

**E-Circular**  
**March 9, 2017**

## **Message from the Commander**

Despite the reappearance of winter this week, many of us are still holding on to the arrival (hopefully!) of spring. A new season tends to remind us of all the things we want to “get done.” Whether that’s spring cleaning, reaching for a goal, waiting for that posting message or looking at events coming up, it goes without saying that this time of year can quickly get busy.

If one of your goals is to learn something new or finally finish that degree, next week’s Education Fair is a great place to discover the opportunities available to you. On March 14, the BPSO will be on site at the field house, along with various education institutions, to help you learn what programs might be right for you. And speaking of school, Spring/March Break is coming up at the end of the month and many of us are thinking of our own plans or plans to keep the kids busy. If you’re still searching for kids activities, there are always some great opportunities on base; keep an eye out for what the MFRC and base gym have to offer. Whatever your plans may be, I hope everyone gets a chance to enjoy some sunshine.

Col S.M. Lacroix  
Commander, 3 CDSG

### **In This E-Circular...**

- Veterans Ombudsman Public Town Hall – March 9
- Edmonton SCAN Seminar (May 2017)
- Ill & Injured Programs and Guidance for Supervisors and Administrative Staff
- ISPC Edmonton Medical Release Planning & Information Session
- Edmonton Education Fair: 14 March 2017
- St. Albert Triathlon
- Found Property – 3 CDSB Edmonton
- Health Promotion
- Edmonton Garrison Fitness Centre
- Learning and Career Centre
- PSP Military Sports
- Military Family Resource Centre

## **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)

## **Veterans Ombudsman public town hall with Veterans on March 9 in Edmonton (Today!)**

Canada's Veterans Ombudsman, Guy Parent, will host a public town hall in Edmonton for Veterans, military and RCMP members, their families and other interested parties. This is an opportunity for the Ombudsman to hear the concerns of the Veterans' community. Mr. Parent will provide information about the work his office is doing to help Veterans, and his priorities for addressing the gaps in benefits and services that are provided to Veterans and their families.

### Town Hall – March 9, 2017

Time: 18:30-20:30

Location: Hilton Garden Inn West Edmonton  
17610 Stony Plain Road  
Edmonton, Alberta

## **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 – 17 May 17 from 0830-1600hrs, daily.  
The Medical Information (Med SCAN) seminar will follow, 18 May 16 from 0830-1600hrs.

### 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://lfcms.kingston.mil.ca/Default.aspx?sectionID=143000440048672&type=S>

### 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

### BPSO Physical Address

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

## **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 medical 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

## **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 over 20+ local and online institutions such as:

High School Upgrading – the Alberta Distance Learning Centre, Morinville Learning Centre, and the St Gabriel Storefront School;

College Education – NAIT, BCIT, NorQuest College, Digital School Technical Design College and Lakeland College; and

University Education – University of Alberta including Faculte Saint-Jean, Royal Roads University, Royal Military College, and Athabasca University.

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](mailto:Stephen.mackillop@forces.gc.ca)

### BPSO Physical Address

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

## **St. Albert Triathlon**

St. Albert Road Runners and Triathlon (STARRT) Club Presents:

St. Albert Triathlon  
August 13, 2017

Sprint: 750m/20km/5km  
Try-a-tri: 250m/10km/2.5km  
Relay and Para-triathlon options available

Early bird deadline: April 13, 2017  
Cost: \$80.00

Newbie clinic available  
Volunteers welcome!

Registration open at [www.Zone4.ca](http://www.Zone4.ca) under "2017 St. Albert Triathlon"

Visit [www.STARRT.com](http://www.STARRT.com) for more details.

## **Found Property – 3 CDSB Edmonton**

The 1 Military Police Regiment Edmonton Platoon hold the following unclaimed found property at Bldg 180, MP Guardhouse:

1. Black and white watch unknown name
2. Casio black baby-g watch
3. Black Ironman watch
4. Casio black g-shock watch
5. Black and green Timex Expedition watch
6. Casio black g-shock watch
7. Black and grey Timex Ironman watch
8. Black and grey Timex watch
9. Black and orange Coleman watch
10. Black and green Timex Ironman Triathlon Watch
11. White iPhone with cracked screen
12. FM Transmitter

13. Powerbeats wireless headphones
14. Wired over ear headphones
15. Wired earbuds
16. Burberry glasses
17. White iPad 16 G

Arrangements to recover items can be made during between 0800 to 1130 hrs and from 1300 to 1500 hrs, Monday to Friday. Inquiries are to be directed to Commissionaire J. MacPherson at local 4482

## 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](mailto:healthpromotionedmonton@forces.gc.ca) or ext 6146.

Top Fuel for Top Performance: 14 & 15 March 0830-1600 hrs—the top rated sports nutrition program in Canada. 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 your health and physical performance.

Topics covered:

- Everyday Eating
- Nutrition for Physical Training and Recovery
- Body Composition and Weight Issues
- Dietary Issues and Supplements
- Fine Tuning Your Eating and Activity

Mental Fitness & Suicide Awareness: 29 March 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.

Butt-Out – Quitting is hard. We can help. Research shows that the best success rates come from a combination of behaviour modification, group support and medications to help reduce nicotine withdrawal and increase cessation success. Butt Out gives specific guidance to help change behaviours associated with tobacco use and also provides essential support for individuals who want to quit using tobacco. You may be eligible for nicotine replacement therapies or medications at DND expense if you participate in Butt Out. Drop in on MONDAYS from 1500 to 1600 hrs, or call 6146 to schedule an appointment.

## Edmonton Garrison Fitness Centre

Unlimited access to children's programs starting at \$34/month per child. Includes: skating lessons, gymnastics dance classes, martial arts, preschool programs, arts, science, and more. Ask about our Fitness Centre inclusive memberships. Cover the whole family for \$90.50/month.

### JUMPSTART: GIVING KIDS A SPORTING CHANCE

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

For more information regarding Jumpstart, please go to [www.jumpstart.canadiantire.ca](http://www.jumpstart.canadiantire.ca).

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

### March Membership Promotion

“Receive 1 Free Cineplex Adult Adventure Pack” when you sign up for “Continuous Inclusive Membership”

Great for a military spouse! Unlimited Access to adult programs starting at \$53.50/month per person. Includes: yoga, Zumba, bootcamp, functional fitness, and more. Ask about our Fitness Centre Inclusive memberships.

### Discount Tickets Available

Discounted tickets are available for the Calgary Zoo, Cineplex Odeon, West Edmonton Mall Choice Pass, and Oil Kings games.

### Club Registrations

Club registrations for 2017-18 will be available March 13<sup>th</sup>.

### Spring Break Day Camp

The Fitness Centre is running a Spring Break Day Camp: March 27<sup>th</sup>-31<sup>st</sup> – for kids of all ages. Members: \$154/week. Non-Members:\$165/week.

## **Learning and Career Centre**

Register for these upcoming sessions through your unit Training Coordinator.

### Pay Information Sessions for Employees & Managers

*All Virtual Sessions below:*

*Employees*      23 March | 0930-1100 302685 0191  
                         27 April | 0930-1100 302685 0233

*Managers*        21 March | 0930-1100 302850 0075  
                         25 April | 0930-1100 302850 0114

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.

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

### Stepping up to Supervisor

15-16 March | 08:00-16:00  
HRMS=302303 |Session #0104  
*(Course is FULL with Waitlist)*

This course explores foundational topics applicable to a supervisor's role.

### Exploring the Leader in You

21-22 March | 08:00-16:00  
HRMS=300023 |Session #0275  
*(Course is FULL with Waitlist)*

This course explores leadership roles. You will learn to develop leadership skills and competencies.

#### Communication for Leadership

11-12 April 2017 | 0800-16:00  
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.

#### Harassment Prevention and Resolution for Managers

20 April 2017 |08:00-16:00  
HRMS=300033 Session #0486

This course provides managers with information and intervention skills to prevent and address harassment in the workplace.

#### Understanding my Leadership Style

3-4 May 2017 |08:00-16:00  
HRMS=300061 Session #0208

This course provides supervisors with an introduction to leadership aptitudes, skills and knowledge.

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

## **PSP MILITARY SPORTS**

3 CDSB EDMONTON

#### Intersection Sports

Winter Intersection Sports are now complete! Thank you to all who participated.

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

#### 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

Best of luck to the Men's Hockey Team and Basketball Team as they prepare for upcoming CAF Nationals!

### Events

The 2017 Prairie Region Curling Championships have been cancelled.

The CAF National Swimming Championships will take place from 23 – 27 March 2017 in Markham, Ontario.

Rugby team practices are taking place in the Field House on Tuesdays at 1630hrs (Skills) & on Fridays at 0730hrs (Conditioning). All are welcome; ladies included.

Attn Women's Basketball players: Prairie Regional Development Women's Basketball Camp has been postponed. If you are interested in participating and for more information 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 Tyler Williams at [tyler.williams@forces.gc.ca](mailto:tyler.williams@forces.gc.ca).

Find us on Facebook @EdmontonGarrisonMilitarySports

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

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

Veteran Family Program Coffee and Conversation | March 20 | 6:30 – 7:30 pm | MFRC

Join the MFRC Veteran Family Coordinator for a coffee and conversation about the medical release process. Medically releasing CAF members, as well as medically released veterans, and their adult family members are invited to discuss the challenges and to share their successes in navigating the transition from military to civilian life. Register by Mar. 16

### Road to Mental Readiness

Phase 3 of R2MR "Supporting Families through the Deployment Cycle" is a workshop which offers families information and resources in preparing for deployment.  
March 25 | 9:00 - 11:30 am | Register by March 22 | MFRC

Phase 5 of R2MR "Family Post-Deployment Brief" is a workshop which offers families a better understanding of the common transitional phase challenges during reintegration.  
March 25 | 12:00 - 3:00 pm | Register by March 22 | MFRC

Take-it-Easy - Spring Break Session | March 27 to 29 | 9:30am-12:00pm | MFRC

Ages: 11-14

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. Register by March 25.

Wool & Whatever | March 27 | 6:00 - 8:00 pm | MFRC

Adults who are currently, are about to, and who have recently experienced a deployment are invited to enjoy some time to connect with other adults. Relax and connect, bring your wool and knit, crochet, or whatever! Register by March 24.

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

## **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](mailto: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](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 [3cdsgircular@gmail.com](mailto:3cdsgircular@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.\***