

1085-3-5 (PAO)

Date as per Signature Block

WARNING ORDER- CADET CORRESPONDENT COURSE YEAR 2023-2024

Reference: 2020-2025 Cadets and Junior Canadian Rangers Communications Strategy

SITUATION		MISSION	GROUPING		
<p>1. IAW Ref there is a requirement for the whole of CJCR to communicate about our activities in to support attraction and enrollment. As a part of this requirement, RCSU (NW) is to sustain a network of Unit Public Affairs Representatives (UPAR) and Cadet Correspondents to support corps/squadron (CC/Sqn) and regional/national activities (RDA & NDA).</p> <p>2. Cadets qualified as cadet correspondents conduct and support communications activities at the CC/Sqn, RDA, NDA, Cadet Training Centres and Cadet Activity Programs by managing social media, creating content, and drafting media products.</p>		<p>3. RCSU (NW) will conduct two distributed learning (virtual) serials of the Cadet Correspondent Course during the 23/24 Training Year.</p>	<p>CC/Sqn COs- All UPARs-All</p>		
ADMINISTRATIVE INSTRUCTIONS		SERVICE SUPPORT	COMMAND AND SIGNALS	APPROVAL	
<p>4. <u>General Outline.</u> Serials will be paced and virtual over a 10-week time period. An instructor will be available to support participants and assess submitted homework. Both serials will be hosted in Cadets 365.</p> <p>5. <u>Cadet Participant Details.</u> To participate cadets must:</p> <ul style="list-style-type: none"> a. Hold the minimum rank of PO2/SGT; b. Be in Level 3/Silver Star or higher; c. Have an interest in writing and the production of imagery and video; d. Have regular access to, a computer/laptop/tablet, camera or smartphone, and internet access with Cadets 365; and e. Have a high level of autonomy and self-motivation. <p>6. <u>Cadet Registration.</u> CC/Sqn will submit applications through Fortress using the "Technical Training and Activities by Registration" function and the</p>	<p>applicable serial numbers:</p> <ul style="list-style-type: none"> a. 23P701 from 2 Oct to 8 Dec 23 with a registration deadline of 25 Sep 23; and b. 23P702 from 5 Feb to 12 Apr 24 with a registration deadline of 29 Jan 24. <p>7. <u>Instructor Details.</u> One instructor per serial is authorised. The instructor's duties will include posting modules, answering questions about homework, assisting participants that need help, follow up with cadets who aren't completing modules, and review all completed work and provide appropriate feedback. The instructor must:</p> <ul style="list-style-type: none"> a. Be a qualified UPAR (AESI); b. Have, or have regular access to, a computer/laptop/tablet and internet access with Cadets 365; and c. Be available at least one evening a week throughout their assigned serial. 	<p>8. <u>Instructor Expression of Interest.</u> Interested instructors will indicate their interest, including for which serial, via email to northwestpublicaffairs@forces.gc.ca:</p> <ul style="list-style-type: none"> a. For 23P701 no later than 18 Sep 23; and b. For 23P702 no later than 22 Jan 24. <p>9. <u>Documentation.</u> Operation Order and Joining Instructions will be sent to cadet participants, their CC/Sqn, and Instructor no later than two weeks prior to each serials start.</p>	<p>10. <u>Instructor Pay.</u> Pay will be submitted at the end of each serial. Funding is provided by CJCR and RCSU (NW) under SEPCOR.</p>	<p>11. The Public Affairs Officer, Capt Richard Novak is appointed the OPI. Contact information as follows:</p> <ul style="list-style-type: none"> a. Phone: 403-833-2500 x4937; b. Cellular: (204) 228-1019; and c. Email: northwestpublicaffairs@forces.gc.ca <p>12. Questions are to be directed to the OPI.</p>	<p>T.J. Henry Major J35 Operations and Plans Regional Cadet Support Unit (Northwest) (204) 833-2500 ext. 5095</p> <p>Distribution List:</p> <p>ACTION</p> <p>RCSU (NW) CC/Sqn CO (all) PAO</p> <p>INFO</p> <p>CO DCO COS OC Area (all) OC Rgn Trg</p>