

E-Circular
January 26, 2017

Message from the Commander

This week there has been a lot of focus on fitness – both physically and mentally.

Yesterday was Bell “Let’s Talk” Day, which encouraged all Canadians to talk about mental health and help reduce the stigma that surrounds it. I know in the last E-Circular I talked about this initiative and mental health. This is an important issue, worth bringing up again. So, I want to encourage everyone to continue those conversations that were started yesterday and to keep looking out for your fellow soldiers and loved ones.

On the more physical side, we’ve had Exercise STRONG CONTENDER 17 take place this week as well. Upwards of 1,000 athletes from different units have been competing in a variety of sports since the beginning of this week. STRONG CONTENDER presents a great opportunity to foster teamwork, improve our physical fitness, have fun, and get a little competitive with other units.

I know it’s still early in the year, but I hope we can all keep up this momentum to better our physical and mental health all year long. After all, maintaining whole-body health is one of the keys to preventing injuries, whether acute or chronic.

Col S.M. Lacroix
Commander, 3 CDSG

In This E-Circular...

- Soldier On Archery Camp – Call for Nominations
- Edmonton Education Fair
- Health Promotion
- Ill & Injured Programs and Guidance for Supervisors and Administrative Staff
- IPSC Edmonton Medical Release Planning & Info Session
- Military Family Resource Centre
- Learning and Career Centre
- Quarterly Vendor Special Offers

Follow 3 CDSB Edmonton on Social Media!

3 CDSB is on social media! We have re-launched our social media platforms and will continue to keep them up to date with the latest and greatest info as well as respond to questions, queries and concerns.

Facebook: 3rd Canadian Division Support Base Edmonton

Twitter: PAO @3_cdsb (general base account)
Comd @3csdgComd (Commander account)

Soldier On Archery Camp 2017 – Call for Nominations

The Alberta Region of Soldier On will be conducting a three day Archery camp at Wyld Archery in Edmonton, AB. All sessions will be 1.5 hrs in duration and all required instruction and equipment will be provided. All applications must be received by the 15th of March, 2017.

Ill/injured members will be introduced over 3 sessions to the basics of Archery with instruction and guidance provided by the service provider staff. This activity will bring together both serving and retired ill/injured CAF members, allowing participants to connect through peer support, encouragement and the endorsement of a healthy and active lifestyle. It also promotes breathing, concentration and strength.

Timings

3rd of April 17 – 1030 to 1200hrs

4th of April 17 – 1030 to 1200hrs

6th of April 17 – 1030 to 1200hrs

Minimum eligibility criteria:

- a. Any serving member or veteran of the Canadian Armed Forces (CAF) that is residing within the Edmonton Capital Region, who acquired a permanent physical or mental health illness or injury while enrolled as a member of the CAF; whether attributable or not to service.
- b. All participants must obtain medical clearance from authorized medical personnel to attend. This applies to both serving members and veterans.

For any questions, queries or concerns please contact the Soldier On Regional Co-ordinator at local 3004.

Edmonton Education Fair: 14 March 2017

The Base Personnel Selection Office will convene an Education Fair. Soldiers, and their families, will have an opportunity to engage local and online institutions to learn more about high school upgrading; college certificate and diploma programs; and university programs at the baccalaureate and post-graduate level. Other key stakeholders such as the Official Languages, Base Personnel Selection Office, and the Learning and Career Centre will be available to provide information on their services.

Date and Time:

0900 – 1600 hrs, 14 March 2017

Location:

Field House, Base Gym, CFB Edmonton.

Registration:

No prior registration is required. Please feel free to show up anytime between 0900-1530 hrs and register at the door.

Base Personnel Selection Office Contact Information:

Capt Steve MacKillop

CSN: 528-5879
Tel: (780) 973-4011 local 5879
Fax: (780) 973-1620
E-Mail: Stephen.mackillop@forces.gc.ca

BPSO Physical Address

Bldg 407B Korea Rd Second Floor (Lecture Training Facility) Room S210a

Health Promotion

All HP courses are open & free to all CAF members, retired members, DND & NPF employees and family members. Minimum numbers must be reached prior to registration deadlines. We require rank, name, SN, unit and a personal email address if member does not have regular access to DWAN email.

Health Promotion is located in Bldg 161 room 29.

Register by calling local 6146 or emailing healthpromotionedmonton@forces.gc.ca

Upcoming Courses:

Weight Wellness – 6 February – 20 March - 6 Mondays – 0830-1130 hrs

Attend workshops with special topics on nutrition, physical activity, and behaviour modification. We will provide all handouts, work books and tools to put you on the right track for weight management. Includes one hour of customized physical activity to meet everyone's needs.

Mental Fitness & Suicide Awareness – 8 February 0830-1600 hrs

The Mental Fitness and Suicide Awareness (MFSA) course provides an easy-to-use ACE model (Ask, Care, Escort) that anyone can use to help someone who is experiencing distress, be it a colleague, friend or family member. MFSA training will prepare participants to promote mental fitness and to mitigate the incidence of mental health injuries, including deliberate self-harm and suicide, within the military community. COURSE CODED.

Stress: Take Charge – 14 & 15 February – 0830-1600 hrs

This interactive program offers an effective; skills-based approach to managing stress. Through self-awareness, behaviour change and skill building, participants will examine day to day stress and experience the benefits of a health stress management response.

Alcohol, Other Drugs and Gambling – 21 & 22 February – 0830-1600 hrs

All Military supervisors are required to take this course at some point during their career. Helps supervisors recognize signs and symptoms of alcohol, drug and gambling misuse/abuse and the procedures to effectively deal with such incidences. Required course for All Military members MCpl and above. COURSE CODED.

III & Injured Programs and Guidance for Supervisors and Administrative Staff

IPSC Edmonton holds information sessions for supervisors of all ranks and all unit administrative staff on the topics listed below on an approximately biweekly basis on Thursdays 0800-1200 hrs. Pre-registration is required.

Location: Bldg 201, Rm 205 IPSC Edmonton (beside Officers' Mess)

Registration:

-via email +IPSC Edmonton Svcs Sect@IPSC Edmonton@Edmonton

-via telephone (780) 973-4011 ext. 2520

JPSU Comprehensive Brief

- ~15 minutes

- JPSU Organization & Responsibilities

CAF Return to Duty Program

- ~30 minutes
- Principles, Objectives and Philosophy of RTD
- Legislation
- Stakeholders and responsibilities
- RTD Framework

Administrative Review/Medical Employment Limitations Brief

- ~1 hour
- Universality of Service (U of S)
- Low risk to breach U of S / High risk to breach U of S
- AR/MEL Advisory Message & AR/MEL Disclosure Package
- Member's Representation

Vocational Rehabilitation Program for Serving Members (VRPSM) – Detailed

- ~90 minutes
- Eligibility
- Medical Release Benefits
- Funding
- Rules & Considerations
- Supporting Documentation
- The VRPSM Application Form

Postings to JPSU

- ~15 minutes
- Criteria
- Benefits
- Documents and Administrative Process

Critical Injury & Disability Benefits from Veterans Affairs Canada

- ~30 minutes
- Overview of Critical Injury Benefit
- Overview of Disability Benefits
- Application process
- Disability Entitlement
- Approvals & denials

IPSC Edmonton Medial Release Planning & Information Session

WHO?

A comprehensive and informative session for CAF members who have an injury or illness that may potentially lead to a medical release.

WHAT?

The following will be covered in DETAIL:

- Services and support available including our Partner Organizations
- Detailed overview of the Administrative Review Medical Employment Limitations (AR/MEL) process, timelines and responsibilities
- Benefits & programs available to CAF members who are being medically released
- Review of the Vocational Rehabilitation Program for Serving Members (VRPSM)
- Review of the benefits and supports available to members after a 3b release from the CAF
- You will be assigned a Services Coordinator from IPSC Edmonton to assist you through the med release process

WHEN?

Sessions are held usually bi-weekly on Tuesdays 1300 – 1600 hrs

WHERE?

IPSC Edmonton (Bldg 201 beside Officer's Mess), Top Floor Room 205

HOW?

Pre-registration is required

Email: +IPSC Edmonton Svcs Sect@IPSC Edmonton@Edmonton

Phone: (780) 973-4011 extn 2520

Spouses/partners are very welcome and must be registered as well due to limited seating

Co-presented with Nurse Case Management, 1 Fd Amb Clinic

Military Family Resource Centre (MFRC)

Register for MFRC Programs by calling (780) 973-4011 ext. 6300

Community Coffee | Jan 27 | 9:00 – 11:30 am | MFRC

Whether you are new to the Garrison or have been here forever, we invite you to join us on the last Friday of the month for complimentary coffee and timbits from our local Tim Hortons. Get to know MFRC staff and make some new friendships.

Daddy and Me | Drop-in, Saturdays, Jan. 28 to Feb. 4 | 10:00 – 11:00 am | MFRC

Ages: Birth to 12 months of age

The MFRC has partnered with the Centre for Family Literacy to provide this very special program which is available to military and civilian dads. We will explore a variety of books for this age group, have fun playing and learning together as well as receive free books to take home and share with your baby. Snacks provided. Siblings are welcome.

Francophone Family Movie Night | Feb. 3 | 6:00 - 8:00 pm | \$5.00 per family | MFRC

Join us and watch Storks in French while enjoying pizza, refreshments and popcorn! Defence Team members, employees and families can register by the Wednesday of the same week.

Kids4Cameras Information Night | February 7 | 6:00 - 7:30 pm | MFRC

Ages: youth ages 11-15 years and their parents/guardians

The MFRC has partnered with Kids4Cameras (a non-profit that works with youth across the City of Edmonton) to engage youth with the power of photography. We are holding an information session on this initiative for youth and their parents. Find out more about how youth will learn to tell their stories and express themselves through photography.

Find out more www.cafconnection.ca/Edmonton/Home.aspx

Learning and Career Centre

Register for these upcoming sessions through your unit Training Coordinator.

Performance Management Workshop for Managers and Supervisors

1 February 2017 | 08:00-16:00 (Classroom)
HRMS=302231 | Session #0306

This 1 day workshop provides managers and supervisors of civilian employees with the knowledge required to effectively manage the performance of their employees.

Info Session on Performance Management for Managers/Supervisors
(Focus on Year End Assessment) VIRTUAL

2 February 2017 | 09:00-11:00
HRMS= 302291 | Session #0060

This 2 hour briefing will help managers/supervisors of civilian employees focus on Year-End Performance Agreement Assessments.

Performance Management
Workshop for Employees VIRTUAL

7 February 2017 | 09:00-12:00
HRMS=302240 Session #0207

This 3 hour Info Session will provide employees with an overview of the new Performance Management Program for Employees.

Writing Skills 2

14-15 February 2017 | 08:00-16:00
HRMS=300099 | Session #0068

This course introduces participants to a structured writing process to plan, organize, draft, edit and revise business documents such as letters and memos.

Quarterly Vendor Special Offers

Edmonton International Airport

Edmonton International Airport (EIA) values your business. As a special corporate partner, EIA rewards provides special benefits just for you. EIA rewards is a complimentary program to make your Edmonton travel experience exceptional!

REWARDS YOU'LL LOVE – FLIGHTS, PREMIUM WI-FI, PLUS MORE!

You'll be automatically entered to win one of the monthly prizes, including:

- Complimentary flights to one of EIA's amazing non-stop destinations
- EIA bucks for shopping and dining
- EIA or jetSet parking

Enjoy monthly discounts for shopping and dining including our standard offers of:

- 25% off regular rates at the Plaza Premium Lounge
- Save the service charge at International Currency Exchange
- Complimentary premium Wi-Fi in terminal (five times the speed and unlimited time)

PLUS, business members can enjoy these EXCLUSIVE guaranteed parking benefits:*

- 30% off jetSet youPark
- 15% off jetSet wePark, ValuePark, and Easy Parkade

There is no catch – EIA rewards is completely complimentary and you can opt out at any time (but we think you're going to like it). Discounts apply for both business and personal travel.

Sign up here:

<https://booking.flyeia.com/flyeiacustreg/edmonton/CASRegistration.aspx>

Blooming Bliss Photography

At Blooming Bliss Photography we specialize in Maternity, Newborn, and Milestone portrait sessions.

Located in the heart of St. Albert, we create pure, natural and timeless memories for your family.

We are pleased to offer 25% off on session fees for all military personnel and their family.

For more information contact us at:

www.BloomingBlissPhotography.com

info@BloomingBlissPhotography.com

Facebook: Blooming Bliss Photography by Emilie Charlebois

780-667-0978

There are moments in our lives that last a few seconds, but will mark out heart forever! Capturing your baby's debut in this world, through the eye of a professional photographer, will make those moments last forever.

The Little Alteration Shop

NEW at the Edmonton Garrison Canex Mall!

Seamstress with 20 plus years' experience! Please come visit us at the Canex Mall for all your alteration needs, including, but not limited to, the following:

Pants | Shirts | Dresses | Uniforms | Leather | Mounting Medals | Eco Friendly Dry cleaning | Upholstery and curtains etc.

During the month of February, get 10% off on any cleaning for military uniforms!

Fast, friendly and efficient service that you can count on.

Hours of operation:

Monday-Wednesday & Friday 9:00 a.m. to 3:00 p.m.

Thursdays: 9:00 a.m. – 5:00 p.m.

Closed Saturday, Sunday and all Statutory Holidays.

CANEX MALL

Unit 6 Bldg. 299

Tel: 780-574-1862

Guidelines for Internal Communications Tools

E-Circular

If you have something you want covered in the next E-Circular, send your submission to 3cdsgcecircular@gmail.com. The E-Circular will be sent out at the beginning and mid-month; submissions are due no later than noon on the Wed before the E-Circular send date. This is a hard deadline – the email address provides an auto-response to confirm delivery. Anything received after deadline will go in the next E-Circular. This must have your CoC approval.

Requirements for submissions are as follows:

- Submissions must be sent in Word document format; no PDFs or Excel documents will be taken.
- Each submission must have a point of contact, or it will not be run in the E-Circular.
- Submissions should be no longer than 300 words and include all important information (i.e.: who, what, where, and when).
- Images will not be accepted. In addition, submissions will be formatted to properly fit the E-Circular format – minor adjustments may be made (e.g. font, formatting, alignment, etc.).
- Amendments to E-Circular submissions will not be accepted past the submission deadline.

Base-wide emails

No base-wide email will be sent without approval from the Comd. This method of communication will be used for urgent, unforeseen or short-notice events. All other items will be put in the next available E-Circular.

Western Sentinel

Submissions to armywesternsentinel@gmail.com - all other info (deadlines, etc.) can be found inside the front page of the current Sentinel

Electronic Signs

Anything for the electronic sign must have chain-of-command approval and be less than 3 lines at 18 characters each – so the entire message must be less than 54 characters. Submissions must have subject line “Electronic Sign” and be sent to 3cdsgcecircular@gmail.com. Please include requested run dates along with your message. * When considering run dates, please note: electronic signs will run for no longer than a month.*