

Regional Cadet Support Unit (NW)  
PO 17000 Stn Forces  
Winnipeg Box, MB R3J 3Y5

1085-3-5 (J5 Plans NCM (CAF Famil))

**23** Oct 17

Distr List

**WARNING ORDER –  
YEAR 5 WORKSHOPS 2017**

Refs: A. A-CR-CCP-605/Pg-001 Qualification Standard and Plan for Year 5  
B. CATO 34-07 – Sea Cadet Training Program  
C. CATO 40-01 – Army Cadet Program Outline  
D. CATO 51-01 – Air Cadet Program Outline

**SITUATION**

1. IAW ref A, there is a requirement for RCSUs to provide a Professional Development Workshop (PDW) for all Year 5 Cadets in order to complete PO 513. The Year 5 Program can be conducted over one or more years of training and is designed to extend the cadet's knowledge through to the end of their involvement in the program.

**MISSION**

2. To fulfill this requirement, RCSU (NW) will conduct one weekend PDWs by Areas. Eligible Year 5 Cadets will participate in activities at designated locations from 9-10 Dec 17.

**ADMINISTRATIVE INSTRUCTIONS**

3. This activity will take place in three phase as follows:
- a. Phase 1 – Preparation:
    - (1) determination of logistical requirements;
    - (2) booking of rations, quarters, equipment, transportation;
    - (3) identification of personnel attending; and
    - (4) preparation of requisite pay and travel documentation;

- b. Phase 2 – Conduct of the activity:
    - (1) RV to draw equipment;
    - (2) participate in activity; and
    - (3) return of equipment; and
  - c. Phase 3 – Post activity:
    - (1) RTU staff and cadets;
    - (2) Post admin and after action reporting; and
    - (3) Process pay and claims.
5. Application instructions for cadets are as follows:
- a. only cadets currently registered in Year 5 of their local program and who have not already taken a Year 5 PDW are eligible to attend;
  - b. cadet corps must ensure that the cadets registered are eligible for participation. Cadets who are not eligible will be removed and not permitted to attend the workshop;
  - c. cadet applications (in fortress):
    - (1) deadline for applications is 3 Nov 17, late applications will not be entertained due to the effect on planning and contracting arrangements;
    - (2) nominee name changes may be accepted up until 2 weeks prior to the activity based on individual requests;
    - (3) thorough review of each cadet's eligibility and participation limitations as well as confirmation of availability of all cadets availability to attend PWD; and
    - (4) corps shall submit applications under "Summer Training and Activities by Selection" using the following serials:
      - (a) 17WS501 - Calgary;
      - (b) 17WS502 - Edmonton;
      - (c) 17WS503 - Saskatoon; and

(d) 17WS504 - Winnipeg.

6. Application instructions for adult staff position are as follows:
- a. send the following by email to their designated area using contact info in para 10 below by NLT 3 Nov 17: SN, rank, surname, given name, contact email, contact phone number, preferred activity location, and priority preference for desired positions;
  - b. the following are staff positions (rank may be less but no higher than those expressed below) that are available (exact number per activity location will vary based on number of competitors):
    - (1) 1 x Captain - OPI (1 day pay for preparation, 0.5 days pay for set-up, and 3 days pay for weekend);
    - (2) 1 x Captain – Sn Facilitator (1 day pay for preparation, and 3 days pay for weekend);
    - (3) Up to 1-5 x Captains - Facilitators (1 day pay for preparation, and 3 days pay for weekend);
    - (4) 1-4 x 2nd Lieutenant/ Lt Night Supervisor- (3 days pay for weekend);
    - (5) 1-4 Pte-Sgt –Driver/escort – ( 3 days pay); and
    - (6) Sr Cadets can be used to supplement supervision if required;
  - c. each activity shall not exceed allocated days wage envelopes provided to Area OICs;
  - d. these positions are tri-service and applications from all three elements are welcome; and
  - e. RCSU (NW) has identified CIC officers with the skill sets required to deliver these PDWs; however, there may be opportunities for additional officers to become involved. If members are interested in staffing these workshops send an email indicating this per paragraph 10 below.
7. Documentation. Documentation regarding this activity is as follows:
- a. J3 Area OICs to:
    - (1) coordinate population of Travel Plans with themselves as recommended and CO RSCU (NW) as approving authority;

- (2) coordinate population of Class A Activity Hire Request Spreadsheet;
  - (3) coordinate population of Route Letters with J35 D Chief Trg O as Sec 32 and J5 Plans NCM (CAF Famil) as Sec 34; and
  - (4) advise J8 Fin Svc Admin (Travel & Claims) of the location of the spreadsheet on the common drive when the spreadsheet is complete for J8's action regarding TPs and ITAs; and
- b. J8 Fin Svcs Admin (Travel & Claims):
- (1) populate ITAs with J3 Area OIC in the Recommend and Sec 32 blocks, and J35 Chief Trg O in the Travel Authority block.
8. After Action Reporting (AAR). AAR timeline will be as fol:
- a. staff will provide Activity OPIs feedback NLT the end of each activity;
  - b. Activity OPIs will consolidate feedback from their staff and provide report to J5 Plans NCM (CAF Famil) NLT one (1) week following the activity; and
  - c. J5 Plans NCM (CAF Famil) will collaborate and provide recommendations to the COC through J35 D Chief Trg O NLT 30 days following the last activity.

## SERVICE SUPPORT

9. Service support is as follows:
- a. Activity Support Requests (ASRs). ASRs will be written to ensure all support requirements of the activity are identified and will be issued by J3 Area OICs NLT 30 days prior to the activity;
  - b. Equipment. J4 will be responsible for providing all required technical equipment IAW the ASRs;
  - c. Rations. J4 will be responsible for booking rations for each activity location IAW the ASRs;
  - d. Transport. J4 will be responsible for all transport requirements will be IAW ASRs;
  - e. Pay. Staff hired in support of activities will receive wages IAW para 6 above; and
  - f. Finance. Financial Plan is at Annex A.

8. Public Affairs. J3 Area OICs will liaise with the PAO to develop a public relations plan for the activity.

9. Operation Orders. Will be issued by J3 Area OICs NLT 30 days prior to the activity.

#### COMMAND AND SIGNALS

10. J3 Area OIC's will appoint an OPI for each area activity. Contact info as fol:

- a. Calgary: NorthwestCalgaryArea@forces.gc.ca;
- b. Edmonton: NorthwestEdmontonArea@forces.gc.ca;
- c. Saskatchewan: NorthwestSaskatoonArea@forces.gc.ca; and
- d. Manitoba: NorthwestWinnipegArea@forces.gc.ca.

E.D. McLean  
Major  
J35 D Chief Trg O

Annex A Financial Plan - Year 5 Workshops 2017

Distr List

Action

All RCSU (NW) Corps and Squadron Commanding Officers

J1 Admin O

J3 All Area OICs

J35 OIC Rgn Trg

J4 Tech Svcs O

J8 Compt

RCMLO

PAO

Info

CO

J35 Chief Trg O

J35 D Chief Trg O

**FINANCIAL INSTRUCTIONS –YEAR 5 WORKSHOPS 20017**

1. **Financial Plan.** Pre-commitment and commitment instructions will be issued separately. Below find the financial plan:

Amount	Text	GL
	<b>Calgary</b>	
12,000	17WS501 - Class A Pay	1137
1,075	17WS501 - PILL	1223
750	17WS501 - Military Travel	2106
13,250	17WS501 - Food Svcs Contracts	4604
3,900	17WS501 - Passenger Vehicles	5801
3,500	17WS501 - Accom	5201
750	17WS501 - Gasoline	7217
5100	17WS501 - Training Equipment	7305
	<b>Edmonton</b>	
12,000	17WS502 - Class A Pay	1137
1,075	17WS502 - PILL	1223
1,500	17WS502 - Military Travel	2106
22,700	17WS502 - Cadet Travel	2136
15,800	17WS502 - Food Svcs Contracts	4604
3,900	17WS502 - Passenger Vehicles	5801
4,200	17WS502 - Accom	5201
750	17WS502 - Gasoline	7217
5,400	17WS502 - Training Equipment	7305
	<b>Saskatoon</b>	
12,000	17WS503 - Class A Pay	1137
1,075	17WS503 - PILL	1223
750	17WS503 - Military Travel	2106
11,200	17WS503 - Food Svcs Contracts	4604
6,200	17WS503 - Passenger Vehicles	5801
4,000	17WS503 - Accom	5201
1,000	17WS503 - Gasoline	7217
3,700	17WS503 - Training Equipment	7305
	<b>Winnipeg</b>	
12,000	17WS504 - Class A Pay	1137
1,075	17WS504 - PILL	1223
2,400	17WS504 - Military Travel	2106
58,300	17WS504 - Cadet Travel	2136
900	17WS504 - Food Svcs Contracts	4604
6,100	17WS204 - Accommodations	5201
4,000	17WS504 - Vehicles	5801
750	17WS504 - Gasoline	7217
6,100	17WS504 - Training Equipment	7305
17,800	17WS504 - CAF Rations	12401