMC) AND DMCA REMAIN THE ONLY AUTHORITIES WHO MAY IMPOSE ADMINISTRATIVE ACTION IN RESPECT OF PROHIBITED DRUG USE OR OTHER INVOLVEMENT WITH DRUGS
5. ENQUIRIES REGARDING THE CFDCP SHOULD BE DIRECTED TO DMCA 2, MAJ J. DE CARUFEL, (613) 995-6656. ENQUIRIES REGARDING REF D MAY BE DIRECTED TO DMCA 2 COORD, MAJ N. VIAU, (613)992-4194
6. SIGNED BY MGEN W. SEMIANIW, CMP

23. SWINE FLU FORCE PROTECTION MEASURES

CANFORGEN 113/09 SJS 033/09 161354Z JUN 09

1. NOTE THAT THIS MESSAGE APPLIES TO CF PERSONNEL (REG F, CLASS B AND CLASS C RESERVE SERVICE) AND DND CIVILIANS
2. GIVEN THE SITUATION IN NORTH AMERICA WITH RESPECT TO H1N1 FLU VIRUS (HUMAN SWINE FLU), THE CF BEGAN INITIAL PRECAUTIONARY MEASURES INCLUDING THE IMPLEMENTATION OF THE ALERT (PLANNING) PHASE OF REF A
3. ON 11 JUN 09, THE WORLD HEALTH ORGANIZATION (WHO) RAISED THE LEVEL OF INFLUENZA PANDEMIC ALERT FROM PHASE 5 TO 6, INDICATING THAT THE SCIENTIFIC CRITERIA FOR AN INFLUENZA PANDEMIC HAVE BEEN MET. IMMEDIATELY FOLLOWING THIS DECLARATION, THE PUBLIC HEALTH AGENCY OF CANADA (PHAC) IN CONJUNCTION WITH HEALTH CANADA (HC) DECLARED THE FOLLOWING ON BEHALF OF THE GOVERNMENT OF CANADA (GOC)
 - 3.A. WHO S DECISION DOES NOT CHANGE THE GOC S APPROACH. ENTERING PHASE 6 MEANS WE WILL BUILD ON THE SURVEILLANCE AND MANAGEMENT MEASURES THAT ARE ALREADY IN PLACE UNDER THE CANADIAN PANDEMIC INFLUENZA PLAN
 - 3.B. IN GENERAL, THE H1N1 FLU VIRUS (HUMAN SWINE FLU) CONTINUES TO CAUSE MODERATE ILLNESS GLOBALLY WITH MOST PEOPLE AFFECTED RECOVERING AT HOME WITHOUT MEDICAL TREATMENT. IN CANADA MOST INFECTIONS TO DATE HAVE BEEN MILD

4. IN REGARDS TO THE CF, THE DIRECTION PROVIDED IN REF G REMAINS EXTANT. ALTHOUGH THE CRITERIA HAS BEEN MET TO ADOPT CF PHASE 2 (PANDEMIC) IAW REF G, GIVEN THE MINIMAL IMPACT OF THE MILD ILLNESS CURRENTLY ASSOCIATED WITH THE H1N1 FLU VIRUS (HUMAN SWINE FLU), NO FURTHER ACTION IS REQUIRED AT THIS TIME. SHOULD THE SITUATION CHANGE, FURTHER ORDERS WILL BE RELEASED.
5. CF MEMBERS AND DND CIVILIANS ARE REMINDED TO FOLLOW THE BASIC PREVENTIVE MEASURES IDENTIFIED AT REF E IN ORDER TO REDUCE THE SPREAD OF H1N1 FLU VIRUS (HUMAN SWINE FLU).
6. CF HEALTH SERVICES HAVE ISSUED AN ADVISORY FOR ALL CF/DND HEALTH CARE PROVIDERS UPDATING THE CURRENT SITUATION REGARDING H1N1 FLU VIRUS (HUMAN SWINE FLU) AND CURRENT CONTROL MEASURES WITHIN CF H SVCS GP. THEY CONTINUE TO MONITOR THIS AND ALL OTHER INFECTIOUS DISEASE THREATS.
7. ON 11 JUN 09, HC, PHAC AND TBS ISSUED NEWS RELEASES REGARDING H1N1 FLU VIRUS (HUMAN SWINE FLU) THAT CAN BE FOUND AT THE PUBLIC HEALTH AGENCY OF CANADA S WEBSITES AT WWW.PHAC-ASPC.GC.CA AND WWW.FIGHTFLU.CA
8. THIS NOTICE IS BASED ON CURRENT EVIDENCE, AND IS SUBJECT TO REVIEW AND CHANGE AS NEW INFORMATION BECOMES AVAILABLE.
9. YOU WILL BE ADVISED OF ANY FURTHER RELEVANT INFORMATION AS IT BECOMES AVAILABLE
10. THIS IS A COORDINATED CDS/DM MESSAGE

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 B Para course is Three Wednesday's prior to the course. To be clear no testing will be conducted a week prior to the course.

26. ALCOHOL ABUSE

If you are a member of the Reserve Force, you are subject to the code of Service Discipline: While undergoing drill or training (whether in uniform or not); While on military duty; 24 hours a day, 7 days a week during any period of full time service (Class B or C Svc); Whenever you are present on defence property; or Whenever you are in a vehicle, ship, or aircraft of the CF.

The Code of Service Discipline establishes a number of offences that are uniquely military in nature. It also incorporates all offences under the Criminal Code, all other federal statutes and, in certain circumstances, foreign laws. The list of offences which can be charged under the CSD found in Chapter 103 of the QR&O's.

Misuse of Alcohol – shall be deemed to have occurred when a member's use of alcohol:

- Interferes with the performance of duty including regular attendance at the place of duty
- Creates an administrative burden by causing domestic or other problems
- Interferes with satisfactory social or economic functioning
- Interferes with health
- Reflects discredit upon the CF

ALCOHOL-RELATED MISCONDUCT AND ADMINISTRATIVE ACTION.

MISUSE OF ALCOHOL BY MBRS OF THE CF IS UNACCEPTABLE CONDUCT. WHENEVER MISUSE OF ALCOHOL, AS DEFINED AT PARA 3 OF CFAO 19-31, HAS TAKEN PLACE, THE COMMANDING OFFICER (CO) WILL TAKE IMMEDIATE ADMIN ACTION IN ACCORDANCE WITH PROCEDURES DETAILED IN CFAO 26-17. CONCURRENT WITH THE ADMIN ACTION, A CO SHALL REFER THE MBR FOR MEDICAL ASSESSMENT EACH TIME ADMIN ACTION IS CONSIDERED DUE TO ALCOHOL-RELATED MISCONDUCT.

INCLUDED IN THE DEFINITION OF MISUSE OF ALCOHOL IS THE SITUATION WHEN A MBR S USE OF ALCOHOL IS SUCH THAT ITS USE IS DEEMED TO HAVE SIGNIFICANTLY CONTRIBUTED TO THE MBR COMMITTING AN OFFENCE UNDER THE CRIMINAL CODE OF CANADA (CCC), THE NATIONAL DEFENCE ACT (NDA), OR ANY OTHER ACT OF PARLIAMENT. THE COMMISSION OF CRIMINAL

OFFENCES IN CONNECTION WITH THE USE OF ALCOHOL IS NORMALLY CONSIDERED SERIOUS ENOUGH TO WARRANT COUNSELLING AND PROBATION AND ANY ADMIN ACTION TAKEN AS A RESULT OF A CONVICTION FOR AN ALCOHOL-RELATED OFFENCE COULD IAW PARA 12 OF REF C BE CONSIDERED AS THE LAST ATTEMPT TO SALVAGE A MBR S CAREER

27. MILITARY POLICE IDENTIFICATION HOURS

The Military Police/Identification Section will be operating on extended hrs on the noted (highlighted) days until further notice.

INVESTIGATION / SECURITY SECTION HOURS:

Monday 0730 – 2200 hrs
Tuesday 0730 – 2200 hrs
Wednesday 0730 – 2200 hrs
Thursday 0730 – 2200 hrs
Friday 0730 – 1600 hrs

IDENTIFICATION SECTION HOURS

Monday 0800 – 1200 hrs 1300 - 1530 hrs
Tuesday 0800 – 1200 hrs 1300 – 2100 hrs
Wed 0800 – 1200 hrs 1300 - 1530 hrs
Thursday 0800 – 1200 hrs 1300 - 1530 hrs
Friday 0800 – 1200 hrs
CLOSED FOR ADMIN

Identification processing by appointment only
For appointments call: (416) 633-6200, EXT 3812 or E-MAIL:
Thomas.Rogers2@forces.gc.ca

PART V - PROMOTIONS - DECORATIONS - RELEASES - TRANSFERS

28. PROMOTIONS

Lt Moody
MCpl Overholt

29. DECORATIONS

Nil

30. AWARDS

Nil

31. RELEASES

Pte Silelnkov, Pte (B) Sherman, Cpl Yoo, Cpl Poloupanov, Cpl Moses, Cpl Mahabir,
Cpl Yacoub.

32. TRANSFERS/POSTINGS – IN

Nil

33. TRANSFERS – OUT

Cpl Obaidi – CH of O
Rfn Grift – PWOR
Cpl Gilic – CF Health Svcs Ottawa
Cpl Kirkwood – 1 RCR

34. ATTACHED POSTED – IN

Nil

35. ATTACHED POSTED – OUT

Nil

IN PACE PARATUS

J. M. Fotheringham
Lieutenant-Colonel
Commanding Officer



THE QUEEN'S OWN RIFLES OF CANADA

UNIT ROUTINE ORDERS 11/09 01 Nov 2009

Lieutenant-Colonel J. Fotheringham, CD
Commanding Officer

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1. TRAINING CALENDAR
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3. EXEMPT DRILL & TRAINING
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7. DUTY PERS DALTON ARMOURY
8. SECONDARY DUTIES LIST
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10. AUTHORITY TO LAY CHARGES

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12. DEU CONVERSION TO PATROL JACKETS
13. CLOTHING TO AND FROM ARMOURY
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15. FACEBOOK ACCOUNTS
16. MEDAL MOUNT SOP
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21. WEARING OF DESERT COMBAT BOOTS PRIOR TO DEPLOYMENT
22. SWINE FLU FORCE PROTECTION MEASURES
23. DEADLINE TO COMPLETE THE QOR OF C PARA FITNESS TEST
24. ALCOHOL ABUSE
25. MILITARY POLICE IDENTIFICATION HOURS
26. BUYING BACK PENSIONABLE TIME

PART V

PROMOTIONS - DECORATIONS – RELEASES - TRANSFERS

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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:

UPCOMING EVENTS					
From	To	Name	Destination	Concerned Parties	Remarks/Nominations
28 Oct 09	28 Oct 09	Forced march	Casa Loma	All	Marching order, floppy hat, no wprn., visit regimental museum
04 Nov 09	04 Nov 09	CO's Parade	MPA	All	Drill practice
08 Nov 09	08 Nov 09	Church Parade	St Paul's	All	Adj't to issue parade order
10 Nov 09	10 Nov 09	True Patriot Love	TBD	TBD	
11 Nov 09	11 Nov 09	Prov of ON Remembrance Day Ceremony	Queen's Park	Band	
11 Nov 09	11 Nov 09	Various Remembrance Day events		Band	
11 Nov 09	11 Nov 09	The Scott Mission	St. Paul's Vigil Party	60 th	LCol Pat Stoghran
11 Nov 09	11 Nov 09	Vigil Party	Scarborough Cenotaph	Bufs	
13 Nov 09	15 Nov 09	Ex Able Warrior 2	Borden	All	IBTS weekend
12 Nov 09	12 Nov 09	Comd LFCA Townhall	Denison		20 pers from 60 th coy; 10 from vics; 10 Bufs; 10 BHQ; All FTUC
25 Nov 09	25 Nov 09	CO's Parade	Dalton	All	
04 Dec 09	06 Dec 09	TBG TEWT	Denison	TBG Tasked pers	
06 Dec 09	06 Dec 09	Ex Guiding Light	Denison	MCpl and higher	Timings to follow
06 Dec 09	06 Dec 09	Ex Brighter Guiding Light	Denison	MWO's, CWO's, Maj's, LCol's	

2. FTUC LEAVE, TASKINGS, ROTO, COURSES:

Cpl	Alonso	C	TF 3-10
A/LCol	Banerjee	B	CFC Toronto
Sgt	BEHAN	B	QOR OF C
Lt	BEINDORFF	B	LFCA Toronto
Cpl	Bremner	C	TF 3-10
MCpl	BRIDGE	B	CFLAWC Trenton
Cpl	Brisbane	B	CFLAWC Trenton
Cpl	Brown	B	QOR OF C
Sgt	Burns	B	QOR OF C
Lt	Campos	B	LFCA HQ
Maj	Champion	B	LFCA HQ
MCpl	Chen	C	TF 3-10
Sgt	Chin-Leung	B	PRL - CFLAWC
MCpl	Coelho	C	TF 3-10
Cpl	Craddock	C	TF 3-10
MCpl	Deganis	C	TF 3-10
Sgt	Demaine	B	ST Jean
Cpl	Dritsas	C	TF 3-10
Maj	Ferguson	B	LFCA HQ
Cpl	Ghattas	C	TF 3-10
Capt	Harmes	B	PSTC Kingston
Capt	Haupt	B	QOR OF C
MCpl	Hing	B	QOR OF C
Sgt	HOOD	B	QOR OF C
Cpl	Jun	C	TF 3-10
Cpl	Kennedy	B	CFLAWC Trenton
WO	KIM	B	LFCA Area Troops
Mcpl	Kim	B	LFCA Area Troops
Capt	KOTSCHA	B	DRDC Toront0
Cpl	Lavery	C	TF 3-10
Lt	Leibel	B	32 CBG HQ
Cpl	Lui	B	QOR OF C
Mcpl	Milrod	B	CFLAWC Trenton
Sgt	Murray	C	TF 3-10
Cpl	ORTEGA	C	TF 3-10
MCpl	Overholt	B	QOR OF C
MCpl	Ragos	B	CFLAWC Trenton
MWO	Shannon	B	LFCA Op Connection
Cpl	Shim	C	TF 3-10
Cpl	Stalteri	B	CFLAWC Trenton
Capt	Stewart	B	QOR OF C
Mcpl	Thomas	B	QOR OF C
Sgt	Thomson	B	Borden
Capt	Timms	B	CIMIC
MCpl	TSE	C	TF 3-10
Sgt	Van Hamme	B	DRDC Ottawa
Cpl	Lachaine	C	CLOSE PROTECTION
Capt	Lee	C	TF 3-10
Cpl	Wright	C	TF 3-10

3. ED&T:

Name	Until
Cpl Nel	Jan 10
Cpl Khan	
Cpl Boughton-Flynn	

4. PRL:

MCpl Huh	Pte (B) Chan	Rfn Guy
Lt Burton	Cpl Cook	
Cpl S.J. Lynch	Rfn Franchi	
Cpl Domingo	Pte (B) Durkalec	
Pte Monteiro	Pte (B) Ganin	
Sgt Shaidle	Cpl Hogg	
Pte (B) Holden	Cpl Jaglall	
Capt Wilmot	Cpl Kouprine	
Rfn Matecki	Cpl Lynch C.M	
Rfn Ott	Pte (B) Oldfield	
Pte (B) Padrad	Pte (B) Tai	
Rfn Scorza	Pte (B) Valyear	
Rfn Slade	Cpl Snobar	
Cpl Ton	Cpl Jimenez	
Cpl Wilson	Cpl Longenecker	
Pte (B) Worrall	Pte (B) Wu	
Rfn Zhou	Cpl White	

5. NES:

Cpl Alias	Pte (B) Canonigo	MCpl Atkins
Cpl Choe	Pte (B) Clarke	Pte Chavarie
Cpl De Silva	Pte Duguay	Sgt Henry
Pte Fung	Pte Gerassimik	MCpl Huh
Cpl Hong	Cpl Kloc	Pte Langille
Pte (B) Kim	Pte (B) Lo	Cpl Lynch S.J.A.
Cpl Lee	Pte (B) McNevin	Cpl Middleton
Cpl McFarlane	Pte (B) Perterdy	Cpl Pryhodko
Cpl White	Pte (B) Shoom-Kirsch	Cpl Walter
Pte (B) Zupo	Cpl Wong	Pte (B) Zhang

PART II - DUTIES AND APPOINTMENTS

6. DUTY PERSONNEL MOSS PARK ARMOURY:

Duty Officer

28-Oct-09	Capt	Kaipio	Mark
4-Nov-09	Capt	Foulds	Tom
8-Nov-09	Capt	Timms	Mark
18-Nov-09	2Lt	Newlands	Scott
25-Nov-09	Capt	Stewart	Shawn
2-Dec-09	2Lt	Mackintosh	Scott
12-Dec-09	Lt	Mantle	William

Moss Park Armoury Duty Sgt/MCpl

28-Oct-09	WO	O'Halloran	Donovan	MCpl	Reavie	Charles
04-Nov-09	CO's pde	Sgt	Paton	Bill	MCpl	Semenovych Olga
08-Nov-09	Remembrance Day	Sgt	Shikhman	Alex	MCpl	Thomas Stephen
11-Nov-09		WO	Thorn	Justin	MCpl	Tremblay Kate
15-Nov-09	Ex Able Warrior 2	Sgt	TBD		MCpl	Watkins Michelle
18-Nov-09		Sgt	Wilson	Coogan	MCpl	Wolfe Steven
23-Nov-09		Sgt	Behan	Jesse	MCpl	Abate Chris
25-Nov-09	CO's Pde Dalton	Bufs				
02-Dec-09		Sgt	Burns	Bryan	MCpl	Atkins Stefane
05-Dec-09	Wine and Cheese Men's Christmas	Sgt	Hood	Craig	MCpl	Charlebois Marc
09-Dec-09	Dinner	Sgt	Green	Jason	MCpl	Debartok Adam
13-Dec-09	Ex Able Warrior 2	Sgt	Hodgson	David	MCpl	Leader Darnel
14-Dec-09		Sgt	Hood	Craig	MCpl	MacMillan Neil
19-Dec-09		Sgt	Johnston	Jeff	MCpl	McGibbon Jason

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).
- 60th 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 MPA personnel from the rank of Capt to Sgt are eligible for Duty Officer/NCO regardless of appointment.
- All MPA personnel in the rank of MCpl are eligible for Duty Sgt position. The Duty MCpl position is no longer applicable.
- Duty Personnel will report to the Adjt at the start of their shift.
- The end of night responsibility may be handed off to an acceptable person as long as the Adjt approves of the change prior to the hand-over.

7. DUTY STAFF DALTON ARMOURY:

4-Nov-09	MCpl	Kiss	Allan
11-Nov-09		N/A (No training)	
18-Nov-09	Cpl	Ezmenari	Chudwudi
25-Nov-09	MCpl	Silva	Shane
2-Dec-09	MCpl	Kurelo	Rick
9-Dec-09		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.
- 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-Sgt and Ocdt-Lt 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. SECONDARY DUTIES LIST:

<u>PERSONNEL</u>	
Canadian Forces Liaison Council	
Unit Military Leave Rep	Maj Champion
Employment Support Advisor	CWO Kelly
Unit Welfare Appointments	
Welfare Officer	Capt Saugh
Welfare NCO	MCpl Pampe
Family Support Group for Deployed Soldiers	
DCO	Maj Champion
Padre	Capt Saugh
Adjlt	Capt Stewart
RSM	CWO Kelly
Support Clerk	Cpl Lui
Harassment	
Advisor (HA)	Sgt Parris
Workplace Relations Advisors (WRA)	TBD
Awards Committee	
Chair	(CO) - LCol Fotheringham
Mbr	(DCO) - Maj Champion
Mbr	(Adjlt) - Capt Stewart
Mbr	(RSM) - CWO Kelly
Mbr	(OC 60th) - Capt Moyer
Mbr	(OC Buffs) - Capt Ross
Mbr	(OC Vics) - Capt Meerberg
Mbr	(DOM) - Capt Arendz
Officer Selection Board	
Chair	(DCO) Maj Champion
Secy	(Adjlt) Capt Stewart
Mbr	(OC Para) Capt Harmes
Mbr	Capt Haupt
<u>PERSONNEL SUPPORT PROGRAMS</u>	
NPF Board	
Chair	Capt Hicks
Mbr	Capt Haupt
Mbr	Capt Kaipio
Mbr	2Lt Chrzan
Mess Committee - Officers' Mess	
PMC	Capt Foulds
VPMC	TBD
Treasurer	2Lt Foderick
House Manager	Capt D. Harmes
Secretary	Lt Mantle
Senior Subaltern	Lt Dar-Ali
Mess Committee - Sgts' Mess	
PMC	Sgt Morin
Mess Committee - JR Ranks	
PMC	MCpl Abate
Mess Committee - Dalton Armoury Mess	
PMC	MCpl Hing
<u>HEALTH AND SAFETY</u>	
General Safety Committee	
Chair	Maj Champion
A Safe O	Capt Hicks
Rad SO	Capt Kelly
Fire Warden	MCpl Kurelo
HAZMAT SME	Sgt Hood
WHMIS SME	Sgt Hood
Rad SC	Capt Haupt
Environmental O	Capt Haupt
60 th Coy Rep	WO O'Halloran
Bufs Coy Rep	MCpl Hing
Vics Coy Rep	Sgt Hood
Drug Education Coordinator	
OPI	Capt Kaipio
<u>ENVIRONMENT</u>	
Environmental Officer	
OPI	Capt Haupt
<u>MATERIAL</u>	
Audit Board	

Chair	Capt Hicks
Mbr	Capt Kaipio
Mbr	Appointed as required
ISSO	
Holder	Maj Champion
<u>COMMS</u>	
Comms	
Sigs NCO	Sgt Fabry
Sigs NCO	Sgt Green
<u>PUBLIC AFFAIRS</u>	
Public Affairs	
UIO	2Lt Newlands
A/UIO	2Lt Foderick
Photographers	Ad hoc
<u>HISTORICAL MATTERS</u>	
Historical Matters	
History Officer	CWO Kelly
<u>RANGE SAFETY OFFICERS</u>	
Range Safety Officers	
LCol Fotheringham	WO Martin
Maj Champion	WO O'Halloran
Capt A Harmes	WO Parris
Capt D Harmes	WO Thorn
Capt Haupt	Sgt Behan
Capt Kaipio	Sgt Burns
Capt Lee	Sgt Currie
Capt Moyer	Sgt Fabry
Capt Ross	Sgt Frounze
Capt Timms	Sgt Green
Lt Dar Ali	Sgt Kohler
Lt Kotschka	Sgt Morin
Lt Leibel	Sgt Hood
Lt Mantle	Sgt Shikhman
Lt Potter	Sgt Wilson
Lt Stewart	Sgt Green
CWO Kelly	Sgt Halcro
<u>SECURITY</u>	
Security Board	
Security Officer	Maj Champion
Security NCO	MCpl Thomas
Wpns Security NCO	Sgt Hood
<u>OTHER</u>	
OIC Scarborough Armoury	Capt Ross
Cadet LO	Lt Potter
Unit Ethics Officer	Capt Timms

9. **AUTHORITY TO WEAR THE MAROON BERET**

The following pers are authorized to wear the Maroon Beret:

Capt Harmes, A.	MCpl Abate	Cpl Chen
Capt Lee	MCpl Biggs	Cpl Gee
Capt Moyer	MCpl Charlebois	Cpl Hannan
Capt Ross	MCpl Coelho	Cpl Harrison
Capt Timms	MCpl Dias	Cpl Hijazi
Lt Beindorf	MCpl Griffiths	Cpl Hoad
Lt Potter	MCpl Hing	Cpl Humphrey
Lt Mantle	MCpl Kim, I	Cpl Johnston
Lt Stewart	MCpl Kim, S	Cpl Khan
MWO Shannon	MCpl Kiss	Cpl Kim J.
WO Kim	MCpl Leader	Cpl Mackinnon
WO O'Halloran	MCpl Lim	Cpl Maiolo
WO Moody	MCpl Milrod	Cpl Mitchell
WO Parris	MCpl Reavie	Cpl Myles
Sgt Behan	MCpl Silva	Cpl Ortega
Sgt Burns	MCpl Thomas	Cpl Overholt
Sgt Fabry	MCpl Tse	Cpl Shim
Sgt Frounze	MCpl Wolfe	Cpl Villa

Sgt Johnston
Sgt Kohler
Sgt Morin
Sgt Paton

Cpl Benicasa
Cpl Brooks D.
Cpl Carrier
Cpl Chang

Cpl Webster
Cpl Wright
Rfn Bremner

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

10. **AUTHORITY TO LAY CHARGES**

Authority to Lay Charges*: WO; MWO; CWO; CAPT; MAJ

***RSM or Adjt must be consulted before laying a charge**

Delegated Officers: Maj. Champion; Capt. Stewart; Capt. Foulds

Custody Review Officers: Capt. Foulds; Capt. Stewart

J.M. Fotheringham
Lieutenant Colonel
Commanding Officer

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 RSM 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 RSM 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 RSM 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. DEU CONVERSION TO PATROL JACKETS

Effective immediately the practice of DEU Conversions to Patrol Jackets will cease.

J.M. Fotheringham
Lieutenant Colonel
Commanding Officer

13. CLOTHING TO AND FROM ARMOURY

Despite what the troops may wear or not wear during deployments our soldiers will wear standard military pattern while in garrison or during trg excercises including wpns, sights, equip, and tacvests with the following exceptions:

- Boots may be non-issue but must be black and functional.
- Touques may be non-issue but must be green,
- T-shirts may be non-issue but must be green.

For safety and instructional reasons the following is confirmed: Para Instructors and Jumpmasters may wear maroon T-Shirts or sweatshirts while conducting para trg or rigging for para ops. Mtn Ops Instructors may wear black T-shirts or sweatshirts, (but not hoodies), while instructing BMO or conducting non-tactical Mtn Ops trg.

While travelling to or from the armoury and anytime in public all mbrs will be properly dressed including: properly shaved and groomed; DEU or CADPAT worn as per CF regs; headress worn, (including while on public transit); personal entertainment headsets will not be worn while in uniform in public; mbrs shall not consume alcohol nor shall they be seen to be drunk while in uniform in public.

SC Kelly
CWO
Regimental Sergeant Major

14. RESTRICTION OF BFT FOR REMAINDER OF 2009/10 FISCAL YEAR

As a result of budgetary impacts to the Bde, the Land Force Command Physical Fitness Standard (LFCPFS), commonly referred to as the BFT, has been significantly curtailed for the remainder of the 2009/10 fiscal year. It is only authorized in specific circumstances.

The following outlines who requires the BFT or the CF EXPRESS test:

- Annually: (1) Reg F and Class B (>180 days). Still an annual requirement, no change to the current policy. (2) Class A and Class B (<180 days). CF EXPRESS test is required.
- Promotions: (1) Reg F and Class B (>180 days). BFT is required. No change. (2) Class A and Class B (<180 days). CF EXPRESS test is required.

- c) Appointments: This only affects Class A personnel for appointments to CO/RSM and some 32 CBG HQ positions (and also extensions into those positions). The BFT is required within 6 months of the appointment; however, that person then reverts back to the requirements for annual testing.
- d) Deployments: Not required as part of the nomination process, however, personnel will be expected to complete a BFT prior to deployment.
- e) Courses: Some courses require that BFT be done as a prerequisite, this is still the case. Refer to the applicable course training plan or joining instructions to confirm if it is required.
- f) Employment: CMP 20-04 requires that all CF members must meet the physical fitness requirements for the position in which they are to be employed. To satisfy this requirement the CF EXPRESS test will be used.

15. FACEBOOK ACCOUNTS.

There are a number of unit pers with "Facebook" accounts that are open to public viewing with information that should not be public. This information includes who is or has been on tour, who unit members are and the like. This practice goes against security and could have lethal effects. Consequently the following is considered to be a direct and lawful order:

No one in the Queen's Own Rifles will have a public "Facebook" or similar account that includes any of the following:

Dates, times, and locations of unit training,

Any reference by name to pers who are deploying in support of operations,

Email addresses of unit mbrs, and

Anything that the unit would deem as offensive or would damage the reputation of the unit or Canadian Forces.

Failure to comply with the above direction will result in disciplinary and/or administrative action.

16. MEDAL MOUNTING SOP

Effective 24 Jul 09 all medal mounting requests are to be brought directly to clothing. The CF medal entitlement record is not to be brought directly to Stalteri Tailors and Mr. Stalteri has been instructed to only accept the DND 2162 form for the purpose of medal mounting.

The members are to bring in the CF medal entitlement form provided by ASU (T) Clothing to clothing stores front counter, along with the medals to be mounted. The form will be provided electronically to unit QM's. As well hard copies will be available for pick up at the clothing stores main entrance. No other local forms other than the ones provided by ASU (T) Supply will be accepted. It is the responsibility of CF members and Unit RQ's acting as proxy for members to have the CF entitlement form signed by their unit CO's before submitting the form to ASU (T) Clothing stores.

Front counter staff will fill out a DND 2162 for the member, separate the customer copy and hand it to the member for their records and receipt. And in turn fill out the serial number section of the CF medal entitlement form, which will be kept at clothing stores for tracking purposes. A copy of the CF Medal entitlement form will be provided at members request.

It will be the members responsibility to bring the DND 2162 and medals to Stalteri Tailoring for medal mounting. It is also understood that some reserve members are unable to come to clothing stores during normal working hours. Unit RQ's are authorized to collect the form provided from the members they support and bring the form and medals on the members behalf to ASU (T) Clothing Stores to get the necessary documentation signed off for the purpose of mounting medals. However it will remain a unit responsibility to collect the medals on their members behalf or to provide the customer copy of the DND 2162 to the member requesting the service. ASU (T) Clothing stores will not pick up deliver or store medals that have been mounted.

17. 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.

18. FOREIGN TRAVEL (UPDATED)

A new procedure has been implemented since December 2008 in order to ensure DND/CF members are aware of new Defence and Security policies. Henceforth, the new policy from Ottawa requires that all DND/CF members travelling outside Canada to any country other than the U.S. for either duty or non duty travel must submit a Notice of Intent to Travel Form. CFNCIU HQ will review your submission and determine if a formal Defence Security Brief and Debrief (DSB/D) is required. You will be advised whether or not you will need a DSB/D. If so, the nearest CFNCIU Det will be contacted and a DSB/D appointment arranged.

The following links can be used to determine if the country you wish to visit is a scheduled country (Cuba is a scheduled country):

http://vcds.mil.ca/cfpm/pubs/pol-pubs/ndsp/chap38B_e.asp

http://vcds.mil.ca/cfpm/pubs/pol-pubs/ndsp/chap38A_e.asp

http://vcds.mil.ca/cfpm/pubs/pol-pubs/ndsp/chap38_e.asp

Anyone travelling to a scheduled country is required to complete a notice of intent to travel form and submit it as follows, effective 01 Jan 09, all Notice of Intent to Travel forms directly to the following addresses for processing: (email or fax):

The NEW email is as follows: +CFNCIU CEN@CFNCIU Central Region@Toronto

19. LEAVE FOR STATUTORY HOLIDAYS

CANFORGEN 176/09 HR CIV 09/007 201450Z OCT 09

1. THE PURPOSE OF THIS MESSAGE IS TO PROVIDE CLARIFICATION WITH RESPECT TO LEAVE ENTITLEMENTS FOR STATUTORY HOLIDAYS FOR DND EMPLOYEES DURING THE HOLIDAY SEASON.
2. LEAVE ENTITLEMENTS FOR CIVILIAN EMPLOYEES ARE BASED ON RELEVANT COLLECTIVE AGREEMENTS OR THE TERMS AND CONDITIONS OF EMPLOYMENT REGULATIONS. MANAGERS WITH DELEGATED AUTHORITY FOR APPROVING LEAVE APPLICATIONS FROM CIVILIAN EMPLOYEES WITHIN THEIR SPHERE OF RESPONSIBILITY ARE REQUIRED TO ADHERE TO THE LEAVE PROVISIONS OF THESE LEAVE AUTHORITIES AND TO THE LEAVE POLICIES OF THE EMPLOYER.
3. MANAGERS DO NOT HAVE THE AUTHORITY TO EXTEND THE SPECIFIC LEAVE PROVISIONS OF THE COLLECTIVE AGREEMENT OR THE TERMS AND CONDITIONS OF EMPLOYMENT REGULATIONS, NOR CAN MANAGERS USE THE GENERAL PROVISIONS IN THESE AUTHORITIES ENTITLED OTHER LEAVE WITH PAY IN ORDER TO DO SO. FOR EXAMPLE, DURING THE UPCOMING HOLIDAY SEASON, CIVILIAN EMPLOYEES ARE ENTITLED TO LEAVE FOR DECEMBER 25 AND 26, 2009 AND JANUARY 1, 2010, AS DESIGNATED PAID HOLIDAYS IN ACCORDANCE WITH THEIR COLLECTIVE AGREEMENT OR REGULATION. AS DECEMBER 26 FALLS ON A SATURDAY, IN MOST CASES THE DESIGNATED PAID HOLIDAY IS MOVED TO THE FIRST SCHEDULED WORKING DAY FOLLOWING THE EMPLOYEE S DAY OF REST, NORMALLY MONDAY, DECEMBER 28, 2009. PLEASE CONSULT THE CIVILIAN HUMAN RESOURCES SERVICE CENTRE FOR GUIDANCE IN SHIFT OR EXCEPTIONAL CIRCUMSTANCES.
4. CIVILIAN EMPLOYEES WHO WISH TO ENJOY A REST FROM DUTY THROUGH AN EXTENDED LONG WEEKEND HAVE SEVERAL ALTERNATIVES BASED ON THEIR INDIVIDUAL LEAVE ENTITLEMENTS. THESE INCLUDE APPLYING FOR VACATION LEAVE, PERSONAL LEAVE, OR COMPENSATORY LEAVE AGAINST EARNED CREDITS BASED ON RECORDED OVERTIME WORKED.
5. THE HOLIDAY SEASON PROVIDES GOOD OPPORTUNITIES TO SPEND TIME WITH FAMILY AND HAVE A REST FROM WORK. MANAGERS ARE ENCOURAGED TO APPROVE LEAVE REQUESTS TO THE GREATEST EXTENT POSSIBLE WHILE MAINTAINING OPERATIONAL PRIORITIES.
6. UNITS THAT DECIDE TO CLOSE OVER THE HOLIDAY SEASON ARE NOT TO REQUIRE EMPLOYEES TO TAKE LEAVE, UNLESS AT THE BEGINNING OF THE LEAVE YEAR THEY IDENTIFIED THE REQUIREMENT AND SCHEDULED THE LEAVE. OTHERWISE, ARRANGEMENTS MUST BE MADE FOR EMPLOYEES WHO

WISH TO COME TO WORK TO ALLOW THEM TO WORK AND BE SUPERVISED. MANAGERS ARE ENCOURAGED TO WORK WITH THEIR CIVILIAN HUMAN RESOURCES SERVICE CENTRE TO RESOLVE ANY SITUATIONS INVOLVING UNIT CLOSURES AND LEAVE USAGE DURING THE HOLIDAY SEASON.

PART IV – GENERAL INTEREST

20. CANADA POST – FREE REGULAR PARCEL SERVICE OVERSEAS

CANFORGEN 163/09 CANOSCOM 040/09 181440Z SEP 09

1. CANADA POST WILL AGAIN BE PROVIDING FREE REGULAR PARCEL SERVICE FOR FAMILY AND FRIENDS OF DEPLOYED CF MEMBERS FROM 26 OCT 09 TO 15 JAN 10. 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 CONTINUE PROVIDING FREE DELIVERY OF LETTERS TO DEPLOYED TROOPS THROUGH 2010
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

21. WEARING OF DESERT COMBAT BOOTS PRIOR TO DEPLOYMENT

CANFORGEN 112/09 CLS 018/09 121208Z JUN 09

1. THE REF SPECIFICALLY DISALLOWED THE WEARING OF HOT WEATHER BOOTS PRIOR TO DEPLOYMENT. THIS SUB PARA IN THE REF IS CANCELLED FORTHWITH. ANY DND ISSUED DESERT BOOT MAY BE WORN WITH COMBAT DRESS UNIFORM BY PERSONNEL FOR A PERIOD UP TO 120 DAYS PRIOR TO DEPLOYMENT. LF AREAS ARE DIRECTED TO ENTITLE INDIVIDUALS FOR DESERT BOOT ISSUE AS SOON AS THEY ARE IDENTIFIED FOR A DEPLOYMENT. THIS WILL ALLOW INDIVIDUALS TO WEAR THE DESERT BOOT DURING RAMP UP TRAINING IN CANADA AND ABROAD. THIS LONGER PERIOD WILL HELP REDUCE THE INSTANCES OF BAD FITTING SIZING AND ASSIST IN BREAKING IN THE BOOTS BEFORE DEPLOYMENT.
2. AN IMPROVED VERSION OF THE DCB CALLED THE DCB 09 WILL START TO BE FIELDDED TO TF 03 09. THE DCB 09 WILL BRING SIGNIFICANT CHANGES IN TERMS OF FEATURES AND PROCEDURES. IN RESPONSE TO USER FEEDBACK FROM THEATRE AND TRIAL RESULTS FROM RAMPING UP TROOPS, THE DCB 09 BOOT HAS BEEN MADE SIGNIFICANTLY LIGHTER, SLIGHTLY SHORTER, MORE FLEXIBLE AND MORE PADDED TO REMOVE FRICTION POINTS. A HOT WEATHER SOCK WILL BE ISSUED TO HELP REDUCE THERMAL LOAD WHILE PROVIDING NECESSARY CUSHIONING.
3. DCB 09 COMPRISES THE QUOTE BOOT, COMBAT, HOT WEATHER, NSN 8430 20 004 1013AA UNQUOTE AND THE QUOTE SOCKS, HOT WEATHER, NSN 8440 20 003 3311AA UNQUOTE. THOSE TWO ITEMS HAVE BEEN DESIGNED TO WORK AS A SYSTEM AND MUST BE SIZED AND FITTED TOGETHER.
4. THE REMAINDER OF CANFORGEN 016 05 IS STILL IN EFFECT.

22. SWINE FLU FORCE PROTECTION MEASURES

CANFORGEN 113/09 SJS 033/09 161354Z JUN 09

1. NOTE THAT THIS MESSAGE APPLIES TO CF PERSONNEL (REG F, CLASS B AND CLASS C RESERVE SERVICE) AND DND CIVILIANS
2. GIVEN THE SITUATION IN NORTH AMERICA WITH RESPECT TO H1N1 FLU VIRUS (HUMAN SWINE FLU) , THE CF BEGAN INITIAL PRECAUTIONARY MEASURES INCLUDING THE IMPLEMENTATION OF THE ALERT (PLANNING) PHASE OF REF A
3. ON 11 JUN 09, THE WORLD HEALTH ORGANIZATION (WHO) RAISED THE LEVEL OF INFLUENZA PANDEMIC ALERT FROM PHASE 5 TO 6, INDICATING THAT THE SCIENTIFIC CRITERIA FOR AN INFLUENZA PANDEMIC HAVE BEEN MET. IMMEDIATELY FOLLOWING THIS DECLARATION, THE PUBLIC HEALTH AGENCY OF CANADA (PHAC) IN CONJUNCTION WITH HEALTH CANADA (HC) DECLARED THE FOLLOWING ON BEHALF OF THE GOVERNMENT OF CANADA (GOC)

3.A. WHO S DECISION DOES NOT CHANGE THE GOC S APPROACH. ENTERING PHASE 6 MEANS WE WILL BUILD ON THE SURVEILLANCE AND MANAGEMENT MEASURES THAT ARE ALREADY IN PLACE UNDER THE CANADIAN PANDEMIC INFLUENZA PLAN

3.B. IN GENERAL, THE H1N1 FLU VIRUS (HUMAN SWINE FLU) CONTINUES TO CAUSE MODERATE ILLNESS GLOBALLY WITH MOST PEOPLE AFFECTED RECOVERING AT HOME WITHOUT MEDICAL TREATMENT. IN CANADA MOST INFECTIONS TO DATE HAVE BEEN MILD
4. IN REGARDS TO THE CF, THE DIRECTION PROVIDED IN REF G REMAINS EXTANT. ALTHOUGH THE CRITERIA HAS BEEN MET TO ADOPT CF PHASE 2 (PANDEMIC) IAW REF G, GIVEN THE MINIMAL IMPACT OF THE MILD ILLNESS CURRENTLY ASSOCIATED WITH THE H1N1 FLU VIRUS (HUMAN SWINE FLU), NO FURTHER ACTION IS REQUIRED AT THIS TIME. SHOULD THE SITUATION CHANGE, FURTHER ORDERS WILL BE RELEASED.
5. CF MEMBERS AND DND CIVILIANS ARE REMINDED TO FOLLOW THE BASIC PREVENTIVE MEASURES IDENTIFIED AT REF E IN ORDER TO REDUCE THE SPREAD OF H1N1 FLU VIRUS (HUMAN SWINE FLU).
6. CF HEALTH SERVICES HAVE ISSUED AN ADVISORY FOR ALL CF/DND HEALTH CARE PROVIDERS UPDATING THE CURRENT SITUATION REGARDING H1N1 FLU VIRUS (HUMAN SWINE FLU) AND CURRENT CONTROL MEASURES WITHIN CF H SVCS GP. THEY CONTINUE TO MONITOR THIS AND ALL OTHER INFECTIOUS DISEASE THREATS.
7. ON 11 JUN 09, HC, PHAC AND TBS ISSUED NEWS RELEASES REGARDING H1N1 FLU VIRUS (HUMAN SWINE FLU) THAT CAN BE FOUND AT THE PUBLIC HEALTH AGENCY OF CANADA S WEBSITES AT WWW.PHAC-ASPC.GC.CA AND WWW.FIGHTFLU.CA
8. THIS NOTICE IS BASED ON CURRENT EVIDENCE, AND IS SUBJECT TO REVIEW AND CHANGE AS NEW INFORMATION BECOMES AVAILABLE.
9. YOU WILL BE ADVISED OF ANY FURTHER RELEVANT INFORMATION AS IT BECOMES AVAILABLE
10. THIS IS A COORDINATED CDS/DM MESSAGE

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 B Para course is Three Wednesday's prior to the course. To be clear no testing will be conducted a week prior to the course.

24. ALCOHOL ABUSE

If you are a member of the Reserve Force, you are subject to the code of Service Discipline: While undergoing drill or training (whether in uniform or not); While on military duty; 24 hours a day, 7 days a week during any period of full time service (Class B or C Svc); Whenever you are present on defence property; or Whenever you are in a vehicle, ship, or aircraft of the CF.

The Code of Service Discipline establishes a number of offences that are uniquely military in nature. It also incorporates all offences under the Criminal Code, all other federal statutes and, in certain circumstances, foreign laws. The list of offences which can be charged under the CSD found in Chapter 103 of the QR&O's.

Misuse of Alcohol – shall be deemed to have occurred when a member's use of alcohol:

- Interferes with the performance of duty including regular attendance at the place of duty
- Creates an administrative burden by causing domestic or other problems
- Interferes with satisfactory social or economic functioning
- Interferes with health
- Reflects discredit upon the CF

ALCOHOL-RELATED MISCONDUCT AND ADMINISTRATIVE ACTION.

MISUSE OF ALCOHOL BY MBRS OF THE CF IS UNACCEPTABLE CONDUCT. WHENEVER MISUSE OF ALCOHOL, AS DEFINED AT PARA 3 OF CFAO 19-31, HAS TAKEN PLACE, THE COMMANDING OFFICER (CO) WILL TAKE IMMEDIATE ADMIN ACTION IN ACCORDANCE WITH PROCEDURES DETAILED IN CFAO 26-17. CONCURRENT WITH THE ADMIN ACTION, A CO SHALL REFER THE MBR FOR MEDICAL ASSESSMENT EACH TIME ADMIN ACTION IS CONSIDERED DUE TO ALCOHOL-RELATED MISCONDUCT.

INCLUDED IN THE DEFINITION OF MISUSE OF ALCOHOL IS THE SITUATION WHEN A MBR S USE OF ALCOHOL IS SUCH THAT ITS USE IS DEEMED TO HAVE SIGNIFICANTLY CONTRIBUTED TO THE MBR COMMITTING AN OFFENCE UNDER THE CRIMINAL CODE OF CANADA (CCC), THE NATIONAL DEFENCE ACT (NDA), OR ANY OTHER ACT OF PARLIAMENT. THE COMMISSION OF CRIMINAL OFFENCES IN CONNECTION WITH THE USE OF ALCOHOL IS NORMALLY CONSIDERED SERIOUS ENOUGH TO WARRANT COUNSELLING AND PROBATION AND ANY ADMIN ACTION TAKEN AS A RESULT OF A CONVICTION FOR AN ALCOHOL-RELATED OFFENCE COULD IAW PARA 12 OF REF C BE CONSIDERED AS THE LAST ATTEMPT TO SALVAGE A MBR S CAREER

25. MILITARY POLICE IDENTIFICATION HOURS

The Military Police/Identification Section will be operating on extended hrs on the noted (highlighted) days until further notice.

INVESTIGATION / SECURITY SECTION HOURS:

Monday	0730 – 2200 hrs
Tuesday	0730 – 2200 hrs
Wednesday	0730 – 2200 hrs
Thursday	0730 – 2200 hrs
Friday	0730 – 1600 hrs

IDENTIFICATION SECTION HOURS

Monday	0800 – 1200 hrs 1300 - 1530 hrs
Tuesday	0800 – 1200 hrs 1300 – 2100 hrs
Wed	0800 – 1200 hrs 1300 - 1530 hrs
Thursday	0800 – 1200 hrs 1300 - 1530 hrs
Friday	0800 – 1200 hrs
	CLOSED FOR ADMIN

Identification processing by appointment only

For appointments call: (416) 633-6200, EXT 3812 or E-MAIL:

Thomas.Rogers2@forces.gc.ca

26. BUYING BACK PENSIONABLE TIME

IMPORTANT: Any soldier to who would like to buy back pensionable time prior to April 2007 must do so no later than 28 February 2010.

Toll Free 1-888-507-1111 or email: respenbuybackdocs@forces.gc.ca

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

Sgt McCulley

34. ATTACHED POSTED – OUT

Nil

IN PACE PARATUS

J. M. Fotheringham
Lieutenant-Colonel
Commanding Officer



THE QUEEN'S OWN RIFLES OF CANADA

UNIT ROUTINE ORDERS 12/09 01 Dec 2009

Lieutenant-Colonel J. Fotheringham, CD
Commanding Officer

PART I **CALENDAR OF EVENTS**

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

PART II **DUTIES AND APPOINTMENTS**

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

PART III **CURRENT ITEMS**

11. QOR OF C GATE DUTY SOP
12. DEU CONVERSION TO PATROL JACKETS
13. CLOTHING TO AND FROM ARMOURY
14. RESTRICTION OF BFT FOR REMAINDER OF 2009/10 FISCAL YEAR
15. PERMANENT ID CARDS
16. FOREIGN TRAVEL (UPDATED)
17. LEAVE FOR STATUTORY HOLIDAYS

PART IV **GENERAL INTEREST**

18. CANADA POST – FREE REGULAR POSTAL SERVICE OVERSEAS
19. WEARING OF DESERT COMBAT BOOTS PRIOR TO DEPLOYMENT
20. H1N1 FORCE PROTECTION MEASURES (UPDATED)
21. ALCOHOL ABUSE
22. BUYING BACK PENSIONABLE TIME (UPDATED)
23. WEIGHT ROOM POLICY
24. JTF2 ASSAULTER SELECTION

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

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

PART I - CALENDAR OF EVENTS

TRAINING CALENDAR:

UPCOMING EVENTS						
	From	To	Name	Location	Concerned	Remarks/Noms
1.	02 Dec 09	02 Dec 09	Men's Christmas Dinner	MPA	All	Arrive Alive Drive Sober will provide a 30 min presentation to all ranks in south classroom prior to dinner. TMFRC will speak to the families of deploying troops in Offrs' Mess. Dinner to commence at 2015hrs
2.	04 Dec 09	06 Dec 09	Ex Toolbox	Denison	OC's x 3 CSM's x 2 Sec comds x 10	<div> Capt Meerburg OC – OC – CSM's – WO Martin Sgt Behan Sgt McAuley Sgt Frounze </div> <div> MCpl Abate MCpl Pampe MCpl Kim 768 MCpl Lim MCpl Ezemenari MCpl Macmillan MCpl Leader </div>
3.	06 Dec 09	06 Dec 09	Ex Guiding Light	Denison	MCpl and higher	CANCELLED
4.	09 Dec 09	09 Dec 09	EPL & Pension Brief	MPA	Old Guys	EPL deadline 1300hrs. Pension Brief for interested pers.
5.	12 Dec 09	12 Dec 09	Kid's X-Mas Party and Officers Luncheon	MPA	All	
6.	01 Jan 10	01 Jan 10	New Year's Levee	MPA	Offr's & SNCO's	No Pay Auth
7.	06 Jan 10	06 Jan 10	Stand To and Coy Trg	MPA Dalton	All	Stores/resource requests in to QM/Ops by 9 Dec for coy trg. Should focus on IBTS
8.	12 Jan 10	12 Jan 10	ETA Op Cadence Op Order	N/A		
9.	13 Jan 10	13 Jan 10	Coy Trg	MPA Dalton	All	Must focus on IBTS. Winter kit list to be issued.
10.	20 Jan 10	20 Jan 10	Coy Trg	MPA Dalton	All	Prep Tent groups and confirm winter kit.
11.	22 Jan 10	24 Jan 10	EX CELTIC FROST	Burwash	All	Winter Indoc Ex focused on winter survival skills.
12.	27 Jan 10	27 Jan 10	CO's Parade	MPA	All	Coy trg plans should be re-examined due to time constraints and IBTS reqts.
13.	30 Jan 10	30 Jan 10	32CBG CAX			Most likely to be Cancelled
14.	03 Feb 10	03 Feb 10	Coy Trg	MPA Dalton	All	IBTS

2. FTUC LEAVE, TASKINGS, ROTO, COURSES:

Cpl	Alonso	C	TF 3-10
Sgt	Behan	B	QOR OF C
Lt	Beindorff	B	LFCA Toronto
Cpl	Bremner	C	TF 3-10
MCpl	Bridge	B	CFLAWC Trenton
Cpl	Brisbane	B	CFLAWC Trenton
Cpl	Brown	B	QOR OF C
Sgt	Burns	B	QOR OF C
Lt	Campos	B	LFCA HQ
Maj	Champion	B	LFCA HQ
MCpl	Chen	C	TF 3-10
Sgt	Chin-Leung	B	PRL - CFLAWC
MCpl	Coelho	C	TF 3-10
Cpl	Craddock	C	TF 3-10
MCpl	Deganis	C	TF 3-10
Sgt	Demaine	B	ST Jean
Cpl	Dritsas	C	TF 3-10
Cpl	Ghattas	C	TF 3-10
Capt	Harmes	B	PSTC Kingston
Capt	Haupt	B	QOR OF C
MCpl	Hing	B	QOR OF C
Sgt	Hood	B	QOR OF C
Cpl	Jun	C	TF 3-10
Cpl	Kennedy	B	CFLAWC Trenton
Capt	Kotscha	B	DRDC Toront0
Cpl	Lavery	C	TF 3-10
Lt	Leibel	B	32 CBG HQ
Cpl	Lui	B	QOR OF C
Mcpl	Milrod	B	CFLAWC Trenton
Sgt	Murray	C	TF 3-10
Cpl	Ortega	C	TF 3-10
MCpl	Overholt	B	QOR OF C
MCpl	Ragos	B	CFLAWC Trenton
MWO	Shannon	B	LFCA Op Connection
Cpl	Shim	C	TF 3-10
Cpl	Stalteri	B	CFLAWC Trenton
Capt	Stewart	B	QOR OF C
Mcpl	Thomas	B	QOR OF C
Sgt	Thomson	B	Borden
Capt	Timms	B	CIMIC
MCpl	Tse	C	TF 3-10
Sgt	Van Hamme	B	DRDC Toronto
Cpl	Lachaine	C	TForce
Capt	Lee	C	TF 3-10
Cpl	Wright	C	TF 3-10

3. ED&T:

Name	Until
Cpl Nel	Jan 10
Cpl Khan	
Cpl Boughton-Flynn	

4. PRL:

MCpl Huh	Pte (B) Chan	Rfn Guy
Cpl White	Cpl Cook	
Cpl S.J. Lynch	Rfn Franchi	
Cpl Domingo	Pte (B) Durkalec	
Pte Monteiro	Pte (B) Ganin	
Sgt Shaidle	Cpl Hogg	
Pte (B) Holden	Cpl Jaglall	
Rfn Zhou	Cpl Kouprine	
Rfn Matecki	Cpl Lynch C.M	
Rfn Ott	Pte (B) Oldfield	
Pte (B) Padrad	Pte (B) Tai	
Rfn Scorza	Pte (B) Valyear	
Rfn Slade	Cpl Snobar	
Cpl Ton	Cpl Jimenez	
Cpl Wilson	Cpl Longenecker	
Pte (B) Worrall	Pte (B) Wu	

5. NES:

Cpl Alias	Pte (B) Canonigo	MCpl Atkins
Cpl Choe	Pte (B) Clarke	Pte Chavarie
Cpl De Silva	Pte Duguay	Sgt Henry
Pte Fung	Pte Gerassimik	MCpl Huh
Cpl Hong	Cpl Kloc	Pte Langille
Pte (B) Kim	Pte (B) Lo	Cpl Lynch S.J.A.
Cpl Lee	Pte (B) McNevin	Cpl Middleton
Cpl McFarlane	Pte (B) Perterdy	Cpl Pryhodko
Cpl White	Pte (B) Shoom-Kirsch	Cpl Walter
Pte (B) Zupo	Cpl Wong	Pte (B) Zhang

PART II - DUTIES AND APPOINTMENTS

6. DUTY PERSONNEL MOSS PARK ARMOURY:

Duty Officer

2-Dec-09		MPs
12-Dec-09	2Lt	Mackintosh
06-Jan-10	Lt	Mantle
13-Jan-10	Capt	Timms
20-Jan-10	2Lt	MacKintosh
27-Jan-10	2Lt	Newlands

Duty Sgt/MCpl

02-Dec-09		Sgt	Shikhman	MCpl	Abate
05-Dec-09	Wine and Cheese	WO	Thorn		
09-Dec-09		Sgt	Wilson	MCpl	Charlebois
06-Jan-10	Ex Able Warrior 2	Sgt	Behan	MCpl	De Bartok
13-Jan-10		Sgt	Burns	MCpl	Johnston
20-Jan-10		Sgt	Fabry	MCpl	Leader
27-Jan-10	CO's Pde.	Sgt	Green	MCpl	Macmillan
03-Feb-10		Sgt	Hodgson	MCpl	McGibbon
10-Feb-10		Sgt	Hood	MCpl	McQuaid
17-Feb-10		Sgt	Johnston	MCpl	Noonan
24-Feb-10	CO's Pde.	Sgt	Kenny	MCpl	Overholt
03-Mar-10		WO	O'Halloran	MCpl	Reavie
10-Mar-10		Sgt	McCauley	MCpl	Semenovych
17-Mar-10		Sgt	Kohler	MCpl	Thomas

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).
- 60th 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 MPA personnel from the rank of Capt to Sgt are eligible for Duty Officer/NCO regardless of appointment.
- All MPA personnel in the rank of MCpl are eligible for Duty Sgt position. The Duty MCpl position is no longer applicable.
- Duty Personnel will report to the Adjt at the start of their shift.
- The end of night responsibility may be handed off to an acceptable person as long as the Adjt approves of the change prior to the hand-over.

7. DUTY STAFF DALTON ARMOURY:

6-Jan-10	MCpl	Kiss	Allan
13-Jan-10	MCpl	Palma	Mark
20-Jan-10	Cpl	Ezmenari	Chudwudi
27-Jan-10	MCpl	Silva	Shane
3-Feb-10	MCpl	Kurelo	Rick
10-Feb-10	MCpl	Chiu	Rick

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.
- 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-Sgt and Ocdt-Lt 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. **SECONDARY DUTIES LIST:**

<u>PERSONNEL</u>	
Canadian Forces Liaison Council	
Unit Military Leave Rep	Maj Champion
Employment Support Advisor	CWO Kelly
Unit Welfare Appointments	
Welfare Officer	Capt Saugh
Welfare NCO	MCpl Pampe
Family Support Group for Deployed Soldiers	
DCO	Maj Champion
Padre	Capt Saugh
Adjit	Capt Stewart
RSM	CWO Kelly
Support Clerk	Cpl Lui
Harassment	
Advisor (HA)	Sgt Parris
Advisor (HA)	MCpl Pampe
Workplace Relations Advisors (WRA)	TBD
Awards Committee	
Chair	(CO) - LCol Fotheringham
Mbr	(DCO) - Maj Champion
Mbr	(Adjit) - Capt Stewart
Mbr	(RSM) - CWO Kelly
Mbr	(OC 60th) - Capt Moyer
Mbr	(OC Buffs) - Capt Ross
Mbr	(OC Vics) - Capt Meerberg
Mbr	(DOM) - Capt Arendz
Mbr	Capt Harmes
Mbr	Lt Moody
Mbr	WO Martin
Officer Selection Board	
Chair	(DCO) Maj Champion
Secy	(Adjit) Capt Stewart
Mbr	(OC Para) Capt Harmes
Mbr	Capt Haupt
<u>PERSONNEL SUPPORT PROGRAMS</u>	
NPF Board	
Chair	2Lt Mackintosh
Mbr	Capt Haupt
Mbr	Capt Kaipio
Mbr	Capt Hicks
Mbr	2Lt Chrzan
Mess Committee - Officers' Mess	
PMC	Capt Foulds
VPMC	Capt Sheedy
Treasurer	2Lt Foderick
House Manager	Capt D. Harmes
Secretary	Lt Mantle
Senior Subaltern	Lt Dar-Ali
Mess Committee - Sgts' Mess	
PMC	Sgt Morin
Mess Committee - JR Ranks	
PMC	MCpl De Bartok
Mess Committee - Dalton Armoury Mess	
PMC	Cpl Palma
VPMC	MCpl Lim
Treasurer	Cpl Lui
Entertainment	MCpl Pampe
Bar Manager	Cpl Ng
<u>HEALTH AND SAFETY</u>	
General Safety Committee	
Chair	Maj Champion
A Safe O	Capt Hicks
Rad SO	Capt Kelly
Fire Warden	MCpl Kurelo
HAZMAT SME	Sgt Hood
WHMIS SME	Sgt Hood
Rad SC	Capt Haupt
Environmental O	Capt Haupt
60 th Coy Rep	WO O'Halloran
Bufs Coy Rep	MCpl Hing

Vics Coy Rep	Sgt Hood
Drug Education Coordinator	
OPI	Capt Kaipio
<u>ENVIRONMENT</u>	
Environmental Officer	
OPI	Capt Haupt
<u>MATERIAL</u>	
Audit Board	
Chair	2Lt Mackintosh
Mbr	Capt Hicks
Mbr	Capt Kaipio
Mbr	Appointed as required
ISSO	
Holder	Maj Champion
<u>COMMS</u>	
Comms	
Sigs NCO	Sgt Fabry
Sigs NCO	Sgt Green
<u>PUBLIC AFFAIRS</u>	
Public Affairs	
UIO	2Lt Newlands
A/UIO	2Lt Foderick
Photographers	Ad hoc
<u>HISTORICAL MATTERS</u>	
Historical Matters	
History Officer	CWO Kelly
<u>RANGE SAFETY OFFICERS</u>	
Range Safety Officers	
LCol Fotheringham	WO Martin
Maj Champion	WO O'Halloran
Capt A Harmes	WO Parris
Capt D Harmes	WO Thorn
Capt Haupt	Sgt Behan
Capt Kaipio	Sgt Burns
Capt Lee	Sgt Currie
Capt Moyer	Sgt Fabry
Capt Ross	Sgt Frounze
Capt Timms	Sgt Green
Lt Dar Ali	Sgt Kohler
Lt Kotschka	Sgt Morin
Lt Leibel	Sgt Hood
Lt Mantle	Sgt Shikhman
Lt Potter	Sgt Wilson
Lt Stewart	Sgt Green
CWO Kelly	Sgt Halcro
MWO Shannon	
<u>SECURITY</u>	
Security Board	
Security Officer	Maj Champion
Security NCO	Cpl Lui
Wpns Security NCO	Sgt Hood
<u>OTHER</u>	
OIC Scarborough Armoury	Capt Ross
Cadet LO	Lt Potter
Unit Ethics Officer	Capt Timms

9. **AUTHORITY TO WEAR THE MAROON BERET**

The following pers are authorized to wear the Maroon Beret:

Capt Harmes, A.	MCpl Abate	Cpl Chen
Capt Lee	MCpl Biggs	Cpl Gee
Capt Moyer	MCpl Charlebois	Cpl Hannan
Capt Ross	MCpl Coelho	Cpl Harrison
Capt Timms	MCpl Dias	Cpl Hijazi
Lt Beindorf	MCpl Griffiths	Cpl Hoad
Lt Potter	MCpl Hing	Cpl Humphrey
Lt Mantle	MCpl Kim, I	Cpl Johnston

Lt Stewart	MCpl Kim, S	Cpl Khan
Lt Moody	MCpl Kiss	Cpl Kim J.
MWO Shannon	MCpl Leader	Cpl Mackinnon
WO O'Halloran	MCpl Lim	Cpl Maiolo
WO Kim	MCpl Milrod	Cpl Mitchell
WO Parris	MCpl Reavie	Cpl Myles
Sgt Behan	MCpl Silva	Cpl Ortega
Sgt Burns	MCpl Thomas	MCpl Overholt
Sgt Fabry	MCpl Tse	Cpl Shim
Sgt Frounze	MCpl Wolfe	Cpl Villa
Sgt Johnston	Cpl Benicasa	Cpl Webster
Sgt Kohler	Cpl Brooks D.	Cpl Wright
Sgt Morin	Cpl Carrier	Rfn Bremner
Sgt Paton	Cpl Chang	

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

10. **AUTHORITY TO LAY CHARGES**

Authority to Lay Charges*: WO; MWO; CWO; CAPT; MAJ

***RSM or Adjt must be consulted before laying a charge**

Delegated Officers: Capt. Stewart; Capt. Foulds; Capt. Moyer; Capt. Ross

Custody Review Officers: Capt. Foulds; Capt. Stewart

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 RSM 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 RSM 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 RSM 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. DEU CONVERSION TO PATROL JACKETS

Effective immediately the practice of DEU Conversions to Patrol Jackets will cease.

13. CLOTHING TO AND FROM ARMOURY

Despite what the troops may wear or not wear during deployments our soldiers will wear standard military pattern while in garrison or during trg excercises including wpns, sights, equip, and tacvests with the following exceptions:

- Boots may be non-issue but must be black and functional.
- Touques may be non-issue but must be green,
- T-shirts may be non-issue but must be green.

For safety and instructional reasons the following is confirmed: Para Instructors and Jumpmasters may wear maroon T-Shirts or sweatshirts while conducting para trg or rigging for para ops. Mtn Ops Instructors may wear black T-shirts or sweatshirts, (but not hoodies), while instructing BMO or conducting non-tactical Mtn Ops trg.

While travelling to or from the armoury and anytime in public all mbrs will be properly dressed including: properly shaved and groomed; DEU or CADPAT worn as per CF regs; headress worn, (including while on public transit); personal entertainment headsets will not be worn while in uniform in public; mbrs shall not consume alcohol nor shall they be seen to be drunk while in uniform in public.

14. RESTRICTION OF BFT FOR REMAINDER OF 2009/10 FISCAL YEAR

As a result of budgetary impacts to the Bde, the Land Force Command Physical Fitness Standard (LFCPFS), commonly referred to as the BFT, has been significantly curtailed for the remainder of the 2009/10 fiscal year. It is only authorized in specific circumstances.

The following outlines who requires the BFT or the CF EXPRESS test:

- Annually: (1) Reg F and Class B (>180 days). Still an annual requirement, no change to the current policy. (2) Class A and Class B (<180 days). CF EXPRESS test is required.
- Promotions: (1) Reg F and Class B (>180 days). BFT is required. No change. (2) Class A and Class B (<180 days). CF EXPRESS test is required.

- c) Appointments: This only affects Class A personnel for appointments to CO/RSM and some 32 CBG HQ positions (and also extensions into those positions). The BFT is required within 6 months of the appointment; however, that person then reverts back to the requirements for annual testing.
- d) Deployments: Not required as part of the nomination process, however, personnel will be expected to complete a BFT prior to deployment.
- e) Courses: Some courses require that BFT be done as a prerequisite, this is still the case. Refer to the applicable course training plan or joining instructions to confirm if it is required.
- f) Employment: CMP 20-04 requires that all CF members must meet the physical fitness requirements for the position in which they are to be employed. To satisfy this requirement the CF EXPRESS test will be used.

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. **FOREIGN TRAVEL (UPDATED)**

A new procedure has been implemented since December 2008 in order to ensure DND/CF members are aware of new Defence and Security policies. Henceforth, the new policy from Ottawa requires that all DND/CF members travelling outside Canada to any country other than the U.S. for either duty or non duty travel must submit a Notice of Intent to Travel Form. CFNCIU HQ will review your submission and determine if a formal Defence Security Brief and Debrief (DSB/D) is required. You will be advised whether or not you will need a DSB/D. If so, the nearest CFNCIU Det will be contacted and a DSB/D appointment arranged.

The following links can be used to determine if the country you wish to visit is a scheduled country (Cuba is a scheduled country):

http://vcds.mil.ca/cfpm/pubs/pol-pubs/ndsp/chap38B_e.asp

http://vcds.mil.ca/cfpm/pubs/pol-pubs/ndsp/chap38A_e.asp

http://vcds.mil.ca/cfpm/pubs/pol-pubs/ndsp/chap38_e.asp

Anyone travelling to a scheduled country is required to complete a notice of intent to travel form and submit it as follows, effective 01 Jan 09, all Notice of Intent to Travel forms directly to the following addresses for processing: (email or fax):

The NEW email is as follows: +CFNCIU CEN@CFNCIU Central Region@Toronto

17. **LEAVE FOR STATUTORY HOLIDAYS**

CANFORGEN 176/09 HR CIV 09/007 201450Z OCT 09

1. THE PURPOSE OF THIS MESSAGE IS TO PROVIDE CLARIFICATION WITH RESPECT TO LEAVE ENTITLEMENTS FOR STATUTORY HOLIDAYS FOR DND EMPLOYEES DURING THE HOLIDAY SEASON.
2. LEAVE ENTITLEMENTS FOR CIVILIAN EMPLOYEES ARE BASED ON RELEVANT COLLECTIVE AGREEMENTS OR THE TERMS AND CONDITIONS OF EMPLOYMENT REGULATIONS. MANAGERS WITH DELEGATED AUTHORITY FOR APPROVING LEAVE APPLICATIONS FROM CIVILIAN EMPLOYEES WITHIN THEIR SPHERE OF RESPONSIBILITY ARE REQUIRED TO ADHERE TO THE LEAVE PROVISIONS OF THESE LEAVE AUTHORITIES AND TO THE LEAVE POLICIES OF THE EMPLOYER.
3. MANAGERS DO NOT HAVE THE AUTHORITY TO EXTEND THE SPECIFIC LEAVE PROVISIONS OF THE COLLECTIVE AGREEMENT OR THE TERMS AND CONDITIONS OF EMPLOYMENT REGULATIONS, NOR CAN MANAGERS USE THE GENERAL PROVISIONS IN THESE AUTHORITIES ENTITLED OTHER LEAVE WITH PAY IN ORDER TO DO SO. FOR EXAMPLE, DURING THE UPCOMING HOLIDAY SEASON, CIVILIAN EMPLOYEES ARE ENTITLED TO LEAVE FOR DECEMBER 25

AND 26, 2009 AND JANUARY 1, 2010, AS DESIGNATED PAID HOLIDAYS IN ACCORDANCE WITH THEIR COLLECTIVE AGREEMENT OR REGULATION. AS DECEMBER 26 FALLS ON A SATURDAY, IN MOST CASES THE DESIGNATED PAID HOLIDAY IS MOVED TO THE FIRST SCHEDULED WORKING DAY FOLLOWING THE EMPLOYEE S DAY OF REST, NORMALLY MONDAY, DECEMBER 28, 2009. PLEASE CONSULT THE CIVILIAN HUMAN RESOURCES SERVICE CENTRE FOR GUIDANCE IN SHIFT OR EXCEPTIONAL CIRCUMSTANCES.

4. CIVILIAN EMPLOYEES WHO WISH TO ENJOY A REST FROM DUTY THROUGH AN EXTENDED LONG WEEKEND HAVE SEVERAL ALTERNATIVES BASED ON THEIR INDIVIDUAL LEAVE ENTITLEMENTS. THESE INCLUDE APPLYING FOR VACATION LEAVE, PERSONAL LEAVE, OR COMPENSATORY LEAVE AGAINST EARNED CREDITS BASED ON RECORDED OVERTIME WORKED.
5. THE HOLIDAY SEASON PROVIDES GOOD OPPORTUNITIES TO SPEND TIME WITH FAMILY AND HAVE A REST FROM WORK. MANAGERS ARE ENCOURAGED TO APPROVE LEAVE REQUESTS TO THE GREATEST EXTENT POSSIBLE WHILE MAINTAINING OPERATIONAL PRIORITIES.
6. UNITS THAT DECIDE TO CLOSE OVER THE HOLIDAY SEASON ARE NOT TO REQUIRE EMPLOYEES TO TAKE LEAVE, UNLESS AT THE BEGINNING OF THE LEAVE YEAR THEY IDENTIFIED THE REQUIREMENT AND SCHEDULED THE LEAVE. OTHERWISE, ARRANGEMENTS MUST BE MADE FOR EMPLOYEES WHO WISH TO COME TO WORK TO ALLOW THEM TO WORK AND BE SUPERVISED. MANAGERS ARE ENCOURAGED TO WORK WITH THEIR CIVILIAN HUMAN RESOURCES SERVICE CENTRE TO RESOLVE ANY SITUATIONS INVOLVING UNIT CLOSURES AND LEAVE USAGE DURING THE HOLIDAY SEASON.

PART IV – GENERAL INTEREST

18. CANADA POST – FREE REGULAR PARCEL SERVICE OVERSEAS

CANFORGEN 163/09 CANOSCOM 040/09 181440Z SEP 09

1. CANADA POST WILL AGAIN BE PROVIDING FREE REGULAR PARCEL SERVICE FOR FAMILY AND FRIENDS OF DEPLOYED CF MEMBERS FROM 26 OCT 09 TO 15 JAN 10. 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 CONTINUE PROVIDING FREE DELIVERY OF LETTERS TO DEPLOYED TROOPS THROUGH 2010
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

19. WEARING OF DESERT COMBAT BOOTS PRIOR TO DEPLOYMENT

CANFORGEN 112/09 CLS 018/09 121208Z JUN 09

1. THE REF SPECIFICALLY DISALLOWED THE WEARING OF HOT WEATHER BOOTS PRIOR TO DEPLOYMENT. THIS SUB PARA IN THE REF IS CANCELLED FORTHWITH. ANY DND ISSUED DESERT BOOT MAY BE WORN WITH COMBAT DRESS UNIFORM BY PERSONNEL FOR A PERIOD UP TO 120 DAYS PRIOR TO DEPLOYMENT. LF AREAS ARE DIRECTED TO ENTITLE INDIVIDUALS FOR DESERT BOOT ISSUE AS SOON AS THEY ARE IDENTIFIED FOR A DEPLOYMENT. THIS WILL ALLOW INDIVIDUALS TO WEAR THE DESERT BOOT DURING RAMP UP TRAINING IN CANADA AND ABROAD. THIS LONGER PERIOD WILL HELP REDUCE THE INSTANCES OF BAD FITTING SIZING AND ASSIST IN BREAKING IN THE BOOTS BEFORE DEPLOYMENT.
2. AN IMPROVED VERSION OF THE DCB CALLED THE DCB 09 WILL START TO BE FIELDIED TO TF 03 09. THE DCB 09 WILL BRING SIGNIFICANT CHANGES IN TERMS OF FEATURES AND PROCEDURES. IN RESPONSE TO USER FEEDBACK FROM THEATRE AND TRIAL RESULTS FROM RAMPING UP TROOPS, THE DCB 09 BOOT HAS BEEN MADE SIGNIFICANTLY LIGHTER, SLIGHTLY SHORTER, MORE FLEXIBLE AND MORE PADDED TO REMOVE FRICTION POINTS. A HOT WEATHER SOCK WILL BE ISSUED TO HELP REDUCE THERMAL LOAD WHILE PROVIDING NECESSARY CUSHIONING.
3. DCB 09 COMPRISES THE QUOTE BOOT, COMBAT, HOT WEATHER, NSN 8430 20 004 1013AA UNQUOTE AND THE QUOTE SOCKS, HOT WEATHER, NSN 8440 20 003

3311AA UNQUOTE. THOSE TWO ITEMS HAVE BEEN DESIGNED TO WORK AS A SYSTEM AND MUST BE SIZED AND FITTED TOGETHER.

4. THE REMAINDER OF CANFORGEN 016 05 IS STILL IN EFFECT.

20. H1N1 FORCE PROTECTION MEASURES

H1N1 Vaccination is now available to all members (Reg / Res Class A,B,C).

Members should call Local 3900 to book appointments. Members of Reg Force and Res Class B and C can also request seasonal flu vaccination at the same time.

Off site clinics will be held in the following locations: CFC, CFRC, Moss Park, Fort York, HMCS York.

Timings and dates will be firmed up with units in the near future and will be disseminated in a separate announcement.

Members receiving vaccination will be required to wait in the clinic for 15 min after receiving the vaccination and should present to the clinic with their immunization books.

21. ALCOHOL ABUSE

If you are a member of the Reserve Force, you are subject to the code of Service Discipline: While undergoing drill or training (whether in uniform or not); While on military duty; 24 hours a day, 7 days a week during any period of full time service (Class B or C Svc); Whenever you are present on defence property; or Whenever you are in a vehicle, ship, or aircraft of the CF.

The Code of Service Discipline establishes a number of offences that are uniquely military in nature. It also incorporates all offences under the Criminal Code, all other federal statutes and, in certain circumstances, foreign laws. The list of offences which can be charged under the CSD found in Chapter 103 of the QR&O's.

Misuse of Alcohol – shall be deemed to have occurred when a member's use of alcohol:

- Interferes with the performance of duty including regular attendance at the place of duty
- Creates an administrative burden by causing domestic or other problems
- Interferes with satisfactory social or economic functioning
- Interferes with health
- Reflects discredit upon the CF

ALCOHOL-RELATED MISCONDUCT AND ADMINISTRATIVE ACTION.

MISUSE OF ALCOHOL BY MBRS OF THE CF IS UNACCEPTABLE CONDUCT. WHENEVER MISUSE OF ALCOHOL, AS DEFINED AT PARA 3 OF CFAO 19-31, HAS TAKEN PLACE, THE COMMANDING OFFICER (CO) WILL TAKE IMMEDIATE ADMIN ACTION IN ACCORDANCE WITH PROCEDURES DETAILED IN CFAO 26-17. CONCURRENT WITH THE ADMIN ACTION, A CO SHALL REFER THE MBR FOR MEDICAL ASSESSMENT EACH TIME ADMIN ACTION IS CONSIDERED DUE TO ALCOHOL-RELATED MISCONDUCT.

INCLUDED IN THE DEFINITION OF MISUSE OF ALCOHOL IS THE SITUATION WHEN A MBR S USE OF ALCOHOL IS SUCH THAT ITS USE IS DEEMED TO HAVE SIGNIFICANTLY CONTRIBUTED TO THE MBR COMMITTING AN OFFENCE UNDER THE CRIMINAL CODE OF CANADA (CCC), THE NATIONAL DEFENCE ACT (NDA), OR ANY OTHER ACT OF PARLIAMENT. THE COMMISSION OF CRIMINAL OFFENCES IN CONNECTION WITH THE USE OF ALCOHOL IS NORMALLY CONSIDERED SERIOUS ENOUGH TO WARRANT COUNSELLING AND PROBATION AND ANY ADMIN ACTION TAKEN AS A RESULT OF A CONVICTION FOR AN ALCOHOL-RELATED OFFENCE COULD IAW PARA 12 OF REF C BE CONSIDERED AS THE LAST ATTEMPT TO SALVAGE A MBR S CAREER

22. BUYING BACK PENSIONABLE TIME (UPDATED)

IMPORTANT: Any soldier to who would like to buy back pensionable time prior to April 2007 must do so no later than 28 February 2010. An information session will be held on 9 Dec 09 by Capt Rozell at MPA beginning at 19.30.

Toll Free Hotline 1-888-507-1111 or email: respenbuybackdocs@forces.gc.ca

For more detailed information about Pensions, including: joining the plan; contributions; service; benefits; service; buy-back; credit transfers; and career and personal events, etc. Please see the new internet site at:

[HTTP://WWW.CMP-CPM.FORCES.GC.CA/DGCB-DGRAS/PS/PEN/INDEX-ENG.ASP](http://www.cmp-cpm.forces.gc.ca/dgcb-dgras/ps/pen/index-eng.asp)

or Intranet: [HTTP://HR.OTTAWA-HULL.MIL.CA/DGCB/DPSP/ENGRAPH/PENSIONRETIREMENT\(UNDERScore\)E.AS?SIDESECTION\(EQUAL SIGN\)4\(AMPERSAND\)SIDECAT\(EQUAL SIGN\)15](http://hr.ottawa-hull.mil.ca/dgcb/dpdp/engraph/pensionretirement(underscore)e.as?sidection(equal sign)4(ampersand)sidecat(equal sign)15)

23. WEIGHT ROOM POLICY

All users are requested NOT TO REMOVE any weight plates, dumbbells, or other equipment from the fitness rooms, except to the drill hall floor for training. On various occasions, users have 'borrowed' weight plates for marching and personal use and pieces do not return. These weights are not replaced easily. Thank you for leaving weights where they belong.

24. JTF2 ASSAULTER SELECTION

Please be advised that henceforth, JTF2 will now be conducting Assaulter Selection during the Apr - May timeframe (exact dates TBA) vice Oct-Nov. The Special Operations Assaulter Course (SOAC) will also now be held from Sep to Jun of the following year. The first spring selection serial will be held in Apr-May 2010. More details on Assaulter and Coxswain selection to follow.

PART V - PROMOTIONS - DECORATIONS - RELEASES - TRANSFERS

25. PROMOTIONS

Nil

26. DECORATIONS

MCpl De Bartok – Sacrifice Medal
MCpl Kurelo – Sacrifice Medal

27. AWARDS

Major St. Denis – CLS Commendation
Capt Stewart – TFK Commendation

28. RELEASES

Nil.

29. TRANSFERS/POSTINGS – IN

Nil

30. TRANSFERS – OUT

Nil

31. ATTACHED POSTED – IN

Sgt McCulley

32. ATTACHED POSTED – OUT

Nil

IN PACE PARATUS

J. M. Fotheringham
Lieutenant-Colonel
Commanding Officer