

**E-Circular**  
**January 12, 2017**

## **Message from the Commander**

Happy New Year and welcome back! I hope you all enjoyed your leave and got some rest over the holidays.

Where there's a New Year, there are new resolutions. Many of us reflect on our lives and resolve to do something – quit smoking, get in shape, save some money (sound familiar?). Whatever your resolutions may be, this week is said to be one of the toughest to keep those resolutions, so stay strong! If you're still having trouble getting back into routine after the holiday 'binge', remember that the MFRC, PSP, and Health Promotion are great resources to help you get back on track and reach your goals.

Mother Nature has graced us with her presence this week with a harsh reminder that we're "back at it!" The roads haven't been pretty, so remember to take it slow and leave room to ensure everyone arrives to their destinations safe.

Finally, at the end of this month, all across Canada, we will be observing Bell Canada's "Let's Talk" Day on January 25. This initiative is a great reminder that if you're feeling overwhelmed, out of control, or need someone to talk to, reach out and get the help you need. Mental illness is not a weakness, and talking about it is one step to help remove that stigma. Losing someone because they felt hopeless is a tragedy; sometimes a quick check can make all the difference. Make an effort to check in with friends and loved ones, and look for that person who has your six. Take care of each other, and yourselves.

Col S.M. Lacroix  
Commander, 3 CDSG

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## **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: 3<sup>rd</sup> Canadian Division Support Base Edmonton

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

## **New! Quarterly Vendor Offers in the E-Circular**

Some of you may remember that in November, prior to Veteran's Week, the E-Circular includes special offers for members, offered by third-party vendors. This year, we are expanding that special exception into quarterly vendor offers.

In four special E-Circulars, we will be allowing businesses to submit a short submission on their special offers for CAF members. Any/all third-party offers/discounts will only be included in the following four issues of the E-Circular:

- January 26 (deadline January 25 by noon)
- April 20 (deadline April 19 by noon)
- July 27 (deadline July 26 by noon)
- November 2 (deadline November 1 by noon)

This opportunity is only for businesses to spread the word about the offers they have for CAF members. Offers from direct-home sales/multi-level marketing businesses will not be included.

As per regular guidelines, no third-party offers will be included in the remaining E-Circular dates for 2017.

Submissions for vendor offers or questions can be sent to [3cdsgecircular@gmail.com](mailto:3cdsgecircular@gmail.com).

The special quarterly offers will also be posted to the base Facebook page, so be sure to like the 3<sup>rd</sup> Canadian Division Support Base Edmonton page for updates!

## **Ex STRONG CONTENDER**

Are You A Contender?

From January 23<sup>rd</sup> –27<sup>th</sup>, 2017, the annual 1 CMBG athletics competition known as Ex STRONG CONTENDER will be held at the Edmonton Garrison, where athletes will get a chance to battle it out amongst their peers and prove that they are indeed "CONTENDERS."

Ex STRONG CONTENDER promotes friendly competition and esprit de corps through a variety of sports. Perhaps just as importantly, it also enables Units to continue storied and highly contested rivalries. This year, teams from all 1 CMBG major and minor units will field teams and compete in Ball Hockey, Basketball, Curling, Ice Hockey, Indoor Soccer, Tactical Athletics, Volleyball, and Powerlifting.

If you are interested in participating, speak with your Unit's STRONG CONTENDER OPI or to follow the results and imagery online visit [www.facebook.com/1CMBG](http://www.facebook.com/1CMBG)

## **DND's Employee Assistance Program (EAP) – Reminder of Announcement of Referral Agents**

DND's EAP is a voluntary, confidential, short-term, and solution-focused service that is jointly sponsored by union and management since 1982. Services are available to civilian employees and eligible family members who are experiencing personal or professional difficulties that may have an adverse effect on their personal well-being and/or work performance.

Three trained Referral Agents (RAs) are available during working hours at Edmonton, and Health Canada Mental Health Professionals remain available 24/7 via 1-800-268-7708 (**1-800-567-5803** for the hearing impaired). Should you wish updated EAP posters, brochures, and/or an info session, please contact one of our local RAs or visit <http://hrciv-rhciv.mil.ca>.

## **CANSOFCOM Recruiting Campaign: Edmonton**

In 2017, the Canadian Special Operations Forces Command (CANSOFCOM) will conduct a Recruiting Campaign across Canada, visiting various Bases, Wings and Reserve Brigades. CANSOFCOM will deliver presentations at CFB Edmonton on the following date and times:

CFB Edmonton – 02 February 2017, 1330hrs and 1830hrs – Location: LTF Theatre

The aim of the presentations are to educate CAF Regular Force and Reserve Force members about:

- What CANSOFCOM is, how they operate, and what they do;
- The different CANSOFCOM units and the employment opportunities within them:
  - JTF2 – Special Operations Assaulters & Coxswains, Specialists and Supporters;
  - CSOR – Special Forces Operators, Specialists and Supporters;
  - CJIRU – CBRN Operators and Supporters;
  - 427 SOAS – Supporters;
  - CSOTC – Supporters; and
  - CANSOFCOM HQ – Supporters.
- The different application processes for how to apply.

This will also serve as an excellent opportunity for all levels of leadership to gain an understanding on how to best support members' applications throughout the process.

The presentation is open to all military personnel of any gender, rank or MOSID and their spouses; however, it is not open to the public. Military personnel must provide a valid CF ID card.

The briefings are approximately 30 minutes in length followed by a question period.

For further questions, please email: [Nicole.Bach@forces.gc.ca](mailto:Nicole.Bach@forces.gc.ca)

## **Phoenix: Out of Pocket Expenses**

Submit a claim for out-of-pocket expenses related to Phoenix pay issues

[A new process](#) has been established to ensure that employees who have incurred financial or out-of-pocket expenses because Phoenix pay issues are reimbursed in a timely manner. For example, employees are eligible to claim non-sufficient funds (NSF), financial penalty charges and interest charges from missed or late payments. For DND, claims will be processed centrally, and once approved, reimbursements will be made by the local cashier. The following link provides current and former employees with all the [required forms](#) required to process their claim, along with a checklist.

If you have incurred financial expenses as a result of the implementation of the Phoenix pay system, fill in all [required forms](#) and submit them with your receipts to your local comptroller or orderly room.

If you have additional questions or need help on how to fill out the claim, please contact our [Departmental Claim Authority](#).

Other specific Phoenix related information pertaining to employees and managers is also available on the [ADM\(HR-Civ\) intranet](#)

## **Prince's Operation Entrepreneur Workshop**

Want to run your own business? Need some help getting started?

Find out about entrepreneurship at a free one-day workshop designed for military members, veterans, reservists and spouses.

- Understand how military skills can be transferred to business ownership
- Learn how to evaluate business ideas
- Understand components of business planning like marketing and cash flow
- Find out how to access free resources in your community and online
- Network with other entrepreneurs

Next Workshop: Edmonton, AB

WHEN

Thursday, February 9<sup>th</sup>, 2017  
09:00 – 16:00

WHERE

Edmonton Garrison Military Family Resource Centre

REGISTER ONLINE: [princesoperationentrepreneur.ca](http://princesoperationentrepreneur.ca)

Since 2012, POE has provided education, tools, resources and networks to the military community so they can start and grow their own businesses. For more information email [poe@princescharities.ca](mailto:poe@princescharities.ca)

## **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](mailto:healthpromotionedmonton@forces.gc.ca)

Unit Briefings: - Do you want your unit to learn more about Nutrition, Injury Prevention, Mental Fitness, Stress? If so contact Health Promotion and we can customize a briefing for you from 45 mins to a full day.

Safety Belts: We still have a supply of reflective safety belts available FREE for CAF members. Please don't let an accident happen because of exercising in low light conditions. Be safe, be seen.

Weight Wellness – 6 Mondays – 0830-1130 hrs

In the Weight Wellness Lifestyle program you will 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

All participants must complete a Par Q questionnaire on their health which will allow the specialists to modify the program to meet everyone's needs.

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

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.

### **Soldier On Regional Hiking Camp: Vancouver Island, BC – 30 Apr-06 May 2017**

Soldier On will be holding the Western Regional Hiking Camp from April 30-May 6, 2017, on the Juan de Fuca trail on Vancouver Island, British Columbia. This activity is for both serving and Veteran physical and/or mental health ill/injured members to use sport as part of their recovery, rehabilitation, and reintegration. Ill/injured members will conduct a series of hikes on Vancouver Island Trailhead to the various campsites on a well-established trail system. All transportation and guiding fees for this event are paid for by the Soldier On Fund.

#### Itinerary:

- 30 April 2017: Travel Day
- 01 May: Botanical Beach to Payazant Creek (7 km)
- 02 May: Payzant Creek to Sombrio Beach (11 km)
- 03 May: Sombrio Beach to Chin Beach (8 km)
- 04 May: Chin Beach to Bear Beach (11 km)
- 05 May: Bear Beach to China Beach (10 km)
- 06 May: Return Travel Day

Nomination deadline is 8 March 2017

Note: Chain of Command and possible doctor's recommendation will be required as part of the application for serving members, For retired members the doctor's recommendation is required.

For any questions or queries, please contact the Soldier On Western Region Co-ordinator at ext. 3004

### **Preventive Medicine Cold Weather Prevention**

“SOLDIER LOSES TOES TO FROSTBITE”

Don't be a casualty; check out – Prevention of Cold Stress Injuries, 1 Oct 2016 – 31 Mar 2017.

(<http://3div.army.mil.ca/1ASG/1FDAMB/PMed/Forms/Grouped.aspx?RootFolder=%2F1ASG%2F1FDAMB%2FPMed%2FEnvironmental%20Stress%2FCold%20Stress&InitialTabId= Ribbon%2EDocument&VisibilityContext=WSSTabPersistence>).

For more information or to schedule a cold weather brief please contact Preventive Medicine at +Edm Pmed @ 1Fd Amb @ Edmonton or MS Carrier at ext. 2682.

## **Permethrin Treatment of Combat Uniforms**

Effective immediately, Preventive Medicine Technicians have allocated a fixed timing every Friday morning from 0930-1130 hrs for individuals or small groups (5 or less) to conduct permethrin treatment of combat uniforms. Deploying members would bring their uniforms to the 1 Fd Amb PMed Lab in Bldg 175 at the aforementioned weekly time.

It is acknowledged that there will be exceptions, e.g. "last minute" deployments and PMed Svcs will accommodate as needed, but it should be emphasized that the new proposed time be respected unless there are extenuating circumstances.

If a unit is seeking a large group permethrin treatment parade, please contact the +1 Fd Amb Ops & Trg@1 Fd Amb@Edmonton to coordinate a time to best suit the deploying unit's schedule.

Any queries regarding this new timing every Fridays may be directed to the PMed office at +Edm Pmed @ 1Fd Amb @ Edmonton or MS Carrier at ext. 2682.

## **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 extn 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 Medical 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 ext. 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

## **CAFconnection.ca**

The MFRC (familyforce.ca) and PSP (CFgateway.ca) websites have been converged to offer you a more effective way of finding programs, services, and resources offered at the Edmonton Garrison.

Programs and services can be found in the categories under “Adult” or “Children and Teens.” Facility information, including contact numbers and hours of operations, can be found under “Facilities.” “In my Community” is where you will find information if you are posted to Edmonton or looking for discounts, employment, volunteer opportunities, clubs, groups, shops & services. Under “Contact Us,” you will find phone numbers, email addresses, social media pages, as well as information on sponsorship or donation.

Some web content is in the process of being translated, we apologize for any delay. If you are having any difficulty finding information, please let us know by emailing [information@mfrcedmonton.com](mailto:information@mfrcedmonton.com) or call the MFRC front reception (780) 973-4011 ext. 6300.

## **Military Family Resource Centre (MFRC)**

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

Financial Planning for Retirement | January 23 | 6:00 – 8:00 pm | MFRC

Are you preparing for an eventual medical release? Will you and your family be ready for the transition to civilian life? Tricia French (SISIP) will present a workshop on financial planning for retirement. The workshop will highlight the importance of long-term budgeting, as well as understanding finances in a post-military life. This workshop is open to CAF members, and their spouses, who are in the process of preparing for a medical release and who would like information on how to be well-prepared for this significant transition. Register by Jan. 16. Childcare is available upon registration.

What you need to know, before they go. | Jan. 31 | 6:00 – 8:00 pm | MFRC

If you are interested in learning more about preparing for your partner’s military training or extended absence, join Catherine Christensen of Valour Law to discuss the type of paperwork you should have to protect your family and loved ones while they are away including; Power of Attorney, Temporary Guardianship, Will, Personal Directive and more. Families currently experiencing a deployment are also welcome. Childcare may be available upon registration.

Please note that any opinions presented during these sessions are those of Valour Law and do not represent the MFRC. Register by Jan. 27.

Take it Easy | Jan. 13 girls and Jan. 20 boys | 5:30 – 7:00 pm | MFRC

Ages: 9-12 years

This youth program will focus on self-esteem issues, developing social and emotional skills, understanding the role of media, developing conflict resolution skills, improving the ability to make decisions and developing positive relationships with peers and adults. This program was designed by the Boys and Girls Club of Canada.

Find out more [www.cafconnection.ca/Edmonton/Home.aspx](http://www.cafconnection.ca/Edmonton/Home.aspx)

## **Community Recreation**

January Membership Promotion: Receive 2 WEM Mini Choice passes when you sign up for a Continuous Inclusive Membership

Family Day 2017

Come to the Kingdom of the Edmonton Garrison Feb 20 11:00-3:00! See knights, court jesters, fencing competitions, bouncy castles, and more! Call 780-973-4011 ext. 4392

#### Winter Program Registration Now Open!

Register in a wide range of recreation programs for Winter! New programs this session: Photography, Pokémon Club, Child Drama, Dog Obedience, Arts, and Science. Call 780-973-4011 ext. 4392 or save \$5.00 if you register on-line at <http://bk.cfpsa.com/edmontonpub>

#### Photography Course

Learn how to take stellar photos, one snap at a time whether you have a camera or just a camera phone! Jan 29 1300-1600 Call 780-973-4011 ext. 4392 for info!

#### Pokémon Club:

It's your chance to assume the role of a Pokémon trainer and use your Pokémon to battle opponents! Open to new and advanced Pokémon trainers. Saturdays from 1200-1400 at the Library. Call 780-973-4011 ext. 4392

#### Bus Trip to Jasper in February:

We are heading to Jasper this February. This is a great opportunity to ski or snowboard at Marmot Basin! For more details call the Fitness Centre front desk at 780-973-4011 ext. 4392

Oilers Tickets are available to all current CAF members (including currently serving Regular & Reserve Forces personnel), DND Public Servants, and NPF, MFRC, DRDC, and DCC staff. Call Fitness Centre front desk 780-973-4011 ext. 4392!

Games still available:

31 Jan 17 - Wild  
14 Feb 17 - Coyotes  
7 Mar 17 - Islanders  
14 Mar - Stars  
20 Mar 17 - Kings  
28 Mar 17 - Kings  
30 Mar 17 - Sharks

Other Tickets Available: Oil Kings, Edmonton Eskimos, Canadian Finals Rode, Cineplex Odeon, Calgary Zoo, West Edmonton Mall Waterpark & WEM Choice Passes. Call the Fitness Centre Front Desk for details 780-973-4011 ext. 4392

## **Edmonton Garrison Climbing Club**

### Annual General Meeting

- The Club will be holding its Annual General Meeting on Sunday 29 January 2017 at the Garrison Climbing Wall from 1200 hrs to 1300 hrs (followed immediately by the regular Sunday open climbing session)
- Key objectives of the AGM are:
  - Budget presentation and approval for FY 17-18
  - Election of new Executive committee members
  - Solicit membership input regarding outdoor climbing excursions for 2017
- All 5 executive committee positions need to be voted on for the next year and at least 3 members of the executive committee will be stepping down. Prerequisites for positions are as follows:
  - President and Vice President positions - must be a serving Regular Force member
  - Secretary and Treasurer positions – can be a Regular Force or Reserve Force member
  - Chief Instructor – must be a CWA or ACMG qualified top-rope and lead instructor
- Anyone wishing to be nominated for one of the above 5 executive positions are to send their names, qualifications, and any other pertinent experience (climbing, NPF, etc) to the undersigned, NLT Monday 16 January 2017

- Non-members are welcome to attend the meeting but must be members to vote (single membership for the Jan-Mar timeframe is only \$9)

#### Facebook site

- Don't forget to join the Edmonton Garrison Climbing Club facebook site for the most up-to-date information on club activities, wall closures, etc.,
- The Facebook site is also a great venue to connect with other climbers, plan trips, and share information

#### Open Climbing Hours

- A reminder that open climbing takes place Tuesdays and Thursdays 1730-2030 hrs and Sundays 1300-1600 hrs

#### New Routes

- Lots of effort being put into setting new routes for the wall (5 new ones just went up in the last few weeks) and efforts will continue to try and keep the routes fresh. Come on out and get on them!!

Contact: [egcc.excc@gmail.com](mailto:egcc.excc@gmail.com) or [mike.rogers@forces.gc.ca](mailto:mike.rogers@forces.gc.ca)

### **Pool Closure Amendment**

The base gym pool is closed until further notice due to construction.

Our previous agreements with Fountain Park Recreation Centre in St. Albert and the Castledowns YMCA have been suspended. The Base Command Team has opted to alter the terms of their agreement with pools in the local area. We anticipate new agreements will be in place shortly. We apologize for the lapse of service in the interim; however, we expect to have improved service once the new agreements are in place. We appreciate your patience and understanding.

The base gym pool has a scheduled opening date of Summer 2017.

Please direct all further questions regarding the pools and aquatic programs to the Community Recreation Coordinator responsible at 780-973-4011 ext 4653 or [haley.kiryluk@forces.gc.ca](mailto:haley.kiryluk@forces.gc.ca).

### **Learning and Career Centre**

Register for these upcoming sessions through your unit Training Coordinator.

#### Pay Information Sessions For Employees (NEW!!!!)

24 Jan 2017 | 09:00-11:00  
HRMS= 302685 Session #0127 (Classroom Combined Session)

27 Feb 2017 | 09:30-11:00  
HRMS= 302850 Session #0176 (Virtual Session)

NOTE: Individual cases/issues will NOT be addressed at this session.

This session is a briefing providing general information to employees about the Phoenix pay system and the Pay Centre. It explains employees' roles and responsibilities in relation to employee pay and highlights support tools and training that are available.

#### Pay Information Sessions For Managers (NEW!!!!)

24 Jan 2017 | 09:00-11:30  
HRMS= 302850 Session #0027 (Classroom Combined Session)

28 Feb 2017 | 09:30-11:00  
HRMS= 302850 Session #0084 (Virtual Session)

Managers will learn about the Phoenix pay system and the Pay Centre. It explains managers' roles and responsibilities in relation to employee pay and highlights.

*NOTE: Individual cases/issues will NOT be addressed at this session.*

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

17 January 2017 | 09:00-11:00  
HRMS= 302291 | Session #0057

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

Performance Management  
Workshop for Employees

19 January 2017 | 09:00-12:00  
HRMS=302240 Session #0191

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

Harassment Prevention & Resolution for Employees

26 January 2017 | 08:30-16:00  
HRMS=300025 | Session #0802

This course introduces employees to the harmonized DND/CF Harassment Prevention and Resolution Policy and Guidelines. It will better prepare employees to prevent and resolve harassment.

\*\*\*Information on courses continuing in February to March 2017: [Learning and Career Centres or contact us at EdmLCC.CAC@forces.gc.ca](http://EdmLCC.CAC@forces.gc.ca) \*\*\*

## **Military Sports**

### 3 CDSB EDMONTON

#### Base Teams For Winter Season

<b>Sport</b>	<b>OPI</b>	<b>Practices</b>
Hockey (M)	WO Zebinski - HQ & Sigs	Thurs 2030-2200hrs / Sat 1915-2045hrs – B Rink
Hockey (W)	WO Haché - 1 Svc Bn	Mon 1900-2030hrs / Tues 1600-1715hrs - B Rink
Hockey (OT)	MCpl Dobson - LdSH(RC)	Mon 1600-1715hrs / Thurs 1600-

		1715hrs - B Rink
Basketball	WO Henry – 1 PPCLI	Tues 1630-1830hrs – Upper Gym
Volleyball (M)	Cpl Ward – 3 CDSG Sigs Sqn	Mon 1630-1830hrs – Upper Gym
Volleyball (W)	MCpl Mitchell – HQ & Sigs	Thurs – 1630-1830hrs – Upper Gym

### Accomplishments

We would like to recognise the following people on their outstanding efforts put forth during Prairie Regional Badminton Championships held at 15 Wing Moose Jaw, 04-08 Dec 2016:

MCpl Ku – Gold, Men’s Open  
 Capt Shih – Silver, Men’s Open  
 Cpl Bruyere – Silver, Senior Open  
 Sgt Woods – Gold, Master’s Open  
 MCpl Ripley – Silver, master’s Open  
 Cpl Ross – Gold, Women’s Open  
 Lt Nguyen – Silver, Women’s Open

We would like to recognise the following individual on their outstanding effort put forth during Prairie Regional Squash Championships held at 15 Wing Moose Jaw, 04-08 Dec 2016:

Capt Mahoney – Silver, Under 30

### Events

3 CDSB Edmonton will be hosting the 2017 Prairie Region Men’s & Old-Timers’ Hockey Championships from 30 Jan – 03 Feb 17.

Prairie Region Women’s Hockey Championships will also be hosted by 3 CDSB Edmonton from 06-09 Feb 2017.

Any members interested in volunteering to assist with the event in various capacities are asked to contact the Military Sports Department (contact info below).

Attn Swimmers: Prairie Regional Development Swim Camp will be held 13-17 Feb in Cold Lake. The intent of this swim camp is to develop skills and possibly acquire a time trial for Nationals. For more information please contact the Military Sports Dept.

Attn Women’s Basketball players: Prairie Regional Development Women’s Basketball Camp will be taking place in Edmonton, 21 – 24 Feb. For more information or to express interest in participating please contact the Military Sports Dept.

For any other Military Sports inquiries, please contact Alyson Hodgson at [alyson.hodgson2@forces.gc.ca](mailto:alyson.hodgson2@forces.gc.ca) (x4322 or 4206).

## **Guidelines for Internal Communications Tools**

### **E-Circular**

If you have something you want covered in the next E-Circular, send your submission to [3cdsgecircular@gmail.com](mailto:3cdsgecircular@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](mailto: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 [3cdsgecircular@gmail.com](mailto:3cdsgecircular@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.\*

**\*Note: Please do not reply to this e-mail. For inquiries refer to the point-of-contact or link for each event/message in the E-Circular. Thank you.\***