

**E-Circular
May 4, 2017**

Message from the Commander

May is here! Will it be hot? Will it be cold? Wet? Dry? Who knows?

The one thing we all know about living in Alberta is that you have to embrace what Mother Nature gives you. The trails and roads are snow free (finally) so it's a good time to dig that bike out of the garage, give it a tune up, and head out for a ride.

May is also host to Aboriginal Awareness week, a national effort to raise awareness of Indigenous peoples within Canada and the Public Service and honour the many Indigenous cultures in Canada, including Metis, Inuit and First Nations. The Edmonton Defence Aboriginal Advisory Group will be hosting an event as part of Aboriginal Awareness Week. Cultural displays and demonstrations with members from DND and the local communities will be part of this recognition of Canada's rich aboriginal culture.

Come out to the LTF on 23 May from 1100-1300 to take part in this great event on base.

Col S.M. Lacroix
Commander, 3 CDSG

In This E-Circular...

- Operation Honour Team Edmonton Drop-in Event
- Aboriginal Awareness Week 2017
- Eligible Out-of-Pocket Expenses – Phoenix Tax Advice
- Calgary Stampede Homegrown Heroes Night
- IPSC Mental Health Seminar
- Ill and Injured Programs and Guidance for Supervisors and Administrative Staff
- IPSC Edmonton Medical Release Planning & Information Session
- Edmonton SCAN Seminar
- Health Promotion
- Military Family Resource Centre (MFRC)
- Safety Management Course (SMC)
- HazMat Training (UHMC)
- Learning and Career Centre
- Newbie Triathlon Clinic: June 24 – August 12
- Edmonton Garrison Fitness Centre
- PSP Military Sports
- PSP Fitness

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)

Operation Honour Team Edmonton Drop-in Event

You are invited to join us at the OPERATION HONOUR TEAM'S EDMONTON DROP-IN EVENT.

Who: Anyone who is interested in Operation Honour, in preventing Harmful and Inappropriate Sexual Behaviour (HISB), in supporting victims of HISB, and in leading change within the CAF!

What: Just drop in and talk to folks who have the same interests; ask questions about the team and see how you can help!

Where: Edmonton Garrison Officers' Mess (EGOM)

When: Thursday 11 May 2017; drop-in anytime between 1400-1800hrs

Dress: As you wish (no jeans please)

We look forward to meeting folks from all walks of life who are passionate about this topic and wish to learn more about what the local Operation Honour Team is doing.

Aboriginal Awareness Week 2017

Aboriginal Awareness Week is a National event, designed to increase awareness of Indigenous peoples within Canada and the Public Service. It is a week to honor the Indigenous cultures in Canada. The Edmonton Defence Aboriginal Advisory Group (DAAG) will be hosting a recognition event on 23 May 1000-1300 to celebrate this week.

We invite everyone to come out for our recognition event of AAW 2017 to enjoy a morning celebrating Canada's rich cultures that helped to build the Nation we love today. There will be cultural demonstrations and displays with members of both our DND and local communities. For further information about AAW or the DAAG, please contact the OPI.

WHEN: 23 May 1100-1300

WHERE: Behind LTF (Bldg 407)

OPI: Capt Gillian Haxhiu
Gillian.Haxhiu@forces.gc.ca
ext 3334

Eligible Out-of-Pocket Expenses - Claim Form for the Reimbursement of Tax Advisory Services

The Government of Canada will reimburse those who seek or have already obtained tax advice to address tax implications caused by problems with the Phoenix system. Employees who encountered Phoenix pay issues may seek up to \$200 in reimbursement for tax advisory services in relation to their 2016 or 2017 income taxes. Further information on filing a claim is available on the [Phoenix website](#).

Calgary Stampede Homegrown Heroes Night

The Calgary Stampede is pleased to provide you with information on our upcoming Homegrown Heroes Night, July 10th, 2017 for the Evening Show. In our efforts to recognize members of the Canadian Forces, First Responders and Veterans, we are pleased to offer 50% off tickets for the member, their family and friends. Please extend this to retirees as well.

The landing page for ticket purchases is www.calgarystampede.com/heroes
Use promo code HERO

If you are a large group interested in sitting together, please contact 403-261-0315 for assistance.

IPSC Mental Health Seminar

IPSC Edmonton will be holding a Mental Health Seminar on 10 May 2017 at the Lecture Training Facility (LTF) Edmonton Theatre 0800 – 1200 hrs.

After receiving nominations from units, a number of seats still remain available. Nominations for the remaining seats will be accepted on a first come, first served basis to ++*IPSC Edmonton Svcs Sect@IPSC Edmonton@Edmonton*. A reply as to confirmation of the nomination will be sent soonest thereafter. *Nominations will be accepted up to end of day 8 May 17.*

Presenters and topics are as follows:

- Operational Stress Injury Social Support (OSISS)
 - *“OSISS Program, success & challenges”*
 - Ms. Robyn Rees, Family Peer Support Coordinator;
- Edmonton Operational Stress Injury Clinic (OSI Clinic)
 - *“OSI Clinic overview and programs”*
 - Ms. Kelsey Clelland, Manager;
- Posttraumatic Stress Disorder
 - *“Conceptualization, Anger and Risk of Violence”*
 - Dr. Kimberly Buchanan, R Psych, OTSSC Edmonton; and
- Substances of Abuse
 - *“Myths, Facts and Implications for the CAF”*
 - Maj Adrian Norbash, BSc MD CCFP FRCP(C), Consultant Psychiatrist, Flight Surgeon, Child & Adolescent Psychiatry.

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. Scheduled sessions are indicated on the IPSC Edmonton Sharepoint Calendar:

<http://3div.army.mil.ca/jpsu/default.aspx>

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

See Calendar: <http://3div.army.mil.ca/jpsu/default.aspx>

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

Edmonton SCAN Seminar (May 2017)

Recognizing the commitment of Canadian Armed Forces members and the extraordinary demands and challenges of the military lifestyle, the Canadian Armed Forces makes services available in the Second Career Assistance Network (SCAN) to assist in the transition from military to civilian life. This is a great opportunity for those releasing, or considering release, to meet with service representatives, discuss education and transition services, and see the wide range of services available.

Dates.

The General Transition (Gen SCAN) seminar will run 16 and 17 May 17 from 0830-1600hrs, daily.

The Medical Information (Med SCAN) seminar will follow, 18 May 17 from 0830-1530hrs.

Location.

Lamplighter Lounge, Junior Ranks Mess, CFB Edmonton.

Parking.

Parking will be available in across the street from Lamplighter Lounge, west of the building. There is also overflow parking north of the Lamplighter Lounge, down the street, across from the All Ranks Mess.

Registration.

Chain of Command approval is required in order to register. Registration can be found online at the following link: <http://dgmpra-dgrapm.sondages-surveys.ca/s/SCANRegistration/>

Joining Instructions.

Joining Instructions will be sent out to members who have registered starting 1 May 2017.

Base Personnel Selection Office Contact Information:

CSN: 528-5840

Tel: (780) 973-4011 local 5840

Fax: (780) 973-1620

E-Mail: [+BPSO@CFB/ASU Edmonton@Edmonton](mailto:+BPSO@CFB/ASU.Edmonton@Edmonton)

BPSO Physical Address

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

Health Promotion

All HP courses are free for CF members (Reg & Res) retired members, DND & NPF employees and family members 18 and over. Minimum numbers must be reached prior to registration deadlines. Health Promotion is located in Bldg 161 room 29. Register by email healthpromotionedmonton@forces.gc.ca or ext 6146.

Inter-Comm – 9 & 11 May. Currently full and wait listed.

Top Fuel for Top Performance – 16 & 17 May 0830-1600 hrs both days. Top Rated sports nutrition program in Canada. Evidenced based information on nutrition. This course is designed to help active men and women maximize their performance – whether training for a specific fitness standard or competition, have been assigned to a demanding exercise, are deploying, or just want to improve their health and physical performance.

Mental Fitness & Suicide Awareness – 31 May 0830-1600 hrs. Course-coded and will be added to member's MPRR upon completion. It is recommended that all military personnel complete this course at least once during their career. The purpose of MFSA is to prepare personnel in all ranks and positions to promote mental fitness and to lessen the incidence of mental health injuries including deliberate self-harm and suicide within the military community.

Mountain Man Prep – 2 course dates, 6 or 8 June 0830-1600 hrs. It's not too early to start prepping for this endurance competition. Join Health Promotion, Fitness & Sports and a canoe expert as we help you with a training and nutrition plan that can help you reach the best possible results.

Butt Out – Drop in every MONDAY from 1500-1600 hrs or call to book an appointment.

Are you an HP rep and posted out this summer? Contact us with your replacement before you go. And thanks for all you help!

Don't forget to celebrate all the Moms in your life on 14 May!

Military Family Resource Centre (MFRC)

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

Playschool Registration for 2017/2018 School Year is open!

If you are interested in securing a spot for your 3-5 year old child in the 2017/2018 year please register at the MFRC front desk or call (780) 973-4011 ext.6300. We will require a \$10 non-refundable registration fee to secure your spot. Priority will be given to current serving military families; however, all families are welcome to put their names on the waitlist.

Deployment Pizza/Movie Night | May 18 | 5:30 pm | MFRC | \$5.00 per family

Join us and enjoy Mary Poppins, pizza, refreshments and, of course, popcorn! Call to register by May 16. Families who have, who are currently, or who are about to experience a deployment are welcome.

Spring Bus Trip to Prairie Gardens | May 20 | 10:30 am – 3:30 pm | Meet the bus at the MFRC | \$5.00 per person (children 2 and under are free)

Join us for a spring trip to Prairie Gardens! This event will run rain or shine, as we have booked indoor space for inclement weather. The fee per person includes transportation to and from the MFRC, admission, petting farm, train rides, puppet shows, pedal karts and more! Lunch and snacks may be purchased on site or you may pack your own. Visit prairiegardens.org for menu and activities. Bus will depart the MFRC at 10:30am.

Call to register by May 16.

Loops for the Troops | June 4 | Registration Opens 7:00 am | Lecture Training Facility

Choose from the Half-Marathon, 10K, 5K or the Military Mile. This race is held in support of the MFRC. More information can be found at <https://www.facebook.com/EdmontonLoopsforthetroops/> or register at <https://www.events.runningroom.com/site/?raceId=13853>

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

Safety Management Course (SMC)

Course: Safety Management Course (SMC)
Date: 6-8 Jun 2017
Timing: 0800 – 1600 hrs
Location: Lecture Training Facility, Bldg 407

This course is designed for military and civilian managers, supervisors, Unit General Safety Officers (UGSOs), WOSH/Safety Committee members and reps:

The course will provide students with an introduction to unit duties and responsibilities with regard to the Canada Labour Code Pt II, DND Safety Program and other legislated requirements. Some of the subjects covered on this course are:

- hazardous occurrence causation;
- hazardous occurrence investigation and reporting;
- hazard recognition, inspections, standards;
- civilian Return to Work;
- personal protective equipment; and
- workplace health and safety committees and reporting.

****** *In order to attend this course, students must have a minimum of the following pre-requisite qualifications:*

- Workplace Hazardous Materials Information System (WHMIS) Orientation Course (online DND Learn); and
- Return to Work (RTW) Awareness Course (online DND Learn).

If you would like to attend this course, please submit your name through your UGSO or Training Coordinator.

Nominations will be accepted NLT 16 May 2017.

Joining instructions will be sent to applicants that are loaded on this course.

HazMat Training

The Employee sessions provides 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.

More dates are available please see our National Calendar for more details:
<http://hrciv-rhciv.mil.ca/en/p-learning-lcc-edmonton.page>

You and Change **Postponed to 2 November 2017 due to low enrollment**

Communication for Leadership

17-18 May 2017 | 0800-16:00
(Was postponed from 11-12 April 2017)
HRMS=300013 | Session #0336

This two-day course is intended to help participants: Become a more authentic and effective communicator; acquire hands-on practice giving and receiving feedback, and presentation skills in front of a group.

*Information on courses: Learning and Career Centres or contact us at EdmLCC.CAC@forces.gc.ca
* LCC courses are free, unless otherwise indicated.

Newbie Triathlon Clinic: June 24 – August 12

Just starting out? Need to get back into it? We'll get you on the right track.

The NEWBIE & REFRESH CLINIC is designed exclusively for new triathletes and anyone needing to brush up – combining informative discussions and practical swim, bike and run sessions with experienced triathlon coaches.

Limited to 18 people so there's plenty of time for questions and answers.

Get ready for the St. Albert Triathlon on August 13 !

Your clinic fee includes an annual STARRT club membership & ALL pool, track and coaching fees!

Fee: \$165

You can register for the clinic when you sign-up for the St. Albert Triathlon. Just select the Newbie Clinic at the bottom of the form for the individual Sprint and Try-a-Tri races

Edmonton Garrison Fitness Centre

780-973-4011 x 4392

www.cafconnection.ca/edmonton

Now Hiring!

The Edmonton Garrison Fitness Centre is looking to recruit for a number of positions including Martial Arts Instructor, Gymnastics Instructor, Skating Instructor, and more. Positions are casual or part-time on evenings and weekends. That's great for those looking for a second job or for those looking to get more engaged with the local community. Competitive wages are offered.

Summer Day Camps for Kids

Day camps right on base that work in conjunction with the military work day. Camps run Monday to Friday from July to August. Camps are available for kids ages 5-12 with opportunities for those 13 and older to volunteer. For more information please contact Jennifer Selbee, Camp Program Coordinator at 780-973-4011 x 4571 or Jennifer.selbee@forces.gc.ca

Do you need some time to relax and release?

Why not try one of our many Yoga Classes offered 5 days a week. All the classes are adaptable to any skill level and a large variety of equipment is available to make you more comfortable. The room is welcoming and great space to unwind while achieving healthy results mentally, emotionally, and physically.

Garrison Rec Volleyball

Community Recreation has partnered with the Edmonton Sport and Social Club to offer rec volleyball on Wednesday evenings from April to June. If you would like to join a team, please call 780-973-4011 x4392 to register. Free for Military and Community Recreation Members. All others pay \$50+Gst.

Inclusive Member Attendance Challenge – Apr to Jun

1. Hold a valid Inclusive Membership in good standing
2. Sign-up for ALL the fitness programs you wish to attend by visiting the front desk or calling 780-973-4011 x4392
3. Attend as many classes as you can throughout the Spring session
4. Complete the log sheet (can be picked up from the Fitness Centre Front Desk)
5. Submit completed sheet(s) to the Edmonton Garrison Military Fitness Centre Front Desk
6. Reap the benefits physically and emotionally just in time for summer
7. **BE ENTERED TO WIN THE GRAND PRIZE!!!**

*Some restrictions may apply

JUMPSTART: GIVING KIDS A SPORTING CHANCE

Jumpstart is a national charity with a commitment to local communities (which includes military families). It is more than about getting kids active but to give all kids the same chance to participate in new sports or continuing with their favorite one. Jumpstart financial assistance can be applied to Fitness Centre Inclusive memberships.

For more information regarding Jumpstart please go to www.jumpstart.canadiantire.ca

Jumpstart applications are available at the Front Desk of the Fitness Centre.

PSP Military Sports

3 CDSB EDMONTON

Intersection Sports

Summer Intersection Sports will be starting up in May and may include slo-pitch, soccer, and touch rugby. Please see the Facebook page listed below for more information.

Intersection Golf (EGRGL) will start on 10 May 2017. Contact: Fitness and Sports Instructor (Military Sports) Tyler Williams at tyler.williams@forces.gc.ca

Base Teams

Base Team	OPI	Contacts
Men's Slo-Pitch	MWO MacLeod / MCpl Morrison	richard.morrison@forces.gc.ca / dan.macleod@forces.gc.ca

Woman's Slo-Pitch	TBD	tyler.williams@forces.gc.ca
Men's Soccer	MCpl Tarrant	devin.tarrant@forces.gc.ca
Woman's Soccer	Cpl Searle	katrina.Searle@forces.gc.ca
Rugby	Maj Rubletz	Joel.rubletz@forces.gc.ca
Ball Hockey	MCpl Dobson / WO Zebinski	michael.dobson@forces.gc.ca / sean.zebinski2@forces.gc.ca

Events

The 25th Annual Sports Awards Breakfast will be held on 29 June 2017 at the Edmonton Garrison Golf and Curling Club from 0830hrs – 1030hrs.

Rugby team practices are taking place on the outdoor rugby pitch on Tuesdays at 1600hrs (Skills) & on Fridays at 0730hrs (Conditioning). All are welcome; ladies included.

For any other Military Sports inquiries, please contact Alyson Hodgson at alyson.hodgson2@forces.gc.ca (ext. 4322) or Tyler Williams at tyler.williams@forces.gc.ca (ext. 4206).

Find us on Facebook @ EdmontonGarrisonMilitarySports

PSP Fitness

Foundations of Functional Training (FoFT)

- Tactical Athlete Room, Military Fitness Centre.
- Mondays, Wednesdays, and Fridays from 0730-0830
- Designed for military members looking to learn some of the more advanced techniques in functional training and weightlifting
- Ideal for teams and members training for EX Strong Contender 17
- For more information, please contact Auty.Brooks@forces.gc.ca or Richard.Stauffer@forces.gc.ca @ local 4323.

Supplementary Physical Training (SPT) Program

- PSP Fitness is offering a supplementary physical training program for those CAF members who are looking for some guidance and assistance when it comes to fitness
- Mondays, Wednesdays and Fridays from 1200-1245
- Ideal for those members looking for some additional PT, those who can't make the traditional PT time with their unit or those who are looking to prepare for their FORCE Evaluation
- Contact Shelley Averay-Jones (4937) for more information

FORCE Evaluation:

- PSP is no longer responsible to book FORCE evaluations for members. As of right now, all units have several unit coordinators who can book FORCE evaluations online.
- FORCE evaluations are conducted every Monday, Wednesday, & Friday at 0900
- All participants must register prior to the test. NO DROP-INS.

FORCE Evaluator Certification:

- As of 1 April 2016 all FORCE evaluators must be recertified before running any FORCE evaluations
- We are currently accepting nominations for our next course. Once enough names are gathered, a course will be conducted

For any other issues pertaining to PSP Fitness, please contact Brad Hollett @ local 4324

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. 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 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.*
