

# COMMUNICATIONS & ELECTRONICS BRANCH

## STANDING ORDERS



Released on the Authority of  
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Branch Leader

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In honour of the Commonwealth's first-ever dedicated arm of military signalling

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The Motto of  
The Communications & Electronics Branch  
and its  
Founding Services



***Velox Versutus Vigilans***

*~ Swift Accurate Watchful ~*

*‘No body of troops can claim to be in an efficient state ready to take to the field unless it has attached to it a body of trained signallers fully equipped in every respect, and that every Battery of Artillery, Regiment of Cavalry, and Regiment of Infantry should have its proper complement in our Canadian Forces.’*

*Major (then Captain) Bruce Carruthers  
Late Signalling Sergeant, Royal Canadians, while in South Africa,  
and for some years Instructor in Army Signalling with the 21<sup>st</sup> Hussars.*



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## STANDING ORDERS CHAPTER 1



## C&E BRANCH HISTORY

### HISTORICAL PREFACE

1-1. Most of the major events in the Branch coincide with post-war or operational matters, applying lessons learned in an effort to improve Branch affairs and governance in the aftermath of conflict. Not everything ended up permanent, and contrary to popular belief, not everything ended up a disaster either; most things were somewhere in the middle of the road, surprisingly akin to every other Branch in Her Majesty's Canadian Armed Forces.

1-2. This Standing Order was last reviewed in 2007, when Canada's focus centred on Afghanistan, with just a spattering of missions in other locations. The military since shifted focus dramatically, filling a preponderance of NATO training missions in Iraq, Ukraine, and Latvia, along with several smaller operations around the globe which all require close signals support. Where before we focused on radios and line, the contemporary military communicator is encumbered with pretty much anything that plugs into the wall. From fixing generators, installing cables, running naval comms, servicing non-serviceable equipment, and deploying tactical networks, to operating satellite uplinks and maintaining Electronic Counter Measures (ECM), the *Jimmy's* technical plight is varied, nuanced, and multifaceted.

1-3. On those few and cherished occasions when everything is working properly, it suddenly appears to those we enable that we clearly do nothing. One apt quote – from a signaller to a Commander – summarizes it best: *'It is a shame that electrons are invisible; it hides how much time and effort they actually require to function in our favour.'*

## A CONCISE CHRONOLOGY OF THE C&E BRANCH

1-4. The Problem with Historical Chapters. Cataloguing the history of one of the oldest signalling services on planet Earth would take volumes. Explaining the exploits and heroics of Signaller William Todd Gray, Sergeant David Lloyd Hart, Regimental Sergeant-Major Stan Reading, Colonel Elroy Forde, and Brigadiers Mike Webber, John Ernest Genet, and Don Banks would require dedicated anthologies unto themselves. We've much to celebrate. As the nexus of all operations, we are the voice of command who orchestrates every manoeuvre, every campaign, and every humanitarian mission charged to the Canadian Armed Forces. We are the sentinels of battlefield management, we are everywhere, and we always get the message *THROUGH*.

1-5. This history is a *précis*, it is a succinct recount of key dates and achievements highlighting our 117 years of existence as of this writing. It is not – it cannot be – a comprehensive historical record. For this, you need visit the **Military Communications & Electronics Museum** and read **Semaphore-to-Satellite**. Both the book and the institution are stocked with historical details and documents which fully recount our illustrious past.

1-6. The entries below focus on the key dates, nomenclature, places, and events that shaped and influenced our history.

1-7. The 24<sup>th</sup> of October, 1903. In the beginning, we were officially organized as a Non-Permanent Active Militia on 24 October 1903 under then Captain Bruce Carruthers. Based on his experiences in the Boer War, the *Canadian Signalling Corps (Militia)* was the first organized Signal Service in the entire Commonwealth, and was rightfully structured under the Canadian Army. To reiterate: Canada was the first nation in the British Empire to create a dedicated corps of signallers charged to standardize training and manage battlefield communications.

1-8. The U.S. Signal Corps. As a side note, the United States had already formed two (2) separate Signal Corps some 40 years prior, one of which still exists today (the Union Army), and the other ... most decidedly not. However, the Confederate Army was in fact the first to form a Signal Corps in 1862. One year later, the U.S. Congress approved the formation of the United States Army (Union) Signals Corps.

1-9. The Great War. In 1913, just prior to a seemingly tiny European skirmish that would start a year later, our Corps was renamed '*The Canadian Signal Corps*'. On the 6<sup>th</sup> of August, 1914, the 1<sup>st</sup> Divisional Signal Company was created as part of Canada's contribution to the squabble. The Corps shared signalling duties with the Canadian Engineers throughout the war, primarily due to limited wireless technology and a heavy reliance on entrenched physical lines for connectivity.

1-10. Post WWI in 1919, we were again renamed, this time to the '*Canadian Signalling Instructional Staff*'. Finally getting something resolved before Christmas, on 15 December 1920, '*The Canadian Permanent Signal Corps*' was approved. King George V bestowed the Permanent Force portion with the title, '*The Royal Canadian Corps of Signals*' in 1921, but it would not be until 1936 when the Militia component was granted royal assent and their title adorned with the *Royal* prefix.

1-11. Having watched safely from a distance for the Army to cut its teeth on Signalling, the RCAF decided it wanted one of their own, so in 1934, an RCAF Signal Cadre was formed to conduct technical training for wireless mechanics at the RCAF School of Army Co-operation at Camp Borden. In July of 1935, the RCAF Signal Branch was officially formed, and soon afterward, the RCAF took over complete responsibility for its own communications from Army Signals.

1-12. In 1937, the Corps decided Borden could no longer provide the resources required, and moved to Vimy Barracks in Kingston. There, it established '*The Royal Canadian School of Signals*' (RCS of S). Colonel Forde is largely acknowledged as the architect of this move to Kingston and the establishment that exists there to this day.

1-13. During this time, the Corps also operated the North West Territories and Yukon Radio System, providing high-powered radio beacons as well as current weather broadcasts for use by pioneering aviators. The stations also served as a training tool for Militia units stationed throughout. At the outbreak of war, the stations went without, and gave their gear to the coastal Fortress Signal units where the need was deemed greater to defend.

1-14. The Global War. In 1939, and again in response to yet another protracted European *donnybrook*, the Corps provided a dedicated signal unit; the ‘1<sup>st</sup> Canadian Infantry Divisional Signals’ (1CIDS) of the Canadian Active Service Force (CASF). A rapid expanse of all three elements ensued; the Non-Permanent Active Militia (NPAM) in the Army, the RCAF, and the Royal Canadian Navy, greatly increased technical training and recruitment to handle the emergence of mobile warfare. The advent of RADAR gave the Air Force a new tool to prevent their officers from being lost and ‘*special communications*’ in the army and navy foreshadowed cryptographic advancements within the Corps.

1-15. Post war, a quick reduction in numbers reflected a want for peace, and in 1948, the Corps reduced its strength to a peacetime establishment, and the RCAF earned their own identifier: ‘*The Telecommunications Branch.*’

1-16. The Cold War Era. In 1950, Canada began its role in UN missions and signal elements brought their technical acumen to Korea. Canada would continue to serve around the world in hotspots, cementing Canada’s role in Peacekeeping and Peace Enforcement missions where communication proved crucial to both sides collaborating for peace.

1-17. The 1950s witnessed many social and military changes. Aside from boat-size cars, the world witnessed the creation of *Sputnik*, the Avro Arrow, and the North American Air Defense Command (NORAD) (later changed to North American Aerospace Defense Command in 1981). A major RADAR infrastructure known as the Distant Early Warning (DEW) Line was constructed in Northern Canada. Linking the HQ in the US as part of the overall DEW Line, a series of small bases were constructed, known as the PINETREE Line. There was a third RADAR line in Canada – the Mid-Canada Line – that was further south than the PINETREE Line. It was disbanded earlier than its northern cousins having never been truly useful.

1-18. As part of an ever-changing technological landscape, the RCN began training communications specialists at HMCS Gloucester. This field of expertise would evolved into what is now Signals Intelligence.

1-19. Ermintrude the Mallard Duck. Evolving signals intelligence training wasn't the only focus for military communicators. A slight digression is required to illustrate that some historical markers are not intimately tied to military campaigns. In 1958, a mallard duck, *Ermintrude II*, was presented to the RCS of S by the School Adjutant, Captain D.A. Kidd. The new mascot became the responsibility of the **Duck Master** from 5 (Apprentice) Squadron. The next year, our mascot disappeared and its remains were never found although rumors indicate that it was eaten by junior officers of the Corps (it was a different time). Prior to Ermintrude's demise, there was failed (emphasis required) attempt to have him mate with a parrot in hopes of producing a new generation of carrier-pigeon ... trained to speak. It was envisioned, one could surmise, that the anglicized avian could zero-in on a field commander, and verbally back-brief him on the latest orders from the brass.

1-20. The Cold War saw the construct of the *Diefenbunkers* across the country, with RADAR stations and missile silos predicted to be the future. In 1964, due to major advances in computerized weaponry, there came a need for hastened response times for HQs and joint interoperability, amongst other concerns. Parliament called for a unified military service.

1-21. The Unification Act. On the 1<sup>st</sup> of October 1968, the Royal Canadian Corps of Signals was enveloped with communicators from RCN and the RCAF. All signal services were officially disbanded and simultaneously transferred to the Communications & Electronics Branch in an effort to provide a more streamlined effort, hoping to minimize overlaps in technical responsibilities. For example, during combined operations, it was common for the RCAF, the RCN, and the CA to each operate their own switchboards within the same HQ complex; a dark world of redundancy we are still trying to avoid today.

1-22. Under the Canadian Forces Reorganization Act, it was not just signals combining forces; all services who shared a similarity in trade and function became a unified service. Examples include the Engineering, Logistics, and Medical Branches. Further, a common set of laws, regulations, and policies were enacted and applied to all service elements. A common military justice system, pay structure, and rank hierarchy were created. A shared administrative platform (such as the CFAOs and DAODs) was enacted and covered literally everything from leave to personnel management to travel. Together, these Personnel Branches – alongside a common managerial framework – created the tri-service Canadian Armed Forces (CAF).



1-23. There was no distinct environmental uniforms anymore (discussed in greater detail in chapter 6). The RCAF would have green uniforms and those in the Admiralty were at one point to be called Generals. The Royal Canadian Navy all but revolted, with senior Fleet Officers openly defying Parliamentary orders, and resigning in quick succession to protest the decision. Some claimed the basis of their traditions and heritage as the lynchpin of all Canadian Naval operations whilst some others at the table pointed out that Canada had no traditions at all, and were merely based on previous British customs. This – summarily – would be the ideal time to create our own, unique, Canadian traditions. Interestingly, a note from Field Marshall Montgomery, The Viscount of Alamein, stated, *‘If the United Kingdom were today a newly created State organizing her fighting forces, it is inconceivable that they would be separated into three forces.’* Despite certain objections, the Unification Act went forward, marking the modern iteration and namesake of the Canadian Armed Forces (except for a quiet period in the 1990s, where we were known just as, the *‘Canadian Forces’* in an effort to soften our image and help deflect any criticism about not buying any military equipment).

1-24. While it is commonly referred to as the beginning of the Branch, (though it was not fully authorized until 1971), the Branch saw some 8,000 members from all ranks and services begin to work closely together with a common mission of providing command & control for Canada’s fighting force. Part of this new collaborative process bore the first set of annual Communications and Electronic conferences held at CFB Kingston. 1968 also ushered in 4 Canadian Mechanized Brigade Group Headquarters and Signal Squadron which opened its Command Post in Lahr, Germany. This foreign base was mainly necessitated due to the RCAF having to move their nuclear capable assets out of France.

1-25. As the C&E Branch encompassed all three elements as part of unification, it meant more missions could be controlled with centralized signals components. Not coincidentally, the turmoil around the world was ripe for Canadian Peacekeepers in the late 60s and 70s. Canada enjoyed an ability and reputation for bringing order to chaos. UN missions in the Congo (ONUC), Pakistan (UNIPOM), Egypt (UNEF), Cyprus (UNFICYP), and the Golan Heights (UNDOF), in addition to an independent mission to Vietnam, were in constant demand for Canadian soldiers. Again, our Branch provided communicators to manage, inform, command, and control the plethora of security, engineering, medical, and logistical forces.

1-26. From a holistic vantage, personnel branches were originally intended to provide a focal point for military ethos, esprit de corps, and professional culture. Over time, other personnel management roles, which were not specifically assigned in the new unified system, became unofficially incorporated in the Branch concept and institutionalized. Thus, personnel branches became responsible for enabling a broad range of personnel management functions, including the conduct of occupational reviews, functional analyses, personnel selection, and career management. In the early years of the 21<sup>st</sup> century, centralized CAF management of occupational requirements was devolved to Environmental Commands, leaving most personnel branches – including the C&E Branch – with only their original functions in providing a focal point for military ethos, esprit de corps, and professional identity.

1-27. CFCC. The Branch itself continuously evolved to meet the needs of the world climate. Efforts to move information faster and with greater efficacy were always at the forefront of planning. To that end, there were numerous Headquarters designed to augment our core mandate: to provide command & control (C2) and situational awareness (SA) to Commanders. In this vein, the Canadian Forces Communication System was established in 1964 with a goal of integrating (1) the Naval Shore Communications Systems, (2) the Canadian Army Signal System, (3) the RCAF Main Communications Relay Network, and (4) the Military Aeronautical Communications System (MACS).

1-28. On 20 May, 1970, the aforementioned HQ became known as **Canadian Forces Communications Command**, sparking the appropriate number of unit re-badgings and moves in an effort to improve the flow of information and administrative functions. This HQ oversaw operations until the end of the Cold War, effectively until the dissolution of the Warsaw Pact in 1991. It was remodeled into the Defence Information Systems Organization (DISO) and Assistant Deputy Minister (Defence Information Services) (ADM(DIS)) in 1994 to deliver communications in a new political climate, while surviving major budget reductions. ADM(DIS) and DISO merged to become **ADM(IM)** in 1998, a federal-military directorate which still exists today.

1-29. The War on Terror. On September 11<sup>th</sup>, 2001, the world was shocked out of its slumber when the United States was attacked by foreign agents. The fallout would be a Global War on Terror, encompassing a world divided by ideologies. Where before, NATO forces had practiced large scale, near-peer manoeuvres; this non-defined enemy would push the boundaries of doctrinal thinking and rebel against traditional warfare. Canada would support a '*Coalition of the Willing*' on the US-led Operation ENDURING FREEDOM. Canada's Operations – named APOLLO, ATHENA, and ARCHER – would see a dramatic shift in roles and services provided by all branches, signals included.

1-30. Electronic Counter Measures (ECM) were introduced and supported by signallers to balance the devastating physical and psychological tolls that Improvised Explosive Devices (IEDs) extolled. Major expenditures were approved to provide updated, reliable, secure VHF communications and new vehicles to enable faster mission accomplishments. Tactical Networks, SATCOM, and near real-time battle management tracking were pioneered during this conflict. And, in a first for most, casualties became part of the Canadian military experience again.

1-31. 159 deaths are directly related to actions in Afghanistan, with another uncertain amount resulting from mental health struggles after the mission ended. The war in Afghanistan for Canada concluded in December 2011, almost a decade after conventional forces first deployed.

1-32. Return of the Near-Peer Adversary. Since proudly serving in Afghanistan, Canada has returned to other roles throughout the world, namely training mission frameworks. The C&E Branch provided signals support to match the demand. In 2015, in response to aggressive actions by Russia in Crimea, Canada provided Operation UNIFIER; a 200-member training mission to assist Ukrainian forces regain stability in the region.

1-33. In 2017, Canada stood-up its largest present-day mission, Operation REASSURANCE in Latvia; providing troops the experience to again operate large-scale, near-peer manoeuvres akin to the Cold War with an enhanced Forward Presence Battle Group, along with Air Force and Naval assets. In Kuwait and Iraq, Operation IMPACT provides a strong foothold and training of Iraqi forces to root out *Daesh* aggressors and provide a stable environment for the Middle East.

1-34. These are just some of the missions that are supported by the Branch, as wherever we have members around the world, we provide the C2 backbone for effective command and control.

## **HISTORICAL ROLE OF THE C&E BRANCH**

1-35. The modern role of the C&E Branch is to provide a unified joint capability for all matters related to signals. As one service develops a technique or process, it allows a platform for other Branch leaders to collaborate and work with each other to refine and disseminate the information. In essence, the Branch ensures that all levels within our community read from the same *crypto muster sheet*, when applicable. No matter the technical obstructions or shortage of required materials to get something working, the spirit of what it is to be a military communicator remains the same ... to relentlessly work until everyone else can command, in whatever fashion they require.

1-36. Below is a quote from Captain Keene, Adjutant of the 11<sup>th</sup> Fortress Signal Regiment on April 23<sup>rd</sup>, 1943. At the time of the narration, a particularly difficult storm had rolled through Esquimalt, BC, and the signal crews were trying to re-establish vital line communications needed to keep coastal sentries informed and aware of potential Japanese aggression by sea:

*‘An Act of God can – within half an hour – create more widespread havoc than all the armies Japan could send here in six months. Of course, God generally gives us peace to restore the havoc He created so, perhaps, the comparison is unfair.*

*This is being written at 10 o’clock at night.*

*The telephone has just rung, a cheery voice said, “Well, Sir, we found it, just where you said it might be.” This was in reference to the last line previously referred to as having been abandoned in trouble for the night. What quality in a man prompts him to keep on even after he has been called off when dog-tired and near the end of his endurance? Is it loyalty to a cause or to his Unit? Is it loyalty to his Officer? Is it just a sense of duty? Or pure cussedness? Here are men who have been at it for 14 hours continuously and without a whimper, still plugging along until the job is finished and soaking wet into the bargain.*

*Tomorrow they’ll raise hell because the eggs are too soft or too hard. Human nature is strange, it is beautiful, and I love it.’*

## STANDING ORDERS CHAPTER 2



## C&E BRANCH FAMILY

### **C&E BRANCH ‘RAISON D’ÊTRE’**

2-1. Today, the Branch has little formal authority. It is not part of the chain-of-command, it does not generate forces or capabilities, conduct operations, perform personnel management, or, except in the case of the C&E Museum Foundation, exercise financial or procurement authority. But to declare the C&E Branch as irrelevant because it lacks formal power is to deny the authority of quiet, credible professionalism.

2-2. The Branch exists in the collective desire of like-minded military C&E and cyber professionals to serve a higher purpose. The nature of the systems and networks our members deploy and defend drives them toward connection, regardless of the colour of their uniform or the environmental affiliation they serve and enable. They understand the pitfalls of interpreting their responsibilities in a narrow, parochial way, and that doing so ultimately defeats the purpose of achieving, maintaining, and defending the connections so vital to modern combat operations. The Branch provides a professional structure to pool collective expertise and experiences to yield the best possible, pan-CAF advice on exploiting the war-winning characteristics of the information domain and denying our adversaries the ability to do the same. The Branch thus serves as a form of conscience, providing professional, knowledgeable, and objective consideration of pan-CAF military C&E and cyber capabilities. Furthermore, the Branch provides the skills, knowledge, and expertise required to discern and enable them.

### **ROLE OF THE C&E BRANCH**

- 2-3. The role of the C&E Branch is to:
- a. enable its members to identify with each other as a cohesive professional group;
  - b. promote the development of military C&E and cyber personnel;
  - c. promote the well-being of all its members (officers and NCMs); and
  - d. formulate professional advice on military communications, cyber capabilities, personnel, and training to the Canadian Armed Forces.

## BRANCH STRENGTH AND COMPOSITION

2-4. Since the last Standing Orders were produced in 2007, the effective strength of the Branch stood at roughly 7,300 members spanning all ranks and vocations from the Regular Force alone. As of this writing, the Branch tallies some 5,615 members from the Regular Force augmented by 1,668 members from the Reserves, the bulk which wear of the Canadian Army uniform.

2-5. Regular Force by the numbers ...

- a. 2,600 x **Signallers** from the Royal Canadian Corps of Signals (RCCS) divvied into the following four vocations: Signal Operator (Sig Op), Signal Technician (Sig Tech), Line Technician (Line Tech), and Information Systems Technician (IS Tech);
- b. 950 x **Aerospace Telecommunications and Information Systems Technicians** (abbreviated as ATIS Techs, from the RCAF *Telecom Wing*);
- c. 800 x **Signals Intelligence Specialists** spanning all three service elements;
- d. 700 x **Signal Officers** from the RCCS;
- e. 490 x **Communications & Electronics Engineering Officers** abbreviated as CELE Officers, from the RCAF *Telecom Wing*; and
- f. 75 x **Cyber Operators**.

2-6. Reserve Force by the numbers ...

- a. **1,200** x Signallers from the RCCS;
- b. **275** x Signal Officers (Field) from the RCCS;
- c. **110** x Signals Intelligence Specialists from all three service elements;
- d. **69** x ATIS Technicians from the RCAF;
- e. **12** x CELE Officers from the RCAF; and
- f. **2** x Cyber Operators from all three service elements.

2-7. Though not part of the C&E Branch, the Royal Canadian Navy boasts 625 Naval Communicators from the Regular Force with an additional 280 *Nav Comms* from the Reserves.

## C&E UNITS AND FORMATIONS

2-8. C&E Branch members serve at every Canadian Armed Forces establishment and are essential team members on every Canadian operational deployment. Military C&E units include:



### CANADIAN FORCES JOINT SIGNAL REGIMENT

One of the largest units in the CAF, this joint communications unit is tasked to provide deployable communications, information systems, and command support to CAF operations anywhere in the world. The CFJSR deploys operational, classified, and administrative network architectures via strategic real-link platforms (such as SATCOM).

### 21 ELECTRONIC WARFARE REGIMENT

Presently the only Canadian Army Signal Regiment in the CAF, 21 EW Regt provides land tactical EW support to Canadian Army and joint operations.



### CANADIAN MECHANIZED BRIGADE GROUP HEADQUARTERS AND SIGNAL SQUADRONS

The CMBG HQ & Sig Sqns provide integral command support to the 1<sup>st</sup>, 2<sup>nd</sup>, and 5<sup>th</sup> Canadian Mechanized Brigade Groups (CMBG) stationed at Edmonton, Alberta; Petawawa, Ontario; and Valcartier, Quebec respectively. They deploy the command & control systems for the Canadian Army's Regular Force combat formations. The Sig Sqns predominantly source the RCCS personnel who fill the Signal Troops and Platoons in every combat and combat support unit.





## **CANADIAN FORCES SCHOOL OF COMMUNICATIONS AND ELECTRONICS**

The training academy for military communications specialists for all three services. CFSCE provides individual training for all members of the C&E Branch in their assigned military occupation.

### **7 COMMUNICATION GROUP**

7 Comm Gp provides, coordinates, manages, and sustains communications and information systems (CIS). The formation enables the Canadian Armed Forces (CAF) to exercise command and control (C2) while force generating line capabilities in support of CAF operations. 7 Comm Gp has two regiments in its ORBAT:



#### **76 Communication Regiment:**

76 CR provides strategic Command and Control Information Systems (C2IS) and delivers national cryptographic services to the Canadian Armed Forces and the Department of National Defence.



#### **77 Line Regiment:**

77 LR force generates scalable line cable and antenna design, facilitates installation, and conducts maintenance capabilities in order to enable command and control across Canadian Armed Forces installations domestically and abroad.





### RCAF OPERATIONAL SUPPORT SQUADRON CIS FLIGHTS

Formerly known as *Wing TIS* (Telecommunications and Information System) sections once rebranded as *Telecom Flights*, these organizations provide network infrastructure, airfield communications, and RADAR support to RCAF Wings.

### 8 AIR COMMUNICATION AND CONTROL SQUADRON

8 ACCS – the Gypsies – enable the RCAF with a high readiness, self-sustainable unit capable of deploying worldwide by air, land, or sea. Its primary mission is to support Canadian air operations through the provision of a network enabled, controlled airfield, regardless of environmental conditions.



### CANADIAN DIVISIONAL SUPPORT GROUP SIGNAL SQUADRONS

Each Canadian Army Division is augmented with a Signal Squadron that provides network, telecommunications, and information system support. The crest to the left is the badge of 4 CDSG Signal Squadron as an example. Note that 1 CAN DIV is presently a CJOC entity and not grouped under the Canadian Army, nor does it have a CDSG Sig Sqn in its ORBAT.



1 CAN DIV



2 CAN DIV



3 CAN DIV



4 CAN DIV



5 CAN DIV

## CANADIAN FORCES INFORMATION OPERATIONS GROUP

CFIOG exists to coordinate, develop, advance, and employ assigned Information Operations capabilities. Overall, it maintains signals intelligence collection and geo-location facilities, manages radio frequency direction-finding facilities in support of search and rescue and other programmes, and provides cryptologic support.

CFIOG units consist of:



### Canadian Forces Station Leitrim:

CFS Leitrim operates and maintains signals intelligence collection and geo-location facilities in support of Canadian military operations; direction-finding capabilities; and administrative, technical, and logistic support to other co-located units.



### Canadian Forces Electronic Warfare Centre:

CFEWC exists to deliver comprehensive EW support for all CAF military operations.



### Canadian Forces Network Operation Centre:

CFNOC is the focal point for national network monitoring, system security operations, and information safeguarding procedures for the CAF.

## **SIGNALS RESERVE**

2-9. The militia formed the backbone of signals over the span of the last century. The Signals Reserve is still integral to maintaining readiness for domestic operations. Soldier-civilians parading part-time band together to form unique units that draw upon a larger backstory than its Regular Force compatriots. The history and culture of the Reserves far exceeds the customs and practices of the Regular Force in terms of richness and age.

2-10. The abilities for each soldier to effectively balance two distinct trades (their civilian careers combined with their military trades training) enriches the unit's history and capabilities. Major Bruce Carruthers was a militia man to begin with, and some of the early leaders were not even signallers by trade, having been '*drafted*' from the Infantry and Artillery brigades to handle this emerging battlefield requirement. In fact, the first CO of the 1<sup>st</sup> Canadian Divisional Signal Company, Captain Lister, had to be relieved by Major Carruthers in 1905 so he could temporarily return to his duties with the Royal Canadian Regiment.



2-11. The respect, professionalism, and personalities that militia members provided throughout the long history of the Corps and Branch, whether it was on manoeuvres, or seconding members to Regular units on operations, have been a large part of how the Signals Reserve contributed to the past and are still relevant in the present.

2-12. In 2011, there was a major re-organization authorized, and many units were amalgamated into larger Regiments, each responsible for their '*local*' geographical areas as some of them cover entire provinces:



**31 SIGNAL REGIMENT**

Hamilton and London, Ontario



**32 SIGNAL REGIMENT**

Toronto and Borden, Ontario



**33 SIGNAL REGIMENT**

Ottawa, Ontario



**34 SIGNAL REGIMENT**

Westmount, Quebec





### **35 SIGNAL REGIMENT**

Sherbrooke and Beauport, Quebec



### **36 SIGNAL REGIMENT**

Halifax and Glace Bay, Nova Scotia  
Charlottetown, Prince Edward Island



### **37 SIGNAL REGIMENT**

St. John, New Brunswick  
St. John's, Newfoundland



### **38 SIGNAL REGIMENT**

Thunder Bay, Ontario  
Winnipeg, Manitoba  
Regina and Saskatoon, Saskatchewan



**39 SIGNAL REGIMENT**

Vancouver, Victoria, and Nanaimo,  
British Columbia



**41 SIGNAL REGIMENT**

Edmonton, Red Deer, and Calgary,  
Alberta



## **THE C&E FAMILY**

2-13. The C&E Branch includes all serving Regular and Reserve Force personnel employed in the occupations listed above. The much broader C&E Family, however, also includes retired and veteran C&E community members and their respective families, and civilians serving within the military C&E community. Organizationally, the C&E Family includes the C&E Branch, the C&E Association, the Military C&E Museum (along with its Foundation), and a number of independent affiliates, each of which possesses a unique mission and responsibility.

2-14. These family members share the common objective of serving Canada by connecting, celebrating, developing, and supporting the Canadian Armed Forces alongside our individual and collective membership by ...

- a. contributing to the CAF Profession of Arms by enhancing the effectiveness of Canada's military communications, electronics, and cyber capabilities through training, professional development, and continuing education;
- b. nurturing and facilitating the morale, welfare, and well-being of all C&E military personnel – past, present, and future – and their families;
- c. connecting, supporting, and promoting a close association with all serving and retired members of the C&E Family, including our extended community of veterans, their families, military support agencies, cadets, academia, and industry partners; and
- d. preserving, educating, and celebrating the heritage and traditions of the C&E Family in conjunction with the Military Communications and Electronics Museum.

## COLONEL-IN-CHIEF



HRH, The Princess Royal,  
Princess Anne

2-15. The titular head of the C&E Branch is the Colonel-in-Chief appointed by the Sovereign. The Colonel-in-Chief is intended to embody the principles of an organization and to preserve its traditions for old and new members alike.

2-16. The First Colonel-in-Chief. Her Royal Highness, Mary, The Princess Royal, CI, GCVO, CBE, RRC, TD, CD, DCL, LLD, served as the first Colonel-in-Chief of The Royal Canadian Corps of Signals from her appointment on 29 May 1940 until her death on 15 March 1965.

2-17. The Current Colonel-in-Chief. The Corps, and later the Branch, was without a Colonel-in-Chief from then until the appointment of HRH, Princess Anne, The Princess Royal. The proper title for the Colonel-in-Chief is '*Her Royal Highness, The Princess Royal.*' Renowned as one of the hardest working members of the Royal Family, Princess Anne – including her appointment with the C&E Branch – is the ceremonial commander for 27 regiments, squadrons, and ships across the Commonwealth, and serves as the Colonel-in-Chief for every Signal Corps in the '*Empire.*' Furthermore, Princess Anne serves as a chairwoman, fellow, patron, representative, or ambassador for over 200+ charitable societies and registered non-profit organizations globally.

2-18. Her Royal Highness, The Princess Royal, was appointed Colonel-in-Chief of the Branch on 11 June 1977 by Her Majesty, Queen Elizabeth II in celebration of the Queen's Silver Jubilee. For a young, dynamic, and forward-looking organization such as the C&E Branch, the selection of a vigorous and active member of the Royal Family as its Colonel-in-Chief was particularly fitting. This selection was also the first of its kind for a professional Branch of the Canadian Armed Forces.

2-19. Our Colonel-in-Chief first visited her Branch in Germany on 20 October 1978, Kingston on 13 November 1979, and Toronto on 17 November 1988. She returned to Kingston on 30 August to 1 September 2003 on the centennial celebration of Canadian Military Signals. She returned to Kingston from 22 – 26 October 2013 on the occasion of the 110<sup>th</sup> anniversary of Military Communications in Canada, during which she presented her Royal Banner to the C&E Branch.



## COLONEL COMMANDANT



Lieutenant-General Clark, CBE, CD

2-20. The appointment of a Colonel Commandant is a centuries-old British Army tradition that Branches of the Canadian Armed Forces elected to perpetuate. The historical origin of the appointment is somewhat vague, but it appears to have evolved during the 18<sup>th</sup> century in a similar manner to that of the appointment of Colonel of The Regiment in the British Army. Those honoured with this appointment were not always active military officers; retired military officers and prominent citizens of the community were also so appointed.

2-21. As an honorary appointment, the first Colonel Commandant in the Canadian Army was appointed for the Royal Canadian Artillery in January 1925. In December 1947, each corps of the Canadian Army was permitted to have its own Colonel Commandant. **Brigadier J.E. Genet, CBE, MC, CD** was appointed the first Colonel Commandant of the RCCS on 18 August, 1948 and as such represents the first in a line of Colonels Commandant of what ultimately became the C&E Branch upon unification. Appointment was restricted to former officers of the Canadian Armed Forces who, normally, held the rank of Colonel or above upon retirement. Nominations could be initiated only by the Branch Advisor, and were subject to the approval of the Minister of National Defence. **Lieutenant-General Clark** served as the first Colonel Commandant of the C&E Branch.

2-22. Selection Criteria. Today, the Branch Leader plays a central role in the nomination of Colonels Commandant, consulting with senior C&E Branch officers and NCMs as well as retired Branch members to identify candidates suitable for the appointment. Selection entails a litany of considerations: retired officers must demonstrate commitment to the C&E Branch (while serving and throughout retirement), they are expected to support Branch and C&E Association programmes, have no public political affiliations, and are willing volunteers for the selfless and unpaid service implied by the appointment. Those who meet this criteria are carefully considered before being nominated by the Branch Leader for Ministerial approval. Once appointed, Colonels Commandant typically serve for three years, although extensions be granted.

2-23. Rank, Method of Address, and Dress. The Colonel Commandant should be treated as a General Officer or Flag Officer (GOFO) when visiting C&E units. In speaking to, or referring to, an honorary appointee who has held higher rank, using the former rank is customary (e.g. a Brigadier-General (Retired) serving as Colonel Commandant would be addressed as '*Brigadier-General Smith.*' The Colonel Commandant wears colonel rank insignia, with the RCCS corps identifier if he or she is a former RCCS officer. The exception to this rule is mess dress where the former rank insignia is worn at all times.

2-24. Duties, Obligations, and Responsibilities. The Colonel Commandant is not involved in the operational affairs of the units of the Branch. He or she is considered a '*conscience keeper*' of the Branch and a guardian of its traditions: a link between the past and the present. He or she represents all members of the C&E Family including serving members (Regular and Reserve), retired members, and their families. Specific duties include:

- a. serving as a channel of communication between the Branch and the Colonel-in-Chief;
- b. fostering esprit de corps throughout the C&E Branch including its RCCS and RCAF elements;
- c. co-chairing with the Branch Leader on the C&E Senate;
- d. liaising between the units of the Regular Force and Reserve Force within the Branch (serving – so to speak – as an ombudsman who can receive questions and concerns from all ranks in a non-partisan role and channel them to the appropriate tier in the Branch Leadership);
- e. liaising, mentoring, updating, and advising with all Honorary appointments serving C&E units;
- f. liaising with cadet units associated with the Branch and RCCS;

- g. advising the Branch Leader and Branch Advisor on:
  - (1) Matters of significance to the Branch and broader C&E Family;
  - (2) Heritage programmes and events, as appropriate;
  - (3) Customs, history, and traditions; and
  - (4) Management of the Branch Fund.
- h. advising NDHQ and Commander Canadian Army in his or her capacity as Colonel Commandant;
- i. advising C&E Family associations on matters of relevance to the C&E Family (liaison and communication with the retired community); and
- j. liaising with allied Corps or affiliated formations, regiments, and units.

## HONORARY APPOINTMENTS

2-25. The Canadian tradition of honorary appointments (note that '*Honorary*' in this context is spelled without the letter 'u') assigned to units originated with the British Army and has been in practice in Canada for more than a century. The first Honorary appointment in Canada was that of the Honorable J.M. Gibson, a Provincial Secretary in the Ontario Government. He was appointed as Honorary Lieutenant-Colonel to the 13<sup>th</sup> Battalion of Infantry in 1895. The Honorary appointment is seen to be the guardian of unit traditions and history, promoting the unit's identity and ethos, serving as an advisor to the Commanding Officer on virtually any matter excluding operations, and serving as a link between the unit and its surrounding civilian community. Honorary rank is '*honorary and advisory*'; it does not confer authority or command (even if the Honorary previously held a substantive rank higher than that of the unit's Commanding Officer).

2-26. The process to **appoint or extend the duration of an honorary position** can be found on the [Military Personnel Command](#) website. As the ultimate authority governing these positions, MILPERSCOM holds the latest templates, guidance documents, and policies that oversee all Honorary and Royal Appointments in Her Majesty's Canadian Armed Forces. There is a wealth of regulations to become familiar with, and the application itself can be upwards of one (1) year to process given the range of signatories that must review and endorse the application.

2-27. Hierarchy. While there is no firmly entrenched hierarchy of Honorary appointments, custom and tradition have defined differences in nomenclature for variations as follows:

- a. Colonel Commandant. As described in the above, Colonels Commandant were historically appointed for Army Corps or Branches composed of '*families of tactical units*' such as artillery or engineers. In the contemporary CAF construct, Colonels Commandant are honorary appointments for numerous branches, including the C&E Branch. They alone serve as the link between the Corps or Branch and the Royal Family designate appointed as the ceremonial commander;
- b. Colonel of The Regiment. In 18<sup>th</sup> and 19<sup>th</sup> century Britain, a gentleman who raised (essentially paid for) a regiment of infantry or cavalry was named the Colonel of The Regiment (CoTR ... capitalized '*The*'). Although many Colonels of The Regiment originally commanded their regiment in battle, eventually unit and battle command was delegated to subordinate officers, giving rise to the rank of lieutenant-colonel. In the late 19<sup>th</sup> and early 20<sup>th</sup> century as regiments grew to numerous numbered battalions, the position of Colonel of The Regiment became more honorary and advisory, and has persisted to this day in both the British and Canadian Armies. In the modern CAF, only Regular Force **armoured** and **infantry** regiments, and the **Canadian Forces Joint Signal Regiment** (CFJSR) are authorized to appoint Colonels of The Regiment; and
- c. Honorary Colonel and Honorary Lieutenant-Colonel. As the appointment of CoTR evolved in the British Army in their regular regiments, their Militia and Volunteer regiments also had Colonels, typically drawn from important local gentry who had not necessarily served in the regiment. These became '*Honorary Colonels*' when they were absorbed into larger regimental families in order to distinguish them from the overall '*Colonel*' or '*Colonel Commandant*' of the family. Canada evolved a similar system of Honorary Colonels, many of whom were local businessmen or other influential persons. Like the regular Colonels of The Regiment, they took an active interest in their regiments, sat on regimental senates, and lobbied for the military and their units. Reserve Signal units usually appointed Honorary Colonels (HCol) or

Honorary Lieutenant-Colonels (HLCOL) depending on the size of the unit, and retained these appointments upon unification of the CAF and the eventual transfer of the units to Communication Command. In the modern CAF, these units have once again returned to the Canadian Army as Signal Regiments of the Army Reserve, and many have both Honorary Colonels and Lieutenant-Colonels. In the intervening years, many Canadian Army, RCAF, and IM Group units, bases, wings, and formations recognized the value of Honorary appointments, and many Regular Force C&E units have since appointed Honoraries, such as 21 EW Regt.

Honoraries are addressed by the rank they are afforded: hence '*Colonel Bloggins is the Honorary Colonel of 3X Signal Regiment.*'

2-28. The functions of unit Honoraries are similar to those of the Colonel Commandant, but focused at the unit level (vice the Colonel Commandant who represents the entire Branch or Corps) and are largely subject to the discretion of the unit's Commanding Officer. Functions may include:

- a. promoting esprit de corps in the unit;
- b. advising the Commanding Officer;
- c. serving as an advocate of the unit in the community;
- d. acting as custodian of unit heritage; and
- e. advising the Colonel Commandant and Branch Advisor on matters of significance to the unit.

2-29. It is customary that the C&E Branch Colonel Commandant will have direct involvement with other C&E Branch Honorary appointments. While this is not a hierarchical relationship, the Colonel Commandant is considered *first among equals* within the C&E Branch Honorary community. This relationship allows discussions that are specific to the C&E Branch to occur among the C&E Honorary community.

## **BRANCH LEADER**

2-30. The Branch Leader is typically the highest-ranking Regular Force C&E Branch officer. The current practice is to designate the Chief of Staff for the Assistant Deputy Minister for Information Management (CoS for ADM(IM)). The Branch Leader is attuned to what is happening at the highest levels of the Department, and is responsible for promoting the Branch and for determining the impact of major policy decisions on military C&E and cyber. The responsibilities of Branch Leader include but are not limited to:

- a. providing advice as required to the Chief of Defence Staff (CDS) and the chain-of-command on military C&E and cyber;
- b. attending the CDS Command Council and providing C&E and cyber advice to its membership as required;
- c. maintaining situational awareness of military C&E and cyber issues emerging from Force Employment and Force Generation;
- d. contributing to the capture of military C&E and cyber related lessons observed and supporting the CDS and the chain-of-command to turn them into lessons learned;
- e. supporting the Chief of Force Development and the principal force generators with the development of C&E and cyber related capabilities as key enablers to the current and future force employment concepts;
- f. being the steward of the C&E profession and, as such, chair the C&E Senate who oversees Branch issues accordingly with the help of the C&E Branch Advisor; and
- g. coordinating military C&E human resource management functions with the C&E Branch Advisor, the C&E Branch Chief, and the Occupational Authority representatives, (i.e. the Director RCCS, Strategic A6, and Commander CFIOG).

## **BRANCH ADVISOR**

2-31. As described in Chapter 1, CAF unification re-grouped similar RCN, CA, and RCAF occupations into personnel branches, one of which was the C&E Branch. It was recognized from the onset that personnel branches needed a focal point for military ethos, esprit de corps, and professional culture. Summarily, the appointment of Branch Advisor was created and staffed by officers at the rank of Colonel who possessed a broad knowledge of the work being performed by branch members.

2-32. Over time, other personnel management roles, which were not specifically assigned in the new system, became unofficially incorporated in the Branch concept and institutionalized. Branch Advisors became responsible for providing a broad range of personnel management advice and for enabling key functions of the personnel management system, including the conduct of occupational reviews, functional analyses, personnel selection, and career management. In the early years of the 21<sup>st</sup> century, centralized CAF management of occupational requirements were devolved to Environmental Commands, which became Management Authorities and later, Occupational Authorities for those professions assigned to them. As a result:

- a. the Chief of Land Staff (eventually the Commander, Canadian Army) became the Occupational Authority for Signal Officer and Signal NCM occupations;
- b. the Chief of Air Staff (eventually the Commander, Royal Canadian Air Force) became the Occupational Authority for CELE Officers and ATIS Technicians; and
- c. ADM (Information Management) – later delegated to Commander, Canadian Forces Information Operations Group – became the Occupational Authority for the Signals Intelligence Specialist and Cyber Operator occupations.

2-33. This devolution of personnel and occupational management responsibilities to Occupational Authorities returned the role of Branch Advisors to its original intent: serving as a focal point for Branch military ethos, esprit de corps, and professional identity.

2-34. The C&E Branch Advisor is appointed by the Chief of Military Personnel (CMP) on the recommendation of the Branch Leader. He or she supports the Branch Leader in all matters pertaining to the C&E Family, and is responsible for the following:

- a. serve as the C&E Branch focal point for issues of ethos, esprit de corps, and overall professional identity;
- b. maintain awareness of pan-CAF personnel issues within the C&E Branch, keeping the Branch Leader apprised and assisting to coordinate their resolution with Occupational Advisors as required;
- c. coordinate C&E personnel succession planning for senior military appointments with the CA Director RCCS, and the RCAF C&E Occupation Advisor;
- d. when necessary, engage with Chief Military Personnel (CMP) senior staff to represent strategic concerns of the C&E Branch;
- e. plan the succession processes for the C&E Colonel Commandant and C&E Branch Chief, providing recommended candidates for Branch Leader approval;
- f. coordinate C&E Branch matters pertaining to events, honours and awards, representation, heritage, history, protocol, and tradition;
- g. coordinate support to the C&E Senate;
- h. co-chair, with the Branch Leader, the Branch Advisory Council (BAC); and
- i. coordinate the preparation of an annual draft report on the C&E Branch for Branch Leader approval.



## BRANCH ADJUTANT

2-35. The Branch Adjutant is the principal staff officer for the Colonel Commandant, the Branch Leader, and Branch Advisor on all matters related to the C&E Family. The Adjutant's Office serves as the '*corporate memory*' for the Branch, and as such, all pertinent information flows through – and is disseminated from – this office to the appropriate C&E members and organizations. All C&E Branch issues are filtered through the Branch Adjutant, and he or she is accessible to all members of the C&E Family, including retired members and civilians. Key responsibilities include the planning and coordination of C&E Week and all major Branch events; maintenance of Branch H&A; the safeguarding of history, heritage, and protocol; and mass information releases. The Branch Adjutant serves as an advisor concerning all ceremonial proceedings (such as mess dinners, funeral processions, or promotion & appointment parades, etc.).

2-36. The Branch Adjutant is also appointed as the Aide-de-Camp to the Colonel Commandant and fulfills this ceremonial function during official visits, parades, ceremonies, mess dinners, and award functions. Aside from serving as a military escort, the Branch Adjutant is responsible for the Colonel Commandant's schedule, itinerary, travel arrangements, and all administrative requirements.

2-37. Apart from the general duties listed above, the Branch Adjutant works closely with the office of the Branch Chief on all ceremonial matters, and serves as the secretariat to the Branch Advisory Council (BAC) and C&E Senate.



## **BRANCH CHIEF**

2-38. The Branch Chief is the senior-ranking C&E Branch non-commissioned appointment. The Branch Leader selects the Branch Chief from nominees across the breadth of the C&E NCM occupations. By custom, the Branch Chief has broad access to members of the C&E Family. The Branch Chief Warrant Officer advises the Branch Leader and Branch Advisor on all matters affecting C&E Branch non-commissioned personnel. The Branch Chief Warrant Officer is responsible for the following:

- a. advise on matters of C&E Branch dress, discipline, deportment, and ceremony;
- b. advise on matters affecting the conditions of service, professional development, training, employment, unity, esprit de corps, and morale of C&E Branch non-commissioned members;
- c. plan and organize promotion, change of appointment, and H&A ceremonies;
- d. advise on the development and selection of C&E personnel for senior Branch non-commissioned member appointments;
- e. represent the C&E Branch and maintain liaison / communication with other CWOs in CAF senior appointments or key positions;
- f. maintain liaison, communication, and coordination with C&E CWOs and MWOs in the CA, RCAF, and IM Group, providing advice and support to the respective occupational authorities / advisers;
- g. lead and coordinate the C&E Branch NCM Advisory Council, sharing information, seeking consultation, consolidating feedback, and developing recommendations on all matters affecting C&E non-commissioned members; and
- h. as required, accompany the Branch Leader, Colonel Commandant, and / or Branch Advisor on visits and events.

## **DIRECTOR SIGNALS**

2-39. Director RCCS (or Director Signals) is appointed by the Commander of the Canadian Army. As the RCCS Occupational Advisor (OA), Director Signals advises on the state of the RCCS occupational structure, succession planning, and training. The Colonel appointed Army G6 (also Director Land Command Information – or DLCI) is typically appointed D Sigs, thereby centralizing staff responsibility for most aspects of RCCS occupational management, force development, and force generation. As a member of the Branch Advisory Council (BAC), D Sigs works closely with the Branch Leader and Branch Advisor to harmonize RCCS and Branch objectives.



## **STRATEGIC A6**

2-40. The RCAF C&E Occupational Advisor is appointed by the Commander of the RCAF. As the RCAF C&E Occupational Advisor (OA) to the Air Force Commander, the Strat A6 advises on the state of the Air C&E occupational structure, succession planning, and training. The Colonel appointed Strategic A6 (also Director Air Domain Development – or DADD) is usually appointed as RCAF C&E Occupation Advisor, usefully centralizing staff responsibility for many aspects of air communications occupational management, force development, and force generation. As a member of the Branch Advisory Council (BAC), the Strategic A6 works closely with the Branch Leader and Branch Advisor to harmonize RCAF and broader Branch objectives.



## **COMMANDER CANADIAN FORCES INFORMATION OPERATIONS GROUP**

2-41. The Communications Research (soon re-branded as Signals Intelligence Specialist) and Cyber Operator Occupation Advisor (OA) is appointed by the Assistant Chief of Military Personnel. Comd CFIOG advises on the state of the Signals Intelligence and Cyber Operator occupational structure, succession planning, and training. The Colonel appointed Commander of the Information Operations Group is usually appointed as the SIGINT and Cyber Occupation Advisor. As a member of the Branch Advisory Council (BAC), the Comms Research and Cyber Operator Occupation Advisor works closely with the Branch Leader and Branch Advisor to harmonize Information Operations Group, cyber, and broader Branch objectives.



## THE SENATE

2-42. The C&E Senate is responsible for the long-term well-being of the C&E Family and the furtherance of C&E Family mission and interests. It is chaired jointly by the Branch Leader and the Colonel Commandant, and includes all serving C&E Branch General and Flag officers, a senior Reserve advisor, immediate past Colonel Commandant and Branch Leader, the Branch Advisor and Branch CWO, President of the C&E Association, Commanding Officer of the C&E Museum, President of the C&E Museum Foundation, and representatives for Honorary appointments and C&E / Signal Affiliates. The C&E Senate does not involve itself in matters within the purview of Branch Advisory Council (BAC), unless specifically requested to advise or assist.

- 2-43. The role of the C&E Senate is to ensure the long-term well-being of the C&E Family by:
- a. providing good governance of the C&E Family by exercising oversight and stewardship of its programmes, activities, and resources on behalf of the trust placed in it by members of the C&E Family and the general public;
  - b. providing strategic guidance, direction, and oversight of all C&E Family programmes and activities in support of the C&E Family mission;
  - c. optimizing coordination and cooperation among internal and external stakeholders who contribute to, or influence the well-being of, the C&E Family; and
  - d. maintaining suitable communication with external and internal stakeholders.



### **BRANCH ADVISORY COUNCIL (BAC)**

2-44. The C&E Branch Advisory Council (BAC) provides advice to the Branch Leader and Branch Advisor, formulates and approves C&E Branch policy, monitors performance and conditions of service, and promotes the welfare, professionalism, and esprit de corps of the C&E Family. The C&E BAC also provides an informal forum for the coordination of advice on pan-CAF C&E issues, including policy, force development, force structure, equipment, operations, leadership succession, and the aforementioned personnel management and leadership functions. It should be noted that the C&E BAC has no authority to direct or implement its advice in these matters except through the authorities delegated to its members by their respective chains-of-command. As a result, the C&E BAC works with and through its membership, assisting and enabling environmental and functional representatives to achieve the best possible, pan-CAF solutions to the problems of exploiting the war-winning characteristics of the information domain and denying our adversaries the ability to do the same.

### **C&E BRANCH NCM ADVISORY COUNCIL**

2-45. The Branch NCM Advisory Council provides advice and support to the Branch Chief. The Committee also acts as a forum to raise, discuss, resolve, or report on CAF and Branch policies and regulations affecting C&E Branch NCMs. The Committee is chaired by the Branch Chief and consists of representation of occupational, environmental, and operational employment areas.

### **C&E ASSOCIATION**

2-46. The C&E Association was originally incorporated as a non-profit organization in July 1970. Over the intervening half-century, its mandate evolved considerably and its current mission is to enhance the effectiveness of Canada's Military Communications and Electronics community, and the morale and welfare of its members. Membership is open to all serving and former C&E Branch members, former members of Branch's founding organizations, their families, existing C&E Associations and groups, as well as friends of military C&E including industry.

2-47. The Association achieves its mission through the following objectives:

- a. nurturing and facilitating the well-being of all C&E military personnel and their families;
- b. preserving, educating, and celebrating the heritage and traditions of the C&E community in conjunction with the Military Communications and Electronics Museum; and
- c. connecting with and promoting a close association with all members of the C&E military community including its extended community of veterans, families, and industry partners.

#### **ADDITIONAL C&E AND SIGNALS AFFILIATIONS**

2-48. An extensive network of fraternal, veteran, and retired C&E and RCCS member associations exists across Canada comprising of several thousand members. The associations are composed of former C&E and RCCS members of all ranks and are, for the most part, fraternal in nature. Many are organized by unit or other commonalities. These C&E organizations are instrumental in preserving the bond between members, increasing public awareness of military C&E, and in fundraising for the C&E Museum and other projects. Because all members do not reside in the same geographic area, many hold reunions on an annual basis, but otherwise rely upon communications to maintain the bonds.

2-49. One of the more vital associations is the **Military Communications & Electronics Museum Foundation** (colloquially known as the Foundation). This non-profit organization is responsible for the financial health of the C&E Museum, and is a pivotal agency for all C&E Branch funds (required for distressed member assistance, event funding, morale, welfare, and hospitality, amongst other key initiatives). Greater detail can be found in Chapter 7 of this Standing Order.

## CMCEN

2-50. The **Canadian Military Communications and Electronics Network** (CMCEN) is the online home and outward-facing presence for military communicators. It is the central hub of information – the command post – for the C&E Branch and the extended C&E Family. The site serves active and retired Branch members, the C&E Association, the Military C&E Museum and its affiliated Foundation, as well as extended family members and partner organizations who represent military C&E.

2-51. CMCEN promotes, informs, and supports a range of initiatives so as to celebrate the achievements of the oldest military communications service in the Commonwealth.

Examples of CMCEN events, media releases, and news include ...

- a. promotions & retirements;
- b. honours & awards; and
- c. major events & ceremonies via the Strategic Outlook Event Calendar.

2-52. C&E Family members are encouraged to visit <https://cmcen-rcmce.ca/> in order to remain apprised of events such as C&E Week along with mess dinners, key dates, historical milestones, and celebrations. CMCEN also contains retirement messages, news regarding promotions and appointments, descriptions and contact details for every C&E Branch unit and formation, and instructions for a wealth of awards, recognitions, and event submission requests.





## STANDING ORDERS CHAPTER 3



## CUSTOMS, TRADITIONS, AND MONUMENTS

### BRANCH MOTTO

3-1. The motto was officially approved by the Branch Executive on Friday, 1 May 1991 as ‘*Velox Versutus Vigilans*’ (VVV). The accepted translation is **Swift, Accurate, Watchful** (although *Vigilant* and *Alert* have also been used when translating the Latin word *Vigilans*, and *Skilled* was used on occasion to define the word *Versutus*). The motto’s tradition dates back to 1903 when the motto appeared in full on the badge of the (Canadian) Signalling Corps (Militia). In later years, RCAF units and stations such as CFS Bermuda, CFB Cold Lake, and several RCAF RADAR Stations used portions of VVV in their mottos.

### BRANCH TERMINOLOGY

3-2. Confusion often arises when using the words **communication(s)** and **signal(s)**. The Concise Oxford dictionary defines ‘*communication*’ as the whole science and practice of transmitting information. ‘*Communication*’ means the act of imparting information – or in other words – the act of communicating. Further, the Living Webster Dictionary defines ‘*communications*’ as a system of facilities used for communicating messages or orders, and that, although it is a plural noun, it is singular in construction. This means that ‘*communications*’ should be treated the same as the words ‘*news*’, ‘*logistics*’, and ‘*mathematics*’ in sentences. It would be incorrect to say ‘*tactical communications are very important*’; rather, correct usage is ‘*tactical communications is very important*.’

3-3. Generally speaking, ‘*signal*’ is used as a **noun** and ‘*signal*’ as an **adjective**. The following examples illustrate the application of this principle:

- a. Signal (adjective). **Occupations** (Signal Officer, Signal Operator, Signal Technician);  
**Units** (Signal Regiment, Signal Squadron, Signal Troop, Signal Centre);  
**Other Examples** (Signal Communications, Signal Instruction, Signal Diagram, Signal Security, U.S. Signal Corps); and
- b. Signals (noun). The Royal Canadian Corps of Signals, RCAF Signals Cadre, ‘*send it to Signals*’, ‘*Signals will take care of it*’, and Signals Intelligence (compound noun).



### BRANCH BADGE

3-4. The Branch badge was approved by Canadian Forces Headquarters (CFHQ) and given royal assent in October 1971. It is described in heraldic terms as ...

*Within a wreath of stylized leaves Or,  
a cartouche Azure edge Or,  
charged with the figure of Mercury  
carrying the caduceus between two flashes of lightning  
issuant from centre base Or,  
the whole is ensigned with the Royal Crown Proper*

### BRANCH COLOURS

3-5. The official Branch colours are **French Grey (Munsell 5PB5/2)** and **Dark Blue (Munsell 7.5PB2/2)**. These colours were meant to have no historic tradition, but it is interesting to note that French Grey was the official colour of the 21<sup>st</sup> Lancers, the regiment that Major Bruce Carruthers (founder of Canadian Signals) originally served with. Note that the Lancers were formerly known as *Hussars* and were officially titled as such when Carruthers served with them. French Grey was worn on the uniforms of the original Signalling Corps until 1921 when the colours of the Royal Corps of Signals were adopted.

### BRANCH FLAG

3-6. The Branch Flag consists of the Branch Colours in two horizontal divisions of equal measure: the upper French Grey, and the lower Dark Blue.

3-7. Units may fly the Branch Flag with an alphanumeric designator in the upper left-hand corner. Questions on the legalities of Branch Flag modifications should be brought to the attention of the Branch Chief before placing an order.

3-8. Official Branch Flags with the approved colour scheme are available through the C&E Museum / Mercury Kit Shop.

### BRANCH MARCH

3-9. The Branch March, entitled the **Mercury March** and composed by **Captain A.C. Furey** of the Central Band, was specially commissioned by the C&E Branch to start a new tradition in the aftermath of the 1968 Unification Act when the Personnel Branches (i.e. the C&E Branch) was stood up.

### BRANCH POETIC TOAST

3-10. The C&E Branch poetic toast is an excerpt from Rudyard Kipling's poem, **Mandalay**. Published in 1890, the poem is set in colonial Burma (which was once part of British India). The poem is about a working-class British soldier, since returned to the restrictive, gray, and classist system of London life. The cockney soldier fondly recalls his deployment to the city of Mandalay where he – for once – felt free and had a Burmese girlfriend, now unattainable and far away ...

*For the wind is in the palm-trees,  
And the temple-bells they say:  
'Come you back, you British soldier,  
Come you back to Mandalay!'*

*Come you back to Mandalay,  
Where the old Flotilla lay;  
Can't you 'ear their paddles clunkin'  
from Rangoon to Mandalay?*

*On the road to Mandalay,  
Where the flyin' fishes play,  
An' the dawn comes up like Thunder  
outer China 'crost the Bay!*

## BRANCH EMBLEM

3-11. The Branch emblem is **Mercury**, herald of the gods, and the lord of science and invention in the Roman mythology. The first recorded association of Mercury with military communications was found within the Telegraphy Corps of the Royal Engineers (RE) circa 1884. A statuette of Mercury was carried on the **Drum Major's staff**. By 1907, Mercury was included on the letterhead of the RE Telegraph Companies stationed in Limeric, Ireland. The emblem of Mercury was adopted by Royal Signals and later by the RCCS, thus becoming the centrepiece of our present Branch Badge.

3-12. Throughout the Commonwealth, Mercury is associated with communications and is known affectionately as '*Jimmy*'. Many stories exist as to the origin of this nickname (the name of a Royal Signals boxer in the 1920s surfaces as one of the more recurring fables). However, the name '*Jimmy*' was in common use within the Royal Engineer Signal Units as far back as 1907. It is believed that the Limeric, Ireland Signal Post can be attributed to first using the name. Soldiers had a penchant for attaching familiar names to artifacts, monuments, *militaria*, and other such things.

3-13. Athenian Foundations. Hermes (pronounced *Air-Mez*) was an Olympian deity and son of the God-King Zeus. His role was that of divine messenger for the Greek pantheon of gods. He was also the Lord of merchants and commerce, public speaking and literary skills, and other intellectual pursuits. As the Roman Empire spanned across the known world, so too did Roman absorption of other cultural customs and norms. Assimilating cultural traditions aided in the integration, or transition, of other societies into the Roman Empire. One of the more prevalent examples was the '*syncretisation*', or the transference of Greek deities into the Roman divine pantheon of gods. Thus, Zeus became known as Jupiter, Ares became Mars, and Hermes was now known to all as Mercury. Name changes aside, each god's sphere of divine influence remained intact, making it easier for followers to continue in their worship. In time, Roman gods expanded their divine oversight into a broader range of disciplines, Mercury being no exception.



3-14. Mercury's Divine Spheres. Mercury's primary function in the Roman faith was still that of Divine Messenger, but his scope of social and spiritual oversight increased to include a range of other cultural and intellectual pursuits. Mercury assumed lordship over:

- a. Heraldry. Communication, speech, persuasion, eloquence, messages, treaties, social order, as well as the protector of Heralds and Messengers;
- b. Omens. '*The Messenger of the Gods*' who communicated between the deities. Mercury also channelled celestial messages to mortals via dreams, visions, omens, and prophecies;
- c. Education. Language, innovation, inventiveness, military tactics, writing and poetry, memory, science and mathematics, astronomy, and technology;
- d. Commerce. Wealth, success, merchants, trade, luck, and fortune;
- e. Travel. '*The God of Roads*' or '*Lord of Travels*' who protects travellers and military campaigns;
- f. Rogues. Bandits, thievery, stealth, and crafty thoughts and actions;
- g. The Damned. The guider of souls (called 'Shades') to the underworld; and
- h. Athletics. Fitness, fighting / duels, competitions, contests, strength, wrestling, physical prowess, and dexterity.

3-15. Mercury's tie to the Military Commander. Mercury's original role of divine messenger designated him as the patron of speech, eloquence, clarity, and persuasion. Paying homage to Mercury supposedly garnered divine clarity and emotional appeal to a speech. This would in turn align an audience with one's cause as the orated message would connect via emotional appeal and personal attachment.

3-16. The ranks of the '*Legati Legionis*' (Legion of Commanders) in the Imperial Roman Army (and the Athenian generals who predated them) would worship the '*Lord of Travels*' before embarking on military campaigns. The intent was to garner Mercury's attention in hopes that divine messages would seek them out and warn a Roman Legion of approaching danger potentially facing them. In this context, Mercury befits the role of the contemporary military commander. Command presence, coupled with a well-presented public address, falls within Mercury's domain of education, persuasive language, and eloquent writing. Mercury's divine warnings of encroaching danger also relates to the modern-day military commander's imperative to retain situational awareness on the battlefield.

3-17. Mercury's bond to the Soldier. Statues of the Divine Messenger often decorated Roman roadways as their presence would allegedly safeguard travelling heralds as they headed to their destination. Mercury would watch over his subjects and punish those who obstructed their path. Heralds often referred to Mercury as the 'God of Roads'. Any soldier can relate to a deity who watches over their safety as they march onward towards a campaign or theatre of operations overseas. Additionally, soldiers of all specialities can relate to Mercury's rule over fighting, tactics, and athleticism.

3-18. Mercury's link to the Signaller. The signaller still holds the strongest symbolic ties to Mercury. As communication is central to all human accomplishments, Mercury's sphere of influence logically spread into the fields of innovation, science, mathematics, and technology. Mercury is the architect of the alphabet, numbers, astronomy, and music. These facets closely echo the role of all communication specialists entrusted to innovate, invent, and resolve complex problems affecting commanders and their staff. In short, signallers must master the intellectual and technological fields that Mercury oversees. Mercury is also charged with military tactics and fighting. Ancient heralds are the ancestors of the modern-day signaller. Heralds were a stock of well-trained, seasoned, and experienced combatants who often travelled in solitude. Refined combat skills not only paid reverence to Mercury, but also ensured the delivery of their entrusted information.

3-19. A Herald's message often yielded tremendous political, ideological, or militaristic implications – and as such – the herald was chosen from the ranks of seasoned warriors who possessed the requisite combat experience, physical fortitude, and cerebral cunning needed to deliver the critical information.

3-20. The Caduceus ... Clarified. The Caduceus, or Herald's Staff, is a symbol of negotiation, communication, commerce, and peace. The symbol has been in existence since around 4,000 BC, with usage dating back as far as the Egyptian Pharaoh (the entwined serpents are asps, also known as Egyptian cobras). The presence of the Caduceus in the hand of the messenger proclaimed the importance of the orator (or public speaker), for he was proclaiming the very will of a God-King.



3-21. The Rod of Asclepius. A staff entwined by a single serpent, often misrepresents the Caduceus. Further, medical staff are often seen with caduceus symbols bolted onto their lab coats. Though technically thievery, members of the C&E Branch should look to this as complimentary. Most medical personnel secretly wish to be communicators, and it is a little known fact that most surgeons are failed Linemen. This Rod of Asclepius denotes healing and medicine with the snake signifying the curative properties that its venom can produce. The serpent denotes life and death, sickness and health. In contrast, the symbolism of the Caduceus is far more nuanced.



3-22. One popular description is that the wings of the **Caduceus** represent the speed of information, and the entwined serpents represent a venomous, poisonous, and eternal conflict. The serpent's argument is fuelled by miscommunication, and can be resolved only through the enlightened Herald's message (a logical and persuasive negotiation built upon compromise and understanding). The asps, representing conflicting beliefs and intentions, are moving upward to the winged orb (a portal or representation of heaven where Mercury resides and channels his powers) at the top of the staff. It is here where intelligence, reason, understanding, and communication reside. The orb between the serpents symbolizes the exchange of information between their conflicting minds. Symbolically, without the military communicator, all military goals become hopelessly complex, fragmented, and unattainable. The Arms we support are the asps; we are the winged orb.

### **ORDER OF PRECEDENCE (SENIORITY)**

3-23. The C&E Branch is fifth (5<sup>th</sup>) in the Canadian Armed Forces Order of Precedence. The Branch draws its seniority from the Royal Canadian Corps of Signals, founded in 1903. On formed parades, the C&E Branch stands after the Canadian Military Engineers (precedence drawn from the Royal Canadian Engineers) and stands before the Royal Canadian Infantry Corps.

### **BRANCH BIRTHDAY**

3-24. The **1<sup>st</sup> of October 1968** is taken as the official C&E Branch Birthday as it is the date on which the former Corps and Services were disbanded with the execution of the Unification Act (the parliamentary decree which unified the RCN, CA, and RCAF into the tri-service CAF). However, **the Branch did not officially exist until 27 August 1971** when personnel branches (such as the Medical, Logistics, Intelligence, and the C&E Branch) were finally authorized by an Administrative Order.

3-25. Most importantly, the anniversary of the Royal Canadian Corps of Signals – then known as the Signalling Corps (Militia) – is held on the **24<sup>th</sup> of October 1903**. This date signifies the birth of the first-ever signal corps in the history of the British Empire.

3-26. C&E Week – for example – hosts an anniversary parade at the gravesite of Major Bruce Carruthers – our founder – on **October 24<sup>th</sup> of each year** in the Cataraqui Cemetery, Kingston, Ontario. The parade is championed by the Canadian Forces Joint Signal Regiment (CFJSR). **Bruce died on the 21<sup>st</sup> of October 1910**. The parade is not used to commemorate his death: it is a celebration to mark the stand-up of his Corps and Branch writ large.

### **NICKNAMES**

3-27. While the messenger of the gods – Mercury – is the C&E Branch emblem, members who wear the cap badge are likely to be called a varied number of nicknames; depending on the Signals trade they hold, and the discernment of the tradesmen they are dealing with. **JIMMY** is by far the most common handle; this term of endearment may come from a very popular Royal Signals boxer, Jimmy Emblem, who was the British Army Boxing Champion in 1924 and represented Royal Signals from 1921 – 1924. **SIG PIG**, a once pejorative term, is now commonly recited with pride by Army Signallers. Groups of junior soldiers or officers in training are often called **SIGLETS**.

## HOME STATION

3-28. In 1985 CFB Kingston was officially established as the Branch Home Station.

This declaration simultaneously assigned the Vimy Officers' Mess as the Branch Officers' Mess.

In 1986, the Warrant Officers' and Sergeants' Mess was given Home Station status for the senior NCMs of the Branch. These initiatives proved instrumental in fostering a healthy Branch identity.

3-29. The Home Station is located just east of the City of Kingston, along Highway #2.

CFB Kingston is comprised of ...

- a. Vimy Barracks;
- b. McNaughton Barracks;
- c. Fort Frontenac;
- d. Fort Henry; and
- e. The Royal Military College of Canada (RMC).

3-30. The military history of Kingston dates back to the establishment of **Fort Frontenac** in 1673. **Fort Henry**, on the bluff overlooking the city, was established in 1832 to protect the entrance to the Rideau Canal against American invasion. **RMC** was opened in 1876 at the site of the Kingston naval dockyard. Barriefield Camp (now **McNaughton Barracks**) was used as a concentration area during the First World War. The original buildings at **Vimy Barracks** were constructed between 1935 and 1937 as an unemployment relief project and provided a permanent home to the Royal Canadian School of Signals and the RC Sigs Depot in 1937.

3-31. CFB Kingston is currently home to the following Branch / Corps units:

- a. Canadian Forces School of Communications and Electronics (CFSCE);
- b. Canadian Forces Joint Signal Regiment (CFJSR);
- c. 21 Electronic Warfare Regiment (21 EW Regt);
- d. 77 Line Regiment (77 LR); and
- e. 767 Communication Squadron.

3-32. **Vimy Barracks** was named as a commemoration of the capture of Vimy Ridge in Northern France by the Canadian Corps on 9 April 1917 (Also see Vimy War Memorial).



3-33. The main thoroughfare into Vimy Barracks is named **Princess Mary Avenue** in commemoration of Her Late Royal Highness, Mary, The Princess Royal; the first Colonel-in-Chief of The Royal Canadian Corps of Signals.

#### **HOME STATION COMMANDANT**

3-34. The CFSCE Commandant is also appointed as the **Commandant of the Home Station**. In this capacity, the Commandant is responsible to the senior Branch Leadership for all matters deemed to be within his purview such as:

- a. senior Branch presence at the Home Station and Home Station Mess (VOM);
- b. promotion of Branch esprit and morale into new and serving officers and members;
- c. champion of dress, customs, and traditions;
- d. manager of Branch funds, charities, and property; and
- e. overseer of the C&E Museum, memorials, and competitions.

3-35. The position of **C&E Branch Home Station Adjutant** was first manned on 1 February 1990. The Branch Adjutant reports directly to the Branch Leader and assists the Commandant of the Home Station, acting as his primary staff officer on Home Station matters such as protocol, history, tradition, morale, event management, and ceremonial affairs.

3-36. The CFSCE School Chief Warrant Officer (SCWO) is also the **Home Station RSM** and is responsible to the Commandant for all matters within the School dealing with ceremonial activities along with the discipline, dress, and deportment of all NCMs as it pertains to C&E Branch issues.

3-37. Collectively, these three (3) appointments represent the C&E Branch in the Home Station of CFB Kingston, Ontario. Their respective offices work with the Ottawa-based Branch Leadership (comprised of the Colonel Commandant, Branch Leader, Branch Advisor, and Branch Chief). Together, these positions represent and champion the C&E Branch and each of the founding services (RCCS, RCAF Telecom Wing, and the Signals Intelligence Community).

### CFB KINGSTON BUILDINGS & BRANCH AFFILIATIONS

3-38. Several buildings within CFB Kingston have been named over the years, commemorating the rich and varied history of the RCCS in Kingston. Some of these buildings are:

- a. Forde Building. Named after Colonel E. Forde, DSO, OBE, VD, Chief Signal Officer of the Canadian Corps in the First World War and head of the Corps of Signals until 1942. The cornerstone was laid on 25 May 1935 by His Excellency, the Earl of Bessborough, PC, GCMG, Governor General of Canada. On 25 May 1985, to commemorate the 50<sup>th</sup> anniversary of Vimy Barracks, the Forde Building was re-dedicated and a commemorative plaque was unveiled by Brigadier-General (Retired) M.H.F. Webber. On Sunday, 6 September 1987 – as part of Reunion '87 – a **sealed time capsule** was presented by BGen Webber (then Colonel Commandant) to the Commandant of CFSCE. This capsule, currently safeguarded by the Branch Adjutant, is to be **unsealed on 2037** marking the 100<sup>th</sup> anniversary of Vimy Barracks. Attached to the Forde Building is the **Reading Drill Hall** (RDH) named and dedicated in memory of RSM Stan Reading;
- b. Carruthers Hall. Named after Major W.B.M. (Bruce) Carruthers, founder of the (Canadian) Signalling Corps (Militia) in 1903 and architect of the first signal corps in the British Empire;
- c. Genet Building. Named after Brigadier J.E. Genet, CBE, MC, CD, Chief Signal Officer of First Canadian Army in the Second World War and first Colonel Commandant of the RCCS (1948-1954);
- d. Beament Hall. A barracks named after Brigadier A.W. Beament, CBE, VD, CD, Colonel Commandant RCCS (1954-1961);
- e. McKee Hall. A barracks named after Brigadier C.S. McKee, CBE, ED, CD, Colonel Commandant RCCS (1961-1966);

- f. Clement Building. Named after Brigadier-General J.B. Clement, CD, First Colonel Commandant of the newly formed C&E Branch (1973-1977). This building, along with the Signalman Gray Building, is the home of the Canadian Forces Joint Signal Regiment (CFJSR);
- g. Signalman Gray Building. Named in honour of Signalman William Todd Gray, a Lineman who served with the RCCS during WWII. Signalman Gray was awarded – among other decorations – with the Military Medal (by King George VI) for heroism and bravery in the presence of the enemy. A plaque on the Clement Building (E-30) was unveiled on 6 June 1997. This plaque was later transferred to the new CFJSR building (E-37) on 21 October 2004 and named in honour of Signalman Gray;
- h. Wallis Building. Named after Major T.J. Wallis, former WO – 1<sup>st</sup> Class and RSM of the Corps from 1927 until he was commissioned in 1940 (holding the appointment as a senior disciplinarian for 13 years);
- i. Touray Hall. Named after WO1 R.E. Tournay, former RSM of 1 Canadian Signal Regiment (later to become the CFJSR);
- j. Gloucester Building. Named after HMCS Gloucester, a former RCN School which provided tri-service training for operators in the supplementary radio system;
- k. Reading Building. Named after WO1 Louis Phillip Reading, MSM, in May 1998. This building is used mainly for all technical training in CFSCE; and
- l. Knowlton Forest. The three elm trees known located in the Vimy Parade Square in front of the Forde Building (CFSCE) is known as *Knowlton's Forest*. These elms are the only trees standing a parade square across the entire Commonwealth. The precise reasoning behind the purpose of these trees remains a mystery, but their history dates back to the Second World War. Dutch Elm Disease claimed some of them since.

## **BRANCH SCHOOL**

3-39. The Canadian Forces School of Communications and Electronics (CFSCE) located at CFB Kingston is the Branch School. CFSCE provides for the training of Branch Officers and NCMs from the Regular and Reserve Force.

3-40. CFSCE grew out of the former Royal Canadian School of Signals located at Vimy Barracks. On 12 February 1968, after unification, the Canadian Forces School of Communications and Land Ordnance Engineering (CFSCLOE) was formed, combining the RCS of S and the Royal Canadian Electrical and Mechanical Engineers (RCEME) School, which had operated at McNaughton Barracks.

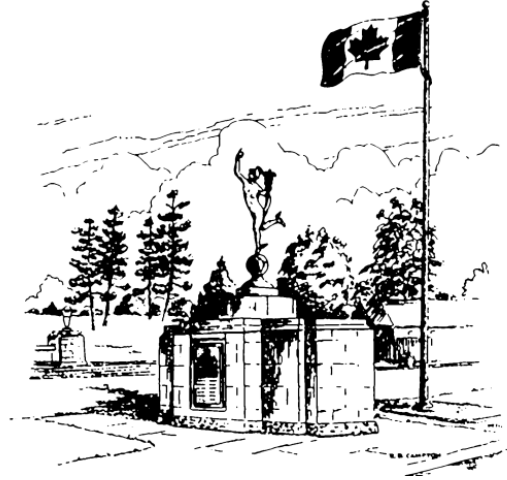
3-41. In the fall of 1969, all radio operator, teletype operator, radio technician, and teletype technician training formerly conducted at Number 1 Radar and Communications School (1 R & CS) RCAF Clinton, was transferred to CFSCLOE.

3-42. One year later, on 1 June 1970, the School was re-organized and subsequently renamed the Canadian Forces School of Communications and Electronics Engineering (CFSCEE).

3-43. In July 1971, 1 Radar and Communications School, located as CFS Clinton, was closed and all communications training was moved to CFSCEE Kingston.

3-44. In 1972, Communication Research training commenced at CFSCEE, following the closing of HMCS Gloucester near Ottawa.

3-45. Finally, on 8 April 1981, the last 'E' was dropped from CFSCEE to form the present-day CFSCE. The changed name more accurately reflects the function of the school as it does not teach engineering.



### VIMY MEMORIAL

3-46. The Royal Canadian Corps of Signals War Memorial, located at Vimy Barracks, consists of two (2) components: the **Memorial Entrance** and the **Book of Remembrance**.

3-47. The **Memorial Entrance** is located at the main entrance to Vimy Barracks. It comprises a life-sized bronze figure of Mercury perched on a centre pylon, flanked by two curving stone walls. A bronze plaque on the centre pylon reads:

*To Those in the  
Royal Canadian Corps of Signals  
Who Gave Their Lives  
for Their Country*

3-48. Her Royal Highness, The Princess Royal, broke the ground for the construction of the Memorial Entrance in June 1962 and the structure was completed the following November. His Excellency General, The Honourable Georges P Vanier, DSO, MC, CD, PC, Governor General of Canada, officiated at the unveiling and dedication ceremony. As for all war memorials, proper respects shall be observed. The monument is saluted by all those in uniform to pay respect for those in the RCCS and C&E Branch who gave their lives in the service of their country. It is customary to hold a short memorial service at the War Memorial on Remembrance Day. On this occasion, wreaths are laid on behalf of all units falling under the C&E Branch. In June 2014 the memorial was re-dedicated to include the wider C&E community and new plaques were added.

3-49. Within the stone monument there lies an artillery casing from the 1<sup>st</sup> World War.

Within this artillery casing there contains a collection of sacred items:

- a. a list of the dead;
- b. a list of contributors to the memorial fund;
- c. a history of the War Memorial Project; and
- d. photographs of the construction, construction plans, and mementoes of the times.

3-50. The **Book of Remembrance** is a beautiful work of art listing the fatal casualties sustained by the RCCS in the First World War, the Second World War, in United Nations Operations, and in West Germany. It was originated by Brigadier-General E.D. Baldock, MBE, CD, as a gift to the Corps and dedicated on 22 September 1963. It is now on permanent display in the memorial room at the C&E Museum. Pages are turned at regular intervals throughout the year.



### **RADAR ANTENNA MONUMENT**

3-51. The Radar Antenna Monument consists of an AN/FPS 26A Height Finder and an AN/FPS 27 Search RADAR antenna which were donated to the Branch Museum in 1974 upon the closure of Canadian Forces Station Ramore, Ontario. These antennas are mounted opposite the Vimy War Memorial at the South East entrance to McNaughton Barracks and are located on the front grounds of the C&E Museum. The antennas were mounted in May 1984; the central cairn was officially unveiled on 25 May 1985. The cairn, unveiled by the first Commander of Communications Command – Brigadier-General R.E. Mooney, CMM, CD – officially recognizes the RCAF Telecommunications Wing.

3-52. The official unveiling, occurring 51 years after the advent of telecommunications in the RCAF, was all the more fitting coming just after the announcement of the closure of the PINETREE line; the closure being phased over 1986/87/88.

### **C&E MUSEUM**

3-53. The Military Communications and Electronics Museum is located at CFB Kingston on 95 Craftsman Blvd. This military museum serves the Branch by recording and displaying the past histories of the Royal Canadian Corps of Signals, the Telecommunications Branch of the RCAF, Communications Research Trade from the RCN, and second line Radio and RADAR repair trades from the former RCEME. The mandate of the museum is to gather, preserve, and display military communication equipment and artifacts as well as to educate visitors and researchers on the Branch operations throughout the world. Should you recall paragraph 1-19 from page 5 (**Ermintrude the Mallard Duck**), you'll be pleased to note that a replica of the mascot, alongside some historical anecdotes, can be found within the halls of the museum (the replica once belonged to the VOM).

3-54. Work began on the museum in 1961. It was officially opened on 21 September 1963 by Brigadier General A.W. Beament who cut a symbolic strip of teletype tape to declare the Museum open and was housed in the basement of the Forde Building. Upon Integration, 1 February 1968, the Museum was designated an authorized Museum of the Forces. Until 1976, the Museum was called the Royal Canadian Corps of Signals Museum. The existence of the Museum results from the foresight and efforts of **Colonel E. Forde** who first began the collection of signals memorabilia.

3-55. On 15 November 1976, the name of the Museum was changed to the **Canadian Forces Communications and Electronics Branch Museum** to reflect the new Branch of the Canadian Armed Forces.

3-56. In October 1987, the Museum initiated a project to build a modern structure to house the rapidly growing collection of artefacts. On the 24th of May, Revenue Canada authorized the Museum committee to amass funds for the new building. Work commenced on the new building in October 1994 and was opened to the public in 17 May 1996. Just prior to the opening the name of the museum was changed to **The Military Communications and Electronics Museum**.

3-57. On behalf of the Branch, the Commandant CFSCE is the Commanding Officer of the Museum. The **Military Communications and Electronics Museum Foundation** is the chief fundraising organization of the museum and the C&E Branch. It is a registered non-profit organization that amasses revenues via various sources, including the **P070** pay allotment code (for Regular Force members). P070 pay allotments are tax deductible. Funds are used for the museum to develop and deliver educational programmes, maintain the artifacts, and continue the operation of the museum. Contact the museum staff below should you wish to make monthly or annual donations to the P070 fund (also see chapter 7). Visit <https://www.mmfoundation.ca/donate>.

3-58. **Museum Website:** [www.c-and-e-museum.org](http://www.c-and-e-museum.org)

3-59. **Museum Contacts:**

- a. Museum Director: 613.541.5010 x 4211;
- b. Museum Curator: 613.541.5010 x 5130;
- c. Mercury Shop Manager: 613.541.5010 x 5395; and
- d. Administrative Assistant (P070 Donation Contact): 613.541.5010 x 4675.

3-60. **Museum Mailing Address:**

Military Communications and Electronics Museum  
95 Craftsman Boulevard  
PO Box 17000 Station Forces  
Kingston, Ontario, K7K 7B4



## GRADUATING CHARGE FOR OFFICERS OF THE ROYAL CANADIAN CORPS OF SIGNALS

3-61. To be read by (1) a retired officer or (2) the Reviewing Officer on grad parade.



### OFFICERS' CHARGE

~ RCCS GRADUATING OFFICERS ~

Esteemed guests, families, and loved ones; Members of the Canadian Forces School of Communications and Electronics; graduating officers:

- **Inside the RDH:** to my right is a mural depicting the Canadian Memorial at Vimy Ridge.
- **Outside on the Parade Square:** behind me, inside the Reading Drill Hall, there is a mural depicting the Canadian Memorial at Vimy Ridge.

That battle draws its significance from the skill, valour, and devotion of those who fought in the most prominent and significant event in the spring of 1917. Vimy raised Canada to nationhood; it granted her the right to sit as an independent nation at the signing of the armistice in 1918. Four Canadian divisions attacked as one total force to produce victory. Despite triumph, Canada suffered some 10,602 casualties – 3,598 of them fatal – on that fateful day in April 1917.

You will be asked to make sacrifices during your careers. The circumstances may be different than the Battle of Vimy Ridge; you will not find yourselves on fields of Passchendaele or the Somme, nor the shores of Dieppe or Juno Beach. You may not experience the blistering deserts of the Middle East.

You should – however – expect protracted hours, demanding conditions, and the need to carry on in the face of unbearable odds, incredible adversity, and possible death. Throughout your career, you will associate with others who hold the same convictions: those who believe that devotion to an ideal is not an outdated concept. You will belong to that special segment of society that places service above self.

'This is a most serious charge you receive. With this graduation parade, we welcome you, the brave and determined of our country, into the profession of arms. We extend to you a charge that you acquit yourselves as did your forbearers at Vimy and other battlefields.

**WILL YOU ACCEPT THIS SOLEMN TRUST FROM THEM?**

**RESPONSE:**

'SIR, I RECEIVE THIS SOLEMN TRUST, YOU MAY COUNT ON ME TO BEAR IT WITH PRIDE AND HONOUR'



1<sup>st</sup> Corps Signal Officers in Sicily, Italy (1943)

## GRADUATING CHARGE FOR C&E OFFICERS OF THE ROYAL CANADIAN AIR FORCE

3-62. To be read by (1) a retired officer or (2) the Reviewing Officer on grad parade.



### OFFICERS' CHARGE

~ RCAF CELE GRADUATING OFFICERS ~

Esteemed guests, families, and loved ones; Members of the Canadian Forces School of Communications and Electronics; graduating officers:

- **Inside the RDH:** to my right is a mural depicting the Canadian Memorial at Vimy Ridge.
- **Outside on the Parade Square:** behind me, inside the Reading Drill Hall, there is a mural depicting the Canadian Memorial at Vimy Ridge.

That battle draws its significance from the skill, valour, and devotion of those who fought in the most prominent and significant event in the spring of 1917. Vimy raised Canada to nationhood; it granted her the right to sit as an independent nation at the signing of the armistice in 1918.

Four Canadian divisions attacked as one total force to produce victory. Despite triumph, Canada suffered some 10,602 casualties – 3,598 of them fatal – on that fateful day in April 1917.

25 years later, Great Britain would once again call upon Canada to send their best and brightest: The Royal Canadian Air Force obliged. Its members – reportedly hidden in the belly of ships – sent over 5,000 technical experts to assist in the defence of the English Channel. Radio Officers and RADAR Technicians of the RCAF trained in secrecy, honing their skills within such institutions and academies as RAF Clinton School where they mastered techniques recently developed by the Massachusetts Institute of Technology. These methods helped the Air Force dominate the skies over Britain. A sentinel over the United Kingdom, the RCAF monitored the English Channel; their efforts saved the lives of our fellow commonwealth allies as they remained ever-vigilant of the approaching enemy traversing Fortress Europe.

Those precious minutes brought on by the application of modern communications allowed RAF forces to meet the Germans above the Channel, rather than over London. The RCAF helped secure victory over Britain. They tracked the Axis advance. They guided our squadrons home.

RCAF officers and aviators swore oaths to secrecy; they refused to reveal the extent of Canada's contribution to the war until 1991. These techniques went on to defend our own continent throughout the Cold War, they developed our aviation industry, and served as the foundation for who we are today as commissioned officers in the Communications & Electronics Branch. Several officers and aviators lived long enough to receive recognition and decorations; some were never applauded for safeguarding the shores and skies of England.

You will be asked to make sacrifices during your careers. The circumstances may be different than the Battle of Vimy Ridge; you may not find yourselves sailing the across the North Atlantic in secrecy; you may not experience the blistering deserts of the Middle East. You should however expect protracted hours, demanding conditions, and the need to carry on in the face of impossible odds, incredible adversity, and possible death. Throughout your career, you will associate with others who hold the same convictions: those who believe that devotion to an ideal is not an outdated concept. You will belong to that special segment of society that places service above self.

This is a most serious charge you receive. With this graduation parade, we welcome you, the brave and determined of our country, into the profession of arms. We extend to you a charge that you acquit yourselves as did your forbearers at Vimy and the skies over Fortress Europe.

**WILL YOU ACCEPT THIS SOLEMN TRUST FROM THEM?**

**RESPONSE:**

'SIR, I RECEIVE THIS SOLEMN TRUST, YOU MAY COUNT ON ME TO BEAR IT WITH PRIDE AND HONOUR'

## STANDING ORDERS CHAPTER 4



## BRANCH HONOURS & AWARDS

### MANAGEMENT AND STEWARDSHIP OF BRANCH H&A

4-1. The honours and awards of the C&E Branch include (1) The Colonel-in-Chief Commendation, (2) The Branch Commendation, (3) The Subaltern of the Year Award, (4) The Member of the Year Award, and (5) The Educational Bursary Programme. The Branch Adjutant is ultimately responsible for the stewardship, management, updating, and archiving of the awards along with the application templates and trophies affiliated with each. The Branch Office will announce when each competition is open, administer the selection boards, and handle all financial and logistical considerations. Look to CMCEN.ca for templates and announcements.

### COLONEL-IN-CHIEF COMMENDATION

4-2. The Colonel-in-Chief Commendation was established by Her Royal Highness, The Princess Royal, Princess Anne. The award was officially unveiled on the 24th of October, 2013 to help mark the 110th anniversary of military communications in the Canadian Armed Forces. It is the highest award that the C&E Family may bestow. It serves to recognize recipients for exceptional service and selfless dedication, and who made a lasting contribution to the objectives of the C&E Branch and our greater family writ large. It may be awarded as an individual or collective honour to recognize actions, deeds, or service relate to one or both of the criteria listed below:

- a. **Heritage** – Imparts a lasting and positive effect on the customs, traditions, history, and heritage of the C&E Branch; and / or;
- b. **Service** – Denotes an enduring and tangible benefit to the morale and support of our veterans, families, or charitable organizations and which elevates the status of the C&E community.

4-3. All members of the C&E Family – including military, civilian, honorary appointments, retired members, and immediate family members – are eligible for the Colonel-in-Chief Commendation. Furthermore, units or sections of a unit may be nominated when submitting a collective award. **It is presented during C&E Week** with nominations received months prior.

4-4. The Colonel-in-Chief Commendation is comprised of three (3) components:



- a. **Medallion** – The recipient is awarded with a decoration depicting the C&E Branch emblem on the obverse (front-facing). The words ‘*Commendation | Mention Élogieuse*’ is inscribed on the upper edge of the award. The Branch Motto ‘*Velox, Versutus, Vigilans*’ is written on the lower border of the medallion. The royal cypher of HRH is displayed on the reverse coupled with the unique issuance number of the award and the text ‘*Colonel-in-Chief | Colonel En Chef*’. The medallion is worn around the neck and is supported by a ribbon sporting the C&E Branch colours: Gray over Dark Blue (*Gray Skies over Murky Waters*). The medallion may be worn at any C&E Branch-sanctioned event or ceremony, and may – for example – be worn with Mess Dress. Consultation with the Colonel Commandant should be sought if the appropriateness of an event or official occasion comes into question;

- b. **Pin** – A small lapel pin portraying the C&E Branch Crest over a dull gray backing is also awarded. The pin may be worn on the lapel of any civilian suit. The text ‘*Commendation | Mention Élogieuse*’ and the motto ‘*Velox, Versutus, Vigilans*’ surrounds the Branch crest; and



- c. **Certificate** – A certificate – signed and dated by HRH, The Princess Royal, Princess Anne – is bestowed to the recipient by the Branch Leader and Colonel Commandant during a fitting venue or celebration. The default occasion is the Branch Update (H&A presentation portion) as part of the closing events for C&E Week in the late October timeframe.



## C&E BRANCH COMMENDATION

4-5. The Communications & Electronics (C&E) Branch Commendation existed in various forms and iterations for decades. The current version of the award process no longer follows a structured submission timeline as with other Branch H&A. The Branch Leadership wishes to award worthy recipients with a commendation **as close to the act or achievement as possible**. Suitable venues, timings, and presiding officials (e.g. Branch Chief, Branch Advisor, or Colonel Commandant, etc.) are confirmed on a case-by-case basis. Oft times, the recipient's C-of-C may bestow the award.

4-6. The C&E Branch Commendation aspires to officially recognize a deserving recipient for an act or achievement that brings credit to the C&E Family. It may be awarded as an individual or collective honour to recognize actions, deeds, or service related (but not restricted) to operational excellence, volunteerism, event planning, ceremonial roles, community involvement, veteran support, civic duties, and / or long service noted for remarkable loyalty and dedication to the C&E Branch and its members. All members of the C&E Family – including military, civilian, honorary appointments, retired members, and immediate family members – are eligible for the C&E Branch Commendation. Furthermore, units or sections of a unit may be nominated when submitting a collective award.

4-7. The Commendation comes in the form of a certificate which is signed and dated by the Branch Leader and the Branch Chief. Preferably, it is bestowed to the recipient by a member of the Branch Leadership during a fitting venue or celebration (for example: a parade, mess dinner, or during C&E Week in the late October timeframe, etc.).





#### **SUBALTERN OF THE YEAR AWARD**

4-8. This award recognizes the top C&E Branch Subaltern whose outstanding sense of duty, steadfast dedication to the mission, exceptional loyalty to the chain-of-command, remarkable leadership, and unfaltering professional bearing brought great credit to the Branch, and enabled exemplary Command & Control capabilities to the Canadian Armed Forces.

**It is awarded during C&E Week.**

4-9. The award may be conferred to any C&E Branch officer holding the rank of Lieutenant or 2nd Lieutenant. A Captain may be nominated so long as that officer served as a Lieutenant at some point throughout the reporting period, and only their time as a subaltern may be counted toward the nomination. Beyond the time and rank criteria, the nominee must have performed a deed or activity considered beyond the demands of normal duty and who made an exceptional contribution to the goals and objectives of the C&E Branch in support of the Canadian Armed Forces. The officer is considered a top performer who manifests the highest tier of professional bearing coupled with an unrivaled degree of dedication and integrity.

4-10. All nominations from across the CAF must be channeled to:

- a. **Director Signals** – Top Signal Officer;
- b. **Strategic A6** – Top CELE Officer; or
- c. **Canadian Army Primary Reserve Signal Officer** – Top Reserve Signal Officer.

4-11. Director Signals, the Strategic A6, and the Reserve Rep reduce the pool of applicants to one (1) nomination each and forward the names to the Branch Selection Board through the Branch Adjutant. Note that these nominees – at this juncture – are confirmed as the top junior Signal Officer, CELE Officer, and Reserve Signal Officer in the country: one of them shall be further appointed as the top subaltern across the Branch.



4-12. The Subaltern of the Year Award is comprised of three (3) components:

- a. **Trophy** – The current award is a trophy consisting of a wooden base surmounted by a statue of Mercury. The base holds the engraved names of each past and present recipient;
- b. **Certificate** – The elected officer receives a certificate which bears an appropriate citation and is signed by the Branch Leader and Branch Advisor; and
- c. **Statue** – The recipient is presented with a Mercury Statuette bearing the particulars of the officer (identical inscription as presented on the larger trophy detailed above).

4-13. The official award is bestowed at **C&E Week during the Branch Update**. However, the officer is elected well in advance of this date and may be invited to attend a series of activities beforehand. The award ceremony is a formality with an aim to recognize the subaltern before the greater C&E community:

- a. 1st – The incumbent shall travel to Kingston during C&E Week (late October timeframe) and will **accompany the Branch Leader and / or Branch Advisor** throughout the week as available. Travel costs are incurred by the Branch Office which the Branch Adjutant will help facilitate with the member's chain-of-command;
- b. 2nd – Among the activities to join during C&E Week, the Subaltern of the Year shall attend the annual **C&E Branch Officers' Mess Dinner** free of charge and will sit at the head table;
- c. 3rd – The subaltern is invited to attend the Annual **C&E Branch Mess Dinner** in the National Capitol Region (NCR) at no cost with seating at the head table;
- d. 4th – The subaltern will be **privy to C&E Branch information** (e.g. Branch Leader and Branch Advisor SITREPS);

- e. 5th – When required, the C&E Branch Subaltern of the Year may be asked to carry-out, on behalf of the Branch Leader, **officer-related Branch activities**;
- f. 6th – The incumbent will take a formal **CAF portrait** at base photography in **DEU 3**. An electronic copy will be displayed on CMCEN.ca with printed copies displayed in the following locations (note that hi-resolution copies will be forwarded to units upon request for display):
  - (1) 1 x copy shall be displayed in the C&E Museum; and
  - (2) 1 x copy shall be displayed in the office of the Branch Leader.
- g. 7th – The Subaltern of the Year is invited to attend – free of charge – a major **Branch Event such as a Battlefield Study Tour**. In absence of such an event; the Branch Advisor, Adjutant, and Chief will arrange a **gift or gift certificate**.



### **MEMBER OF THE YEAR AWARD**

4-14. This award recognizes the top C&E Branch junior-ranking NCM whose outstanding sense of duty, steadfast dedication to the mission, and unfaltering professional bearing brought great credit to the Branch, and enabled exemplary Command & Control capabilities to the Canadian Armed Forces (CAF). **It is awarded during C&E Week.**

4-15. The award may be bestowed to any C&E Branch NCM at – or below – the appointment of Master Corporal / Master Sailor (i.e. MCpl to Sig | MS to S3 | MCpl to Avr). A Sergeant or Petty Officer 2nd Class may be nominated so long as the NCO served as a Master Corporal or Master Sailor at some point throughout the reporting period, and only their time as a junior rank may be counted toward the nomination. Beyond the time and rank criteria, the nominee must have performed a deed or activity considered beyond the demands of normal duty and who made an exceptional contribution to the goals and objectives of the C&E Branch in support of the Canadian Armed Forces. The member is considered a top performer who manifests the highest tier of professional bearing coupled with an unrivaled degree of dedication.

4-16. All nominations from across the CAF must be channeled to either:

- a. **Corps Chief** – For the following occupational specialties in the RCCS:
  - (1) Top Signal Operator;
  - (2) Top Signal Technician;
  - (3) Top Line Technician, and
  - (4) Top Information Systems Technician.
- b. **ATIS Tech Senior Trade Advisor (STA)** – Top ATIS Technician;
- c. **CFIOG Group Chief** – For the following occupational specialties:
  - (1) Top Cyber Operator; and
  - (2) Top Signals Intelligence Specialist.
- d. **Canadian Army Primary Reserve Designated CWO** – Top Reserve Signaller.

4-17. The Corps Chief, ATIS Tech STA, CFIOG Group Chief, and Reserve CWO reduce the pool of applicants to one (1) nomination from each of the aforementioned MOSIDs for a total of eight (8) submissions. These files are forwarded to the Branch Selection Board through the Branch Adjutant. Note that these nominees – at this juncture – are confirmed as the top junior members in each of their respective occupations: one of them shall be appointed as the top Branch member.

4-18. The Member of the Year Award is comprised of four (4) components:

- a. **Trophy** – The current award is a trophy consisting of a wooden base surmounted by a statue of Mercury. The base holds the engraved names of each past recipient;
- b. **Certificate** – The elected member receives a certificate which bears an appropriate citation and is signed by the Branch Advisor and Branch Chief;
- c. **Statue** – The recipient is presented with a Mercury Statuette bearing the particulars of the member (identical inscription as presented on the larger trophy above); and
- d. **Plaque** – A large plaque donated by a former C&E Branch Colonel Commandant, Brigadier-General Pep Fraser (Retired), is inscribed with the member's particulars and displayed in the C&E Museum.

4-19. The official award is bestowed during **C&E Week at the Branch Update**. However, the member is elected well in advance of this date and may be invited to attend a series of activities beforehand. The award ceremony is a formality with an aim to recognize the subaltern before the greater community:

- a. 1st – The incumbent shall **travel to Kingston during C&E Week** (late October timeframe) and will accompany the Branch Chief throughout the week as available;
- b. 2nd – Among the activities to join during C&E Week, the Member of the Year shall attend the annual **C&E Branch Officers' Mess Dinner** free of charge and will sit at the head table;

- c. 3rd – The member is invited to attend the Annual **C&E Branch Mess Dinner** in the National Capitol Region (NCR) at no cost with seating at the head table;
- d. 4th – The member will be **privy to C&E Branch NCM information** (e.g. Branch CWO SITREPS);
- e. 5th – When required, the C&E Branch Member of the Year may be asked to carry-out, on behalf of the Branch Chief, **NCM-related Branch activities**;
- f. 6th – The incumbent will take a formal **CAF portrait** at base photography in **DEU 3**. An electronic copy will be displayed on CMCEN.ca with printed copies displayed in the following locations (note that hi-resolution copies will be forwarded to units upon request for display):
  - (1) 1 x copy shall be displayed in the C&E Museum; and
  - (2) 1 x copy shall be displayed in the office of the Branch Leader.
- g. 7th – The Member of the Year is invited to attend – free of charge – a major **Branch Event such as a Battlefield Study Tour**. In absence of such an event; the Branch Advisor, Adjutant, and Chief will arrange a **gift or gift certificate**.



#### **BRANCH EDUCATIONAL BURSARY**

4-20. Each year, the C&E Branch issues educational grants to the children and dependants of serving C&E Members (from the Regular and Reserve Force). The money is drawn from the **Branch Fund** and is dependent on the health of the **C&E Museum Foundation Account** (a.k.a. **P070 donations**) which is described in detail in chapter 7. As a recap, the C&E Branch Fund draws its annual stipend from the C&E Museum Foundation to champion initiatives such as this.

4-21. The current model entails the following bursaries totalling **\$5,000.00** in educational funding:

- a. **Officers** (up to and including Lieutenant-Colonel):  
2 x bursaries in the amount of \$1,000.00; and
- b. **Non-Commissioned Members** (up to and including Master Warrant Officer):  
3 x bursaries of \$1,000.00 each;.

4-22. The competition is advertised annually on CMCEN and via DWAN correspondence. Candidates must submit (1) an application *pro forma*, (2) a personal essay, (3) letters of reference from reputable authorities, and (4) proof (such as signed letter from a college or university registrar) that the child or dependant has been unconditionally accepted into a programme of study. A board convenes annually to rate each application and select the six (6) eligible submissions. Afterwards, the Branch Adjutant and / or Branch Chief will reach out the selected members and arrange a cheque. Advertisement of the winners shall be made known via CMCEN.

4-23. In the event that there is an insufficient number of applications from either the officers or NCMs, then the outstanding bursary(ies) will be made open to applicants from the other pool. For example, there are four (4) NCM grants. If only three (3) applications in total are submitted by the NCMs, then the fourth bursary will be made available to the officer pool if the officers have a sufficient number of suitable applications. **The lowest bursaries are always forwarded first.** If there are insufficient applications altogether, the balance of money will be returned the Branch Fund and used for next year's competition.

## C&E MILITARY HERITAGE AWARDS

4-24. The Heritage Award programme seeks to recognize individuals, teams, and organizations whose efforts made a noteworthy contribution toward the preservation, education, and celebration of Canada's Military C&E Heritage. The award system is championed by the **C&E Association**.

4-25. As with the Branch Commendation, the Heritage Awards do not adhere to a rigid submission timetable, and may be submitted at any time to acknowledge a project, effort, or achievement which meaningfully honours our heritage. Awards are collected in the July-August timeframe and, if approved, are presented annually during the H&A segment of the Branch Update (the concluding presentation of C&E Week). Those submitted after this board are automatically forwarded to next year's roster. As with the other Branch H&A, the instructions and submission templates can be found on [CMCEN](#).

4-26. Collective Heritage Award. The collective award honours a team or organization in the planning, development, execution, and delivery of a capability, product, or project that yields a lasting impact on C&E tradition, custom, or heritage.

4-27. Individual Heritage Awards. There are three (3) tiers of the individual award system with no quota on the number that can be awarded in a given year for any grade:

- a. Lifetime Achievement. Considered the highest grade in the system, the Lifetime Achievement Award recognizes decades of service and dedication to C&E;
- b. Honour. Recognizes exceptional effort and outstanding contribution; and
- c. Merit. Recognizes a significant contribution to Canada's Military C&E Heritage.

<b>Communications and Electronics Association Heritage Award</b>		<b>Association des communications et de l'électronique Prix du patrimoine</b>
<small>In recognition of a lifetime of service to Canada and to the preservation, education and celebration of the heritage and traditions of the Canadian Military Communications and Electronics community.</small>		<small>En reconnaissance d'une vie de service au Canada et à la préservation, l'éducation et la célébration du patrimoine et les traditions de la communauté militaires canadiennes des communications et de l'électronique.</small>
<b>Recipient Name</b>		
<b>Lifetime Achievement / Accomplissement d'une vie</b>		
<small>Brigadier General William S. Richard, CD (Ret'd) Colonel Commandant</small>	<small>[Date]</small>	<small>Major Général G.D. Laro, OMM, CD Branch Leader/Chef de la Branche</small>



### THE UNIQUENESS OF THE MESS

5-1. The mess – whether it be for officers, Warrant Officers and Sergeants, or the junior ranks – acts as a home in many respects. It is the core of the military member's social life within the unit, a place to socialize and form bonds with your peers, and develop as a member of the service. No civilian equivalent exists, and those institutions that could be compared would be some sort of social establishment akin to perhaps a golf or tennis club. All would fall short however to the camaraderie and patriotism developed at what we colloquially refer to as '*the mess*.'

### THE HOME STATION MESS

5-2. The **Vimy Officers' Mess (VOM)** is the home station mess of the C&E Branch. It is an institution steeped in rich history and rituals for the use and betterment of all the officers within our Branch. The construction of the VOM started on 15 June 1935, with the Chief of the General Staff, Major-General A.G.L. McNaughton and Chief of Signals, Colonel E. Forde turning the first shovel of sod at the present day location (the shovel is still displayed in the mess inside the Princess Anne Room).

5-3. The story is told that Major-General McNaughton and Colonel Forde both enjoyed the location of the mess as a camping spot with their wives on the finer summer months in Kingston. Upon talks of a mess being constructed, Major-General McNaughton suggested their current location – with views of Wolfe Island and Lake Ontario – as a most suitable venue. The building itself boasts many impressive rooms, including but not limited to the Princess Royal Room, The Dining Room, the Vimy Room, Mercury Room, Kingston Room, and the Clinton Room.

5-4. The interior of the VOM was funded and furnished entirely by Signal Officers (whose mess dues circa 1938 was \$35.00 per month – which is \$620.00 per month adjusted to inflation for the year 2020 ... thus, for those reading this: you've officially lost your right to quarrel over mess dues). The history of each room – coupled with their names and purposes – are provided to Branch subalterns during a tour whilst they attend their foundational studies at CFSCE.



5-5. As previously mentioned, the establishment serves mainly to provide officers a location of social gathering. It does this in part through the activities such as TGIT or TGIF, as well as coffee and breakfast served on Wednesday mornings. It is expected that members of the mess attend these if at all possible, for the betterment of their peers and the Branch writ large. Beyond the regular gatherings, the mess is also the venue for many formal mess dinners, weddings, and reunions. It is important to distinguish, however, the customs of each occasion and the requirement to adhere to some of the more ritualized aspects of our profession.

5-6. Lastly – although the **Warrant Officers' and Sergeants' Mess (WSM)** is not specifically a home station for the C&E Branch, one would be remiss to leave it unacknowledged in talks of mess importance at our home base of CFB Kingston. The key defining characteristic of such a mess is that it is the only establishment on base that you must earn your way into by way of time, service, and promotion to the appropriate rank. No academic degree, signed parchments, or oaths sworn can grant you membership within its walls; only hard work and dedication. In subject matter it serves much the same role as the officers' mess, acting as a place to relax and socialize with peers. As an organization, it is suitable for a great variety of social gatherings such as BBQs, outdoor events, sporting competitions, and reunions. It is fully equipped and catered to meet the needs of formal affairs such as mess dinners and weddings.

#### **MESS CONDUCT & DEPORTMENT**

5-7. An important starting point for any member of a mess is to know what topics should be avoided outright. As a general rule, there are certain subjects which are touted as *out of bounds*. Originally these were women, religion, politics, and work.

***'Officers who have nothing to discuss except their daily routine  
become intolerable bores.'***

*Customs of the Service (advice to those newly commissioned) by A.H.S., 1939*

5-8. On the subject of libations, you are provided this suitable excerpt from the **Customs of the Army, The War Office, February, 1956 ...**

*'An officer must realise that the habit of drinking too much is not clever, nor is it amusing for other members of the mess; it sets a very bad example. Behaviour in an Officers' Mess will very quickly become common knowledge in the unit; the Sergeants' and Corporals' Messes will model their behaviour accordingly. It is essential that the behaviour in an Officers' Mess should be exemplary, as it has a direct bearing on the discipline throughout a unit.'*

5-9. The Officers' mess is not only the home of individual officers, but it is the home of the unit officers as a group. It is essential, therefore, that an officer should behave as he would wish other to behave in his own home. A great number of personal likes and dislikes must be put aside for the benefit of the mess as a whole.

5-10. Noisy behaviour, ragging, clinking of glasses, and other forms of rowdyism in the mess, should be avoided, especially at the mess dining table. The forming of mess *cliques* should be avoided at all costs: they kill the family spirit in the mess, besides causing a lot of bad feelings, which is very quickly evident to the rest of the unit.



5-11. Mess institutions contain strict guidelines on dress and deportment, and a sage move upon arriving at any mess would be to look to their respective guidelines on dress. As a rule, TGIT / TGIF / Morning Coffee are attended in combats. Messes have specific rules that govern civilian attire (e.g. restricted to the ‘*Snake Pit*’ or only collared shirts and semi-casual (khakis), etc. In the case of the VOM, visit <https://www.cafconnection.ca/Kingston/Facilities/Messes-and-Hospitality/Vimy-Officers-Mess.aspx>. Follow these rules, and consult your chain-of-command if ever confused. Often small exceptions and alterations are in place during formal mess dinners, so communication remains key.

### VOM Dress Code

Order	Ladies	Gentlemen	Military Uniform
<b>Formal</b>	Formal Gown	White Tie / Black Tie	Mess Dress (DEU 2)
<b>Semi-Formal</b>	Appropriate Dress	Business Suit	Service Dress (DEU 3)
<b>Casual</b>	Dress, Skirt, or slacks with blouse or sweater, and suitable footwear	Pants with open-neck collared shirt (including golf shirt in the summer), with / without sweater and appropriate footwear	Dress-of-the-Day
<b>Sport</b>	T-Shirt or other suitable top and shorts, jeans, or other suitable sporting / relaxed attire with footwear (no open-toe such as sandals). Access limitations typically apply (e.g. outside or Snake Pit only, etc.).		

## MESS DINNERS: AN OVERVIEW

5-12. The **Mess Dinner** is a scheduled event where members and their guests gather for a formal banquet. A Mess Dinner may also be referred to as a **Dining-In**. Normally, only members of the mess and honoured guests are included. When spouses and other personal guests are invited, the occasion is often called a **Mixed Dining-In**.

5-13. A Mess Dinner is more than a mess members' dinner party. It is a military formation, as old and as rich in tradition as the quarterdeck or the mounting of the guard, and as essential to a close-knit, smooth-performing unit as are drills, inspections, and military ceremonies. Throughout the messes of the world, military men and women meet to honour their regiments, ships, standards, battles, and dead. It cannot be too strongly emphasized that mess dinners are not a party in any sense; it is similar to honours, for its purpose is to pay solemn tribute to all of those intangibles to which a military unit stands.

5-14. Like so many of our service traditions, the term '*Mess Dinner*' and the format used in the Canadian Armed Forces today are derived from the British Navy. Although the tradition is very old in England, it is not exclusively a military affair. Historically, the custom of '*Dining-In*' begun in monasteries and universities, later spreading to military units when the officers' mess was established. At one time, the formal dining procedure was observed nightly in British messes. Today, mess dinners are typically observed on the occasion of an anniversary, graduation, or the visit of a senior dignitary.

5-15. The following paragraphs – 5-16 thru to 5-30 – are gleaned from the **CFJSR Regimental Officer's Aide Memoire** written by the now C&E Branch Adjutant, Major Blair Christie when he served as the CFJSR Regimental Adjutant. This excerpt outlines some traditions to keep you on track with Branch and Corps protocol ...

5-16. Mess Dinners are delightfully haughty events. The audacity of breaking bread with a butter knife is akin to savagery, and passing the salt shaker without its pepper-corned cousin in tow may well have you marched out as an imposter. *Surely* you're cognizant that both containers are passed even if one spice is explicitly requested? That aside, here are a few tokens of insight to help keep your pinky crooked and airborne at all the proper times.

5-17. Mess Dinner Dress Code. A Mess Dinner is a parade; accordingly, all members who are detailed will be properly attired in Mess Dress or the appropriate variation of Service Dress. Permission for Reserve Force and retired members to wear uniform should be obtained, in accordance with Queen's Regulations and Orders (QR&O) 17.06, prior to the invitations being issued. For civilians, dress is usually black tie.

5-18. Legal Status of the Modern Mess Dinner. By custom and tradition, mess dinners are considered to be a parade and as such, attendance is compulsory except for members excused by the Host. It is an official Canadian Armed Forces function at which dress, time of assembly, attendance, and other details shall be specified and have the legal standing of orders.

5-19. The President of the Mess Committee (PMC). The PMC (proper) is the senior officer elected by the mess membership to run the mess' affairs. His committee will normally be comprised of a Vice PMC, a Treasurer, Secretary, and such other members as are decided necessary to supervise the running of the mess, common appointments may include the a Living-In representative and a Bar member.

5-20. Mess Dinner Key Appointments. The main players of a mess dinner are as follows:

- a. The PMC and the Vice. If the official **President of the Mess Committee** (PMC) is not present (as detailed above), an acting PMC is appointed by the sponsoring unit for that occasion only. This '*acting*' PMC, in turn, selects a Vice PMC to assist him / her in all planning and administrative affairs. Though the PMC is the chief planner, the Vice is responsible for a range of critical activities such as annulling unauthorized changes to the established seating plan, checking the mess after members and guests move into the dining room, indicating to the PMC that all diners are present, responding to the Loyal Toast, and supervising the dining room after those at the head table have all departed;

- b. The Host. The Official **Host of the Mess Dinner** is normally the senior-ranking Officer or Non-Commissioned Member (NCM) of the organization sponsoring the dinner. In most cases, this is the Commanding Officer (for an Officers' Mess Dinner) or the Regimental Sergeant-Major (for a NCMs' Mess Dinner) of the unit holding the event;
- c. The GoH. The **Guest of Honour** (GoH) is a dignitary invited to sit at the right-hand side of the Host. The GoH shall not pay for his or her meal, is typically invited to make a quick introductory speech, and is by custom the recipient of a gift paid for by those in attendance. Retired officers or Warrant Officers, Formation Commanders, and General Officers typically serve as the GoH; and
- d. The Commanding Officer (CO). In many messes the officers will stand on the entry or departure of the CO. When visiting another's mess, it is polite to follow the lead of those present. The CO is typically the Host at a unit mess dinner.

5-21. Seating Plans. The organizer of a mess dinner (i.e. the PMC) is responsible for drawing up the seating plan in accordance with mess regulations. Members may not change the seating plan that is normally posted near the entrance to the dining room. Recall that the kitchen staff owns a copy of the layout in their preparation area which the servers use to deliver the proper meal. Re-arranging seating plans this late in the game adds confusion to an already belaboured kitchen staff.

5-22. The seating arrangement at the head table is always based on rank, seniority, and status. The host sits in the middle, the next senior person (or Guest of Honor) to their immediate right, the next senior person to his / her left and so on, in a cross-cross fashion with the more subordinate guests sitting further down the head table until all are seated.

5-23. The **PMC sits at the furthest end of the head table**. If the President of the Mess has appointed a Vice PMC, they usually occupy the seat farthest from the host, and usually at another table. **The Vice sits closest to the entrance and is always the last member to enter the dining area**. Members take precedence over civilians. If a guest speaker has no rank or status, they are positioned as close to the center (right of the host) as possible without offending rank precedence. Chaplains are usually included at the head table.

5-24. The Head Table. Branch tradition is to have the head table marched in first under the lead of the PMC. Once completed, the Vice '*berds the cats*' into the dining hall en masse. Mess dinners are not weddings ... the bride and groom (Guest of Honour and Host) along with their entourage of dignitaries are historically not escorted into position once everyone else is at their place. *First in – First out* is how we conduct our business. However, should the Host wish to revert this sequence, then that is his / her prerogative, and the PMC and Vice should be completely accommodating in this regard. Yes – we are supposed to be stuffy and aristocratic with such affairs, but we're also supposed to have fun, and perhaps a tad (just a tad) less rigid with custom.

5-25. Place Cards. Above each place setting at the Mess table will be a small card displaying the member's name. This is provided as an aide to finding one's seat. Some place cards are very simple, of white card stock with typewritten names. Others may be more ornate with the Regiment's cap badge emblazoned on them.

5-26. Place cards have another role: they are often used to pass a note down the table, ostensibly to the PMC. Although, any note passed along the table may be read, minuted, or *shanghaied* by the intervening members (Notes of importance which must reach the PMC are best sent via the Mess Steward). In any case, the presumption made on receiving any such note is that it originated with the member whose place card it originally was. It is for this reason that new members may see others at the dinner immediately pocket their own place cards, a cautionary act often carried out by those who have a history of employing others' cards to send less than complimentary messages.

5-27. Speeches. It is a Branch / Corps tradition not to have after-dinner speeches. If required, they are typically short and convivial.

5-28. March Pasts. It is custom to stand during the playing of the Regimental, Corps, and Branch Marches after dinner. At minimum, you will stand for and recite ...

- a. The **Loyal Toast** (exclaim '*THE QUEEN*');
- b. The **Colonel-in-Chief** (exclaim '*THE PRINCESS ROYAL*');
- c. The **Mercury March** for the C&E Branch (exclaim '*JIMMY*');
- d. **Begone Dull Care** (March Past of the RCCS);
  - (1) exclaim '*THE REGIMENT*' if you are – or ever were – a serving member of the CFJSR as *Begone Dull Care* is also the Regimental March (this applies to all serving and passed serving members of the Regiment regardless one's corps or branch); or
  - (2) exclaim '*THE CORPS*' if you are a member of the RCCS (and never held the honour of serving in the CFJSR).
- e. **Ode to Joy** (exclaim '*PADRE*'). Standing for the Chaplaincy is a contested point. To stand for the Padre does not denote religious affiliations or denominations. It is more than apparent that contemporary society is more secular than ever, and many dismiss religious edicts outright. Whereas some object to taking their moral code – or commandments – in '*table*' form, others perceive faith as a fundamental component to the human condition. These represent tertiary points for mess protocol: **you stand for the Padre out of respect for what the Padre does.** The Chaplain helps hoist the burden of soldiers facing everything damning in life: death and sickness, frail mental health, ill parents, hospitalized children, and the curse of substance addiction. In doing so, the encumbrance of intimate support to a soldier in need is – in large part – relieved from your shoulders. The Padre ensures that no one has to '*bear the cross*' alone. In standing behind our soldiers during their darkest of times, we in turn stand at a dinner, glasses raised, and give thanks;



- f. **Corps and Regimental Marches** of which you were a serving member.  
The music – and the concluding exclamation you passionately orate – should be known unto you. Details will be confirmed by the PMC; and
- g. **Toast to The Fallen** (exclaim ‘*TO ABSENT FRIENDS AND FALLEN COMRADES*’). The PMC, Vice, or other elected dignitary recites the time-honoured prayer and note of reflection detailing the absent table.

5-29. Glassware. It is custom to hold the glass in the right hand during the playing of toasts after dinner. Do not ‘*clink*’ glasses at a Mess Dinner: it’s barbaric.

5-30. Passing the Port. The tradition for the RCCS (and thus the C&E Branch) is a time honoured and simple one: **we have no tradition**. Remember that the C&E Branch / RCCS is one of the oldest Corps in the military, dating back to 1903. We are 5<sup>th</sup> in the CAF Order of Precedence. This means that observing our traditional ‘*no tradition*’ tradition is one of the oldest traditions out there. Port decanters can – yes can – touch the table. Anyone contesting this rule is ignoring our time-honoured practice with some other Corps’ stuffer one. CELE officers adhere to RCAF protocol – do not let the port touch the table whilst the decanter is within your grasp.

#### **MESS MEMORABILIA**

5-31. The VOM contains a series of historical memorabilia ranging from official paintings of our most venerated officers, gifted statues of Mercury from the 2<sup>nd</sup> World War, tables crafted by 1930s Kingston Penitentiary inmates, and a glut of silverware. Officers who damage mess property are well-advised to see their Adjutant to report the error, and the Mess Manager – if appropriate – to make restitution before the head-hunting begins. During C&E mess dinners, three (3) artifacts must be displayed:

- d. The **Silver Statue of Mercury** – centre at the head table facing the masses;
- e. The **Twin Elephants** – at either end of the head table with their heads facing East towards India (the rising elephant is on the left side from the head table’s view); and
- f. The **Bronze Bull** – set before the Vice with the Bull facing outward towards the masses. If one of the three (3) names inscribed on the bull is present, the statute is placed before them (in order of priority). Consult the Branch Adjutant for setting details should you have any questions.

## THE SNAKE PIT

5-32. The Snake Pit is usually a small room near the bar where more relaxed rules apply, and where those who have decided to be so can remain segregated from those enjoying the decorum of the main lounge and bar. In some messes, dress in the Snake Pit may even allow jeans or PT gear.

### THE TEN COMMANDMENTS OF THE SNAKE PIT

<ol style="list-style-type: none"><li>1. THOU SHALT BE DRESSED AT ALL TIMES IN A MANNER BEFITTING THE DECORUM AND ACTIVITIES OF THIS SNAKE PIT.</li><li>2. THERE SHALL BE NO OCCASION WHERE JOCK-STRAPS, PITH HELMETS, OR SLIPPERS WOULD BE CONSIDERED PROPER DRESS.</li><li>3. THY FEET SHALL BE COVERED AT ALL TIMES</li><li>4. ONCE DRESSED FOR THE SNAKE PIT, THOU SHALT NOT FREQUENT OTHER AREAS OF THE MESS UNLESS PROPERLY ATTIRED.</li><li>5. THY CONDUCT BE SUCH THAT IN TIMES OF JUVENILE VERBOSITY, ONLY THOSE CONDONING SAID JUVENILE VERBOSITY MAY BE DISTURBED.</li><li>6. AS THY GLASS OF REFRESHMENT IS SERVED IN AN UN-SHATTERED CONTAINER, THOU SHALT RETURN SAID CONTAINER IN AN UN-SHATTERED CONDITION.</li></ol>	<ol style="list-style-type: none"><li>7. IF THOU DOST FAIL TO ADHERE TO THE SIXTH COMMANDMENT, THY MESS BILL SHALL REFLECT THE WRATH OF THINE PEERS.</li><li>8. IF THOU DOST FIND THYSELF INVOLVED IN A STALEMATED ARGUMENT CONCERNING POLITICS OR RELIGION, THOU SHALT CONSULT HIGHER HEADQUARTERS OR THE APPLICABLE PADRE. AT NO TIME SHALL THE STEWARD BECOME INVOLVED IN ADJUDICATION.</li><li>9. IF THY PARTAKE OF THE SPIRITS PROVIDED TO THE POINT OF INEBRIATION, THOU WOULDST BE WISE INDEED TO PHONE A TAXI AND LEAVE THINE CHARIOT RESTING IN THE PARKING LOT.</li><li>10. THOU SHALT AT ALL TIMES REMEMBER THAT THOU ART AN OFFICER IN THE CANADIAN ARMED FORCES AND THAT THY DEPARTMENT SHALL BE OF A CALIBRE BEFITTING YOUR APPOINTMENT.</li></ol>
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## MESS TRADITIONS & GAMES

5-33. Mess Games. Oftentimes games are organized after mess dinners or a particularly fruitful TGIF. At the VOM, the favourites include (1) **crud** and (2) **liar's dice**, but many others exist across the Forces. When travelling members are using the VOM, take these opportunities to explore the traditions of others:

- a. Crud. Crud is a game played upon the Mess' pool table. Some Messes have banned the game, and rightly so when their intention is to limit wear and tear on the table, for Crud can be very rough on the furniture.
- b. Liar's Dice. The rattling of dice in a small wooden box loaded with noisemakers to disguise the number of free dice, the passing of the box from hand to hand around the stand-up table accompanied by cryptic comments until one admits defeat and calls for a round of drinks for the table.

### ~ Excerpt from *The Regimental Rogue* ~

*Various regiments partake in mess games, often in the aftermath of a Mess Dinner.*

*These games may range from chair borne polo with soup spoons and an orange,  
to cabbage football, to any more strenuous activities that may be born  
in the mind of those whose inhibitions and sense of bodily safety have been diminished  
by the consumption of ethanol-based beverages.*

*Other games found in Messes may be presented as a friendly way to 'play for drinks',  
a dangerous occupation for those who enter the fray  
after a few libations expecting to learn the rules in fair sports along the way.*

5-34. The Bell. Hanging in solidarity beside the bar. In many this will have been made from an expended artillery shell casing. The ringing of the bell indicates that the ringer is offering to buy a drink for all those present. Usually this custom is done in celebration of a promotion and one must be careful to not be tricked into ringing the bell. Often newer members can fall prey to ringing the bell without knowledge of its function.



#### VARIANTS OF C&E MESS EVENTS

5-35. The ROSEN Dinner. An important event to include retired members of our Branch.

**Retired Officers' and Senior NCMs' (ROSEN)** is a time to reminisce on service passed, focusing on camaraderie, and the rekindling of old friendships. This event is sequenced like a traditional mess dinner however there is a mix of serving and retired personnel. Dress for this event is mess dress, dinner jacket or suit, and tie. Seating plans are arranged and distributed in typical mess fashion, with the Colonel Commandant being the host. In years passed, many retired member will take this occasion to visit Kingston again. Staying in town or base and furthermore booking some rounds at the Garrison Golf & Curling Club to mark the occasion. Notice and distribution for the ROSEN will often happen within the C&E Association which acts as a network for acting and retired members to discuss the future, past, and present of branch affairs. The ROSEN is a recurring annual event explained in chapter 8.

5-36. Mixed Dining-In. Functions that contain serving members in addition to guests or spouses are coined as '*mixed*.' The dress for these events is generally mess dress. Spouses and guests will have direction from organizers to the specificity of what must be worn outside of military attire. As a general rule, mess guideline on dress will dictate if no other instruction is provided. These events follow the same traditions and format as a regular mess dinner. However, in some occasions, pieces such as the playing of the regimental marches are omitted in hopes to alleviate confusion from spouses and non-military members regarding the protocol to adhere to when they are played.

5-37. Cocktail Parties. Dress for cocktail parties is usually service dress, or jacket and tie. Receiving lines are customary and guests should arrive at the time directed by the invitation received. Held in the afternoon or early evening as a general rule, the purpose of such an event is to get acquainted with your peers. Anyone participating is expected to circulate and attempt to meet as many people as possible. Small talk can prove to be daunting to some, but try your best to present topics of interest and be an attentive listener. These events – although smaller than the mess dinners – can prove to be invaluable networking tools for branch members.

5-38. At Home (Receiving Line). A Christmas tradition, the '*At Home*' function is hosted at either the VOM of the WSM. Essentially a cocktail party conducted shortly or immediately before Christmas leave is to begin, the hosting members form a receiving line within the respective mess. As the guests arrive en masse, they pass by the line formed by the hosts, each giving respective Christmas / Holiday wishes. Speeches can occur once the party has commenced, but traditionally the *At Home* serves as a casual gathering of peers, and a time to enjoy and intermingle with officers and NCOs alike.

5-39. Weddings. A military wedding is simply a regular wedding in religious or civil ceremony but with military participation. No set procedure is in place but the couple must decide upon how much military involvement they wish to have. This can range from as little as military uniforms worn, to the extremes of special transportation in military vehicles. All these things require a Commanding Officer's approval, and for that reason, and for the sake of tradition, it is customary to inform a Commanding Officer of your intent to marry. The mess is happy to accommodate ceremonies and receptions for such occasions. As with any venue hosting marital parties, advance in the form of half a year or greater is respectful and often required to have adequate planning in place. This in part is to plan for transportation, catering services, floral arrangements, and photographers. As anyone who has planned weddings has learned, the list is great and the details are specific – planning for weddings are tricky affairs. Lastly, serving personnel may choose to wear uniforms. For daytime ceremony, the wedding party usually wears full service dress with or without swords. Evening weddings and receptions on the other hand often opt for mess dress. In the end, it is the bride and groom who preside on the decisions of their own wedding, but it is their reasonability to communicate this clearly through invitations.



### INTRODUCTION TO BRANCH DRESS

6-1. The capstone document which guides the standard of dress for all C&E Branch Members is prescribed in **QR&O: Volume I – Chapter 17** (Dress and Appearance). The QR&O is further amplified by the **Canadian Armed Forces Dress Instructions** (A-DH-265-000/AG-001). This chapter adds additional clarity to standards of dress as it relates to the C&E Branch and the particularities of our founding services: it does not supersede the above-referenced publications as they take primacy over matters of dress. Read this chapter in conjunction with the appropriate regulations to confirm how Branch-sanctioned accoutrements align with each governing policy.

### HISTORY OF BRANCH DRESS & ACCOUTREMENTS

6-2. Broadly – the C&E Branch is represented by three (3) elements, each with their own dress standards that intermingle with the Branch: The Royal Canadian Corps of Signals (RCCS), the Royal Canadian Air Force (RCAF) *Telecommunications Wing*, and the Signals Intelligence / Electronic Warfare community which shares a strong lineage with the Royal Canadian Navy (RCN).

6-3. The founding service is the RCCS. Established on the 24<sup>th</sup> of October 1903, the RCCS is 5<sup>th</sup> in the Canadian Armed Forces (CAF) Order of Precedence. The Signal Corps is older, for example, than the Royal Canadian Infantry Corps (RCIC) by several decades (though not older than several Infantry Regiments which collectively make up the Corps). Hence, many traditions and dress standards are rooted in our antecedent service and perpetuated by the C&E Branch.

6-4. In 1968, the Unification Act was passed. The Act merged all services of Canada's military into the tri-element Canadian Armed Forces (CAF). The initial tenets of the Act were logical and reasonable: a common pay system, judicial policy, rank structure, and administrative platform were created and universally applied by all service elements. An Army soldier's infraction was met out by the same disciplinary system applied to the Navy and Air Force. An airman's pay and benefits were harmonized with his counterparts in the adjacent services. This certainly made sense to the *average-statured* strength and scope of Her Majesty's Canadian Armed Forces. However, the Act delved further into its zeal to create a standardized *look & feel* for the military.

6-5. Everyone wore rifle green uniforms in the 1970s (including the RCN and RCAF) which devastated morale. Sailors were called *Sergeant* and *Warrant Officer*, and distinct accoutrements were robbed from all uniforms. Everyone donned the NCOs' dress (something we continue to wear today as there are no marked uniformed differences for Warrant Officers or Commissioned Officers). Speaking of officers, they all sported the ranks of the Merchant Navy on the cuffs of their DEU sleeves. As no one could settle on which rank devices to use (the CA's *Pips & Crowns*, the RCN's *Executive Swirl*, or the RCAF's *Pearl Gray Stripes*), we settled on a rank pattern that everyone mutually hated. There was even talk of disbanding all Infantry Regiments and standing up numerically assigned battalions: an idea which yielded a tier of enthusiasm indistinguishable from mutiny.

6-6. Personnel Branches were established as well: the Logistics, Engineering, and Communications & Electronics Branch – citing a few examples – were all created by the Act. These personnel groupings merged Air, Land, and Naval elements together when commonalities in profession and trade were confirmed. Accoutrements and badges were replaced with tri-service variants, each received with varying degrees of acceptance.

6-7. Of note, a steady and persistent relapse commenced – essentially from the start – to counter the dress and ceremonial *blandness* enforced by the Unification Act. For example, in 1984, the distinctive environmental uniforms were returned to sailors, soldiers, and aviators. To their collective relief, regiments from the combat arms were spared any suggested changes to their time-honoured badges. Decades later, RCN officers once again sported the executive swirl on the sleeves of their uniforms.

6-8. A significant change occurred on the **19<sup>th</sup> of April 2013** when the Canadian Army reinstituted its historical Corps ... such as the RCCS. From there, ranks and accoutrements underwent sweeping alterations to reflect historical symbols; changes which continue to this day.

6-9. You are applauded for reading this far into the chapter and not skipping directly to the section with all the pictures. But, it is important to note that changes – as of this writing – are still forthcoming. The RCCS and RCAF *Telecomm Wing* continue to discuss ways to identify themselves as distinct entities with their own heritage and custom coupled with the visual symbols that proclaim and represent their history. As we collectively re-visit and implement these changes, our respective leaders look for ways to bolster morale and elevate each component as strong pillars that support a resilient and spirited Branch. Though each service is defining its own unique and historically-based identity (it is the Branch which ultimately unites us as truly joint capability), we look to the Branch to bring focus to the mission-critical fields of training and operations. Suffice to say, expect to see further refinements in the symbols that identify each service.

6-10. The RCCS was the founding Corps of the Branch, thus our collective history denotes **cavalry unit** status with lineage dating back to the 21<sup>st</sup> Lancers (*The Empress of India's Own Regiment*). Major Bruce Carruthers, father of the Canadian Signal Corps (CSC) and founder of the first-ever Signalling Service in the entire Commonwealth, commenced his military career a Troop Commander with the 21<sup>st</sup> Lancers. His devotion and love for this Regiment (which merged with the 17<sup>th</sup> Lancers to form the present-day Queen's Royal Lancers) affected him to fashion the CSC with cavalry-infused traditions, customs, and appearances. The Lancer's colours – for example – are French Gray over Dark Blue. Thus, the grand majority of dress standards take root in horse-mounted traditions. As the CSC (appointed the RCCS in 1921) was a novel concept upon its inception, there existed no formal structure to govern it. During its formative years, the CSC adorned dress standards of the Infantry until all documents and administrative details fell into proper order.

6-11. Major Carruthers served two (2) tours of duty in the South African (Boer) War from 1899-1902. First – he served as a Sergeant (Section Commander) with the 2<sup>nd</sup> Special Service Battalion – The Royal Canadian Regiment (he resigned his commission in order to serve overseas as the cadre of Canadian Officers attained full complement by the time he enlisted for war service). During his second tour, he served as a Lieutenant (Troop Commander) with the Canadian Mounted Rifles (CMR); perpetuated today by the British Columbia Dragoons. You will see in this chapter that several uniform designs and accoutrements are gleaned from the Infantry; Major Carruthers' time with the RCR and our initial dress norms at the time of stand-up serve as the rationale behind these deviations to the cavalry standard.



6-12. **What This Chapter WILL and WILL NOT Cover.** This chapter provides clarity for Branch / Corps embellishments only. Thus, items such as the windbreaker, gabardine, or divisional patches shall not be addressed as they do not contain C&E Branch-specific requirements. Other items are either not applicable to the C&E Branch or so rare as to not warrant coverage. For such details, consult the **Canadian Armed Forces Dress Instructions** (A-DH-265-000/AG-001).

6-13. This chapter will detail the following orders of dress for **Number 1 Order of Dress**:

DEU 1 (Ceremonial)	Swords, Whites, Belts, Gloves, and Accoutrements
DEU 1A (Medals)	Remove all whites and embellishments; medals only
DEU 1B (Full Dress) <b>NOT COVERED</b>	<ul style="list-style-type: none"> <li>▪ N/A for the <b>RCN</b></li> <li>▪ Scarlets / Ceremonial Parade Order for the <b>CA</b></li> <li>▪ Highland Dress for the <b>RCAF</b></li> </ul>
DEU 1C (Semi-Ceremonial) <b>NOT COVERED</b>	<ul style="list-style-type: none"> <li>▪ High-Collar Whites for the <b>RCN</b></li> <li>▪ Patrol Dress with medals and sword for the <b>CA</b></li> <li>▪ Highland Dress (Summer Variant) for the <b>RCAF</b></li> </ul>
DEU 1D (Undress Ribbons) <b>NOT COVERED</b>	<ul style="list-style-type: none"> <li>▪ High-Collar Whites with Undress Ribbons for the <b>RCN</b></li> <li>▪ Patrol Dress with Undress Ribbons for the <b>CA</b></li> <li>▪ Highland Dress (Summer) &amp; Undress Ribbons for the <b>RCAF</b></li> </ul>

6-14. This chapter will detail the following orders of dress for **Number 2 Order of Dress**:

DEU 2 (Mess Dress)	Full details described below for all three (3) environments
DEU 2A (Mess White) <b>NOT COVERED</b>	Jackets are replaced with a white coat. Officers wear shoulder boards and metal rank devises. All personnel – regardless of rank – wear a Branch / Corps cummerbund (unless ordered otherwise)
DEU 2B (Service Mess)	Adjusting the DEU Service Uniform to Mess Kit Standard
DEU 2C (Shipboard) <b>NOT COVERED</b>	Not covered in this publication due to rarity; consult the Dress Manual
DEU 2D (CAF Standard) <b>NOT COVERED</b>	Not covered in this publication due to rarity; consult the Dress Manual

6-15. This chapter will detail the following orders of dress for **Number 3 Order of Dress**:

DEU 3 (Service)	Identical to DEU 1A but replace medals with undress ribbons
DEU 3A (Long-Sleeve)	Inside wear only. <u>No</u> nametags. <u>No</u> ribbons. A tie-clip with a Branch, Corps, or Element emblem may fasten the tie (placed between the 3 <sup>rd</sup> and 4 <sup>th</sup> button from the top). Must wear an CAF-authorized outer garment before leaving a building / going outside
DEU 3B (Short-Sleeve)	Short-sleeve shirt with undress ribbons (authorized outerwear)
DEU 3C (Sweater)	<ul style="list-style-type: none"> <li>▪ <u>Only</u> the RCCS (the Army) wears a nametag on the sweater</li> <li>▪ RCCS may wear the long-sleeve <u>or</u> the short-sleeve shirt</li> <li>▪ RCN may <u>only</u> wear the long-sleeve shirt with the sweater</li> <li>▪ RCAF may wear the long-sleeve <u>or</u> the short-sleeve shirt</li> </ul>
DEU 3D (Tropical) <b>NOT COVERED</b>	Not covered in this publication due to rarity; consult the Dress Manual

6-16. This chapter will detail the following orders of dress for **Operational Dress**:

CADPAT (TW)	Canadian Disruptive Pattern (Temperate Woodland) for the RCCS and the RCAF
NCD	Naval Combat Dress for the RCN

6-17. **Male versus Female Legwear.** For DEU 1 and 3 (Ceremonial and Staff):

- a. males wear only the **TROUSERS** with a belt and authorized belt buckle  
(the buckle shall have a Branch or Corps emblem based on environment);
- b. females may wear:
  - (1) **TROUSERS** and follow the identical rules as males (read above) on parade;
  - (2) Pleated **SLACKS** with no belt (footwear may be oxfords, pumps, or flats); or
  - (3) Issued **SKIRT** (footwear may be pumps or flats).
- c. females may opt to wear legwear / footwear items (2) and (3) as noted above:
  - (1) when not on parade; and
  - (2) when strict uniformity is not enforced by the chain-of-command.



## C&E BRANCH

### CAP BADGE

6-18. Presently, the only symbol that encompasses the entirety of the C&E Branch is the cap badge. This applies to all RCN, CA, and RCAF personnel who belong to our Branch. The badge encompasses all orders of dress for DEU 1 (Ceremonial), DEU 3 (Staff Dress), and Combat Dress detailed below.

6-19. Though the materials differ depending on rank, the design of the cap badge is identical. For both officers and NCMs, the C&E Branch badge contains the following details:

- a. the centre contains the visage of Mercury – the Herald of the Gods – facing left (or ‘*sinister*’) from the viewer’s vantage between two (2) bolts of lightning;
- b. the *Jimmy & Sparks* is overlaid upon an oval of azure (blue);
- c. the oval is surrounded by a wreath of maple leaves; and
- d. the badge complete is surmounted by Saint Edward’s Crown.

6-20. **C&E Officer’s Cap Badge.** All Commissioned Officers (including full Colonel for the RCAF and up to Lieutenant-Colonel for the RCCS), and NCMs at the rank of Chief Warrant Officer (CWO) and Chief Petty Officer 1st Class (CPO1) shall wear the gold embroidered cap badge surmounted by the metal *Jimmy & Sparks*. This badge is to be obtained at personal expense and is readily available through the Mercury Kit Shop.



6-21. **C&E NCM’s Cap Badge.** All NCMs from Signaller, Aviator, and Sailor 3<sup>rd</sup> Class up to Master Warrant Officer (MWO) and Chief Petty Officer 2<sup>nd</sup> Class (CPO2) – upon reaching Operational Functional Point (OFP) – shall wear the loom embroidered variant of the C&E cap badge. This badge is available at public expense through the Supply System / Base Quartermaster. It may also be purchased at personal cost through the Mercury Kit Shop.

6-22. **Canadian Army Colonels.** RCCS Officers promoted to the rank of Colonel are no longer affiliated with their respective Corps. All Corps and / or Regimental devices are stripped of their uniform and replaced with the trappings assigned to a General Officer (Canadian Army Buttons and Gorget Patches in lieu of collar pins, etc.). Additional dress details are described below in the applicable sections, but it is important to note that once a Canadian Army Officer is promoted to Colonel and higher – there are no markings that define him / her as an officer of the RCCS or C&E Branch. They wear – citing but one example – the **Vice Regal Lion** as their cap badge.



6-23. **General Officers and Fleet Officers (GOFO).** Those officers promoted to General (CA and RCAF) and Admiral (RCN) wear the tri-service cap badge assigned to GOFO ranks. Additional modifications are applied to each uniform and shall be detailed in the sections below as they pertain to Signal and CELE Officers elevated to the General Officer classification.

6-24. **Key-Appointment Chiefs.** Likewise, those CWO / CPO1 who are appointed to senior positions (e.g. Base Chief, Group Chief, Formation Chief, Army Sergeant-Major, etc.) lose their Corps and Branch identifiers. RCCS CWOs – for example – replace all Corps markings with symbols similar to those of Canadian Army Colonels. One key exception is the cap badge: Key-Appointment Chiefs wear the 1957-pattern Canada Coat of Arms (similar in design to their rank device).





## C&E BRANCH

### UNIVERSAL STANDARDS FOR DEU 1 (CEREMONIAL)

- 6-25. **The 1897-Pattern Infantry Sword.** All C&E officers (and Chief Warrant Officers holding a parade appointment such as RSM) – regardless of uniform or environment – shall wear the 1897-Pattern Infantry Sword. Caveats to this norm may apply. For example, a Battalion or Regimental Sig O may be expected to wield the blade of the Infantry or Armoured Regiment to which he belongs. A CELE Officer may be ordered to

brandish the Air Force Sword on parade should she belong to a '*Hard Air*' unit. A C&E Branch Chief Petty Officer may find himself sporting the Naval Cutlass. However, C&E Regiments and Squadrons always use the Infantry Sword. This is but one of the aforementioned **deviations from the cavalry standard** that the C&E Branch otherwise adheres to.



- 6-26. **Sword Knots.** Sword knots are embellishments used to denote station and seniority by the wielding officer. The knot itself is known as a '*tassel*' or '*acorn*' and the ensemble is considered a form of lanyard.

Historically, the lanyard was looped around the wrist of a mounted cavalry officer to prevent the sword from being dropped in combat. There exists a range of knot patterns and rope designs: some are fashioned of brown or black leather; others are made of gold with interwoven coloured fabric such as blue, black, or red to denote corps or branch affiliations.

**C&E Units employ both the gold braid and white leather variants.**



6-27. Sword knots are worn 'loose' by the cavalry (i.e. C&E Branch units) which require a four (4) inch length of rope to dangle freely between the knot and the base of the hand guard. The ring or 'keeper' is positioned mid-way along the length of lanyard rope. As stated, the colour of the sword knot indicates station:

- a. junior officers and subalterns use the white leather knot; and
- b. field officers (CA / RCCS), Senior officers (RCAF), Captains appointed as a Regimental Adjutant, and CWOs appointed as a RSM use the gold braid.



6-28. **Ceremonial Whites.** C&E Branch members wear the white ceremonial trappings on parade (gloves and belts). Branch personnel wear the C&E Branch Buckle with the inscription *Velox Versutus Vigilans* engraved above the *Jimmy & Sparks*.

6-29. **Sword Belts.** For sword belts, junior officers and subalterns were the standard white leather belt with gold studs. Field officers (CA / RCCS), Senior officers (RCAF), Captains appointed as a Regimental Adjutant, and CWOs appointed as a RSM have sword belts embellished with *Lion Head* buckles (see bottom-right image).







## C&E BRANCH

### UNIVERSAL STANDARDS FOR DEU 2 (MESS DRESS)

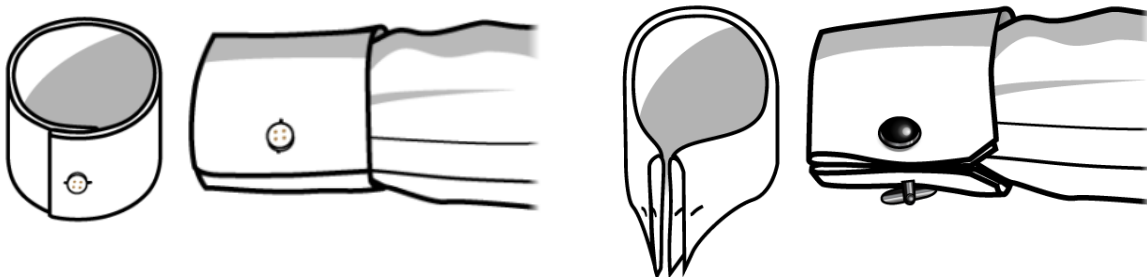
6-30. **Mess Kit Shirts.** C&E Branch Members – regardless of uniform or environment – are authorized to wear either the **pleated** or **non-pleated shirt**.



6-31. **Tuxedo Shirt Collars.** C&E Branch Members – regardless of uniform or environment – are authorized to wear either the standard **full-fold collar** or the **wing-tip collar**.



6-32. **Tuxedo Sleeve Cuffs.** C&E Branch Members – regardless of uniform or environment – are authorized to wear either the standard **barrel cuff** or the **French cuff** (in either the single or double-fold version). The double-fold cuff is illustrated below in the bottom right.



6-33. **Branch Buttons, Studs, and Cufflinks.** C&E Branch Members – regardless of uniform or environment – shall wear the **gold C&E Branch buttons** on their shirts (see below for females).

6-34. **Authorized DEU 2 (Mess Dress) Amendments for Female Personnel.** There are a few details applicable to females regarding dress options:

- a. Long Skirt or Trousers. Females may wear trousers in lieu of the long skirt. If trousers are elected, they may wear the same footwear as described for males; and
- b. Additional Tie Options. Females may wear the standard bowtie, or may elect to wear one the following options:
  - (1) Cross-Over Tie (with either the full-fold or wing-tipped collar); or
  - (2) Elite Blouse (Style #2517) using the standard gold stud buttons only.



Cross-Over Tie with full-fold collar on the RCCS and RCAF Mess Kit



Elite Blouse (Style #2517) using the standard gold stud buttons on the RCAF and RCCS Mess Kit





## DRESS INSTRUCTIONS FOR THE ROYAL CANADIAN CORPS OF SIGNALS (RCCS)

6-35. **RCCS Beret.** The approved RCCS beret colour is MIDNIGHT BLUE, also known as ARMY BLUE. Our illustrious history with the blue beret is simple: we don't have one. The army blue beret was fielded from 1951 until 1956. After five (5) years, it was replaced. All the Corps that could '*do math*' – i.e. the technical professions – were granted the blue beret: Signals, Intelligence, Artillery, Electrical Mechanical Engineers, and the Field Engineers (the RCE, however, did not endorse the re-approved blue beret). Blue berets for technical corps does, however, align with Commonwealth tradition as our sister units across the Empire have always worn midnight blue.



6-36. **RCCS Collar Pins.** As of 24 October 2019, the RCCS re-instituted several historical emblems of our founder's design. The crossed semaphore flags – as shown below – represent the Signal Corps founding symbols and are based on Carruthers' beloved 21<sup>st</sup> Lancers cap badge. Major Carruthers paid homage to the *Empress of India's Own* by modifying their badge to represent his newly designed Canadian Signal Corps. He replaced cavalry lances with semaphore flags, the lettering *VRI* (*Victoria Regina et Imperatrix* – or *Victoria, Queen and Empress*) with the monogram *CSC* (*Canadian Signal Corps*), and he replaced the inscription *XXI* (for *21*) with the Corps' motto *VVV* (*Velox Versutus Vigilans* – or *Swift, Accurate, Watchful*). Note that '*Vigilans*' also translates into *Vigilant* and *Alert*. The revised accoutrements are identical to the 1921-era badges that were created when the Corps first earned its Royal prefix, thus becoming the RCCS.



21<sup>st</sup> Lancers Badge



CSC Cap Badge, circa 1903

6-37. The RCCS collar pins – as of March 2021 – are **APPROVED** for the Army DEU. Below is the authorized placement of the pins as endorsed by Director Signals and the Corps Chief. The French ‘*CTRC*’ variant is positioned in the same manner as shown below. Beavers and blue flags on the badge **face inward towards the body**. Then, using the **seam-line on the lapel** as a guide:

- a. the uppermost tip of the Blue Semaphore Flag rests on the seam;
- b. the small divot / inset on the banner between the text ‘*Velox*’ and ‘*Versutus*’ rests over the seam so that the stitching is clearly visible inside the hollow; and
- c. the badge rests evenly (not angled) and is centred on the lapel so that the ends are equally distanced from the outer stitching (slight variance allowed for size & height).



6-38. The Canadian **Army Number 2 (Mess Dress)**, allows variance for all collar pins. A distance ranging from **9 to 12.8 cm** is **permitted** where the shoulder seam meets the edge of the collar to account for size / height variance of the wearer, and to keep the badges aligned and aesthetically pleasing. Please refer to the **Canadian Armed Forces Dress Instructions** for details.

6-39. Note that personnel in the following pages are wearing the legacy *Jimmy & Sparks* accoutrements. These are being phased out as of this writing. However, for historical reference, note that **Mercury’s wrists and ankles rest on the stitching**.



6-40. **C&E Branch Buttons.** The RCCS Dress Tunic and Mess Kit (DEU Items 1, 2, and 3 below) wear brass buttons portraying the emblem of Mercury:

- a. DEU Tunic ... Mercury's head and feet are always pointing up and down respectively (universally applied on the front buttons, breast pockets, and the shoulder epaulettes); and
- b. Mess Kit ...
  - (1) **Vest Buttons and Dress Shirt Studs:** Mercury is '*standing up*' as detailed;
  - (2) **Shoulder Epaulette:** Mercury's head faces the wearer's neck and Mercury's feet point towards the wearer's shoulder; and
  - (3) **Button Pairs on the Surgeon Cut Sleeve:** Mercury is set diagonally at a 45-degree cant with his head leaning forward and feet pointing back.

**Note:** Take care to ensure that the proper buttons are on your mess kit. Mess Buttons for the shoulder epaulettes and vest are smaller than the DEU versions, and are superior in quality as they are struck from solid brass. There are numerous personnel wearing the larger and cheaper DEU buttons on their mess kit.



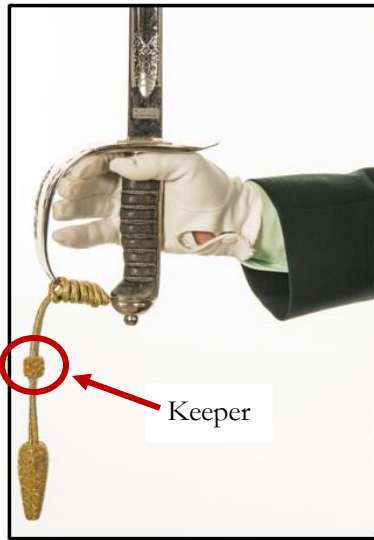
6-41. **Shoulder Titles.** Shoulder flashes, marked with the letters **RCCS** or the French variant **CTRC** are displayed at the base of the shoulder epaulette on the DEU Tunic (Dress Order 1 and 3) on the Canadian Army (CA) uniform for Signal Corps personnel. They are installed in such a manner so as to allow the letters to rest upon the stitch line of the DEU Tunic sleeve.

6-42. **Officer's Rank Devices.** RCCS Officers wear the metal Vimy Star and St. Edward's Crown on their DEU Tunics. The Shoulder Slip-Ons shall have the rank devise bordered in BLUE with *RCCS* or *CTRC* inscribed at the base of the rank symbol. Colonels and higher shall have their ranks bordered in RED with CANADA inscribed at the base.



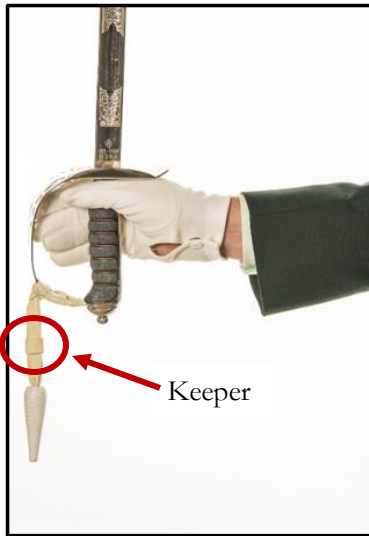


6-43. Number 1 Order of Dress (Ceremonial Dress): **Field Officers**



- 1897 Infantry-Pattern Ceremonial Sword.
- Sword lanyard in gold braid, worn 'loose' IAW cavalry tradition with a 4-inch length of braid visibly shown from the base of the sword hilt to the base of the tassel (or 'acorn').
- The lanyard 'keeper' or 'ring' is positioned half-way (2-inches) up the exposed lanyard cord.
- Sword belt and buckles adorned with the Field Officer's 'Lion Head' decorative accoutrements.
- Belt buckle sports the C&E Branch Crest with *Velox Versutus Vigilans* inscribed on top.
- Officers on parade wear oxford dress shoes only.
- Females on parade may wear trousers (with belt) or pleated slacks (no belt) with oxfords only.
- For **DEU 1A (Medals)**: remove all ceremonial devises (sword, gloves, and belt).
- **Females in DEU 1A** may wear the skirt or slacks (with either oxfords, pumps, or flats) if not on parade.

6-44. Number 1 Order of Dress (Ceremonial Dress): **Junior Officers & Subalterns**



- 1897 Infantry-Pattern Ceremonial Sword.
- Sword lanyard in white leather braid, worn 'loose' IAW cavalry tradition with a 4-inch length of braid visibly shown from the base of the sword hilt to the base of the tassel (or 'acorn').
- The lanyard 'keeper' or 'ring' is positioned half-way (2-inches) up the exposed lanyard cord.
- Sword belt and buckles adorned with the standard gold stud design.
- Belt buckle sports the C&E Branch Crest with *Velox Versutus Vigilans* inscribed on top.
- Officers on parade wear oxford dress shoes only.
- Females on parade may wear trousers (with belt) or pleated slacks (no belt) with oxfords only.
- For **DEU 1A (Medals)**: remove all ceremonial devises (sword, gloves, and belt).
- **Females in DEU 1A** may wear the skirt or slacks (with either oxfords, pumps, or flats) if not on parade.


6-45. Number 1 Order of Dress (Ceremonial Dress): **Warrant Officers & Parade NCOs**



- For appointed Sergeants-Major: Pace Stick or Drill Cane IAW unit custom and tradition.
- White belt sports a holster over the left hip so that the pistol's magazine chamber faces forward.
- Pistol lanyard tucked underneath the DEU lapel and collar, knot is slightly below the top-most DEU tunic button; pistol lanyard drapes naturally and connects to the ring at the base of the pistol.
- Belt buckle sports the C&E Branch Crest with *Velox Versutus Vigilans* inscribed on top.
- Warrant Officers – less Chief Warrant Officers – on parade shall wear parade boots only.
- CWOs may elect to wear oxford dress shoes or parade boots (this overrides 3<sup>rd</sup> bullet from the bottom).
- CWO appointed to RSM (or equivalent) on parade and shall have the 1897 Infantry Pattern Sword replete with Field-Grade Officer accoutrements on the belt buckle assembly.  
The sword is hooked up, as control of the pace stick / drill cane takes precedence. It is never drawn.
- Females on parade may wear trousers (with belt) or pleated slacks (no belt) with parade boots only.
- For **DEU 1A (Medals)**: remove all ceremonial devises (sword, gloves, and belt).
- **Females in DEU 1A** may wear the skirt or slacks (with either oxfords, pumps, or flats) if not on parade.

6-46. Number 1 Order of Dress (Ceremonial Dress): **NCOs & Signallers**



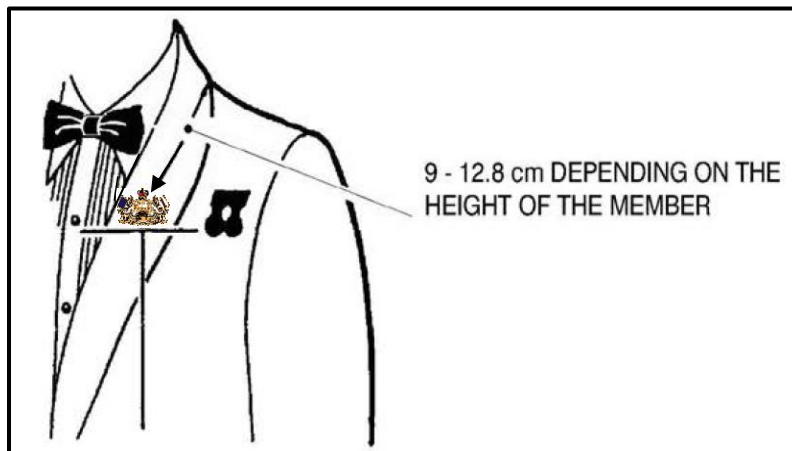
- Rifle embellished with white strap (facing inward toward the body as it passes over the pistol grip).
- Belt buckle sports the C&E Branch Crest with *Velox Versutus Vigilans* inscribed on top.
- Lower-left sleeve shows earned marksmanship badge (worn 12 cm from sleeve end to bottom of badge).
- Lower-right sleeve displays trade badge (Sigs shown above) (12 cm from sleeve end to bottom of badge):
  -  Badge – DP 1 Qualified (Signaller);
  - Badge with Oak Leaves – DP 2 Qualified (Corporal) (Does not exist for SIGINT);
  - Badge with Crown – DP 2 Qualified and PLQ Qualified (Master Corporal); and
  - Badge with Crown & Oak Leaves – DP 3 Qualified (Sergeant) (SIGINT shown left).
- NCOs (Sgts, MCpls, and Cpls) and Signallers (Private Soldiers) on parade wear parade boots only.
- Females on parade may wear trousers (with belt) or pleated slacks (no belt) with parade boots only.
- For **DEU 1A (Medals)**: remove all ceremonial devises (sword, gloves, and belt).
- **Females in DEU 1A** may wear the skirt or slacks (with either oxfords, pumps, or flats) if not on parade.



6-47. **Number 2 Order of Dress (Mess Dress): Universal Standards for the RCCS.**

Members of the RCCS shall adhere to the following baseline of dress requirements for Mess Kit:

- a. Black facings on collar and surgeon (pointed) cuff;
- b. Scarlet epaulettes (i.e. red shoulder-straps);
- c. Black waistcoat (vest) with four (4) buttons for commissioned officers and CWOs;
- d. NCMs up to MWO wear a MIDNIGHT BLUE cummerbund (pleats facing up);
- e. NCMs will have their rank devices bordered in BLACK;
- f. Single red trouser stripe four (4) cm wide;
- g. C&E Branch buttons / studs on the following (**Note**: these are smaller than the DEU version and are made to a higher quality with superior material. Take care to ensure that DEU buttons are not sewn onto your mess dress):
  - (1) tuxedo shirt (4 buttons) & cufflinks (2 in total);
  - (2) mess jacket sleeve (4 buttons) & shoulder epaulettes (2 buttons); and
  - (3) vest (4 buttons).
- h. Miniatures are worn on the left breast and are ...
  - (1) centred between the seam of the sleeve and the edge of the lapel; and
  - (2) 11.5 cm down from the shoulder seam, or 1.3 cm below a skill badge.
- i. RCCS / CTRC collar badges are centred on lapel and between **9 to 12.8 cm** where the shoulder seam meets the edge of the collar (as shown below):



6-48. **Army Colonels**, on promotion to that rank, may elect to continue to wear their previous Branch / Regimental mess dress, with current rank insignia, instead of the pattern authorized for army colonels (less Honorary and Royal appointees). Consult the Dress Manual.



6-49. Number 2 Order of Dress (Mess Dress): **Field Officers**



- Shoulder epaulette bordered with gold braid (4 mm wide).
- Gold braid border on sleeve between black surgeon-style (pointed) cuff and red sleeve with tri-looped '*Crow's Foot*' embellishment (4 mm wide).
- Vest with four (4) buttons.
- Optional timepiece (as shown) with chain – single or double Albert style (chain loops) – threaded through button-slit second from the top or second from the bottom depending on personal preference.
- Optional Wellington or Chelsea boots with box spurs IAW cavalry tradition; else oxford shoes.

6-50. Number 2 Order of Dress (Mess Dress): **Junior Officers & Subalterns**



- No trim, border, or embellishment on the shoulder epaulette.
- Gold braid border on sleeve between black surgeon-style (pointed) cuff and red sleeve (4 mm wide).
- Vest with four (4) buttons.
- Optional timepiece (as shown) with chain – single or double Albert style (chain loops) – threaded through button-slit second from the top or second from the bottom depending on personal preference.
- Optional Wellington or Chelsea boots with box spurs IAW cavalry tradition; else oxford shoes.

6-51. Number 2 Order of Dress (Mess Dress): **Non-Commissioned Members**



- No trim, border, or embellishment on the shoulder epaulette.
- No gold border between surgeon cuff and sleeve.
- Black border around rank device, black facings on collar and cuff, and midnight blue cummerbund.
- Optional Wellington or Chelsea boots with box spurs IAW cavalry tradition; else oxford shoes.
- **Chief Warrant Officers** shall have mess dress styled as per the junior officer design:
  - Vest with four (4) buttons;
  - Optional timepiece with chain threaded through button-slit (see para 6-50 – page 99); and
  - Gold braid border on sleeve between black surgeon-style (pointed) cuff and red sleeve (4 mm wide) the same as junior officers / subalterns described above (see para 6-50 – page 99).

6-52. Number 2 Order of Dress (Mess Dress): **Female Variations**



- Female jacket has single waist-coat fastener with gold button sporting the visage of Mercury.
- Cross-Over Tie or Bowtie (with pleated or non-pleated shirt / with full-fold or wing-tipped collar / and with Branch buttons) or Elite Blouse (style #2517) with gold studs in groupings of three (3) buttons.
- Long Skirt with 4 cm stripe split equally along the cut-away seam.
- Conservative high-heel shoes or pumps (Wellingtons & Spurs not permitted with skirt).
- Optional Clutch / Evening Purse.
- **Note:** All details from the descriptions from pages 19-22 concerning embroidery, accoutrements, and vests apply here. Females may elect to wear trousers (pants) with oxfords or Wellingtons & Spurs.



6-53. Number 2B Order of Dress (Mess Service): **All Ranks**



- White shirt – pleated or non-pleated / full-fold collar or wing-tip / barrel cuff or French cuff.
- No Branch Buttons on tuxedo shirt: standard studs or buttons only.
- Standard black bowtie.
- Undress Ribbons.
- Nametag removed.
- Oxford dress shoes permissible by all ranks (else parade boots for MWO and below).
- Females may wear the Elite Blouse (Style #2517) using the standard gold stud buttons.
- Females may wear:
  - **trousers (with belt)** with oxfords, pumps, or flats as footwear regardless of rank;
  - **pleated slacks (no belt)** with oxfords, pumps, or flats as footwear regardless of rank; or
  - **skirt** with pumps or flats regardless of rank.

6-54. Number 3 Order of Dress (Service): **All Ranks**



- Long-Sleeve Shirt worn under the tunic (NCMs wear rank devices on stitch-line of collar).
- *Jimmy* buttons universally displayed head-up / feet-down on tunic, breast pockets, and epaulettes.
- Undress Ribbons (centred on left – or *sinister* – pocket in groupings of three).
- Commendations centred on left pocket between the bottom seam and the point on the pocket flap.
- Nametag centred and resting on top of right breast pocket.
- Command Badge centred on right pocket between the bottom seam and the point on the pocket flap.
- NCMs (MWO and below) wear parade boots unless C-of-C authorizes oxford dress shoes as work dress.
- Females may wear:
  - **trousers (belt)** with boots (NCMs), oxfords, pumps, or flats as footwear regardless of rank;
  - **slacks (no belt)** with boots (NCMs), oxfords, pumps, or flats as footwear regardless of rank; or
  - **skirt** with pumps or flats regardless of rank.

6-55. Number 3A Order of Dress (Long-Sleeve Shirt): **All Ranks**



- Beret (with authorized outer garment if going outside such as the CANEX Windbreaker or DEU Tunic).
- No name tag, ribbons, or badges of any kind are worn on the long-sleeve shirt (inside wear only).
- NCMs wear rank devices on stitch-line of collar / Officers wear ranks on shoulder slip-ons.
- Shoulder slip-ons to display RCCS or CTRC (Officer *Pips & Crowns* bordered in BLUE).
- Optional tie-clip with C&E Branch or RCCS emblem (positioned between 3<sup>rd</sup> and 4<sup>th</sup> shirt button).
- NCMs (MWO and below) wear parade boots unless C-of-C authorizes oxford dress shoes as work dress.
- Male pants (trousers) with RCCS Belt Buckle is **Brass-on-Brass** (belt end piece joins the buckle).
- Females may wear:
  - **trousers (belt)** with boots (NCMs), oxfords, pumps, or flats as footwear regardless of rank;
  - **slacks (no belt)** with boots (NCMs), oxfords, pumps, or flats as footwear regardless of rank; or
  - **skirt** with pumps or flats regardless of rank.

6-56. Number 3B Order of Dress (Short-Sleeve Shirt): **All Ranks**



- NCMs wear rank devices on stitch-line of collar / Officers wear ranks on shoulder slip-ons.
- Shoulder slip-ons to display RCCS or CTRC (Officer *Pips & Crowns* bordered in BLUE).
- Male pants (trousers) with RCCS Belt Buckle is **Brass-on-Brass** (belt end piece joins the buckle).
- NCMs (MWO and below) wear parade boots unless C-of-C authorizes oxford dress shoes as work dress.
- Name tag centred and resting on right breast pocket seam.
- Undress Ribbons centred and resting on left breast pocket seam.
- Specialist badges and commendations as per DEU 1, 1A, and 3 Order of Dress.
- Females may wear:
  - **trousers (belt)** with boots (NCMs), oxfords, pumps, or flats as footwear regardless of rank;
  - **slacks (no belt)** with boots (NCMs), oxfords, pumps, or flats as footwear regardless of rank; or
  - **skirt** with pumps or flats regardless of rank.



6-57. Number 3C Order of Dress (Sweater): **All Ranks**



- NCMs wear rank devices on stitch-line of collar / Officers wear ranks on shoulder slip-ons.
- Shoulder slip-ons to display RCCS or CTRC (Officer *Pips & Crowns* bordered in BLUE).
- Sweater is worn with either the long-sleeve shirt (with tie) or the short-sleeve shirt.
- If worn with short-sleeve shirt, the top button remains unfastened and no necktie is worn.
- Name tag positioned on right-side within the visible marked rectangular stitching.
- NCMs (MWO and below) wear parade boots unless C-of-C authorizes oxford dress shoes as work dress.
- Females may wear:
  - **trousers (belt)** with boots (NCMs), oxfords, pumps, or flats as footwear regardless of rank;
  - **slacks (no belt)** with boots (NCMs), oxfords, pumps, or flats as footwear regardless of rank; or
  - **skirt** with pumps or flats regardless of rank.

6-58. Operational Order of Dress (Combat Dress): **All Ranks**



- Coyote Brown T-Shirt.
- Authorized military boots (coyote brown, tan, or black in colour) with blousing.
- High-Visibility (White) nametapes and rank devices (Velcro rank patch to have *RCCS* or *CTRC*).
- Right Sleeve shall have from top to bottom:
  - Divisional Patch or equivalent (e.g. Command Patch); and
  - Brigade Patch or equivalent (e.g. Formation Patch).
- Left Sleeve shall have from top to bottom:
  - Canadian Flag;
  - Specialist Badges (e.g. *Jump Wings*); and
  - Signal Tactical Recognition Flash or *TRF* (White over Blue, and always on lowest portion of Velcro; if no specialist badges are worn, then a gap exists between the Canada Flag and *TRF*).

**Note:** As of this writing the **TRF** is **NOT YET APPROVED FOR WEAR.**



## DRESS INSTRUCTIONS FOR THE ROYAL CANADIAN AIR FORCE (RCAF) TELECOMMUNICATIONS WING

6-59. **RCAF Headdress.** NCMs of all ranks and commissioned officers up to and including the rank of Colonel wear either the wedge or beret with the C&E Branch cap badge.



6-60. **RCAF Tunic Buttons.** C&E Branch personnel donning the RCAF uniform shall wear the silver RCAF buttons on their DEU service jacket.

6-61. **RCAF Shoulder Flashses.** NCMs from MWO and below shall wear the Canada Flash embellished with the RCAF Albatross. CWOs and commissioned officers shall wear the curved Canada flash (see illustrations below).



Officers and CWOs



MWOs and Below

6-62. **RCAF Telecomm Trade Badges.** The ½ Wing Trade Badges for CELE, ATIS Technician, and Signals Intelligence Specialist (Communication Research Operator) are now in pearl-gray / silver fabric and are depicted below in grayscale. They are centred on the right side above the name tag of the DEU tunic. The legacy gold badges are discontinued.



CELE Officer



ATIS Tech



Signals Intelligence Specialist



6-63. **Number 1** Order of Dress (Ceremonial Dress): **Senior Officers**



- Wedge only on parade.
- 1897 Infantry-Pattern Ceremonial Sword. Lanyard in gold braid, worn 'loose' IAW cavalry tradition with a 4-inch length of braid visibly shown from the base of the sword hilt to the base of the tassel (or 'acorn').
- The lanyard 'keeper' or 'ring' is positioned half-way (2-inches) up the exposed lanyard cord.
- Sword belt and buckles adorned with the Senior Officer's 'Lion Head' decorative accoutrements.
- Belt buckle sports the C&E Branch Crest with *Velox Versutus Vigilans* inscribed on top.
- Officers on parade wear oxford dress shoes only.
- Females on parade may wear trousers (with belt) or pleated slacks (no belt) with oxfords only.
- For **DEU 1A (Medals)**: remove all ceremonial devises (sword, gloves, and belt).
- **Females in DEU 1A** may wear the skirt or slacks (with either oxfords, pumps, or flats) if not on parade.

6-64. Number 1 Order of Dress (Ceremonial Dress): **Junior Officers & Subalterns**



- Wedge only on parade.
- 1897 Infantry-Pattern Ceremonial Sword. Lanyard in white leather braid, worn 'loose' IAW cavalry tradition with a 4-inch length of braid visibly shown from the base of the sword hilt to the base of the tassel (or 'acorn').
- The lanyard 'keeper' or 'ring' is positioned half-way (2-inches) up the exposed lanyard cord.
- Sword belt and buckles adorned with the standard gold stud design.
- Belt buckle sports the C&E Branch Crest with *Velox Versutus Vigilans* inscribed on top.
- Officers on parade wear oxford dress shoes only.
- Females on parade may wear trousers (with belt) or pleated slacks (no belt) with oxfords only.
- For **DEU 1A (Medals)**: remove all ceremonial devises (sword, gloves, and belt).
- **Females in DEU 1A** may wear the skirt or slacks (with either oxfords, pumps, or flats) if not on parade.

6-65. Number 1 Order of Dress (Ceremonial Dress): **Warrant Officers & Parade NCOs**



- For appointed Squadron Warrant Officers: Pace Stick or Drill Cane IAW unit custom and tradition.
- White belt sports a holster over the left hip so that the pistol's magazine chamber faces forward.
- Pistol lanyard tucked underneath the DEU lapel and collar, knot is slightly below the top-most DEU tunic button; pistol lanyard drapes naturally and connects to the ring at the base of the pistol.
- Belt buckle sports the C&E Branch Crest with *Velox Versutus Vigilans* inscribed on top.
- Warrant Officers – less Chief Warrant Officers – on parade shall wear parade boots only.
- CWOs may elect to wear oxford dress shoes or parade boots (this overrides 3<sup>rd</sup> bullet from the bottom).
- CWO appointed to Squadron Warrant Officer (or equivalent) on parade and shall have the 1897 Infantry Pattern Sword replete with Senior Officer accoutrements on the belt buckle assembly. The sword is hooked up, as control of the pace stick / drill cane takes precedence. It is never drawn.
- Females on parade may wear trousers (with belt) or pleated slacks (no belt) with parade boots only.
- For **DEU 1A (Medals)**: remove all ceremonial devises (sword, gloves, and belt).
- **Females in DEU 1A** may wear the skirt or slacks (with either oxfords, pumps, or flats) if not on parade.



6-66. Number 1 Order of Dress (Ceremonial Dress): **NCOs & Aviators**

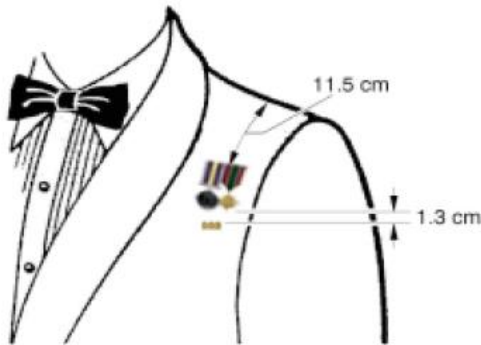


- Wedge only on parade.
- Rifle embellished with white strap (facing inward toward the body as it passes over the pistol grip)
- Belt buckle sports the C&E Branch Crest with *Velox Versutus Vigilans* inscribed on top
- NCOs (Sgts, MCpls, and Cpls) and Aviators (Private Soldiers) on parade wear parade boots only.
- Females on parade may wear trousers (with belt) or pleated slacks (no belt) with parade boots only.
- For **DEU 1A (Medals)**: remove all ceremonial devises (sword, gloves, and belt).
- **Females in DEU 1A** may wear the skirt or slacks (with either oxfords, pumps, or flats) if not on parade.

6-67. **Number 2 Order of Dress (Mess Dress): Universal Standards for the RCAF.**

Members of the RCAF Telecomm Wing shall adhere to the following baseline of dress details:

- a. Air Force Blue Jacket on all ranks with gold RCAF buttons and a single waist-coat fastener (RCAF emblem);
- b. Commissioned Officers and Chief Warrant Officers:
  - (1) Wear the white vest with four (4) gold RCAF buttons;
  - (2) Have a gold stripe on both outer pant legs – 3.2 cm wide;
  - (3) Officers wear gold ranks on the front sleeve; and
  - (4) CWOs wear the 1957-Pattern Coat of Arms bordered in RCAF Blue.
- c. NCMs at the rank of MWO and below:
  - (1) Wear the RCAF Tartan or Midnight Blue cummerbund (pleats up);
  - (2) Have a blue braid on both outer pant legs – 2.5 cm wide; and
  - (3) Have their rank emblems bordered in RCAF Blue.
- d. C&E Branch Buttons: Shirt Studs (4 buttons) and Cufflinks (2 in total);
- e. Oxford Dress Shoes or Wellingtons (No Spurs);
- f. Miniatures are worn on the left breast and are ...
  - (1) centred between the seam of the sleeve and the edge of the lapel; and
  - (2) 11.5 cm down from the shoulder seam, or 1.3 cm below a skill badge.



AIR FORCE Nos. 2 AND 2A (MALE)



AIR FORCE Nos. 2 AND 2A (FEMALE)

- g. **Females** may wear trousers (with oxfords or Wellingtons) or the long skirt (below):
  - (1) Officers and CWO have a gold braid around the skirt slit – 15.9 mm wide;
  - (2) MWOs and below have a blue braid around the skirt slit – 2.5 cm wide;
  - (3) Pumps or conservative high heel shoes; and
  - (4) A clutch or evening purse as optional wear.



6-68. Number 2 Order of Dress (Mess Dress): **Officers, Warrant Officers, and NCOs (Male)**



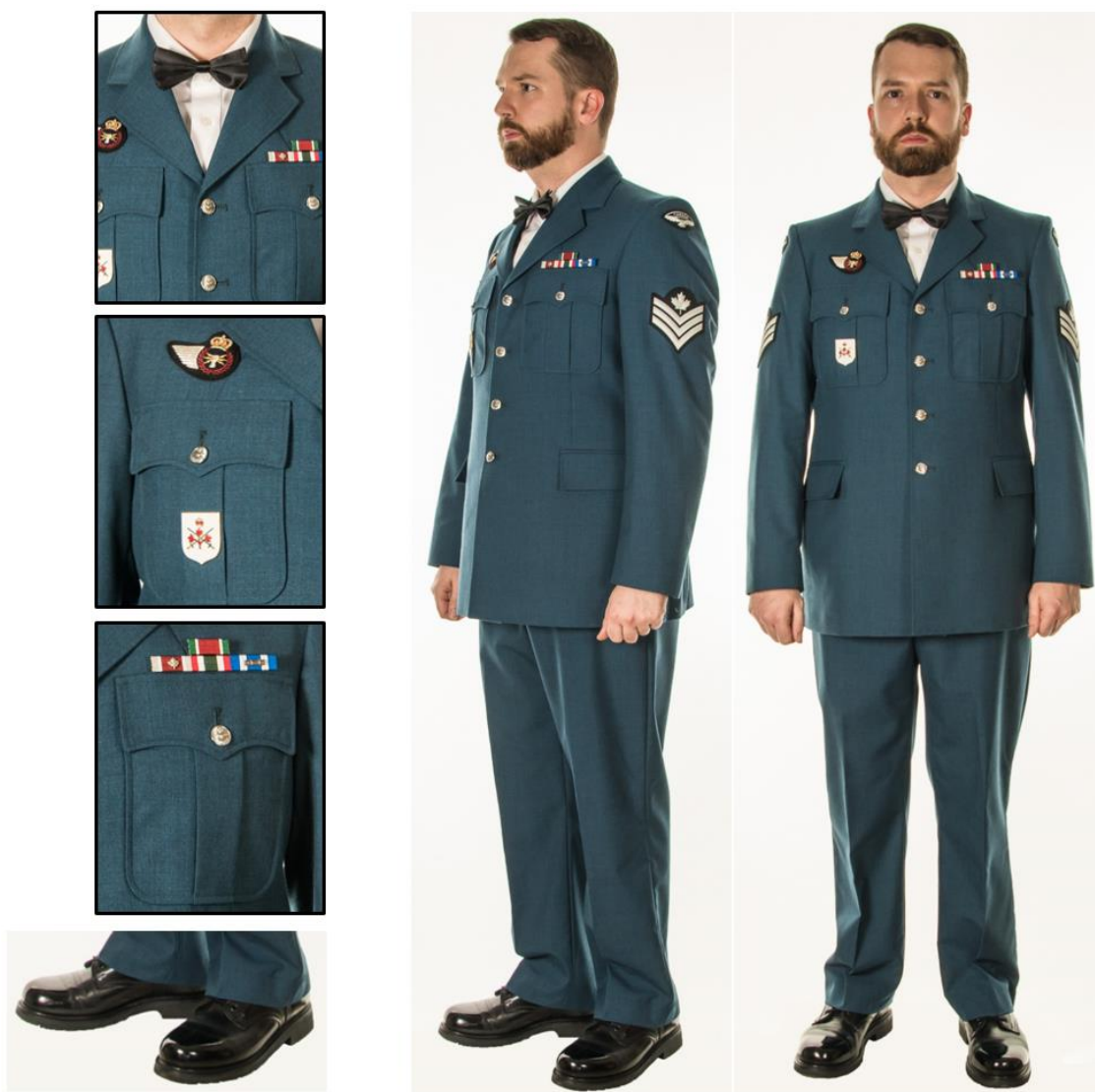
- Air Force Blue Jacket on all ranks with gold RCAF buttons and a single waist-coat fastener (RCAF).
- Commissioned Officers and Chief Warrant Officers:
  - Wear the white vest with four (4) gold RCAF buttons (optional timepiece – see RCCS pg. 99);
  - Have a gold stripe on both outer pant legs – 3.2 cm wide; and
  - Officers wear gold ranks on sleeve / CWOs wear the 1957-Pattern Coat of Arms (blue border).
- NCMs at the rank of MWO and below:
  - Wear the RCAF Tartan or Midnight Blue cummerbund (pleats facing up);
  - Have a blue braid on both outer pant legs – 2.5 cm wide; and
  - Have their rank emblems bordered in RCAF Blue.
- C&E Branch Buttons on Tuxedo Shirt: Shirt Studs (4 buttons) and Cufflinks (2 in total).
- Oxford Dress Shoes or Wellingtons (No Spurs).

6-69. Number 2 Order of Dress (Mess Dress): **Officers, Warrant Officers, and NCOs (Female)**



- Same details are described above for males (page 114) for accoutrements and embroidery based on rank.
- Females who wear the Long Skirt:
  - Officers and CWO have a gold braid around the skirt slit (15.9 mm wide);
  - MWOs and below have a blue braid around the skirt slit (2.5 cm wide);
  - Pumps or conservative high heel shoes; and
  - A clutch or evening purse as optional wear.
- Females may elect to wear trousers in lieu of the long skirt (thus permitting oxfords or optional Wellingtons as footwear).

6-70. Number 2B Order of Dress (Mess Service): **All Ranks**



- White shirt – pleated or non-pleated / full-fold collar or wing-tip / barrel cuff or French cuff.
- No Branch Buttons on tuxedo shirt: standard studs or buttons only.
- Standard black bowtie.
- Undress Ribbons.
- Nametag removed.
- Oxford dress shoes permissible by all ranks (else parade boots for MWO and below).
- Females may wear the Elite Blouse (Style #2517) using the standard gold stud buttons.
- Females may wear:
  - **trousers (with belt)** with oxfords, pumps, or flats as footwear regardless of rank;
  - **pleated slacks (no belt)** with oxfords, pumps, or flats as footwear regardless of rank; or
  - **skirt** with pumps or flats regardless of rank.

6-71. Number 3 Order of Dress (Service): **All Ranks**



- Wedge or Beret.
- Long-Sleeve Shirt worn under the tunic.
- Undress Ribbons (centred on left – or *sinister* – pocket in groupings of three).
- Commendations centred on left pocket between the bottom seam and the point on the pocket flap.
- Nametag centred and resting on top of right breast pocket.
- Command Badge centred on right pocket between the bottom seam and the point on the pocket flap.
- NCMs (MWO and below) wear parade boots unless C-of-C authorizes oxford dress shoes as work dress.
- Females may wear:
  - **trousers (belt)** with boots (NCMs), oxfords, pumps, or flats as footwear regardless of rank;
  - **slacks (no belt)** with boots (NCMs), oxfords, pumps, or flats as footwear regardless of rank; or
  - **skirt** with pumps or flats regardless of rank.



6-72. Number 3A Order of Dress (Long-Sleeve Shirt): **All Ranks**



- Wedge or Beret (with authorized outer garment if going outside such as CANEX Windbreaker).
- All personnel wear ranks on shoulder slip-ons with CANADA printed at base.
- No name tag, ribbons, or badges of any kind are worn on the long-sleeve shirt (inside wear only).
- Optional tie-clip with C&E Branch emblem (positioned between 3<sup>rd</sup> and 4<sup>th</sup> shirt button).
- Male pants (trousers) with C&E Branch Belt Buckle in Silver / Nickel (belt end piece joins the buckle).
- NCMs (MWO and below) wear parade boots unless C-of-C authorizes oxford dress shoes as work dress.
- Females may wear:
  - **trousers (belt)** with boots (NCMs), oxfords, pumps, or flats as footwear regardless of rank;
  - **slacks (no belt)** with boots (NCMs), oxfords, pumps, or flats as footwear regardless of rank; or
  - **skirt** with pumps or flats regardless of rank.

6-73. Number 3B Order of Dress (Short-Sleeve Shirt): **All Ranks**



- Wedge or Beret.
- All personnel wear ranks on shoulder slip-ons with CANADA printed at base.
- Male pants (trousers) with C&E Branch Belt Buckle Silver / Nickel (belt end piece joins the buckle).
- NCMs (MWO and below) wear parade boots unless C-of-C authorizes oxford dress shoes as work dress.
- Name tag centred and resting on right breast pocket seam.
- Undress Ribbons centred and resting on left breast pocket seam.
- Specialist badges and commendations as per DEU 1, 1A, and 3 Order of Dress.
- Females may wear:
  - **trousers (belt)** with boots (NCMs), oxfords, pumps, or flats as footwear regardless of rank;
  - **slacks (no belt)** with boots (NCMs), oxfords, pumps, or flats as footwear regardless of rank; or
  - **skirt** with pumps or flats regardless of rank.

6-74. Number 3C Order of Dress (Sweater): **All Ranks**



- Wedge or Beret.
- All personnel wear ranks on shoulder slip-ons with CANADA printed at base.
- Sweater is worn with either the long-sleeve shirt (with tie) or the short-sleeve shirt.
- If worn with short-sleeve shirt, the top button remains unfastened and no necktie is worn.
- No name tag.
- NCMs (MWO and below) wear parade boots unless C-of-C authorizes oxford dress shoes as work dress.
- Females may wear:
  - **trousers (belt)** with boots (NCMs), oxfords, pumps, or flats as footwear regardless of rank;
  - **slacks (no belt)** with boots (NCMs), oxfords, pumps, or flats as footwear regardless of rank; or
  - **skirt** with pumps or flats regardless of rank.



6-75. Operational Order of Dress (Combat Dress): **All Ranks**



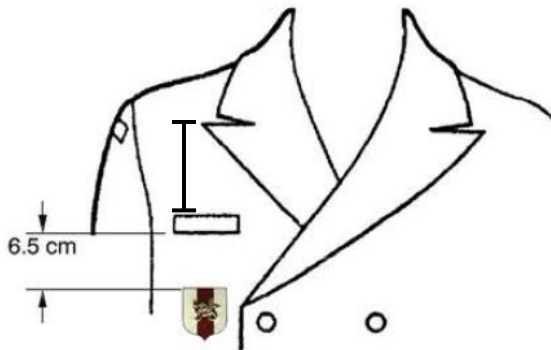
- Beret only.
- Dark Blue T-Shirt.
- Authorized military boots (coyote brown, tan, or black) with blousing.
- Dark Blue nametapes and rank devices (Velcro rank patch to have *CANADA*).
- Right Sleeve shall have authorized Command and Unit patches.
- RCAF personnel are authorized to wear CA Formation / Division patches if posted to a CA unit.
- Left Sleeve shall have from top to bottom:
  - Canadian Flag;
  - Specialist Badges (e.g. *Jump Wings*); and
  - NO Signal Tactical Recognition Flash or *TRF* (White over Blue) as the TRF is a Canadian Army field recognition symbol.



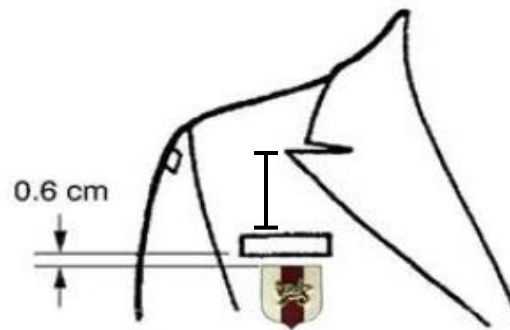


**DRESS INSTRUCTIONS FOR THE  
ROYAL CANADIAN NAVY (RCN) SIGNALS INTELLIGENCE DIVISION**

6-76. **Name Tag and Command Badge Placement on DEU Tunic.** The image below illustrates the placement of name tags and command badges for RCN personnel. Name tags are centred on the right-side and range between 4.5 cm to 7.0 cm from the cut of the lapel and collar and is parallel to the bottom row of undress ribbons / top line of medals on the left-side.



Male RCN Uniform



Female RCN Uniform

6-77. **Communication Research Operator Navy Occupation Badge.** The badge adheres to the following details:

- a. **On the DEU Tunic.** The BLACK BORDER version is worn on each lapel with the bottom edge of the badge sewn along the upper edge of the collar lapel notch and the outer edge of the badge sewn along the outer edge of the collar; and
- b. **On the Short-Sleeve Shirt.** WHITE BORDER version for Master Sailor (MS)  
and below only ...
  - (1) **Male.** Worn centred on the upper right sleeve of men's shirts with the bottom of the badge 15.5 cm below the shoulder seam; and
  - (2) **Female.** On women's short-sleeved shirts, the bottom of the badge shall be centred 0.6 cm above the right sleeve cuff



6-78. **Shoulder Boards.** Shoulder boards are components of dress for commissioned officers in the Royal Canadian Navy only. Hence, shoulder boards are not permitted for wear on any form of dress as there are no naval officers in the C&E Branch.

6-79. Number 1 Order of Dress (Ceremonial Dress): **Petty Officers**



- For appointed Petty Officers: Pace Stick or Drill Cane IAW unit custom and tradition.
- White belt sports a holster over the left hip so that the pistol's magazine chamber faces forward.
- Pistol lanyard tucked underneath the DEU lapel and collar, knot is slightly below the top-most row of DEU tunic buttons; pistol lanyard drapes naturally and connects to the ring at the base of the pistol.
- Belt buckle sports the C&E Branch Crest with *Velox Versutus Vigilans* inscribed on top.
- Petty Officers (less Chief Petty Officer 1<sup>st</sup> Class) on parade shall wear parade boots only.
- CPO1s may elect to wear oxford dress shoes or parade boots (this overrides 3<sup>rd</sup> bullet from the bottom).
- CPO1s appointed to Unit Warrant Officer (or equivalent) on parade and shall have the 1897 Infantry Pattern Sword replete with Senior Officer accoutrements on the belt buckle assembly. The sword is hooked up, as control of the pace stick / drill cane takes precedence. It is never drawn.
- Females on parade may wear trousers (with belt) or pleated slacks (no belt) with parade boots only.
- For **DEU 1A (Medals)**: remove all ceremonial devises (sword, gloves, and belt).
- **Females in DEU 1A** may wear the skirt or slacks (with either oxfords, pumps, or flats) if not on parade.

6-80. Number 1 Order of Dress (Ceremonial Dress): **Ratings**



- Rifle embellished with white strap (facing inward toward the body as it passes over the pistol grip)
- Belt buckle sports the C&E Branch Crest with *Velox Versutus Vigilans* inscribed on top
- Petty Officers and Sailors / Ratings (MS, S3, S2, and S1) on parade wear parade boots only.
- Females on parade may wear trousers (with belt) or pleated slacks (no belt) with parade boots only.
- For **DEU 1A (Medals)**: remove all ceremonial devises (sword, gloves, and belt).
- **Females in DEU 1A** may wear the skirt or slacks (with either oxfords, pumps, or flats) if not on parade.

6-81. Number 2 Order of Dress (Mess Dress): **Non-Commissioned Members**



- Black Jacket on all ranks with gold RCN buttons and a single waist-coat fastener (RCN emblem).
- Medals mounted on left – or *sinister* – lapel.
- C&E Branch Buttons on Tuxedo Shirt: Shirt Studs (4 buttons) and Cufflinks (2 in total).
- Midnight Blue cummerbund (pleats up) | white waist coat with gold RCN buttons for CPO1 only.
- Males: Oxford dress shoes, optional Wellington Boots (No Spurs), or optional patent leather dress shoes.
- Females: **Long Skirt** (with either heels or pumps) or **Trousers** (with either oxfords or pumps).
- Females may have a clutch or evening purse as optional wear.

6-82. Number 2B Order of Dress (Mess Service): **Non-Commissioned Members (Male)**



- White shirt – pleated or non-pleated / full-fold collar or wing-tip / barrel cuff or French cuff.
- No Branch Buttons on tuxedo shirt: standard studs or buttons only.
- Standard black bowtie.
- Undress Ribbons.
- Nametag removed.
- Oxford dress shoes permissible by all ranks (else parade boots for CPO2 and below).



6-83. Number 2B Order of Dress (Mess Service): **Non-Commissioned Members (Female)**



- White shirt – pleated or non-pleated / full-fold collar or wing-tip / barrel cuff or French cuff.
- No Branch Buttons on tuxedo shirt: standard studs or buttons only.
- Standard black bowtie.
- Undress Ribbons.
- Nametag removed.
- Navy Occupational Badges (Black Background) on lapel (see page 44).
- Oxford dress shoes permissible by all ranks (else parade boots for CPO2 and below).
- Females may wear the Elite Blouse (Style #2517) using the standard gold stud buttons.
- Females may wear:
  - **trousers (with belt)** with oxfords, pumps, or flats as footwear regardless of rank;
  - **pleated slacks (no belt)** with oxfords, pumps, or flats as footwear regardless of rank; or
  - **skirt** with pumps or flats regardless of rank.

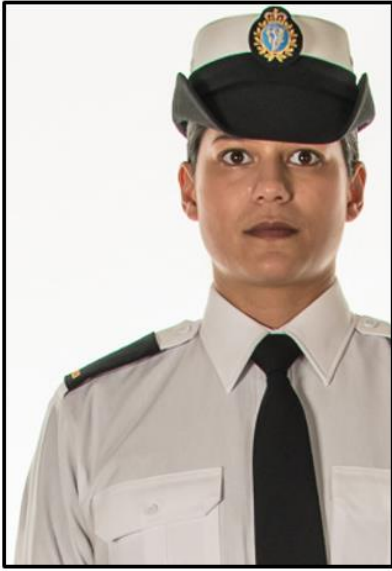
6-84. Number 3 Order of Dress (Service): **Non-Commissioned Members**



- Forage cap only with DEU 3.
- Long-Sleeve Shirt worn under the tunic.
- Undress Ribbons (centred on left in groupings of three).
- Commendations centred on left and are position 9 cm below the pocket opening and shall not exceed 15 cm below the pocket opening should multiple commendations be displayed.
- Nametag centred and resting on top of right side adjacent undress ribbons IAW directions on page 44.
- Command Badge centred on right and rests below the name tag IAW directions on page 44.
- NCMs (CPO2 and below) wear parade boots unless C-of-C authorizes oxford dress shoes as work dress.
- Females may wear:
  - **trousers (belt)** with boots (NCMs), oxfords, pumps, or flats as footwear regardless of rank;
  - **slacks (no belt)** with boots (NCMs), oxfords, pumps, or flats as footwear regardless of rank; or
  - **skirt** with pumps or flats regardless of rank.



6-85. Number 3A Order of Dress (Long-Sleeve Shirt): **Non-Commissioned Members**



- Forage Cap or Beret (with authorized outer garment if going outside).
- All personnel wear ranks on shoulder slip-ons with CANADA printed at base.
- No name tag, ribbons, or badges of any kind are worn on the long-sleeve shirt (inside wear only).
- Optional tie-clip with C&E Branch emblem (positioned between 3rd and 4th shirt button).
- NCMs (CPO2 and below) wear parade boots unless C-of-C authorizes oxford dress shoes as work dress.
- Females may wear:
  - **trousers (belt)** with boots (NCMs), oxfords, pumps, or flats as footwear regardless of rank;
  - **slacks (no belt)** with boots (NCMs), oxfords, pumps, or flats as footwear regardless of rank; or
  - **skirt** with pumps or flats regardless of rank.

6-86. Number 3B Order of Dress (Short-Sleeve Shirt): **Non-Commissioned Members**



- Forage Cap or Beret.
- All personnel wear ranks on shoulder slip-ons with CANADA printed at base.
- Male pants (trousers) with C&E Branch Belt Buckle in Gold / Brass (belt end piece joins the buckle).
- NCMs (CPO2 and below) wear parade boots unless C-of-C authorizes oxford dress shoes as work dress.
- Name tag centred and resting on right breast pocket seam.
- Undress Ribbons centred and resting on left breast pocket seam.
- Specialist badges and commendations as per DEU 1, 1A, and 3 Order of Dress.
- Females may wear:
  - **trousers (belt)** with boots (NCMs), oxfords, pumps, or flats as footwear regardless of rank;
  - **slacks (no belt)** with boots (NCMs), oxfords, pumps, or flats as footwear regardless of rank; or
  - **skirt** with pumps or flats regardless of rank.

6-87. Number 3C Order of Dress (Sweater): **Non-Commissioned Members**



- Forage Cap or Beret.
- All personnel wear ranks on shoulder slip-ons with CANADA printed at base.
- Sweater is worn with the long-sleeve shirt and tie only for RCN personnel (unlike the RCCS and RCAF who may opt to wear the short-sleeve shirt with the sweater).
- No Name tag.
- NCMs (MWO and below) wear parade boots unless C-of-C authorizes oxford dress shoes as work dress.
- Females may wear:
  - **trousers (belt)** with boots (NCMs), oxfords, pumps, or flats as footwear regardless of rank;
  - **slacks (no belt)** with boots (NCMs), oxfords, pumps, or flats as footwear regardless of rank; or
  - **skirt** with pumps or flats regardless of rank.

6-88. Operational Order of Dress (Combat Dress – Shirt): **Non-Commissioned Members**



- Beret only.
- Black T-Shirt.
- Authorized military boots (black).
- Gold-embroidered nametapes and rank devises.
- C&E Branch Belt Buckle in Gold / Brass (belt end piece joins the buckle).



6-89. Operational Order of Dress (Combat Dress – Jacket): **Non-Commissioned Members**



- Beret only.
- Black T-Shirt.
- Authorized military boots (black).
- Gold-embroidered nametapes and rank devices.
- C&E Branch Belt Buckle in Gold / Brass (belt end piece joins the buckle).
- Left-Side: Navy / Marine Tape in gold print with red maple leaf between the text.
- Left-Sleeve:
  - Canada Flag on upper arm;
  - Naval Ensign on upper-most portion; and
  - Division, Formation, or Unit patch on lower portion.
- Right-Ride: Black Name Tape with surname in gold print and the Navy anchor closest to centre of body.

6-90. Operational Order of Dress (Combat Dress – Outerwear): **Non-Commissioned Members**



- Beret only.
- Centre epaulette contains rank with CANADA written as base of slip-on in gold print.
- Authorized military boots (black).
- Gold-embroidered nametapes and rank devices.
- C&E Branch Belt Buckle in Gold / Brass (belt end piece joins the buckle).
- Left-Side: Navy / Marine Tape in gold print with red maple leaf between the text.
- Left-Sleeve:
  - Canada Flag on upper arm;
  - Naval Ensign on upper-most portion; and
  - Division, Formation, or Unit patch on lower portion.
- Right-Ride: Black Name Tape with surname in gold print and the Navy anchor closest to centre of body.



### BRANCH FUND

7-1. The Branch Office benefits from a number of fiscal sources:

- a. **Public Funds** such as military pay funds for Class A and Class B call-ups, temporary duty funds, hospitality funds, and event funds, etc.;
- b. **CAF Morale & Welfare Programmes** such as the Personnel Support Programme, Support Our Troops, and Soldier On. Expenditures under these initiatives are tightly restricted and closely overseen by comprehensive policies; and
- c. **Branch Fund** for key morale and welfare activities that are not funded via public expense or covered exclusively under other programmes.

### P070 – THE SOURCE OF BRANCH FUNDS

7-2. Capital for the Branch Fund comes from serving members of the C&E Branch. Under a 2004 MoU (attached), the Branch Leader, Branch Advisor, and Branch Chief encourage serving members to set-up a monthly tax-deductible pay allotment to the **C&E Museum Foundation** via **P070**. Because the Foundation is a charitable institution, donations are tax-deductible. It is an important duty of the Branch leadership to ensure all members are aware of the Fund, where it comes from, what it is spent on, and how their contributions are vital to Branch initiatives. Call the Branch Adjutant, Branch Chief, or visit the Museum Staff to set-up – or modify – your P070 donation and ensure you receive your tax-deductible receipt.

### ANNUAL BUDGET

7-3. Every year, the Branch Office submits a business plan to the Museum Foundation. This budget has grown from about \$5,000.00 in 2004 to over \$25,000.00 in 2019. The Museum Foundation is committed to funding the Branch Office budget in balance with its commitment to funding the Museum.



## **ALLOCATION OF BRANCH FUNDS**

7-4. Bursaries. Each year, the Branch presents a number of academic bursaries for members and their dependents. As of this writing, there are five (5) awards of \$1,000.00 (CAN) per academic year. Recipients are selected based on their academic performance, acceptance into a post-secondary programme, evaluation of an application essay, and financial need. Two (2) bursaries are allotted for the dependants of C&E officers, and three (3) are set aside for the dependants of C&E Branch NCMs. Competition details are released annually by the Branch Office and is discussed in greater detail in chapter 4.

7-5. Awards. At the conclusion of C&E Week, the Branch honours the Subaltern and Member of the Year. From a Branch funding perspective, the award typically includes prize money – or in recent years – a seat on a Battlefield Study Tour. In addition to these awards, there are several competitions throughout the year – such as golf tournaments and curling events – that receive money from the Branch Office to incur costs for trophies, prizes, meals, and facility bookings. This is all used to lower expenses for the participants.

7-6. Distress Fund (a.k.a. the *C&E Distress Fund*). Periodically, serving or retired members and their families encounter financial hardship that is beyond their capacity to handle. Typically, these incidents – ranging from ill-health to damage to home and property – are not fully covered by other benevolent channels such as Provincial Health, insurance coverage, Soldier On, Personnel Support Programme, CFPAF loans, and so on. In response, the Branch Fund may be used to assist individuals in need in the form of a **grant** or **loan**. Such assistance requires approval by the Branch Executive (Colonel Commandant, Leader, Advisor, and Chief) and should also consider chain-of-command recommendations and Branch Office input regarding the health of the Branch Fund. Historically, a grant ranges from \$500.00 to \$1,000.00. Higher amounts may be given but will require explicit endorsement by the Branch Leader. Loans can be of a higher amount. Arrangements for repayment will be organized by the affected party, the chain-of-command, and the Branch Adjutant.

7-7. **Branch Activities.** Branch Funds are also spent on a wide variety of other activities, ceremonies, and sporting events. The only restriction on how the fund can be spent is that expenses must be in the public interest and of benefit to the morale and welfare of C&E Branch members. As stated above, Branch Funds are used to alleviate expenses that would otherwise be incurred by participating members. In the past, the Branch Fund has been used for:

- a. **Sporting Events** – Golf tournaments, curling bonspiels, and hockey tournaments (e.g. Exercise COMM PLAYER);
- b. **C&E Week** – Activities and Events, such as
  - (1) Exercise NOBLE SKYWAVE;
  - (2) The Sergeants' & Subalterns' Indoctrination Course; and
  - (3) Hospitality expenses for PD sessions and Working Groups.
- c. **Mess Dinners** – C&E NCR (Ottawa) All Ranks, Kingston Retired Officers, and both the NCMs' and Officers' Mess Dinners during C&E Week. Branch Funds are typically allotted to pay for the Guest of Honour (GoH), the Host, and gifts (thereby reducing the mess bill for those diners in attendance); and
- d. **Branch Reunions** – A major C&E event which occurs every five (5) years.

7-8. **Chapters 4 (H&A) and Chapter 8 (Branch Events)** provide a complete and inclusive roster of activities funded by the C&E Branch. In addition, units typically request Branch Funds when celebrating unit / corps / branch milestones. Typical requests seek money in order to purchase flags, banners, meals, and gifts ranging between \$100.00 and \$500.00. The health of P070 directly impacts the Branch's ability to fund such unit requests.

7-9. Consult the Branch Adjutant or Branch Chief to raise a request, or submit a funding application by visiting the **Canadian Military Communications & Electronics Network** ([www.CMCEN-RCMCE.ca](http://www.CMCEN-RCMCE.ca)) and look under the **Forms** tab. The completed document will be e-mailed to the Home Station positional inbox once submitted. If approved, the Branch Adjutant will arrange payment via e-transfer or cheque, and outline any administrative details as required.



## STRATEGIC OUTLOOK OVERVIEW

8-1. Each year, members of the C&E Branch organize and participate in many professional development sessions, anniversaries, and esprit de corps activities. This chapter outlines the process by which events are approved for C&E Branch support and addition to the National Calendar. An overview of all major recurring C&E Branch Events shall be detailed.

## GOVERNANCE

8-2. C&E Branch events are organized by a three-tiered system: **National**, **Regional**, and **Local**. The approval authorities and available funding for each tier are captured in the table below:

GOVERNANCE			
Tier	National	Regional	Local
Approving Authority	Senate (Mar & Oct)	BAC (Feb & Sep)	Branch Advisor
Available Funding	\$0 – \$1,000.00	\$0 – \$500.00	\$0 – \$100.00

**Note:** Senate and BAC meet twice annually, noted in the months held in parenthesis

8-3. Event submission can be made on either the C&E Branch Office SharePoint Site or on C&E Family outward facing website: **CMCEN** (<http://cmcen-rcmce.ca>). Submissions will be processed in the order received with funding awarded at the discretion of the relevant approving authority. National and Regional event submissions should be made at least one-year prior to the scheduled event to allow sufficient time for processing and approval. The **BAC** (Branch Advisory Council) solicits event updates 3-5 years out by canvassing units across the country.

8-4. The C&E Branch Office will provide staff support to event organizers in the way of an online registration portal, publication on the C&E Family website and Facebook page, and staff support from the Branch Office. Events not awarded funding, but granted approval as a C&E Branch event will be published on the National Calendar and may be eligible for logistical and planning support through the C&E Branch Office. Inquiries can be directed to the Branch Adjutant at 613.541.5010 x 8371 or CSN 271.8371.

## RECURRING EVENTS

8-5. As stated above, members of the BAC – namely the Branch Advisor, Director Signals, Strategic A6, and Commander CFIOG reach out to units under their scope of responsibilities in an effort to collect, discuss, and approve various events, ceremonies, and historical milestones for all C&E Branch units. If approved, Branch funds and staff efforts are directed to assist and support.

8-6. National C&E Branch events that occur on an annual basis are listed below. These are automatically programmed into the C&E Branch Event Management plan.

8-7. C&E Branch Curling Bonspiel. For over thirty years, the C&E Branch Curling Bonspiel has gathered members from across the Branch at the Home Station for a day of Curling and camaraderie. Traditionally, this event has taken place on the **2<sup>nd</sup> Friday in February** at the Garrison Golf and Curling Club (GGCC), Canadian Forces Base (CFB) Kingston. A related event also occurs in the Atlantic area, amassing teams from the RCAF and RCCS.



8-8. Branch Advisory Council (BAC).

The Branch Advisory Council sits twice annually (**February and September**).

The committee is chaired by the Branch Leader and its members include the Colonel Commandant, Branch Advisor, Branch Adjutant, Branch Chief, Director Signals, Strategic A6, and Commander CFIOG. The BAC also welcomes

representatives from the Signals Reserve, CFINTCOM, and other directorates such as DLCSPM that have a strong C&E Branch presence within their ranks. The composition and purpose of the BAC is mentioned in greater detail in Chapter 2. From an event management perspective, the BAC timings are important as the council endorses Regional Event Requests.

8-9. Exercise COMM PLAYER. COMM PLAYER (CP) is a Professional Development (PD) event held at the C&E Home Station. Held in **late March**, it promotes Branch cohesion and knowledge exchange by bringing together C&E members from across Canada. Its purpose is to promulgate operational lessons and shared knowledge at the junior level. Run parallel to the PD programme is a hockey tournament which provides an opportunity to develop teamwork and camaraderie through sport. Historically, the CFJSR is the lead authority on COMM PLAYER. The tournament takes place at the Constantine Area at CFB Kingston.

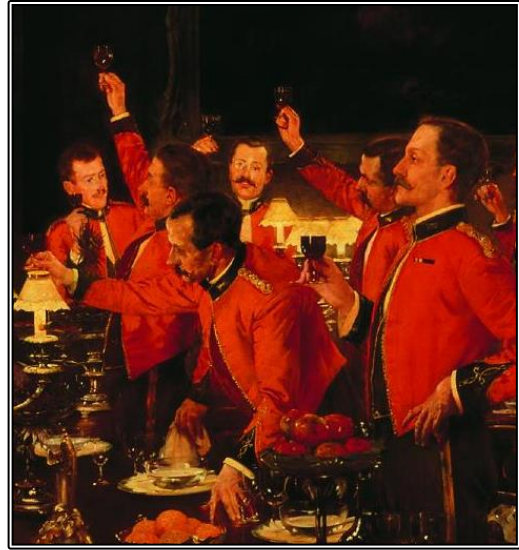


8-10. The Senate. The Senate sits twice annually (**March and October**) and is co-chaired by the Colonel Commandant and the Branch Leader. The Senate is comprised of a mixture of serving and retired members, as well as organizations affiliated with the C&E Branch. The aim is to maintain the camaraderie and co-operation between our serving and retired C&E members. The composition and purpose of the Senate is mentioned in greater detail in Chapter 2. From an event management perspective, the Senate timings are important as the council endorses National Event Requests that request upwards of \$1,000.00 in Branch NPF. Once approved, the Senate authorizes advertisement, and seeks engagement from the Branch Leadership.





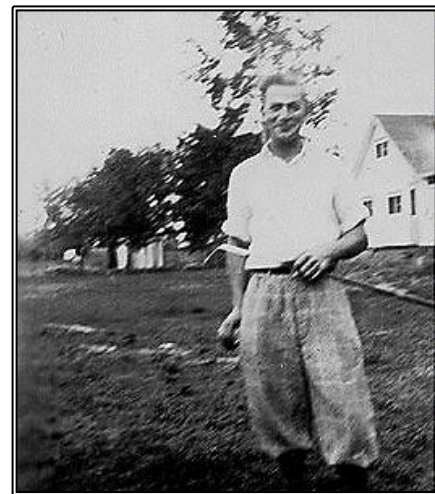
8-11. ROSEN Mess Dinner. The time-honoured **Retired Officers' and Senior NCMs' Mess Dinner** takes place at the Vimy Officers' Mess (VOM) on the **1<sup>st</sup> Friday of June** each year. The traditional focus of the dinner is to provide a forum for reminiscing, camaraderie, renewing old friendships, and making new ones. The Host is the Colonel Commandant and the PMC is the Branch Adjutant. Invitations go out to the retired officers and Warrant Officers in the Kingston and Ottawa area.



8-12. HRH Anniversary. HRH, The Princess Royal, Princess Anne was appointed Colonel-in-Chief of the Communications and Electronics (C&E) Branch on **7 June 1977**. This date remains a celebrated anniversary within the C&E Branch. The Colonel Commandant mails a personal letter to Buckingham Palace each year.

8-13. C&E Home Station Golf Tournament.

The Home Station Golf Tournament is a mainstay in the C&E Branch community calendar. This event provides an opportunity for our serving and retired members to maintain their connection to each other and the Branch through sport. The golf tournament traditionally takes place on the **3<sup>rd</sup> Friday of August** each summer. The C&E Museum Foundation – comprised of retired Branch members – is heavily invested in the golf tourney as proceeds from the event help fund numerous Foundation initiatives.





8-14. C&E Branch Reunion. The Reunion occurs on the first weekend in **September every five (5) years**. Hosted by the Home Station, this multi-day event brings together serving and retired members from across the country for an exercise in camaraderie and esprit de corps. Parades, dinners, and speeches make up the event roster.

### C&E WEEK

8-15. C&E Week is the capstone event traditionally scheduled around the anniversary of the Signal Corps on the **24<sup>th</sup> October, 1903**. C&E Week includes:

- a. The Subalterns' & Sergeants' Indoctrination Programme;
- b. Exercise NOBLE SKYWAVE;
- c. Major Carruthers Gravesite Ceremony;
- d. Environmental Conferences:
  - (1) CA G6 Conference;
  - (2) RCAF A6 CAPCON; and
  - (3) Reserve G6 Conference.
- d. Working Groups;
- e. Symposiums;
- f. The Branch Update;
- g. The Officers' Mess Dinner; and
- h. The NCMs' Mess Dinner.







8-16. Subalterns' & Sergeants' Indoctrination Course.

This PD session offers NCOs and junior officers an opportunity to learn from the experience of senior-ranking authorities while being immersed in Branch / Corps history. Students are nominated by their C-of-C based on their reputation as respected emerging leaders. It is traditionally hosted at the VOM. The course was

historically split into two (2) separate courses, but recently the idea of having a combined course was approved as it aimed to prepare junior officers and NCOs as future Command Teams at the Troop and Squadron levels. The curriculum covers a series of items, including ...

- a. Branch / Corps history, protocol, and customs;
- b. Mess Etiquette and tradition;
- c. Command Team principals;
- d. Leadership experiences in deployed, training, and garrison environments;
- e. Discipline and administration;
- f. Roles and responsibilities of the Branch Leadership; and
- g. Briefings from the Branch Leader, Colonel Commandant, and senior trade advisors (Director Signals & Corps Chief, Strategic A6 & Senior ATIS Tech Advisor, and Commander CFIOG and the Formation Chief).

8-17. Exercise NOBLE SKYWAVE. This High Frequency (HF) radio communications competition is conducted annually to foster the spirit of friendly competition between CAF units and allied partners. The technical exercise provides an excellent means of re-invigorating HF operator skills and capability in a global setting. As many as 180 teams from numerous Canadian, Commonwealth, and allied partners register for this event and aspire to establish communication with as many HF sites as possible over a 24+ hour period.



8-18. Major Carruthers Gravesite Ceremony. Hosted by the Canadian Forces Joint Signal Regiment (CFJSR), this small parade is held annually on the anniversary of the Canadian Signalling Corps – 24 October 1903 – at the Cataraqui Cemetery in Kingston, Ontario where Major Carruthers is buried. All events throughout C&E Week typically centre on this event. Bruce died on the 21<sup>st</sup> of October, 1910 from tuberculosis contracted from his wartime service in South Africa. He was 47 years old. The ceremony celebrates the founder's creation – the first signalling corps in the Commonwealth (stood up on 24 October 1903); it is not used to mark his passing.



Major Bruce Carruthers' funeral procession with full military honours, Princess Street, Kingston, Ontario

8-19. The Army G6, RCAF A6 CAPCON, and Reserve G6 Conferences. Not components of C&E Week *per se*, but they run in concurrence so as to compliment the overall event. This trio of conferences gathers ranking officials from the RCCS, RCAF Telecom Wing, and Signals Reserve to discuss a range of existential issues facing their ranks. PD sessions, working groups, syndicate work, group discussions, and presentations are all facilitated with an aim to enhance knowledge of emerging challenges and opportunities, and to augment awareness of the state-of-the-trades.

8-20. The Working Groups and Symposiums. The workhorse functions of C&E Week. Working Groups (WG) address longstanding issues identified by the Branch Leader, who in turn stands up councils of experienced officers and Warrant Officers to resolve them. As an example, the WGs for C&E Week 2019 existed for (1) the Standing Orders revision, (2) the initial Strategic Outlook Plan (to forecast C&E Week events and OPIs for 3-5 years), and (3) the Branch Governance (drafting the Terms of Reference for the Branch Leadership, Senate, BAC, and other branch entities). The Cyber Symposium and *Gregg Centre* Institute from the University of New Brunswick provided PD, educational, and networking opportunities under themed events.

8-21. Branch Update. Hosted by the Branch Advisor, the update provides an opportunity for the Branch Leadership to speak to all C&E members on topics of interest and importance. Director Signals, the Strategic A6, and Commander CFIOG address the audience so as to provide an overview on the health of the trades for Army, Air Force, and Cyber / Signals Intelligence personnel respectively. Retired communities and volunteer organizations also present, thus providing a wider understanding and appreciation of Branch initiatives from a *C&E Family* vantage. Lastly, the Branch Leader and Colonel Commandant use this venue to recognize exceptional performers within the Branch with an Honours & Awards ceremony (based on the H&A prescribed in Chapter 4). The Branch Update is the last formal event in C&E Week, and serves as a culmination point to back-brief all activities and outcomes.

8-22. The Officers' and NCMs' Mess Dinners. The mess dinners take place at the Vimy Officers' Mess (VOM) and the Warrants' & Sergeants' Mess (WSM) respectively. A tradition for some time sees the Warrant Officers and NCOs '*crash*' the VOM after dinner. It is a most welcome sight, and allows the ranking leadership in Branch celebrate together over a few rounds. The Mess Dinners officially mark the conclusion of Communications & Electronics Week.

8-23. The tables below depict list examples of **local** and **regional** events, in chronological order, which received Branch recognition, funds, and staff support. Nationally-endorsed C&E Branch activities are detailed above:

Local Event	Interest Group	DTG
Wegner Point Cairn Memorial	RCCS	May
CFJSR 20th Birthday	CJOC	June
Atlantic Region Golf Tournament	C&E	June
Central Region Colonel "O" Golf Tournament	C&E	June
Exercise MERCURY RISING	RCCS	June or August
Cadet Signal Day	C&E	Early August
Exercise HARMONY DEBUTANT	RCCS	3 x Per Year
IT Industry Event	RCCS	Spring and Fall
C&E Branch Birthday (14 OSS Telecom Flight)	RCAF	C&E Week
RCAF Celebrating the Signal Corps	RCAF	24th October
Central Region C&E Birthday	C&E	24th October

Regional Event	Interest Group	DTG
Atlantic Region Curling Bonspiel	C&E	February
Frozen Puck	C&E	February
C&E Branch NCR Mess Dinner	C&E	May
2 CAN DIV Mess Dinner	RCCS	June
Army Reserve Concentrations	C&E	Mid-August
Collaborative Jimmy	RCCS	December



## ANNEX A BRANCH STANDING ORDERS BIOGRAPHIES

This annex is indebted to **Lieutenant-Colonel Joe Costello, CD, RCCS (Retired)** for his tireless research and dedication to the history of the RCCS and legacy of the C&E Branch writ large. *VVV*

### MAJOR WALLACE BRUCE MATTHEWS CARRUTHERS



#### Major **Wallace Bruce Matthews Carruthers**

(13 February 1863 – 21 October 1910) was a Canadian soldier and the founder of the Canadian Signalling Corps.

Born in Kingston, Ontario, Carruthers graduated from the Royal Military College of Canada (RMCC), College Number 82, in Kingston, Ontario in 1883.

Upon graduation from RMC he served in the 21<sup>st</sup> Hussars for four years before returning to Canada.

He then served in the 14<sup>th</sup> Battalion of Rifles until 1899 when he resigned his commission in order to take part in the South African War. He served as a Sergeant in the 2<sup>nd</sup> (Special Service) Battalion of The Royal Canadian Regiment and took part in the Battle of Paardeberg.

Carruthers returned to South Africa for further service as a Lieutenant in the 2<sup>nd</sup> Regiment, Canadian Mounted Rifles. On 31 March 1902, he was involved in the action at Harts River (Boschbult) where he was leading some 21 men of 3<sup>rd</sup> and 4<sup>th</sup> Troops 'E' Squadron to screen the main body of Cookson's Column as they prepared a defensive position.

Faced with several hundred charging Boers and no cover, Lieutenant Carruthers dismounted his men to meet the attack. They fought until out of ammunition by which time 18 had been killed or wounded, including Carruthers. For this action, he received a *Mention in Despatches* by Lord Kitchener who said '*There have been fewer finer instances of heroism in the whole course of the campaign.*'

As a result of his service, he was awarded the Queen's South Africa Medal with five clasps: Paardeberg, Driefontein, Johannesburg, Cape Colony, and South Africa 1902.

Based on his experiences in South Africa – and his recognition of the importance of battlefield communications – he lobbied for the establishment of a signal corps upon his return to Canada. He was successful. On the 24<sup>th</sup> of October, 1903 the first independently organized signal corps in the British Empire was formed.

Carruthers was appointed Inspector of Signalling of the young Corps and, when reorganization in 1906, was appointed the Assistant Adjutant-General for Signalling.

Major Carruthers died at the age of 47 on 21 October 1910, from tuberculosis contracted during his service in South Africa. He was given a funeral with full military honours at Chalmers Presbyterian Church and was buried in the Cataraqui Cemetery.

On the occasion of the Corps Diamond Jubilee in 1963, two lakes were named in honour of Canadian Signallers. '*Carruthers Lake*' at 62°32'00"N | 100°16'00"W honours Major W.B. Carruthers, founder of the Signalling Corps (Militia) in 1903. The second body of water to be dedicated to Canadian Signallers is '*Forde Lake*.'



Bruce Carruthers as an Officer Cadet, circa 1883



## COLONEL FREDERICK ALEXANDER LISTER



Colonel Frederick Alexander Lister, DSO (17 September 1873 – 1960) was a Canadian soldier who played a significant role with the Canadian Signal Corps during its formative years.

Lister was born 17 September 1873 in Sarnia, Ontario. He was the son of the Honourable J.F. Lister, Justice of the Supreme Court of Ontario and Eliza (Alexander). He was educated in public school and collegiate institute in Sarnia before attending Upper Canada College in Toronto. In January 1905, he was married to Annie Hutton.

F.A. Lister was a Second Lieutenant in the 27<sup>th</sup> Lambton Battalion of Infantry, St. Clair Borderers in August 1897 and a Lieutenant in 1898 prior to transferring to the Royal Canadian Regiment as a Lieutenant in 1898. He was promoted *Brevet Captain* in 1901, the same year he commanded a guard of honour during the visit of the Prince and Princess of Wales (late King George V. and Queen Mary). He was appointed Adjutant at No. 2 Regimental Depot RCR in Toronto prior to taking up the same appointment at No. 4 Regimental Depot on 1 July 1901.

He was appointed to the General Staff as Assistant Inspector of Signalling ‘*East*’ on the 2<sup>nd</sup> of February, 1904 with responsibility of overseeing signal training in Eastern Canada, Militia Districts 5, 6, 7, 8, 9, and 12 from his headquarters in Fredericton and later Quebec City.

He completed a communications course at the British School of Signalling, Aldershot England in 1903 – 1904. On, 1 December 1905, he was promoted substantive Captain. In 1906, his position was re-titled Deputy Assistant Adjutant-General for Signalling (Deputy A.A.G.S.) and he was re-appointed on March 20<sup>th</sup>, 1906.

In 1909, he returned to regimental duty with the RCR but returned to the Corps in 1910 after the death of Major Carruthers as the Assistant Adjutant-General for Signalling. On 1 January 1911, the position was re-titled Assistant Director of Signals and moved from the Adjutant-General's Branch to that of the Chief of the General Staff.

In the Great War, he was appointed to Command 1<sup>st</sup> Canadian Divisional Signal Company. The unit proceeded to England in September 1914 and then to France in February 1915. In December 1915, he was transferred to England to be in charge of the Signal Training Depot (part of the Canadian Engineer Training Depot) where he was made a *Brevet* Lieutenant-Colonel. He later served as the Deputy Assistant Adjutant and Quartermaster-General of the Canadian Training Area in England in 1917 from 31 May 1917 until 17 October 1919. For his service during the war, he was awarded the Distinguished Service Order (DSO), received a Mention in Despatches, and was brought to the notice of the Secretary of State for War for valuable services rendered in connection with the war.

After the Great War, Lister was promoted to substantive Lieutenant-Colonel and served as the Garrison Adjutant of Halifax Fortress; Assistant Adjutant and-Quartermaster General at Regina, Saskatchewan and London, Ontario; and finally, Director of Organization and Personal Services at Ottawa, Ontario.

Colonel Lister retired on the 26<sup>th</sup> of November, 1932 and was made an Honorary Brigadier.

Colonel Lister was an officer of the Royal Canadian Regiment throughout his career although he was assigned signalling duties on two occasions. His first period of service ended in 1909, but he returned in 1910 after the death of Major Carruthers, the founder of the Canadian Signalling Corps. He immediately implemented a series of changes that suggested to some that his departure in 1909 may have had its cause in some differences of opinion with Bruce Carruthers. However, this does not appear to be the case. In accordance with policy at the time, appointments of staff officers spanned for a period of five years. Based on his appointment in 1904, Lister's term expired in February 1909 and was extended until 30 April 1909.

## COLONEL ELROY FORDE



Colonel Elroy Forde, OBE, DSO, VD (10 September 1885 – 3 November 1953) was a Canadian soldier who played a significant role with the Canadian Signalling Corps and the Royal Canadian Corps of Signals.

As a young man, Elroy Forde enlisted in the 77<sup>th</sup> (Wentworth) Regiment. After six years in the ranks, he was appointed a provisional lieutenant in the regiment. As he had some experience in civilian telegraphy, he was asked by his Commanding Officer to form a signalling section for the unit. In 1909, he was moved to the newly established Canadian Signal Corps.

Promoted to the rank of Captain the following year, he was Command Signal Officer for Western Ontario and Divisional Signal Officer, 2nd Division, until the outbreak of the Great War in 1914. Captain Forde deployed overseas in command of No. 4 Section, 1<sup>st</sup> Canadian Divisional Signal Company. He also acted as Brigade Signal Officer of the 3<sup>rd</sup> Canadian Infantry Brigade. In December 1915, he was promoted to Major and placed in command of 1<sup>st</sup> Canadian Divisional Signal Company. On 20 June 1917, upon promotion, Lieutenant-Colonel Forde became the Corps' first Chief Signal Officer (C.S.O.), an appointment which he held until the end of the war.

For his exemplary service in the Great War, Lieutenant-Colonel Forde was awarded the Distinguished Service Order in 1916 (he was invested by the King at a ceremony at Buckingham Palace on the 24<sup>th</sup> of March, 1917) and made a *Chevalier of the Legion d'Honneur* in 1919 by the French Government. He received a Mention in Despatches in April 1916, April 1917, and again in March 1919.

In the re-organized Permanent Force which followed the Great War, Forde was appointed Major and *Brevet* Lieutenant-Colonel as Assistant Director of Signals at National Defence Headquarters on October the 8<sup>th</sup>, 1919. On 15 May 1925, he became a Lieutenant-Colonel R.C. Signals; on 5 February 1930, a Colonel (Canadian Militia); and on 1 January 1933, a Colonel, R.C. Signals. Appointed Director of Signals in January, 1931 he moved his headquarters to Vimy Barracks in October 1937. In the Second World War, he guided the build-up of the Corps to its unprecedented wartime strength as both Officer Administering the Royal Canadian Corps of Signals and Commandant of the Canadian Signal Training Centre. A high point in Colonel Forde's career occurred in 1935 when his dream of a permanent Signals Training Centre came true with the building of Vimy Barracks on the outskirts of Kingston, Ontario. With the Corps well established, Colonel Forde retired in the fall of 1942.

After retirement, Colonel Forde made Kingston his home and was manager of the Forde (Insurance) Adjustment Service at 7 Montreal Street. On January 9<sup>th</sup>, 1943 in the anteroom of the Officers' Mess at Vimy Barracks, Brigadier P. Earnshaw unveiled a portrait of Colonel Forde from the brush of Kenneth Forbes, who had been commissioned to execute this work by Colonel Forde's brother officers as a token of their appreciation of his leadership.

Colonel Forde was a founding member of the Kingston Division of the Canadian Corps of Commissionaires which was authorized on 26 March 1947. He served as the Division's first Chairman of the Board, and became the Commandant of the Division.

Colonel Forde died at the age of 68 on 3 November 1953. On 6 November, following a service in the foyer of the Forde Building, he was buried in Cataraqui Cemetery Kingston.

On the occasion of the Corps Diamond Jubilee in 1963, two lakes were named in honour of Canadian Signallers. '*Forde Lake*' at 63°20'00"N | 97°20'00"W honours Colonel E. Forde, Chief Signal Officer of the Canadian Corps in the First World War, and head of Corps until 1942. The second body of water is '*Carruthers Lake*', named after the founder of the RCCS.



## **BRIGADIER JOHN ERNEST GENET**



Brigadier John Ernest Genet CBE, MC (5 October 1891 – 24 June 1976) was a Canadian soldier and ranking Signal Officer who played a significant role with the Signal Corps throughout the Second World War.

Son of Harry and Fannie Genet of Brantford, Ontario, Genet was exposed to military life through his father who served 18 years with the 38<sup>th</sup> Regiment (Dufferin Rifles). John listed his job as being a bank clerk prior to serving with the Canadian Expeditionary Force.

Genet joined the 38th Regiment (Dufferin Rifles) on the 11<sup>th</sup> of September, 1908 and served in the ranks until September 1912 when he was commissioned as a Provisional Lieutenant. In 1913, he was confirmed in his rank and continued to serve with the unit until 18 February 1914, when he resigned. He rejoined the Dufferin Rifles on 4 March 1915 prior to joining the 36<sup>th</sup> Battalion, CEF, in May 1915. From there, he served overseas in the Great War (the 1<sup>st</sup> World War).

In October 1915, he became a qualified Signaller after completing a course at Shorncliffe. Subsequently, he was transferred to the Canadian Engineers Training Depot in January 1916. On 16 May 1916, he joined 2 Canadian Divisional Signal Company as a supernumerary officer. He was wounded in the left leg in September 1916 from an accidental gunshot wound, but he quickly rejoined his unit. In January 1918, he attended a wireless course at the Army School of Signalling and, upon completion at the beginning of February, he joined 1<sup>st</sup> Canadian Divisional Signal Company as the Officer in Charge of Divisional Artillery Signals and made an Acting Captain.

In June 1918, Genet was hospitalized for a week with a perineum abscess, but otherwise he seems to have remained healthy throughout the war. In February 1919, he was made a Temporary Captain in the Canadian Engineers prior to returning to Canada in April of that year.

Upon his return to Canada, he transferred to the Permanent Force as a Lieutenant with Princess Patricia's Canadian Light Infantry (PPCLI). He was promoted Temporary Captain in September 1920. On 1 March 1924, owing to an expanded establishment, he was officially transferred to the Royal Canadian Corps of Signals. He was promoted Major on 4 August 1932 and appointed Instructor-Signals at the Royal Canadian School of Signals, Camp Borden from 7 December 1933 until 20 October 1935.

On October 1935, Major Genet was transferred from Borden, Ontario to Edmonton, Alberta to assume the duties of '*Traffic Superintendent*' and the Officer Commanding the Northwest Detachment, RC Signals (precursor to the Northwest Territories and Yukon Radio System), a duty he held until July 1938. Then transferred to the Canadian Signal Training Centre at Kingston, Ontario.

From 1939 – 1940, at the onset of the Second War, Genet held the appointment of Commanding Officer 1st Divisional Signals. He Joined the Canadian Active Service Force on 1 September 1939 (at Signal Training Centre) and was promoted to Lieutenant-Colonel.



Lieutenant Genet

36 Battalion, Canadian Expeditionary Force, circa 1915



Brigadier Genet

Chief Signal Officer, 1<sup>st</sup> Canadian Army, circa 1942



His wartime service entailed a litany of posting, appointments, and promotions ...

- Posted to R.C. Signals Concentration Camp, Barriefield, Ontario (26 September 1939)
- Posted to 1st Canadian Divisional Signals (27 September 1939)
- Temporarily relinquished command while acting as Commandant of Concentration Camp (25 October until 30 November 1939)
- Proceeded overseas on Ship E-4 from Halifax on 7 December 1939, and disembarked in the United Kingdom on 18 December 1939
- Deployed to France between 13 and 21 February 1939 when 1 Canadian Division elements were sent to the continent but had to withdraw
- Appointed Chief Signal Officer of 7 Corps (1940 – 1941)
- Appointed Chief Signal Officer of Canadian Forces (4 July 1940)
- Promoted Colonel (14 July 1940)
- Relinquished Command 1 Div Sigs (18 July 1940)
- Re-joined 7<sup>th</sup> Corps as CSO (20 July 1940)
- Appointed Chief Signal Officer, 1<sup>st</sup> Canadian Corps, England (1941 - 1942)
- Appointed Chief Signal Officer 1st Canadian Army, England (1942 – 1945)
- Promoted to Brigadier and appointed CSO 1st Canadian Army (6 April 1942)

Brigadier Genet received a **Mention in Despatches** on two occasion: the first being in June 1945, and the second in April 1946. He received the United States' **Legion of Merit** (Degree of Commander) in 1946.

He retired from the service on the 7<sup>th</sup> of May, 1946 and proceeded to serve an additional six years as Honorary Colonel Commandant of the Royal Canadian Corps of Signals from 18 August 1948 until 18 August 1954.

In 1916, then Lieutenant Genet was awarded the **Military Cross** in recognition of his gallantry and devotion to duty in the field. His citation reads:

*'For conspicuous gallantry in action. He personally successfully supervised and directed the maintenance of all signal communication to the rear, with great skill and determination, working under great difficulties and continual bombardments.'*

Brigadier Genet was made a **Commander of the Order of the British Empire** in 1943.

His citation reads:

*'This officer was appointed to command 1 Canadian Divisional Signals on mobilization and proceeded overseas with his unit in the fall of 1939. He was appointed Chief Signal Officer, 7 Corps, on formation and subsequently became Canadian Corps, and, in April 1942, Chief Signal Officer, First Canadian Army, the post he at present holds. Throughout he has been the Senior Signal Officer in the United Kingdom and personally responsible for the organization, administration, and development of the Canadian Army's communications system overseas. He has discharged his duties with energy, skill, and efficiency and the satisfactory state of organization, training, and discipline of the Royal Canadian Corps of Signals Overseas is, in a large measure, due to this officer's zeal and ability. He has been unsparing in his efforts to bring the R.C. Signals to the highest degree of efficiency and his enthusiastic leadership and determination had been an inspiration and example to his officers and men.'*

The citation for his award, in the **Degree of Commander, of the Legion of Merit** reads:

*'Brigadier Genet has been Chief Signal Officer First Canadian Army throughout the campaign in North West Europe and accordingly has been responsible for the successful maintenance of communications during operations. In discharging this most important task he has consistently shown an acute appreciation of the problems which have from time to time arisen, great ability as an organizer and at improvisation, tireless energy and high qualities of leadership. Due in very large measure to his efforts, capabilities, and example, vital communications have been established efficiently and maintained no matter what the difficulties and conditions. He has accordingly contributed in an important degree to the success of operations and has distinguished himself by exceptionally meritorious conduct in the performance of outstanding services.'*

## MAJOR THOMAS JAMES WALLIS



In 1927, Thomas James Wallis (Regimental Number 25658) was taken on strength of the Royal Canadian Corps of Signals (RCCS) as a Signaller, and immediately promoted Warrant Officer Class 2 (WO 2). In 1943, he retired from the RCCS as a Major.

From an article written in 1943 by Signaller D.G. Marsh: *'Major T. J. Wallis joined the Empire when most of us were less than a twinkle in our father's eyes. He is the only soldier in Canada who began to serve on ships, forsook them for horses, and is active in the period of mechanized warfare. In 1899, as a youth, he served in the Royal Marine Light Infantry, in the Boer War, on the destroyer*

*Quail, the cruiser Retribution, and the flagship Ariadne. In 1904, he joined the Royal Horse Artillery, and – coming to Canada as a civilian in 1910 – he joined the Grenadier Guards of Canada. The year 1914 found him overseas with the 14<sup>th</sup> Battalion Royal Montreal Regiment, where he served five years, 240 days, including the period of the Occupation.'*

Subsequently he was permanently employed as RSM (Regimental Sergeant-Major) of the Governor General's Foot Guards and when, in 1922, paid personnel of the N.P.A.M. (Non-Permanent Active Militia) were dispensed with, he was absorbed in the Instructional Cadre of NDHQ (National Defence Headquarters), Ottawa. In 1924, as a member of the Royal Canadian Regiment, he was posted to the R. C. Signals depot at Borden, as an Instructor.

On March 27, 1927, in one order, he was taken on R.C. Signals strength as a signaller, promoted to WO2 and appointed QMS (Quarter Master Sergeant).

On April 1, 1927, he became WO1 and the first RSM in the history of the Corps.

Early in 1940, he received his commission, after 41 years of virtually uninterrupted service in the British ranks – a well and arduously won reward – and rose rapidly to his majority. Perhaps the highest tribute to his brilliance on the parade ground was paid to Major Wallis in 1937 when he proceeded overseas as the RSM in charge of the Canadian contingent which attended the Coronation of King George VI.

The length of this record is remarkable, but it does not fully explain Major Wallis. He provides a link between two types of army, and at a time when military technical experts are the rule rather than the exception his presence reminds us that drill is still essential.

His loyalty to the Corps, his ability to inspire men, his military knowledge, and his bearing won him the lasting admiration of all who met him, and he was a legend to the RCCS.

Major Wallis died in Toronto on the 31<sup>st</sup> of March, 1956. He was buried in Barrie, Ontario. His wife Isobel, son James, and three daughters Margaret, Gladys, and Elizabeth survived him.

During the Second World War, as a private in the Canadian Women's Army Corps, Elizabeth served with her father at Vimy Barracks. On 13 October, 1956, Training Building No. 1, Vimy Barracks, Kingston, Ontario was renamed the *Wallis Building* in his honour.



**WARRANT OFFICER – 1<sup>ST</sup> CLASS (REGIMENTAL SERGEANT-MAJOR) LOUIS PHILIP READING**



Louis Philip Reading enlisted in the King's Liverpool Regiment at Warrington, Lancashire, England on the 23<sup>rd</sup> of June, 1905. After two years' service in the Aldershot Command, he sailed for India and served his first spell of Foreign Service. After serving at several outposts, he trained as a regimental signaller at the Lahore Cantonment. In 1913, he returned to England, was discharged to the British Army Reserve, and shortly thereafter left for Canada.

When the First World War broke out, having left Toronto, Ontario for Ithica, New York, Lou proceeded (at his own expense) to Halifax, Nova Scotia to re-enlist. There, however, he was pronounced '*no longer fit for war service.*'

Undaunted, he made his way to Toronto, apparently undergoing an improvement in health en route, and joined the Canadian Expeditionary Force as a '*medically fit*' sapper. When his signalling background became known, he was made an instructor and served as such in Ontario at Barriefield, Petawawa, and Ottawa. Coincidentally he became a Company Sergeant-Major (CSM).

Intent on serving overseas, Lou reverted surrendered his appointment and position, reverting to the rank of sapper. Upon earning a deployment, he reinstated as a CSM. Once in England, he taught field cable and visual signalling at the Canadian Engineer Training Centre, Seaford, Sussex, and at the Signals Wing of the CSME. At the end of the war, he was selected for service as an instructor with the Siberian Expeditionary Force, but the influenza epidemic in England delayed his departure for Canada. He arrived too late to accompany the expedition to Vladivostock. On New Years' Eve, 1919, after a short tour at the Signal Training Depot, Ottawa, he was once again demobilized.

After six months with the Department of Soldier' Civil Re-Establishment, Lou again re-enlisted and headed for the Instructional Staff at Military District 3, Kingston, Ontario. There, among other responsibilities, he taught elements of signalling to RMC cadets.

In 1924, Reading was posted to The Depot, RC Signals, at Camp Borden, Ontario, as a Quartermaster-Sergeant (QMS). When the Canadian Signal Training Centre opened at Vimy Barracks in 1937, he returned to Kingston as an instructor in field cable and general line work.

When Regimental Sergeant-Major (RSM) T.J. Wallis was commissioned early in the Second World War, QMS Reading was appointed RSM, making him the second man in the Corps to earn the appointment. In March 1943, after a long tough fight against failing health, RSM Reading was yet again discharged.

In 1926, Lou Reading had been one of the first members of the Royal Canadian Corps of Signals to receive the **Long Service Medal** and **Good Conduct Medal** and, subsequent to his release, had the rare honour of being awarded the **British Meritorious Service Medal** (MSM). His medals are on display at the Military Communications and Electronics Museum.

Lou Reading died on 4 January 1958 and was buried in Cataraqui Cemetery, Kingston, Ontario. On 29 May 1998, the L.P. Reading Building, Vimy Barracks, Kingston, Ontario was named in his honour.





ANNEX B  
BRANCH STANDING ORDERS  
COLONELS COMMANDANT



Brigadier J.E. Genet, CBE, MC, CD  
Royal Canadian Corps of Signals  
1948 – 1954  
**1<sup>st</sup> Honorary Colonel Commandant of the RCCS**



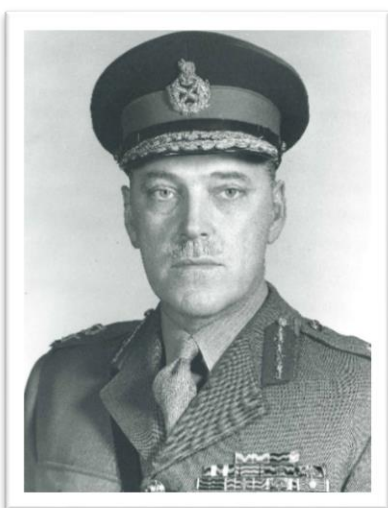
Brigadier A.W. Beament, CBE, VD, CD  
Royal Canadian Corps of Signals  
1954 – 1961  
**2<sup>nd</sup> Honorary Colonel Commandant of the RCCS**



Brigadier C.S. McKee, CBE, ED, CD  
Royal Canadian Corps of Signals  
1961 – 1962  
**Last Honorary Colonel Commandant of the RCCS**



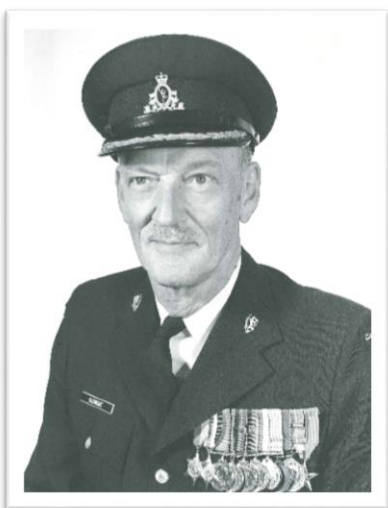
Brigadier C.S. McKee, CBE, ED, CD  
Royal Canadian Corps of Signals  
1962 – 1966  
**1<sup>st</sup> Colonel Commandant of the RCCS**



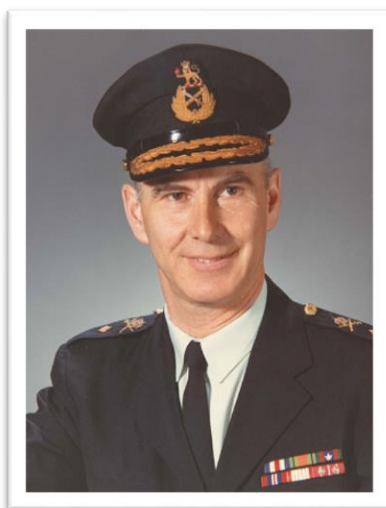
Lieutenant-General S.F. Clark, CBE, CD  
Royal Canadian Corps of Signals  
1966 – 1968  
Last **Colonel Commandant** of the **RCCS**



Lieutenant-General S.F. Clark, CBE, CD  
Royal Canadian Corps of Signals  
1968 – 1973  
1<sup>st</sup> **Colonel Commandant** of the **C&E Branch**



Brigadier-General J.B. Clement, CD  
Royal Canadian Corps of Signals  
1973 – 1977  
2<sup>nd</sup> **Colonel Commandant** of the **C&E Branch**



Brigadier-General R.E. Mooney, CMM, CD  
Royal Canadian Air Force  
1977 – 1981  
3<sup>rd</sup> **Colonel Commandant** of the **C&E Branch**



Major-General L.H. Wylie, CD  
Royal Canadian Corps of Signals  
1981 – 1984  
**4<sup>th</sup> Colonel Commandant of the C&E Branch**



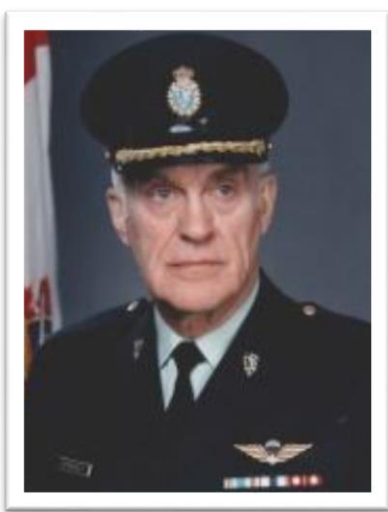
Brigadier-General J.D. Richards, CD  
Royal Canadian Air Force  
1984 – 1987  
**5<sup>th</sup> Colonel Commandant of the C&E Branch**



Brigadier-General M.H.F. Webber, CD  
Royal Canadian Corps of Signals  
1987 – 1990  
**6<sup>th</sup> Colonel Commandant of the C&E Branch**



Major-General R.M. Senior, CMM, CD  
Royal Canadian Air Force  
1990 – 1992  
**7<sup>th</sup> Colonel Commandant of the C&E Branch**



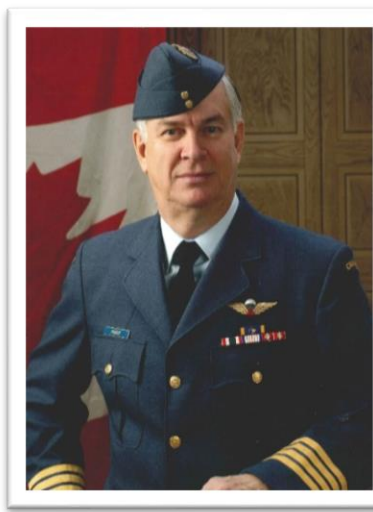
Colonel P.E. Morneault, CD  
Royal Canadian Corps of Signals  
1992 – 1996  
8<sup>th</sup> Colonel Commandant of the C&E Branch



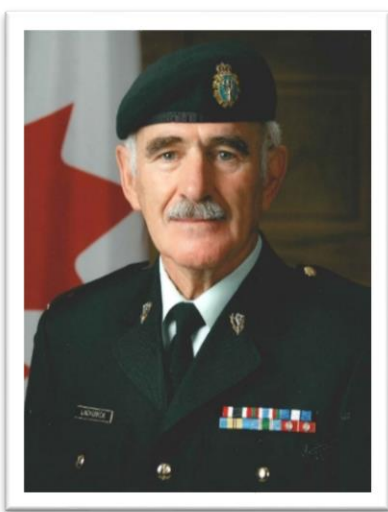
Captain (Navy) J.E. Croft, CD  
Royal Canadian Navy  
1996 – 2000  
9<sup>th</sup> Colonel Commandant of the C&E Branch



Brigadier-General D.B. Banks, CMM, CD  
Royal Canadian Corps of Signals  
2000 – 2004  
10<sup>th</sup> Colonel Commandant of the C&E Branch



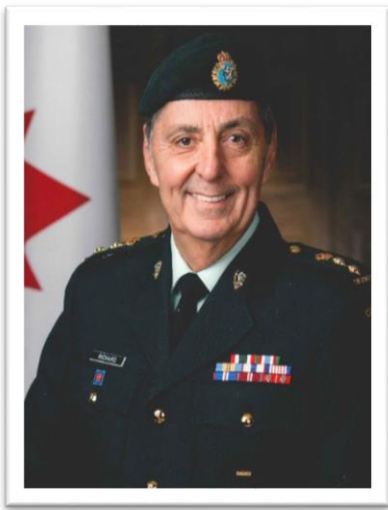
Brigadier-General R.P. Fraser, OMM, CD  
Royal Canadian Air Force  
2004 – 2007  
11<sup>th</sup> Colonel Commandant of the C&E Branch



Colonel G. Lackonick, CD  
Royal Canadian Corps of Signals  
2007 – 2011  
12<sup>th</sup> Colonel Commandant of the **C&E Branch**



Brigadier-General J.J.M. Charron, OMM, CD  
Royal Canadian Air Force  
2011 – 2014  
13<sup>th</sup> Colonel Commandant of the **C&E Branch**



Brigadier-General W.S. Richard, CD  
Royal Canadian Corps of Signals  
2014 – 2018  
14<sup>th</sup> Colonel Commandant of the **C&E Branch**



Brigadier-General K.G. O'Keefe, OMM, CD  
Royal Canadian Corps of Signals  
2018 – 2021  
15<sup>th</sup> Colonel Commandant of the **C&E Branch**



Brigadier-General J.D.M. Robidoux, OMM, CD  
Royal Canadian Corps of Signals  
2021 – Present Day  
16<sup>th</sup> **Colonel Commandant** of the **C&E Branch**





ANNEX C  
BRANCH STANDING ORDERS  
**BRANCH LEADERS**



Brigadier-General R.E. Mooney, CMM, CD  
Royal Canadian Air Force  
1971 – 1973  
1<sup>st</sup> **Branch Leader** of the **C&E Branch**



Brigadier-General R.N. Senior, CMM, CD  
Royal Canadian Air Force  
1973 – 1976  
2<sup>nd</sup> **Branch Leader** of the **C&E Branch**



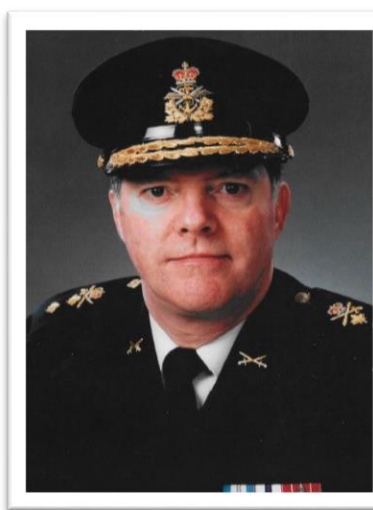
Brigadier-General M. Sugimoto, CD  
Royal Canadian Corps of Signals  
1976 – 1979  
3<sup>rd</sup> **Branch Leader** of the **C&E Branch**



Brigadier-General P.E. Woods, CMM, CD  
Royal Canadian Corps of Signals  
1979 – 1984  
4<sup>th</sup> **Branch Leader** of the **C&E Branch**



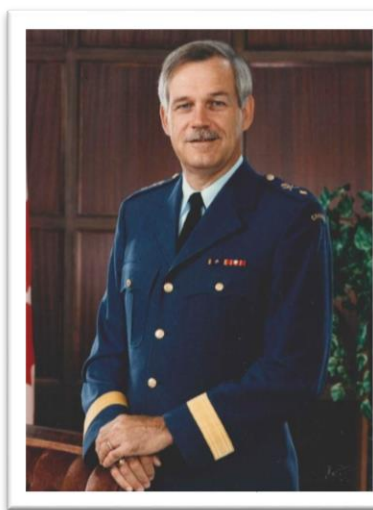
Brigadier-General I. Alleslev, CD  
Royal Canadian Corps of Signals  
1984 – 1990  
5<sup>th</sup> **Branch Leader** of the **C&E Branch**



Major-General J.G. Leech, CMM, CD  
Royal Canadian Corps of Signals  
1990 – 1991  
6<sup>th</sup> **Branch Leader** of the **C&E Branch**



Brigadier-General P. Fraser, OMM, CD  
Royal Canadian Air Force  
1991 – 1992  
7<sup>th</sup> **Branch Leader** of the **C&E Branch**



Brigadier-General J.J.M. Charron, OMM, CD  
Royal Canadian Air Force  
1992 – 1995  
8<sup>th</sup> **Branch Leader** of the **C&E Branch**



Brigadier-General W.S. Richard, CD  
Royal Canadian Corps of Signals  
1995 – 2000  
9<sup>th</sup> **Branch Leader** of the **C&E Branch**



Brigadier-General E.D.J. Plante, CD  
Royal Canadian Corps of Signals  
2000 – 2002  
10<sup>th</sup> **Branch Leader** of the **C&E Branch**



Brigadier-General K.G. O'Keefe, OMM, CD  
Royal Canadian Corps of Signals  
2002 – 2004  
11<sup>th</sup> **Branch Leader** of the **C&E Branch**



Major-General A.G. Hines, CMM, CD  
Royal Canadian Air Force  
2004 – 2009  
12<sup>th</sup> **Branch Leader** of the **C&E Branch**



Major-General G.R. Thibault, CMM, MSC, CD  
Royal Canadian Corps of Signals  
2009 – 2011  
13<sup>th</sup> **Branch Leader** of the **C&E Branch**



Major-General D.G. Neasmith, OMM, MSC, CD  
Royal Canadian Corps of Signals  
2011 – 2015  
14<sup>th</sup> **Branch Leader** of the **C&E Branch**



Major-General G.D. Loos, OMM, CD  
Royal Canadian Air Force  
2015 – 2018  
15<sup>th</sup> **Branch Leader** of the **C&E Branch**



Major-General F.J. Chagnon, OMM, MSM, CD  
Royal Canadian Corps of Signals  
2018 – 2020  
16<sup>th</sup> **Branch Leader** of the **C&E Branch**



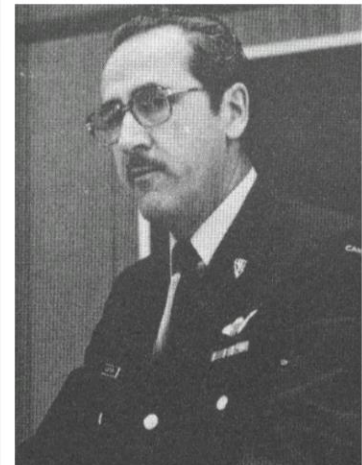
Brigadier-General D.J. Lambert, CD  
Royal Canadian Corps of Signals  
2020 – Present Day  
17<sup>th</sup> **Branch Leader** of the **C&E Branch**



ANNEX D  
BRANCH STANDING ORDERS  
**BRANCH ADVISORS**



Colonel C.F. Pruner, CD  
Royal Canadian Corps of Signals  
1973 – 1975  
**1<sup>st</sup> Branch Advisor of the C&E Branch**



Colonel G.R. Gauthier, CD  
Royal Canadian Corps of Signals  
1975 – 1980  
**2<sup>nd</sup> Branch Advisor of the C&E Branch**



Colonel B.J. Bennett, CD  
Royal Canadian Corps of Signals  
1980 – 1984  
**3<sup>rd</sup> Branch Advisor of the C&E Branch**



Colonel J.G. Leech, CD  
Royal Canadian Corps of Signals  
1984 – 1985  
**4<sup>th</sup> Branch Advisor of the C&E Branch**





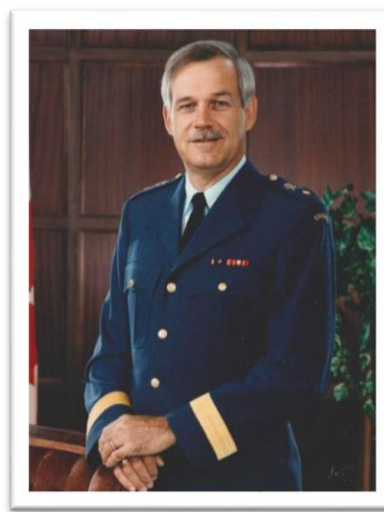
Colonel W.H. Batt, CD  
Royal Canadian Corps of Signals  
1985 – 1985  
5<sup>th</sup> **Branch Advisor** of the **C&E Branch**



Colonel D. Banks, CMM, CD  
Royal Canadian Corps of Signals  
1985 – 1987  
6<sup>th</sup> **Branch Advisor** of the **C&E Branch**



Major-General I. Alleslev, CD  
Royal Canadian Corps of Signals  
1987 – 1991  
7<sup>th</sup> **Branch Advisor** of the **C&E Branch**



Brigadier-General J.J.M. Charron, OMM, CD  
Royal Canadian Air Force  
1991 – 1995  
8<sup>th</sup> **Branch Advisor** of the **C&E Branch**



Brigadier-General J.C. Muise, OMM, CD  
Royal Canadian Corps of Signals  
1995 – 1996  
9<sup>th</sup> **Branch Advisor** of the **C&E Branch**



Colonel D.G. Ling, CD  
Royal Canadian Air Force  
1996 – 1998  
10<sup>th</sup> **Branch Advisor** of the **C&E Branch**



Colonel J.R. Leitch, CD  
Royal Canadian Air Force  
1998 – 2000  
11<sup>th</sup> **Branch Advisor** of the **C&E Branch**



Colonel C.C. MacLennan, CD  
Royal Canadian Corps of Signals  
2000 – 2002  
12<sup>th</sup> **Branch Advisor** of the **C&E Branch**



Colonel M.J. Gallant, CD  
Royal Canadian Air Force  
2002 – 2004  
13<sup>th</sup> **Branch Advisor of the C&E Branch**



Colonel C.J. Weicker, CD  
Royal Canadian Corps of Signals  
2004 – 2005  
14<sup>th</sup> **Branch Advisor of the C&E Branch**



Colonel J.J.M. Girard, OMM, MSM, CD  
Royal Canadian Corps of Signals  
2005 – 2007  
15<sup>th</sup> **Branch Advisor of the C&E Branch**



Colonel J.J.R.J. Gendron, CD  
Royal Canadian Corps of Signals  
2007 – 2009  
16<sup>th</sup> **Branch Advisor of the C&E Branch**



Colonel G.W. Dufour, CD  
Royal Canadian Air Force  
2009 – 2012  
17<sup>th</sup> **Branch Advisor** of the **C&E Branch**



Colonel S.C. Sibbald, CD  
Royal Canadian Air Force  
2012 – 2014  
18<sup>th</sup> **Branch Advisor** of the **C&E Branch**



Colonel P.C. Sabourin, CD  
Royal Canadian Air Force  
2014 – 2016  
19<sup>th</sup> **Branch Advisor** of the **C&E Branch**



Colonel D.R. Yarker, CD  
Royal Canadian Corps of Signals  
2016 – 2018  
20<sup>th</sup> **Branch Advisor** of the **C&E Branch**



Colonel N.Y. Lemieux, MSM, CD  
Royal Canadian Corps of Signals  
2018 – 2019  
21<sup>st</sup> Branch Advisor of the **C&E Branch**



Colonel S. Roy, CD  
Royal Canadian Corps of Signals  
2019 – 2020  
22<sup>nd</sup> Branch Advisor of the **C&E Branch**



Colonel J.P.E. Charron, CD  
Royal Canadian Air Force  
2020 – 2021  
23<sup>rd</sup> Branch Advisor of the **C&E Branch**

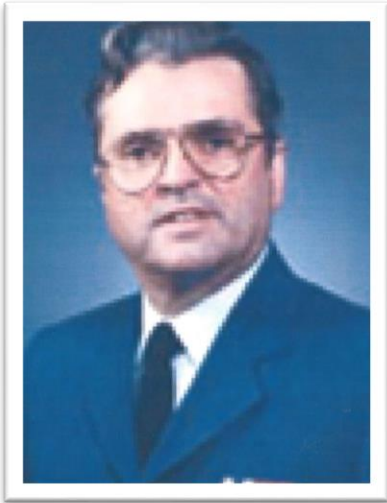


Colonel J.A. Roper, CD  
Royal Canadian Air Force  
2021 – Present Day  
24<sup>th</sup> Branch Advisor of the **C&E Branch**





ANNEX E  
BRANCH STANDING ORDERS  
**BRANCH CHIEFS**



CWO W.J. Carlson, CD  
Royal Canadian Air Force  
1986 – 1989  
**1<sup>st</sup> Branch Chief of the C&E Branch**



CPO1 W.R. Moore, MMM, CD  
Royal Canadian Navy  
1989 – 1993  
**2<sup>nd</sup> Branch Chief of the C&E Branch**



CWO J. Jolivet, CD  
Royal Canadian Corps of Signals  
1993 – 1997  
**3<sup>rd</sup> Branch Chief of the C&E Branch**



CWO L. Lapierre, CD  
Royal Canadian Corps of Signals  
1997 – 1999  
**4<sup>th</sup> Branch Chief of the C&E Branch**





CWO M.L. Brown, CD  
Royal Canadian Corps of Signals  
1999 – 2002  
5<sup>th</sup> **Branch Chief** of the **C&E Branch**



CWO D. MacFeely, CD  
Royal Canadian Corps of Signals  
2002 – 2003  
6<sup>th</sup> **Branch Chief** of the **C&E Branch**



CWO J.A.S. Berthiaume, MMM, CD  
Royal Canadian Air Force  
2003 – 2005  
7<sup>th</sup> **Branch Chief** of the **C&E Branch**



CWO J.M. Voisine, CD  
Royal Canadian Corps of Signals  
2005 – 2008  
8<sup>th</sup> **Branch Chief** of the **C&E Branch**



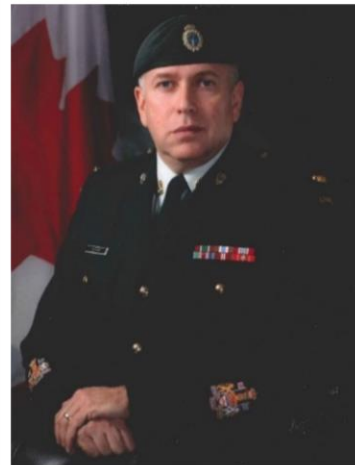
CWO A.E. Fequet, CD  
Royal Canadian Corps of Signals  
2008 – 2010  
9<sup>th</sup> **Branch Chief** of the **C&E Branch**



CWO M.M. Dinelle, CD  
Royal Canadian Corps of Signals  
2010 – 2014  
10<sup>th</sup> **Branch Chief** of the **C&E Branch**



CWO M.C. Boislard, CD  
Royal Canadian Corps of Signals  
2014 – 2016  
11<sup>th</sup> **Branch Chief** of the **C&E Branch**



CWO P. Dupuis, CD  
Royal Canadian Corps of Signals  
2016 – 2018  
12<sup>th</sup> **Branch Chief** of the **C&E Branch**



CWO M.S. Moore, CD  
Royal Canadian Air Force  
2018 – 2018  
13<sup>th</sup> **Branch Chief** of the **C&E Branch**



CWO J.M.S. Levac, CD  
Royal Canadian Corps of Signals  
2018 – 2019  
14<sup>th</sup> **Branch Chief** of the **C&E Branch**



CWO J.A.G.R. Philibert, CD  
Royal Canadian Corps of Signals  
2019 – Present Day  
15<sup>th</sup> **Branch Chief** of the **C&E Branch**



ANNEX F  
BRANCH STANDING ORDERS  
**COMMANDANTS OF CFSCE**

Colonel L.H. Wylie, CD	July 1968 – January 1970
Lieutenant-Colonel D.F. Pruner, CD	January 1970 – September 1970
Colonel H.M. Fitzgerald, CD	September 1970 – May 1973
Colonel M.J.F. Braun, CD	May 1973 – March 1975
Lieutenant-Colonel D. Banks, CMM, CD	March 1975 – August 1975
Colonel P.E. Morneau, CD	August 1975 – August 1977
Colonel D.A. Kidd, CD	August 1977 – September 1978
Lieutenant-Colonel W.R. Olford, CD	September 1978 – May 1979
Colonel T.J. Reader, CD	May 1979 – November 1981
Lieutenant-Colonel L.A. Gibbon, CD	November 1981 – May 1982
Colonel D.A. Florence, CD	May 1982 – June 1985
Colonel G.L. Coady, OMM, CD	June 1985 – July 1988
Colonel A.S. Taylor, CD	July 1988 – July 1990
Colonel W.S. Richard, CD	July 1990 – July 1992
Lieutenant-Colonel D.G. Ling, CD	July 1992 – July 1993
Lieutenant-Colonel J.A. Stevens, CD	July 1993 – February 1994
Lieutenant-Colonel B.L. Brock, CD	February 1994 – August 1995
Lieutenant-Colonel A.F. Hamel, CD	August 1995 – July 1998
Colonel M.J. Gallant, CD	July 1998 – July 1999
Lieutenant-Colonel H.W. Coyle, CD	July 1999 – July 2001
Lieutenant-Colonel J.P.R. Champagne, CD	July 2001 – June 2003
Lieutenant-Colonel J.J.M. Girard, CD	June 2003 – June 2005
Lieutenant-Colonel J.S.M. Bouffard, CD	June 2005 – June 2007
Lieutenant-Colonel D.M.N. Gosselin, CD	June 2007 – June 2009
Lieutenant-Colonel S.W. Hall, CD	June 2009 – June 2011
Lieutenant-Colonel W.A. Wood, CD	June 2011 – June 2013

~ Annex F ~

Lieutenant-Colonel D.J. Lambert, CD	June 2013 – June 2015
Lieutenant-Colonel N.Y. Lemieux, CD	June 2015 – June 2017
Lieutenant-Colonel J.M.F. Robichaud, CD	June 2017 – June 2019
Lieutenant-Colonel W.E. Gamblin, CD	June 2019 – June 2021
Lieutenant-Colonel B. Ali, CD	June 2021 – Present



ANNEX G  
BRANCH STANDING ORDERS  
**SCHOOL CHIEF WARRANT OFFICERS OF CFSCE**

CWO G.R. Heppenstall, CD	June 1969 – June 1971
CWO G.A. Hohnson, CD	June 1971 – June 1972
CWO R. Murphy, CD	June 1972 – June 1974
CWO R.D. Earl, MMM, CD	June 1974 – June 1975
CWO R.T. Conroy, CD	July 1975 – June 1979
CWO R.W. Fellbaum, CD	June 1979 – June 1981
CWO J.A. Bellefontaine, CD	June 1981 – June 1986
CWO J.R. Nicholson, MMM, CD	June 1986 – July 1988
CWO J.R.J.Y. Vezina, MMM, CD	July 1988 – July 1990
CWO A.H. Stevens, MMM, CD	July 1990 – June 1991
CWO T.N. McLean, CD	July 1991 – May 1992
MWO J.C. Browne, MMM, CD	May 1992 – July 1992
CWO P.C. St-Laurent, MMM, CD	July 1992 – January 1994
CWO D. Mole, CD	January 1994 – July 1997
CWO J.D.S. Lebrun, MMM, CD	July 1997 – May 1999
MWO R.J. Maillet, CD	May 1999 – August 1999
CWO A.S. Budgell, CD	August 1999 – August 2001
CWO J.A.R. Robillard, CD	August 2001 – June 2004
CWO J.F. Limbert, CD	June 2004 – June 2007
CWO R.J. Leblanc, CD	June 2007 – June 2010
CWO J.Y.R. Giard, CD	June 2010 – June 2013
CWO J.M.R. Guenette, CD	June 2013 – June 2016
CWO J.M.S. Levac, CD	June 2016 – March 2019
MWO S.R.J. Loyer, CD	March 2019 – June 2019
CWO R.R. Sherman, CD	June 2019 – Present Day





ANNEX H  
BRANCH STANDING ORDERS  
**MESS DINNER PLANNING GUIDE**



COMMUNICATIONS & ELECTRONICS BRANCH  
**MESS DINNER  
PLANNING GUIDE**

## PREFACE

The aim of this booklet is to assist members of the Communications and Electronics Branch who are attending or planning a Mess Dinner. It is not the ambition of this publication to serve as the ultimate authority on how every mess event should be run. Each mess contains its own set of values; every unit enjoys its range of traditions and customs unique to each.

This guide does provide an overview of mess dinner planning, sequencing, and execution as it applies to members of the C&E Branch. Digital aides – such as event sequence spreadsheets, check-lists, and invitation letter templates – are all available upon request. Please contact the **Office of the Branch Adjutant at 613.541.5010 x 8371 or CSN 271.8371** who will, in turn, ensure a comprehensive and organized package is delivered to any PMC or mess event organizer. Examples of such planning tools are enclosed as appendices to this annex.

Lastly, this document owes a debt of gratitude to the wonderfully written '*Regimental Rogue*' and several legacy versions of the C&E Branch Mess Dinner SOP that were drafted by a litany of diligent officers whose efforts abetted us all.

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- EXAMPLE TWO – OFFICIAL STATUS REQUEST
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APPENDIX 9 – MESS DINNER ETIQUETTE

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## GENERAL OVERVIEW OF THE MESS DINNER

1. There is probably no subject more imposing to the new officer or NCO, or more clouded in the mysteries of implied traditions and expectations, than the mess. Presenting a unique blend of propriety (deference to seniors, dress, and decorum) and impropriety (the Snake Pit, mess games, horseplay, and irreverence) that the mess can present a veritable minefield of career hazards to the unwary or incautious, a situation sorely compounded by those who might take advantage of the inexperience of a new mess member.

2. In an effort to stave off this bout of inexperience, the Branch Office aggregated a series of guides and templates needed to produce this publication which details the mechanics of a mess dinner. The history, customs, and traditions are detailed in the Branch Standing Orders – Chapter 5. This guide shall *cut to the chase* and provide you the reference material and check-lists needed to plan and execute this most delightful – potentially career-ending – operation.

3. Broadly, the mess dinner is broken down into six (6) phases. They are detailed below and each is simply brimming with a series of appendices to help you flesh out the gamut of details required ...

- a. Phase 1 – Planning;
- b. Phase 2 – Announcements;
- c. Phase 3 – Assembly;
- d. Phase 4 – Commencement of the Mess Dinner;
- e. Phase 5 – After-Dinner Activities; and
- f. Phase 6 – Post-Event Administration.

## PHASE 1 – PLANNING

4. Upon receiving your sentence (i.e. you're the PMC for a mess dinner), you need to iron out three (3) initial tasks:

- a. Stage 1 – Appoint a **Vice PMC**;
- b. Stage 2 – Visit the **Mess Manager**; and
- c. Stage 3 – Build your initial **Staff Submissions**, which consists of ...
  - (1) A Task Matrix or '*To Do List*'; and
  - (2) A Draft Budget.

5. These three (3) stages co-mingle significantly, so there isn't much utility in breaking them down separately. In essence, you must sort the chaos ... speak with your superiors, receive initial direction & guidance, and look to the appendices in this guide for an initial task matrix concept. Above all, elect a Vice PMC.

6. With your Vice in tow, pay a visit to the Mess Manager. This nexus of knowledge will help you select the date (based on availability of the mess), go over your initial dining area layout plan (horseshoe table, circular tables, etc. based on projected numbers), and kick-start your budget (cost per plate and meal options). From here, you add in additional costs such as the meal and gift for the Guest of Honour, advertisement and publication expenses, and cost for the band, etc., which all add to the overall ticket price. Your planning stage also requires you to confirm the head table arrangement, and staff writing requirements (such as invitation letters and the official announcement).

7. You may be required to draft a letter to the **Base Commander** requesting **official status** function for your mess dinner. This act elevates the event to, essentially, a formal parade with mandatory attendance in effect. It also unlocks public coffers and dining options to help offset the total cost by leveraging public funds and other military assets. Consultation with the command suite of your respective unit is required as the CO may authorize only one mandatory mess dinner per annum and may not wish to expend this silver bullet on your affair. If ordered to do so, liaison with your DCO and or Fin O / Admin O will help you grasp which financial options are open to you.

## PHASE 2 – ANNOUNCEMENTS

8. The announcement phase entails four (4) stages:
  - a. Stage 1 – The initial **advertisement**;
  - b. Stage 2 – The official **letters**;
  - c. Stage 3 – Reception and response to **replies**; and
  - d. Stage 4 – The official **publications**.
9. Stage 1 – Advertisement. Promoting the mess dinner can be made verbally via the chain-of-command, by memorandum, in routine orders, or via mass e-mail distribution. Attendance is normally considered compulsory unless excused by the Host or the PMC. Attendees and their guests shall be required to pay for the dinner; however, the Guest of Honour attends free of charge. Ensure you explicitly cover the primary *food groups* in your pronouncements ... the date, time, venue, dress code, sequence of events, head table roster, meal options & menu, and payment details. This information will find itself in your official publications as well (see below).
10. Stage 2 – Letters. The announcement phase also requires you to release **formal invitation letters** to the proposed GoH, RSVPs to other dignities, and to establish contact with the band and other related staff (such as a piper or bugler, a specific bartender, or entertainer, etc.).
11. Stage 3 – Replies. The announcement phase shall create a maelstrom of **replies**. Letters of acceptance, RSVPs, regrets, meal choice elections, confirmation of payment options, complaints over costs, anger over costs, threats over costs, and table selection requests shall amass your inbox. Thankfully, you've a Vice PMC whose job it is to constantly update and refine the seating plan, confirm the meals, track the budget, maintain a daily SITREP on payments received, and oversee the litany of logistics covering the mess dinner writ large. A depressed and overwhelmed Vice is a promising sign that everything is going according to plan.
12. Stage 4 – Publications. Lastly, you need to release the **official publications** in time for the dinner itself. This includes the **brochure** (which details the menu, sequence, March Past, GoH and Host biographies, and any other historical details or anecdotes you wish to include about your unit or the occasion). The **master seating plan** should be printed and displayed in the mess, and a copy should be given to the kitchen staff to help them identify which seat receives which meal option.



### PHASE 3 – ASSEMBLY

13. The phase encompasses the following stages:

- a. Stage 1 – The **Cocktail Period** in the Anteroom;
- b. Stage 2 – The **Warnings** (15 and 5 minute); and
- c. Stage 3 – The **Assemblage** into the dining room.

14. Stage 1 – Cocktails. First, members shall gather in the **anteroom** one half hour before the dinner; the customary time for assembly is 1900 for 1930 hours. As with other parades, members will arrive before the Host, GoH, and any other official guests, that is, before 1900 hours. A complimentary bar is likely open during this period.

15. At an event involving military personnel, unless specifically told to use first names by seniors or their spouse, it is proper to address superiors by their rank and last name. You should address the spouse as *Mrs. / Mr. 'Surname.'*

16. A receiving line may be in place to welcome all guests upon arrival (the PMC is to confirm this with the Host well in advance so this can be properly orchestrated). A brief greeting, accompanied by a handshake and a smile, are all that is expected in a receiving line.

17. For events without a receiving line, seek out the host or hostess, and any guest of honour before you start socializing. Protocol demands that you greet these authorities first.

18. If receiving cash-at-the-door as a payment option, you will need a desk, a cash box, a float (with a few hundred dollars in \$5.00 and \$10.00 denominations), and a list of those expected to pay. This should be manned by 1-2 junior staff, and should be placed in a prominent reception area which guests must pass through in order to get to the anteroom.

19. The PMC will greet the Host, GoH, and senior guests upon their arrival in the mess. On their honour, members are to pay their respects to the Host during the cocktail period and are to assist in hosting guests of the mess. Individual members may be assigned by the Host, PMC, or Vice to act as escorts to other guests as a matter of courtesy. All guests should be introduced by their escorts to as many of those present as feasible. All attendees, to the extent that numbers and time permit, should come forward and pay their respects to the Official Host.

20. Stage 2 – Warnings. At two intervals during the cocktail period, the bugler or piper sounds mess calls at **15 minutes** and **5 minutes** before entering the dining room. As the C&E Branch draws its heritage from the cavalry, the 15 and 5 minute warnings are sounded by a **bugler**. This historically serves as the rallying call for all the troops to assemble before the campaign is to commence.

21. Stage 3 – Assemblage. According to C&E Branch tradition, when it is time to enter the dining room, the **head table** will enter **first** – under the lead of the PMC – as the band plays *Roast Beef of Old England*.

22. After the head table enters, members and guests will follow by moving to the dining room as quickly as possible under the frantic direction of the Vice PMC. It is every member's duty to check the seating plan well before the dinner call. If the member is to be seated to the left of a lady guest of the mess, it is the member's responsibility to identify, greet, and escort the guest into dining room. Drink glasses from the cocktail period are **not** to be carried into dinner from the anteroom. The last person to leave the anteroom for the dinner is **always** the Vice PMC.

23. As mentioned in the Branch Standing Orders, this process is the custom and not the absolute rule. The Host controls such aspects of the mess dinner; the PMC is simply the orchestrator of it. Consult the Host on this matter to confirm if the head table is to march in first or last. If last is elected, the Vice herds everyone into the dining room and then leaves to join the head table ensemble, taking the last place in the procession so he / she can close the doors to the dining room once everyone assumes their rightful seat.

#### PHASE 4 – COMMENCEMENT OF THE MESS DINNER

24. Once assembled (everyone is in place and standing behind their chairs), the Chief Steward shall discretely advise the Vice PMC that everyone is present. The Vice shall – in turn – proclaim this aloud at the request of the PMC. If the Chief Steward – or related appointment – does not confirm this fact, then the verification rests solely upon the shoulders of the Vice.

25. Once *all diners are present*, the dinner has commenced. This involves the following stages:

- a. Stage 1 – The recital of **Grace**;
- b. Stage 2 – The **serving of meals** by course:
  - (1) salad;
  - (2) soup (the PMC typically introduces the head table at this point);
  - (3) main; and
  - (4) dessert (along with coffee and tea).
- c. Stage 3 – The 10-15 minute **health break** (allowing time to clear the tables);
- d. Stage 4 – **Passing the Port** for the **Loyal Toasts** and **Marches**; and
- e. Stage 5 – The **Conclusion** (Departing the Dining Room and Evening Events).

26. Stage 1 – Grace. The PMC shall rap the gavel and ask the Padre, or a previously designated member (RCAF tradition quite often uses the junior-most member present; RCCS protocol employs the Vice if the Chaplain is absent) to say Grace. Afterwards, diners will be asked to seat themselves by pulling their chairs to the right and moving to the left side of the chair to sit.

27. If a Piper is present and has no further official duty for the evening, the *Piper's Toast* can be done at this time. If not, it is saved to the end during Stage 4 (Passing of the Port for the Loyal Toasts and Marches). Once seated, diners should remain as such and within the Dining Room until the Head Table departs.

28. When the dinner is called a **Mixed Dining-In**, a male host should escort the guest seated to his right and a female host escorts the guest sitting to her left. When it is time to be seated, it is polite for a gentleman to assist the lady to his right with her chair.

29. Members will not leave the table without permission of the PMC. Permission to leave the table will be granted in only the most exceptional circumstances. If a diner must leave, the individual should quietly excuse him or herself and return as soon as possible.

30. Stage 2 – Meals. Before you is bread. Break bread with your hands. When the first course arrives it will be served from the *left*. If the crockery is crested, turn the plate until the crest is in the 12 o'clock position. At a large setting you do not have to wait for everyone at your table to be served before beginning to eat. This routine applies to all courses. You should enjoy your meal as the chef intended it to be, therefore, one need only wait for the diner to the right to be served. However, if an individual who has not been served encourages you to begin eating, you may do so. Eat slowly while waiting for his / her food to be served.

31. Wine will be served with each course and from your *right*. If you do not wish to take wine, place your hand over the top of the glass or invert your wine glass on the table. This will signal the steward to ask what you wish to have in place of wine. Once the main course is served, you may choose which wine (red or white) you prefer to drink.

32. At some point during the serving of the **SOUP**, the PMC will stand, rap the gavel, and proceed to **introduce the head table**. You introduce those at the ends of the table first, and criss-cross back & forth at either ends as you work your way up to the centre. The Host is introduced second-last. The Guest of Honour is always last to be announced, and the PMC should recite a few key points from the GoH's biography highlighting key accomplishments, appointments, and interests. The PMC should never narrate the entire biography verbatim.

33. Imagine your dinner plate as a clock ... place your finished utensils in the 4:20 PM position. It is considered rude to push your plates away; stack them up or hand them to the server.

34. There may be 4 or 5 courses commencing with the starter, followed by a fish course, main course, sweet course, and finally a savoury. On completion of the savoury course, the place settings are cleared, swept, and glasses removed whether empty or not. Napkins are also cleared.

35. Stage 3 – Health Break. C&E Branch tradition opts for a health break at this time. The PMC shall rap the gavel, announces the pause, and orders all diners in attendance to stand and remain standing until the head table departs. Once done, the Vice PMC ensures that everyone vacates the dining area so that the kitchen and wait staff can clear the tables entirely. As with the commencement of the dinner, the PMC will escort the head table back into the dining room after a 10-15 minute break. The Vice shall then direct everyone back to their chairs and announce aloud that all diners are present on the request of the PMC.

36. If the head table elects to march in last (as with a wedding), then the Vice must herd everyone to their seats before taking his / her place at the back of the head table procession.

37. Stage 4 – Passing the Port. After the tables have been cleared of the last course, the ritual of the passing of the Port shall begin in preparation of the Loyal Toast. The Mess Manager or person acting as Chief Steward shall indicate to the PMC that the port is ready to be passed. At this point the stoppers shall be removed, and the PMC will indicate that the port may be passed by pouring a small amount of port into his / her glass, tasting it, approving it, and passing the decanter to the *left*. Once port has been poured into the glass, it shall not be touched until it is time for the Loyal Toast.

38. If a Piper is present, he / she may pipe in the port. At some messes, when the decanters have been passed to all diners, the senior steward reports to the PMC: *‘The port has been passed, Sir/Ma’am.’* The PMC then stoppers the decanter and the Vice PMC – who follows the lead of the PMC in all respects – follows suit:

- a. Canadian Army Tradition. Customs differ in most messes, but, generally, the PMC removes the stopper from the decanter before him and charges his glass, as does the Vice. However in artillery messes, the president unstoppers the decanter and passes it; he charges his own glass last. In some messes the PMC takes a sip to test the quality of the port, but this is also a relic of our suspicious ancestors who insisted on being reassured that the wine offered had not been poisoned (so, in this regard, it’s probably best that the PMC of a Signals Mess Dinner elects to sample the port first). One aspect of passing the port that is common to all messes, is that the decanter is always passed to the diner’s *left*. The manner of its passing is another matter. The RCCS Standing Orders, para 4.11.B states that *‘In Signals messes the decanter may touch the table while being passed.’* This is detailed in **Branch Standing Orders – Chapter 5.**

- b. Royal Canadian Air Force Tradition. According to the publication **Customs and Traditions of the Canadian Armed Forces:** *‘In most Air Force messes and some units, for example, the Royal Westminster Regiment and les Fusiliers du St-Laurent, the decanter as it passes is not allowed to touch the table.’* While most air messes have developed a tradition of the decanter not touching the table, this tradition varies from mess to mess. In a C&E Branch Mess Dinner, the RCCS cavalry tradition takes precedence. However, should a RCAF communicator wish to honour their uniform, then they should not permit the decanter to touch the table so long as it is within their grasp. Traced to their founding roots:

- (1) Canadian Aviation Corps 1914 – no tradition;
- (2) Royal Flying Corps Canada 1916 – no consistent tradition as members followed the varied traditions of their original regiments and corps; and
- (3) Royal Canadian Navy Air Service 1918 – as per naval tradition, it does not matter whether it touches the table or not.

- c. Royal Canadian Navy Tradition. The naval tradition is twofold. In the ship’s wardroom, the decanter slides across the table on a slightly dampened linen cloth for grip (harkens back to eating during choppy seas). Rumours point to submariners passing the decanter underneath the table. In the shore mess, the decanter can touch the table or not. According to the publication **Customs and Traditions of the Canadian Armed Forces:**

- (1) *‘In naval messes, and in regimental messes such as the Grenadier Guards, the Royal Canadian Regiment and the Royal regiment of Canadian Artillery, the matter of the decanters touching the table is of no account’; and*
- (2) *‘On the contrary, in the wardrooms, the decanter is slid along the polished table-top from member to member (in fair weather; in heavy weather deliberately dampened linen may be employed), practices dictated no doubt by the “gentle motion” of the waves against the ship.’*

39. We shall highlight the bare-minimum of toasts. State Dinners (containing dignitaries from allied nations) and special dignitaries will require a list of toasts and marches that require discussion with mess staff, bandmasters, and your chain-of-command.

40. Please note that attending diners from other Corps, Regiments, and Services have their march past played as well. Those in attendance who served with that unit or service are to stand whilst the march is played. You do not play every march past for every unit that every member formally served with: this would take hours; RSVPs would likely necessitate a signed MPRR as an enclosure so the PMC could catalogue the posting history. So, for example, if a member is currently posted to the Second Battalion – The Royal Canadian Regiment is at the dinner, then the RCR March Past is played. Any members who once served with the Royals would also stand.

41. The Canadian Army, RCAF, and RCN **Command Marches** are only played when the dinner has General Officer / Flag Officer (GOFO) members in attendance. Further, they must be posted to the Headquarters of the Army, Air Force, or Navy respectively (thereby representing the command of each service environment). You do not play the Air Force March just because CELE Officers or ATIS Techs are attending.

42. After the port has been passed:

- a. 1<sup>st</sup> – The **Loyal Toast** will begin. Follow the toastmaster's lead, and never drink when you are being toasted. All diners are expected to stand for the Loyal Toast. All personnel shall remain standing for the playing of '*God Save the Queen*';
- b. 2<sup>nd</sup> – After the Loyal Toast, the **Colonel-in-Chief** will be toasted by playing the first few bars of '*The Mercury March*';
- c. 3<sup>rd</sup> – If **heads-of-state** representatives are present, they are toasted at this time (after the Loyal Toasts and before the Marches);
- d. 4<sup>th</sup> – The **Toast to The Fallen** is given (by a designated diner or the Vice;
- e. 5<sup>th</sup> – The **March Pasts** are played; and
- f. 6<sup>th</sup> – The **Toasts & Thanks** are given to (1) the piper, (2) the head chef, and (3) the chief steward. They are brought before the Host and GoH for a drink.



43. To recite the Branch Standing Orders – Chapter 5 without all the peachiness ...
- a. The **Loyal Toast** (exclaim ‘*THE QUEEN*’);
  - b. The **Colonel-in-Chief** (exclaim ‘*THE PRINCESS ROYAL*’);
  - c. **Toast to The Fallen** (exclaim ‘*TO ABSENT FRIEND AND FALLEN COMRADES*’) after the prayer is recited;
  - d. The **Mercury March** for the C&E Branch (exclaim ‘*JIMMY*’);
  - e. **Begone Dull Care** (March Past of the RCCS);
    - (1) exclaim ‘*THE REGIMENT*’ if you are – or ever were – a serving member of the CFJSR as *Begone Dull Care* is also the Regimental March (this applies to all serving and passed serving members of the Regiment regardless one’s corps or branch); or
    - (2) exclaim ‘*THE CORPS*’ if you are a member of the RCCS (and never held the honour of serving in the CFJSR).
  - f. **Ode to Joy** (exclaim ‘*PADRE*’); and
  - g. **Corps and Regimental Marches** of which you were a serving member.

The music – and the concluding exclamation you passionately orate – should be known unto you. Details will be confirmed by the PMC.
44. If speeches are required by the Host, GoH, or other dignitary, this is the time to conduct them. Another option – which is preferred – is to have the requested speaker hold an opening address in the anteroom before the 15 and 5 minute warnings are sounded. Discuss these options with Host and work in into the master schedule. **The GoH’s gift is presented at this time.**
45. In keeping with today’s enlightened social attitudes all attendees are free to decline the consumption of alcoholic beverages for the toast. Water, fruit juice, or soft drinks will be available for substitution through the attending staff. Simply raising your glass to your lips is also acceptable.

46. Stage 5 – The Conclusion. The PMC will announce the departure of the Head Table. All diners will stand when the dignitaries leave (with the PMC at the helm of the procession). As with the health break, the Vice will signal the time for all to leave the dining area once the head table has left the area. The Vice shall be the last official to leave, and shall close the doors behind him.

47. At this point the parade has not yet been dismissed, and good taste and manners must prevail for the remainder of the evening. It is customary and polite for members to remain in the Mess until the Host and Guest of Honour have departed, or until a time after the dinner as designated by the Commanding Officer or Host. If you must depart a function before the senior person, pay your respects by bidding farewell to the senior member, the host, and their spouses. If it is necessary for a member to depart earlier, he must ask permission of the Host. If the Host has departed, it is normal to bid the PMC *‘good night.’*

#### **PHASE 5 – AFTER-DINNER ACTIVITIES**

48. Finishing the Port. There is a long standing tradition in which the subalterns will remain at the mess table in order to finish the port. While there doesn't seem to be a definitive explanation for this, the one most offered that makes some degree of sense is that it offered the subalterns an opportunity to imbibe the remaining port at the shared expense of the entire mess, giving some relief to their own pockets and to the enjoyment of the evening. Sadly, many Regiments are stingy in the selection of their port, and it is widely considered to be a poor wine to finish the evening with, but one which has unfortunately come to be accepted as part of the mess dinner tradition. With care in selection (and a few dollars more), very decent port can be provided to the dinner and allow the *subbies* the opportunity to enjoy the remainder as gentlemen (and ladies) rather than as a standing challenge to consume poor vintage simply because the preceding generation of officers were subjected to it.

49. Subbies' Court. In some units, post-mess dinner activities may include a Subbies' Court. Harkening back to a time when the subalterns merrily welcomed any opportunity to enjoy libations at the expense of their more affluent superiors, Subbies' Court is a mock Court Martial, normally headed by the Senior Subaltern with accompanying designated fellow judges and other court appointments held by selected subalterns. Intended to be held in good humour and without vindictiveness, the Subbies' Court is a mechanism by which subalterns may bring *‘charges’* against superiors, hear the evidence against them, and pronounce sentence upon determination of guilt.

50. Traditionally, fines awarded by the court would be paid in drink provided to the subalterns. Charges at Subbies' Court could range the '*flagrant abuse of red ink on subaltern's staff work*' brought against an Adjutant's intent on developing the sufferers' staff duties to the '*irresponsible scheduling of training activities that intrude on the start of happy hour*' charged against an energetic Squadron Commander.

51. Subbies' Court is laid out like a Court Martial as well; the dining room is reset with seats in the back for spectators, a table for the prosecution, a table for the defence, and a head table for the judge (senior subbie). It is best done if practiced and rehearsed in advance, as an ill-prepared charge sheet can linger on too much (thus losing its humour and wit) and can stray into insubordinate conduct. The best courts had the *defence lawyer* proceed to make every matter worse in his / her attempt to defend the field / senior officer. The prosecution would lay a claim, and the defence would amplify the chance of finding a guilty verdict by some blatant admission that was intended to best represent the accused. Strong writing skills, quite wit, and humorous timing are needed to make this go right ... and the accused is almost always found guilty.

52. Mess Games. C&E Units typically play ...

- a. Pass The Pigs (as we're known as '*Sig Pigs*' or '*Siglets*' for junior members);
- b. Liar's Dice; and
- c. Crud.

#### **PHASE 6 – POST-EVENT ADMINISTRATION**

53. Naturally, once the entire event is concluded, then there are a few administrative details to oversee in the proceeding days:

- a. Settling the mess bill and any outstanding debts (for the piper and band, etc.);
- b. Cleaning up the mess area with a small work party if requested; and
- c. Mailing or e-mailing letters of appreciation based on the Host's orders.

54. As mentioned prior, the Branch Adjutant's office has a list of digital guides, templates, and pro forma available for use. They are based on the appendices detailed below. Please call or e-mail to receive an initial starter kit in lieu of re-inventing the wheel for your mess dinner.

~ Appendix 1 ~  
**Mess Dinner Check List**

INITIAL PLANNING ACTIVITIES

- ☐ Determine the official title of the function
- ☐ Determine the type of function: Mess Dinner, Graduation Dinner, Mixed Dining-In
- ☐ Determine if it is an official function, if so, request recognition from Base Commander
- ☐ Determine the date and time
- ☐ Determine the location
- ☐ Determine the dress
- ☐ Determine the approximate cost
- ☐ Determine after dinner programme if required
- ☐ Appoint a PMC (obtain a gavel)
- ☐ Appoint a Vice PMC
- ☐ Liaise with respective PMCs if officers or NCMs are permitted to attend the others' mess
- ☐ Book an appointment with the Mess Manager  
(confirm layout, meal options, cost / budget, etc.)

INITIAL BRIEFINGS

- ☐ Request Branch Adjutant (or Unit Adjutant) to brief junior members on etiquette
- ☐ PMC to prepare a full programme review with Staff and Diners
- ☐ Back Brief the CO or Host ... NLT 1-week prior to the dinner
- ☐ Brief diners of changes if necessary

RESERVATIONS

- ☐ Book a Venue (as soon as practical)
- ☐ Book a Band
- ☐ Book a Disc Jockey
- ☐ Book a Piper / Bugler
- ☐ Confirm Bar Staff (confirm hours of operation)
- ☐ Confirm Serving Staff
- ☐ Confirm Caterer

## BUDGET

- ☐ Apply in advance for hospitality funds for foreign guests or guests from industry
- ☐ Keep a detailed budget
- ☐ Arrange billing options of paying guests
- ☐ Arrange for payment by nominal / acquittance rolls (members only)
- ☐ Arrange for receipts
- ☐ Arrange for a petty cash
- ☐ If cash-at-the door ... arrange for a float box, a float, a nominal roll, a desk, and 1-2 staff
- ☐ Confirm the following key details:
  - ☐ Ticket Cost
  - ☐ Who you owe money to and how much
  - ☐ How much money you collected in total
  - ☐ Action plan on surplus funds (this happens ... donate to charity, future event, etc.)

## GIFTS

- ☐ If required order gifts and engraving
- ☐ Determine who will pass plaques and gifts to the presenter

## GUEST LIST

- ☐ Confirm Guest of Honour (GoH)
- ☐ Confirm Host
- ☐ Determine 'Invited Guests' if any (non-paying ... adds to ticket price of paying members)
- ☐ Determine 'Invited-to-Attend Guests' if any (paying guest)

## INVITATIONS

- ☐ Draft and Release Invitation Letters
- ☐ Distribute via Web
- ☐ Distribute via E-Mail
- ☐ Distribute via Post

#### WEAR OF UNIFORM

- ☐ Confirm order of dress for military, retired, and civilian members

#### REGISTRATION FORM

- ☐ Draft Registration Form  
(Rank, Initials, Surname, Post-Nominals, allergies, dietary restrictions, alcohol elected)
- ☐ Distribute via Web
- ☐ Distribute via E-Mail
- ☐ Distribute via Post

#### SEATING PLAN

- ☐ Shape / Format of Dining Area
- ☐ Head Table
- ☐ PMC and Vice PMC seats
- ☐ Diners

#### MENU SELECTION

- ☐ Consider what type of Hors D'oeuvre
- ☐ Consider what type of Dinner Rolls
- ☐ Consider what type of Soup
- ☐ Consider what type of Salad
- ☐ Consider what type of Main Course (three options, including a vegetarian option)
- ☐ Consider what type of Dessert

#### BEVERAGE SELECTION

- ☐ Water
- ☐ Arrange for Coffee and Tea
- ☐ Select the White Wine
- ☐ Select the Red Wine
- ☐ Select the Port Wine
- ☐ Select the Scotch for the Piper Toast
- ☐ Select a Juice / Carbonated beverage (in lieu of the Port for the Toasts & Marches)

#### GRACE

- ☐ Arrange for the padre or a designated member to say Grace

#### MINIMUM TOASTS

- ☐ The Queen
- ☐ Colonel-in-Chief
- ☐ Absent Friend and Fallen Comrades (elect a speaker to recite the prayer)

#### MARCHES

- ☐ The Mercury March
- ☐ Begone Dull Care
- ☐ Ode to Joy
- ☐ Review regimental marches (check for proper order of marches)
- ☐ Ensure that the appropriate marches for all guests will be played

#### AUDIO VISUAL

- ☐ Arrange for a podium, microphone, projection system, and laptop with support (if required)



#### MUSICAL ARRANGEMENT

- ☐ Review musical programme with Band Master
- ☐ Review Piper's performance and format for piping the dinner with him or her
- ☐ Alert timings
- ☐ March-In timing
- ☐ Discuss choice of beverage for their toasts
- ☐ As a courtesy, arrange food and beverage for the Band
- ☐ Discuss with Band Master location for the Band to setup

#### PUBLICITY & DISTRIBUTION

- ☐ Design a Poster
- ☐ Design a Flyer
- ☐ Distribute via Web (seek Branch Adjutant support for CMCEN.ca publication)
- ☐ Distribute via E-Mail
- ☐ Distribute via Post

#### PRINTING

- ☐ Dinner leaflet / brochure, not limited to:
  - ☐ Menu
  - ☐ Sequence of Events
  - ☐ Bio for Guest of Honour
  - ☐ Bio for the Host
  - ☐ List of Toasts
  - ☐ List of Marches
  - ☐ Musical Programme & Band Master name
  - ☐ Piper's / Bugler's Name
  - ☐ Organizers' Names
- ☐ Master Seating Plan Posters (1 x displayed in the anteroom, 1 x displayed in the kitchen)
- ☐ Name Cards / Place Setting Cards
- ☐ **Note:** allow for translation service time

#### PARKING

- ☐ Arrange for parking

#### COAT-CHECK

- ☐ Arrange for coat-check

#### TRANSPORTATION

- ☐ Arrange for a shuttle bus service as required
- ☐ Arrange transportation for VIP as required

#### PHOTOGRAPHY

- ☐ Arrange for a photographer (optional)

#### REFERENCES & CUE CARDS

- ☐ Prepare cue cards for the host and PMC  
(include programme, order of regimental marches, background bio for each official guest)

#### POST-EVENT ADMINISTRATION

- ☐ Mess Clean-up / return of mess artifacts
- ☐ Settle all accounts (mess, piper, bugler, band, etc.)
- ☐ Letters of Appreciation ...  
(PMC, Vice, Band Master, Bugler, Piper, Guest of Honour, and especial dignitaries)
- ☐ AAR / Back-Brief to the Host or Commanding Officer

~ Appendix 2 ~  
**Example Letters**

EXAMPLE ONE – GUEST OF HONOUR INVITATION LETTER

1000-30 (C&E Branch Adjutant)

**19** September 2019

Lieutenant-General Guy Thibault, CMM, MSC, CD, Late RCCS (Retired)  
95 Craftsman Boulevard  
CFB Kingston, Ontario, K7K 7B4

GUEST OF HONOUR:  
C&E BRANCH OFFICERS' MESS DINNER 2019

1. On behalf of the Officers of the Communications and Electronics Branch, I extend to you an invitation to attend the 2019 Officers' Mess Dinner as a guest of the Branch Leader.
2. The dinner will be held on Thursday, 24 October 2019 at the Vimy Officers' Mess at CFB Kingston. Officers are requested to arrive at 1830 hours for dinner at 1900. Dress for the event is Number 2 Order (Mess Kit) or equivalent civilian attire (i.e. black tie).
3. The Mess Dinner will once again highlight the esprit de corps of the Communications and Electronics Branch and foster camaraderie, kinship, and Branch solidarity. The atmosphere for this year's mess dinner will focus on '*family feel*' and thus several formalities typically assigned to the event shall be rescinded in an effort to promote morale and levity. In keeping with this spirit, the Branch Leader wishes for you to sit at the head table as our guest, but confirms that you are not required to provide a formal speech.
4. It is my sincere hope that you will join us and celebrate with the officers of the C&E Branch. If you have any questions, please do not hesitate to contact me anytime at your convenience. You can reach me at CSN 271.8371 or via email the Branch Adjutant at [firstname.lastname@forces.gc.ca](mailto:firstname.lastname@forces.gc.ca). Alternately, you may contact the PMC – Captain Bloggins – at CSN 271-1234 and / or [pmc.messdinner@forces.gc.ca](mailto:pmc.messdinner@forces.gc.ca).



S. Roy  
Colonel  
Branch Advisor

EXAMPLE TWO – OFFICIAL STATUS REQUEST

5545-1 (C&E Br Adjt)

**13** September 2019

Base Commander  
Canadian Forces Base Kingston  
PO Box 17000 Station Forces  
Kingston, Ontario, K7K 7B4

C&E BRANCH ANNUAL MESS  
DINNER OFFICIAL STATUS REQUEST

1. C&E Branch will be holding its Annual Mess Dinner on Thursday, 24 October 2019, at the WOs' and Sgts' Mess (WSM), CFB Kingston. We anticipate approximately 150 personnel in attendance consisting of current and former serving Members of the Branch.
2. The PMC of the WSM has approved the use of the Mess on the aforementioned date and the Mess Manager has since reserved the facilities.
3. On behalf of the C&E Branch Leader, I request '*Official Status*' for the function.
4. If you require further information or clarification, please do not hesitate to contact the undersigned at 613.541.5010 extension 8371.



B.A. Christie  
Major  
C&E Branch Adjutant

EXAMPLE THREE – AUTHORIZATION TO WEAR MESS DRESS (RETIRED MEMBERS)

1000-8 (CFSCE 2 Sqn / D Troop Comd)

**3** September 2019


Distribution List

Major-General J.F. Chagnon, OMM, MSM, CD, Late RCCS  
Communications & Electronics Branch Leader  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa ON K1A 0K2

ANNUAL C&E MESS DINNERS 2019:  
REQUEST PERMISSION TO ALLOW  
RETIRED MEMBERS TO ADORN NO. 2 MESS DRESS

References: A. [CMCEN-RCMEN](#) Mess Dinner Announcements; and  
B. QR&O 17.06 – Wearing of Uniform – Restriction.

1. On behalf of the PMCs for the upcoming C&E Branch Mess Dinners (Officers' at the VOM, and Non-Commissioned Members' at the Sergeants' & Warrants' Mess), I request your permission to allow retired members to wear their No. 2 Mess Dress during the dinners.
2. Both dinners shall take place on Thursday, 24 October 2019 (1830 hours for a 1900 hours start). These events welcome serving and retired members of the Branch to reunite in a formal setting which strives to promote camaraderie, morale, and kinship. As per custom, the dinners serve as one of the final events for C&E Week. Additional information on these events can be found on the CMCEN-RCMEN website (see reference A).
3. As the C&E Branch Adjutant, I request permission for the approval of retired members in attendance to have the option of wearing No. 2 (Mess Dress) in accordance with reference B, paragraph 3, which states that '*a former member of the Regular Force or Reserve Force, who was released for a reason other than misconduct, may wear their uniform with the permission of an officer commanding a command or his designated authority and such other officers as may be designated by the Chief of the Defence Staff, when attending a military entertainment or ceremony at which the wearing of uniform is appropriate.*'



B.A. Christie  
Major  
Branch Adjutant

EXAMPLE FOUR – THANK YOU LETTER

1000-8 (C&E Branch Advisor)

4 May 2017

Lieutenant-Colonel Colin J.P. Lachance  
Commanding Officer  
CFS Leitrim  
3545 Leitrim Road  
Ottawa, Ontario, K1A 0K2

LETTER OF APPRECIATION  
2017 C&E NCR BRANCH MESS DINNER

1. I would like to formally thank Major Leslie Rediger for her assistance with the running of our annual NCR All-Ranks Communications and Electronic Branch Mess Dinner that was held on 20 April 2017.
2. Major Rediger readily accepted when asked to serve as the PMC for this dinner. Not only did she fulfill this important traditional role with great professionalism, decorum, and a sense of humor, but her assistance with the set-up prior to the dinner was extremely appreciated.
3. Please convey my sincere appreciation on behalf of the entire C&E Branch Leadership and the attending personnel along with my own applause for her dedication and support in making this event so wonderful. Thank you for a job extremely well done!

Sincerely,



D.R. Yarker  
Colonel  
C&E Branch Advisor  
613-947-9498  
*Velox Versutus Vigilans*

~ Appendix 3 ~  
Advertisement & Registration Example



**C&E Week 2019: Officers' Mess Dinner**

**Timing:**

Thursday, 24 October 2019  
1830 for 1900 hours

**Venue:**

Vimy Officers' Mess, 1 Princess Royal Avenue, Kingston, ON, K7K 5L5

The Communications & Electronics Branch Leader – Major-General Francois Chagnon, OMM, MSM, CD, Late RCCS – requests the pleasure of your company to attend the 2019 C&E Branch Officers' Mess Dinner on **Thursday, 24 October 2019** at the **Vimy Officers' Mess**. It is requested that you arrive at **1830 hours for 1900 hours**.

The dinner is open to all officers - serving and retired - with seating allocated on a first-come, first-served basis.

Chef de la Branche des communications et de l'électronique vous invite cordialement à participer au dîner régimentaire des officiers de la Branche des C&E 2019 le **jeudi, 24 octobre 2019 à 18h30 pour 19h00** au **Mess des officiers Vimy BFC Kingston**.

Le dîner est ouvert à tous les officiers en service et retraités. Les places sont limitées et seront allouées selon le principe de premier arrivé, premier servi.



**Price / Prix:**

\$75.00

**Dress:**

Military - No. 2 (Mess Dress) or No. 2B  
Civilian - Formal Attire (Black Tie Event)

**Tenue:**

Militaire – No. 2 (Tenue de mess) ou No. 2B  
Civile – Tenue équivalente

**Note:**

No. 2B order of dress entails:

- DEU Tunic
- Authorized white shirt and black bow tie
- Undress Ribbons
- Name tag removed

**Remarque:**

La tenue n ° 2B implique:

- Tunique UDE
- Chemise blanche et noeud papillon noir autorisés
- Rubans de petite tenue
- plaquette patronymique enlevée

**Registration Closes:**

Sunday, 13 October 2019

**Clôture des inscriptions:**

Dimanche, 13 Octobre 2019

**For Base Accommodations / Pour les services du logement:**

613-541-5010 extension / poste: 4065

**Dinner Menu:**

▪ **Soup**

Tomato and Roasted Red Pepper Soup

Soupe aux tomates et aux poivrons rouges rôtis

▪ **Salad**

Fresh Spinach Salad with Baby Spinach, Orange Mandarin Spice, Pecan, Maple Goat Cheese, Raspberry Vinaigrette

Salade d'épinards frais avec bébés épinards, noix de pécan d'épices à l'orange et mandarine, fromage de chèvre à l'érable et vinaigrette à la framboise

▪ **Entrée**

○ **Option 1:**

Chicken Supreme Stuffed with Bacon and Blue Cheese served with a Blackberry Demi Glaze Sauce

Suprême de poulet farci avec Bacon et fromage bleu servis Sauce demi-glace aux mûres

○ **Option 2:**

Blackened Cedar Salmon Served with Blackberry sauce

Saumon au cèdre noirci servi avec sauce aux baies noires

○ **Option 3:**

Vegetarian Option ... Trio Vegetable Roasted Egg Plant, Tofu, Roasted Peppers Zucchini on a Bed of Roasted Portobello Mushroom Served with Mushroom Sauce

Plante d'oeufs rôti et légume de trio, tofu, poivrons rôtis Courgettes sur un lit de champignons portobello rôti servi avec une sauce aux champignons

▪ **Dessert**

Lemon Lavendar Cheesecake / Cheesecake au citron et au lavande  
Coffee or Tea / Café ou thé

▪ **Wine / Vin**

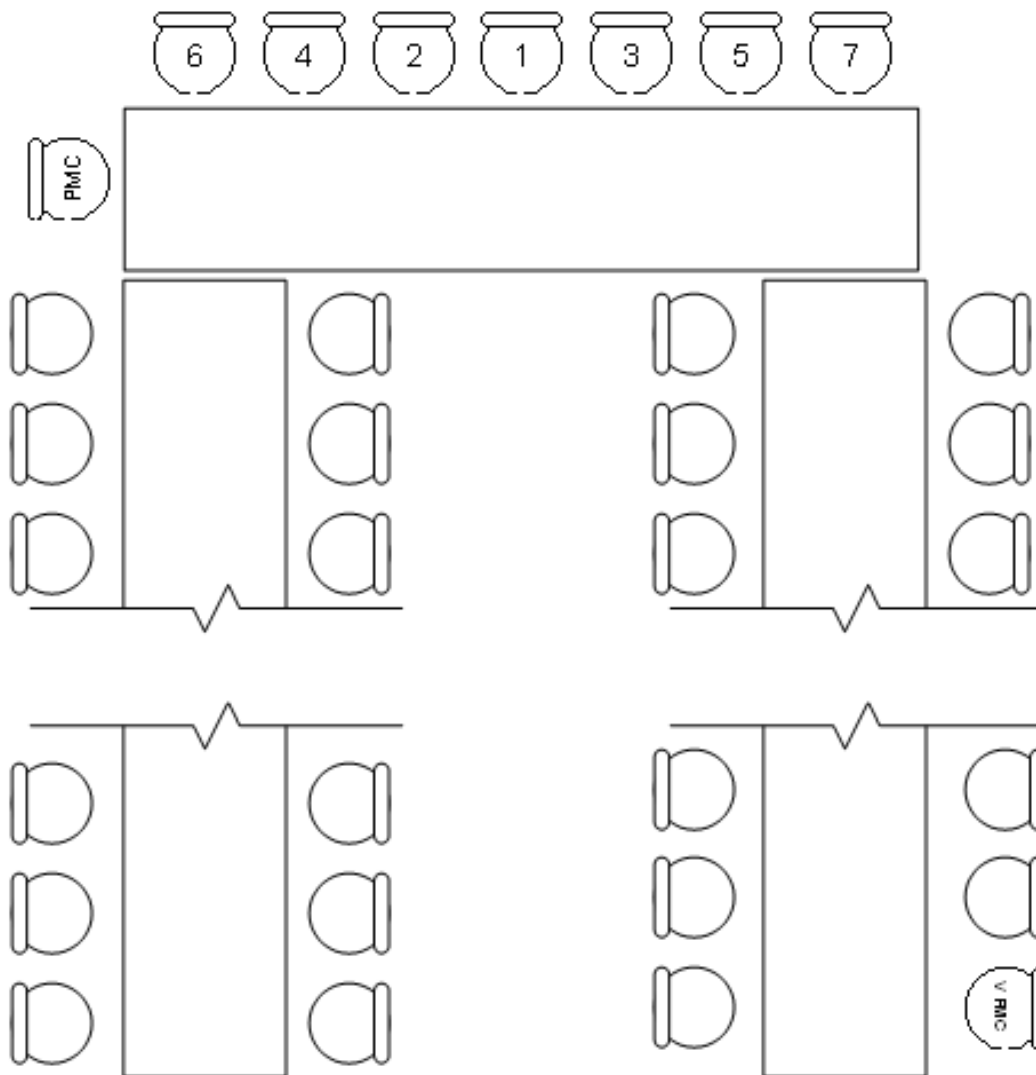
Lindeman's Merlot and Lindeman's Pinot Grigio (Australian)



~ Appendix 4 ~  
**Dining Area Layouts**

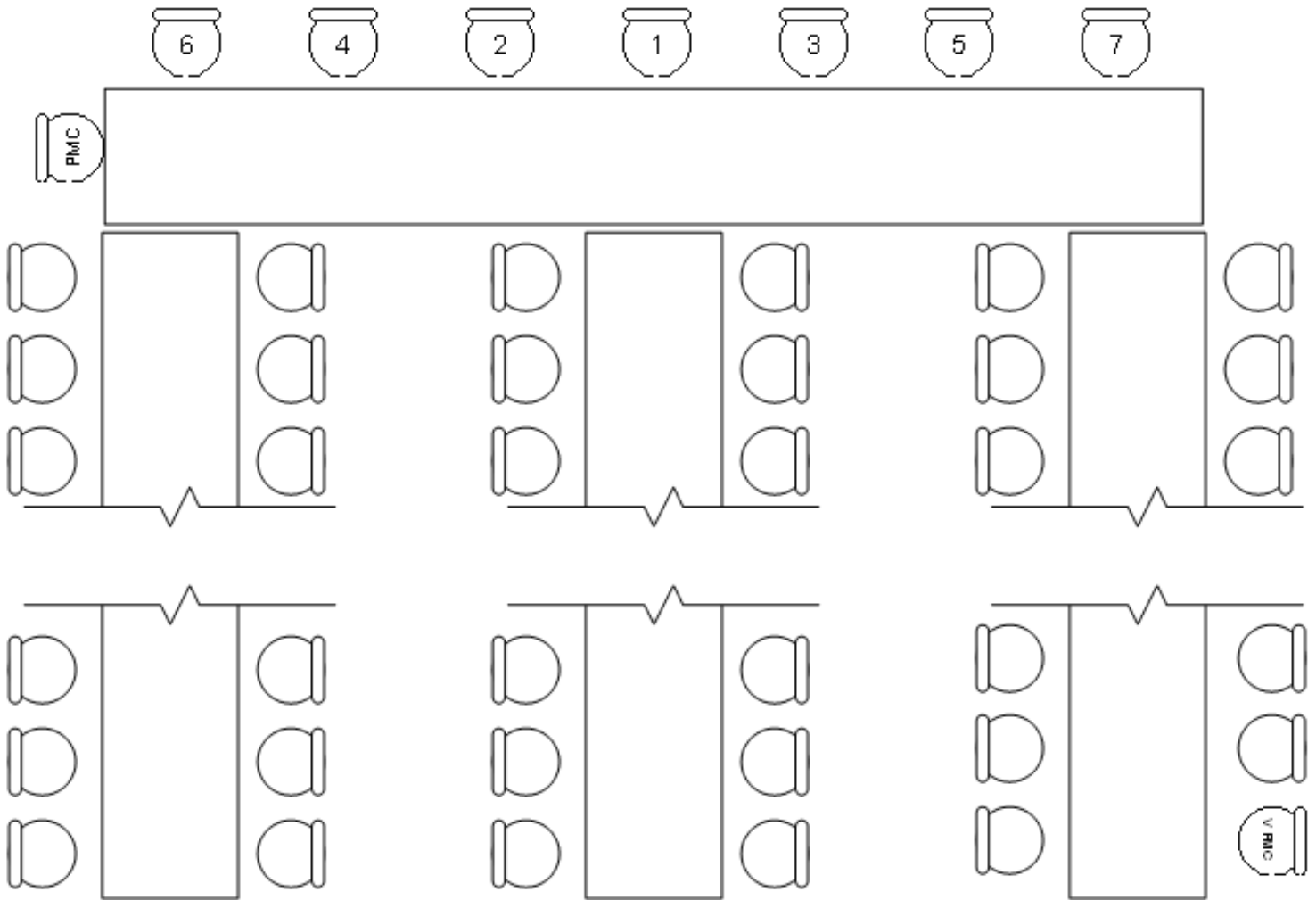
HORSESHOE FORMAT (THE STANDARD LAYOUT)

1 – Host (Centre), 2 – Guest of Honour (Right of Center),  
3-7 – By position based on seniority, superiors closer to centre

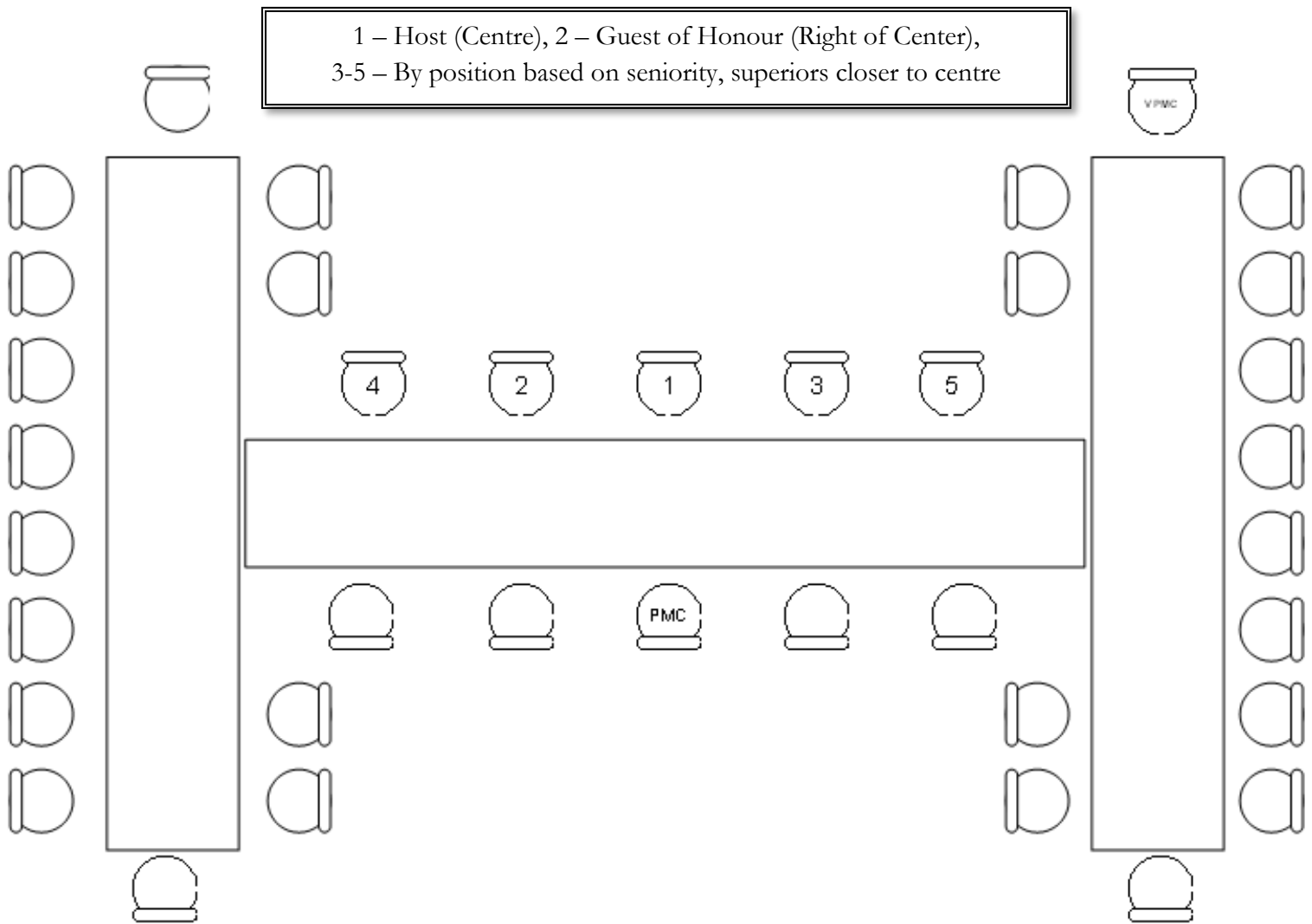


'E' FORMAT

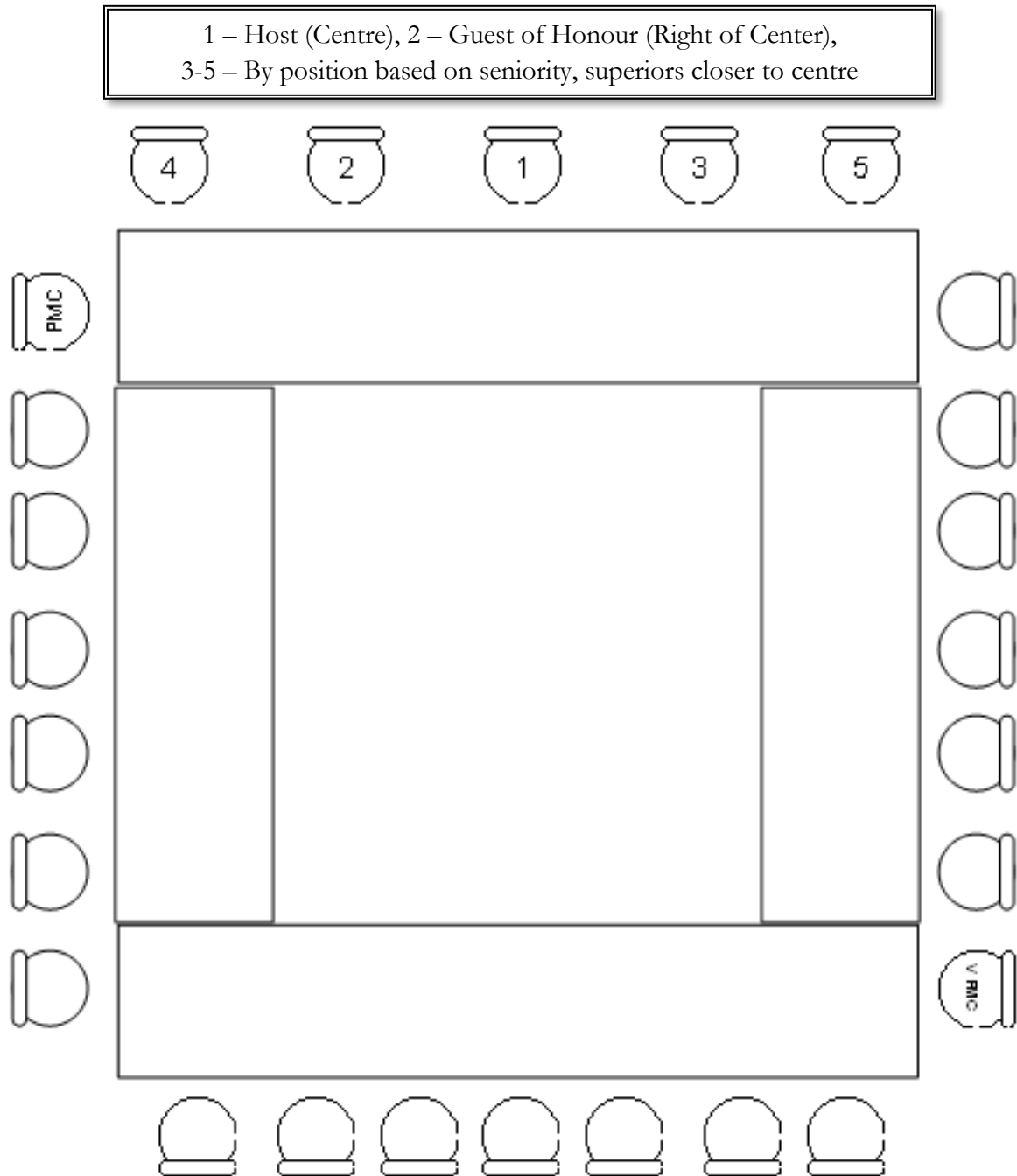
1 – Host (Centre), 2 – Guest of Honour (Right of Center),  
3-7 – By position based on seniority, superiors closer to centre



T' FORMAT



HOLLOW SQUARE FORMAT



**Prayers**

CFJSR REGIMENTAL PRAYER  
FOR THE RECITAL OF GRACE

Almighty and eternal God,  
Who is the Word of life and love,  
And in Whom alone we find meaning, safety, and peace,  
We commend to Your gracious keeping,  
All the men and women who serve in the Communications and Electronics Branch,  
As they face danger and put their lives at risk,  
So that others may be informed and aware,  
And all may live in safety.  
Defend them day-by-day with Your heavenly power.  
Protect their families and strengthen them all  
In times of trial and separation.  
May each one know  
That they are never out of the reach  
Of Your loving care;  
And in our communication of vital information  
May the vision of peace and justice  
Always be kept alive in this Regiment.  
In Your Holy Name we pray.  
Amen



C&E BRANCH PRAYER  
FOR THE RECITAL OF GRACE

God of our world, we come before you with thankfulness.

We are thankful to be here with colleagues,  
thankful to be living in this country of freedom, and  
thankful to share in this wonderful meal set before us.

Give us solid footing in our endeavors of communication and support,  
ensuring our nation's networks are ever available and secure.

We thank you that you commune and communicate with us in many ways such as the  
beauty of your creation.

Dieu a dit "Qu'ils sont beaux sur les montagnes, ceux qui apportent de bonnes  
nouvelles et qui publie la paix".

Grant us a renewed sense of purpose and dedication across the  
Canadian Armed Forces members of the Communications and Electronic Branch to  
be true to one another and our motto '*Swift, Skilled, Watchful*.'

Nous remercions nos vétérans pour leurs services et prions pour nos camarades qui  
ont donné leur vie au nom de la liberté et pour ceux et celles qui sont  
présentement déployés.

Support them and their families.

Grant that we continue to remember them in our daily thoughts and prayers.

Amen

~ Appendix 6 ~  
**Absent Friends & Fallen Comrades**

ABSENT FRIENDS AND FALLEN COMRADES

Ladies and Gentleman – You may have noticed the small table set for one that is off on its own: it is reserved to honour our fallen comrades in arms. The table symbolizes that they are with us here in spirit. We should never forget the brave men and women who answered our Nation's call and serve the cause of freedom. We are ever mindful that the sweetness of enduring peace has always been marked by the bitterness of personal sacrifice. We are compelled remember that while we enjoy our freedom, there are others who have endured the agony of pain, deprivation, and death.

**The table is round ...**

to show our everlasting concern for our fallen comrades.

**The tablecloth is white ...**

symbolizing the purity of their motives when answering the call to serve.

**The single red rose, displayed in a vase ...**

reminds us of the life of our fallen friends, and the loved ones who keep the faith.

**The vase is tied with a red ribbon ...**

a symbol of our continued determination to remember our fallen.

**A slice of lemon on the bread plate ...**

reminds us of the bitter fate of those who will never return.

**A pinch of salt ...**

symbolizes the tears endured by the families of those who have sacrificed all.

**The Holy Book ...**

represents the strength gained through faith.

**The glass is inverted ...**

they cannot toast with us at this time.

**The chair is empty ...**

because they are no longer here.

Let us remember; let us never forget ... to absent friends and fallen comrades.

AMIS ABSENTS ET CAMARADES TOMBÉS AU COMBAT

Mesdames et Messieurs – Vous avez peut-être remarqué la petite table isolée qui est dressée séparément – elle est réservée à l'honneur de nos camarades tombés au combat. Cela symbolise qu'ils sont avec nous, ici en esprit. Nous ne devrions jamais oublier les hommes et les femmes courageux qui ont répondu à l'appel de notre Nation [de servir] et qui ont servi la cause de la liberté d'une manière particulière. Nous sommes toujours conscients que la douceur de la paix durable a toujours été entachée par l'amertume du sacrifice personnel. Nous sommes obligés de ne jamais oublier que, si nous apprécions nos plaisirs quotidiens, il en existe d'autres qui ont enduré les agonies de la douleur, de la privation, et de la mort.

**La table est ronde :**

pour montrer notre préoccupation éternelle pour nos camarades tombés au combat.

**La nappe est blanche :**

symbolisant la pureté de leurs motifs en répondant à l'appel du devoir.

**La seule rose rouge, présentée dans un vase :**

nous rappelle la vie de chacun de nos camarades tombés au combat,  
ainsi que leurs proches et leurs amis qui gardent la foi.

**Le vase est noué avec un ruban rouge :**

c'est un symbole de notre détermination continue de se souvenir de nos camarades tombés au combat.

**Une tranche de citron sur l'assiette à pain :**

nous rappelle le destin amer de ceux qui ne reviendront jamais.

**Une pincée de sel :**

symbolise les larmes endurées par les familles de ceux qui ont tout sacrifié.

**Le Livre Saint :**

représente la force acquise par la foi pour soutenir ceux perdus de notre pays.

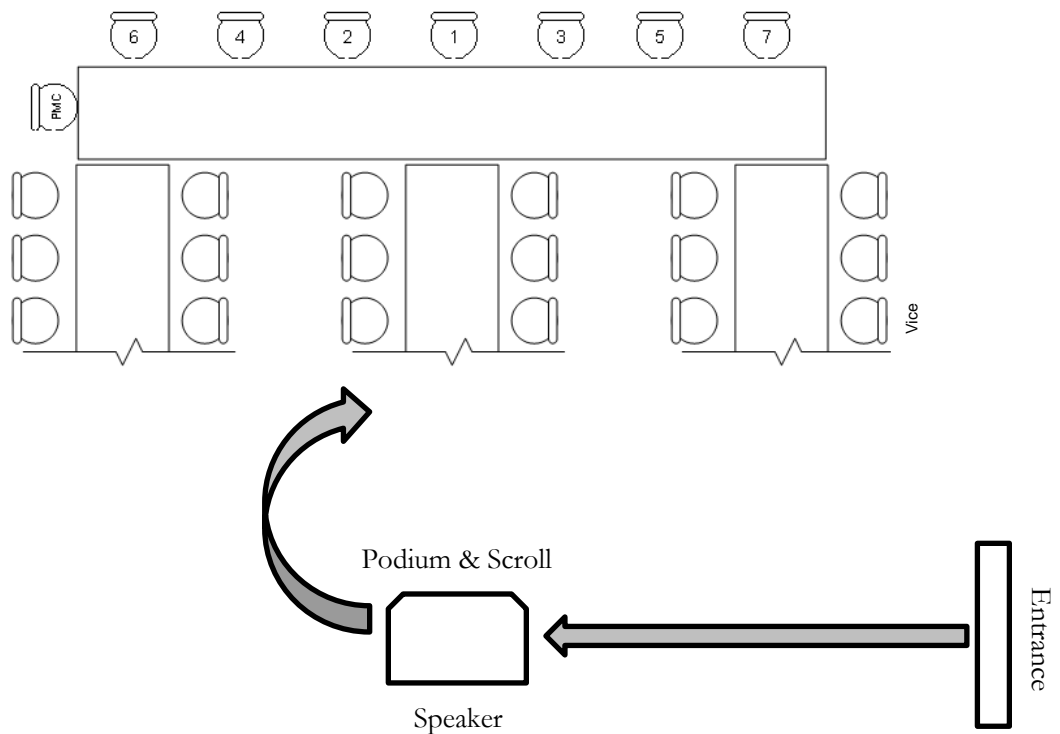
**Le verre est inversé :**

car ils ne peuvent pas porter un toast avec nous en ce moment. La chaise est vide, car ils ne sont plus avec nous ... Souvenons-nous et n'oublions jamais leur sacrifice.

~ Appendix 7 ~  
**Graduating Officers' Attestation Scroll Ceremony**

**THE C&E OFFICERS' ATTESTATION SCROLL**

1. There is one type of mess dinner that demands an adjustment to the initial assembly / gathering into the dining room at the start of the event. When C&E Officers (Signal Officers and CELE Officers) attain their operational functional point (OFP), they celebrate via a mess dinner post-graduation parade. They also sign an **Attestation Scroll**; a mahogany-bound book containing the names of every commissioned officer in the C&E Branch who served before them.
2. It befalls the instructor cadre at CFSCE to ensure the book is prepared with the names and particulars of all graduates on a fresh sheet of parchment. Once all signatures are collected, the scroll is laminated and bound into the book. It is prominently displayed in the **Forde Building**.
3. There are numerous ways to collect the signatures. Sometimes, it is part of the graduation parade. Other times, it forms its own unique ceremony at the school. The most poignant way is to conduct it at the graduation mess dinner. Should this option be elected, follow these steps ...
4. The attestation scroll and book are set upon a suitable table or podium in the dining room. It should be positioned in such a manner that the graduating officer will enter the room, approach the podium, set his or her signature, and proceed to take their seat. This process should have a natural, graceful, and logical layout.



5. The PMC and the Vice of this mess dinner are both graduating officers (these roles are mandatory secondary appointments). Thus, they are required to serve these functions, but must also set their seal upon the scroll.
6. A **speaker** is required to orate a brief opening address and recite each name – in full – for every graduate (rank, given name, and surname).
7. The PMC leads the head table procession into the dining room. The Vice PMC then escorts all guests – less the graduating officers who remain in the anteroom – into the dining area. Once everyone is in position, the PMC requests them to take their seats. The PMC and Vice then leave the dining room to join their compatriots in the anteroom.
8. The graduates now assemble in a straight line – alphabetically – at the base of the dining room entrance. They remain quiet so that they can hear the opening address and their names when called.
9. It is important that the scroll and line-up of officers are matched perfectly, so each graduate in the queue is not shuffling around at the last minute when a name is called.
10. One-by-one, each graduate is called before the podium to set their endorsement. Once the scroll is signed, they move to their assigned seat. Once completed, the book is closed, the speaker assumes his or her seat, and the PMC resumes the dinner with the declaration of all diners present and the recital of Grace.
11. At the conclusion of the dinner, arrangements are to be made to ensure the book is safely returned to the CFSCE lines so that the latest scroll may be laminated and bound to the book for display in the halls of the Forde Building where officers are trained.
12. The following page contains an example narrative used by Major Blair Christie whilst he presided as the speaker for a graduating class of Signal Officers in 2019. It can be used or modified as needed by the orator. What is important is that the tradition is upheld, the speech highlights the importance of the occasion, and that each graduating officer is called upon individually and with no interruption as they sign the scroll and join our family.

## ***Attestation Scroll Speech***

~

*Ladies and Gentlemen, Officers of our Corps, Leaders of our Branch:*

*I've been privileged over the past several months with the charge of acquainting these fine officers in all matters concerning history, heritage, custom, protocol, and tradition.*

*Understanding our sacrifices, our fallen, our values, and our rituals embellish our calling ... it affords perspective, it bolsters historical knowledge and meaning, it broadens our sense of belonging. Customs proclaim who we are; they confirm what we represent.*

*Thus, we entrust our graduates — not only with the burden of leadership — but commend them to reflect, to uphold, to champion, and to honour our history and portray our principles.*

*I have before me one final tradition for the graduating officers ...*

*The **Attestation Scroll** is a proclamation: it is a manuscript which declares and affirms membership into our Corps and our Branch. The graduating officers will sign this parchment and confirm their rightful place within our family as leaders of our profession, our calling, and our people. Once signed, this parchment will join a collection of similar scrolls, stored together in a mahogany-bound book containing the signatures of the thousands of officers in the Royal Canadian Corps of Signals and the Royal Canadian Air Force who preceded them in the service of our Country.*

*Please welcome each brother and sister officer with resounding applause as they set their name to this scroll and join you as fellow officers in our Corps, and our Branch.*

*(Name each officer one-by-one by rank, given name, and surname)*

~ Appendix 8 ~  
**Mess Dinner Sequence of Events Example**

MESS DINNER BASIC FORMAT

TIMING	ACTIVITY	OPI
1830 hrs	Greet Guests at the front door	PMC
1845 hrs	Final verification of mess preparations including dining room (place cards, seating plan, flowers, brochures)	Vice PMC
1900 hrs	Assembly, pre-dinner cocktails in the anteroom	PMC
1905 hrs	<b>Speech Option I:</b> Host addresses diners Host introduces Guest of Honour Guest of Honour addresses diners	GoH Host PMC
1915 hrs	15 minute dinner warning	Bugler
1925 hrs	5 minute dinner warning	Bugler
1930 hrs	Head Table Procession Head Table led by the PMC (band to play ‘ <i>Roast Beef of Old England</i> ’)	PMC Bugler Band
1935 hrs	Dinner Procession All diners enter the dining room under the direction of the Vice (who is the <u>last</u> to enter)	Vice PMC
1935 hrs	VPMC advises ‘ <i>Mr. PMC, All Diners Present</i> ’ Band to play the National Anthem (optional)	VPMC Band Master
1938 hrs	Grace	Padre
1940 hrs	PMC asks everyone to be seated Salad	PMC Mess Staff
1950 hrs	Soup PMC introduces the head table	Mess Staff PMC



~ Appendix 8 ~

2000 hrs	Seafood Wine service begins or wine placed on tables	Mess Staff
2015 hrs	Entrée	Mess Staff
2045 hrs	Dessert (with coffee and tea) (wine to remain available until dessert is finished)	Mess Staff
2100 hrs	Health Break (10 or 15 minute break) PMC raps gavel, announces health break, and leads the head table out. All guests to remaining standing until the Vice permits them to leave (Vice is the <u>last</u> to depart)	PMC Vice PMC
2105 hrs	Clear tables of everything less the water and port glassware	Mess Staff
2110 hrs	PMC escorts the head table into the dining room Vice PMC ushers the diners to their seats Vice PMC last to enter and declares ' <i>All Diners Present</i> ' PMC asks everyone to be seated	PMC Vice PMC
2120 hrs	Passing of port (pass from right to left when signalled by Mess Staff and PMC)	PMC Mess Staff
2130 hrs	Loyal Toast (gavel) (band to play "God Save the Queen") (If foreign guests other than staff posted to a Home Station unit are attending, then appropriate toasts to their head(s) of state are given and their national anthems are played)  PMC raps the gavel 3 x times and announces: 'Mr. Vice, the Queen'  VPMC rises and responds: 'Mesdames et messieurs, la Reine du Canada'	PMC Vice PMC Band Master

2132 hrs	<p>Toast to Colonel-in-Chief (gavel) (band to play "The Mercury March")</p> <p>PMC raps gavel 3 x times and announces: 'Mr. Vice, our Colonel-in-Chief'</p> <p>VPMC stands and responds: 'Mesdames et Messieurs, la princesse royale'</p>	<p>PMC Vice PMC Band Master</p>
2135	<p>Reading of 'The Fallen Soldier'</p> <p>PMC rises and proclaims: 'To Absent Friends and Fallen Comrades'</p> <p>VPMC remains standing and responds: 'Mesdames et Messieurs, Aux amis absent et aux camarades disparues'</p>	<p>PMC Vice PMC Narrator</p>
2140 hrs	<p>Marches (band to play marches)</p> <p>C&amp;E Branch - The Mercury March 'Jimmy!'</p> <p>RCCS and the CFJSR – Begone Dull Care 'The Corps!' or 'The Regiment!' (see Branch Standing Orders)</p> <p>Padre – Ode to Joy 'Padre!'</p>	<p>Band Master</p>
2200 hrs	<p>Piper invited for scotch with Dinner Host (cups available)</p> <p>Bandmaster and Head Chef invited for port with Dinner Host (port glasses available)</p> <p>Dinner Host thanks band and kitchen staff</p>	<p>GoH Host PMC Piper Band Master Head Chef</p>

2210 hrs	<b>Speech Option II:</b> Host addresses diners Host introduces Guest of Honour Guest of Honour addresses diners	GoH Host PMC
2230 hrs	PMC announces retirement (gavel) PMC escorts the head table out of the dining room All stand and remaining standing Vice PMC ushers all diners out of the dining room Vice is the last to leave (closes door to dining room) Coffee available in Kingston Room Upper bar open	PMC Vice PMC
2300 hrs	Formal dinner ends Unofficial activities	PMC

**LEGEND:**

PMC – President of the Mess Committee

Vice PMC – Vice-President of the Mess Committee

Host – Typically the Commanding Officer (officers) or Regimental Sergeant-Major (NCMs)

GoH – Guest of Honour

Mess Staff – Under the lead of the Mess Manager (MM) or Chief Steward

Musicians:

- Bandmaster (and Band)
- Piper
- Bugler

~ Appendix 9 ~  
**Mess Dinner Etiquette**

GENERAL

1. The earliest of days shared meals have been accompanied by some manner of dining etiquette. Though people soon learned that the strongest person had first choice. It took much longer for them to learn not to eat with the knife that killed the game. In fact, the knife was the only eating utensil for centuries in western civilization, other than one's fingers. Etiquette has evolved over the years, but most of the North American rules of etiquette were shaped by 17<sup>th</sup> century European society and by military etiquette.
2. The wait staff, servers, Maitre'd, etc. are your allies. They can assist you with whatever problem may arise. Quietly solicit their attention and speak to them about the issue at hand.
3. Manoeuvring through a mess dinner need not be scary. Like all elements of etiquette, it boils down to common sense combined with kindness. Knowing the guidelines for dining etiquette gives you confidence so that you can relax and enjoy the meal and company, but not knowing can make you unforgettable! Remember that sometimes it is better to do the wrong thing graciously than the proper thing rudely.

ATMOSPHERE

4. Mess Dinners are held to foster comradeship and to enjoy a fine meal in polite company, accordingly, members will not act in a discourteous or boisterous manner, nor will they engage in heated discussions of controversial topics inappropriate to the occasion or use language which may be offensive to others. It is important that the unique atmosphere of the Mess Dinner not be disturbed or degraded in any way by immature or offensive behavior. Controversial subjects (politics, religion, etc.) should not be discussed. Personnel should refrain from loud and boisterous behavior, wagering, or the pronouncement of insensitive or off-colour humour. Be sure to include everyone at the table in conversation and do not monopolize the discussion. If background music is to be played, it must be discrete so that it will not interrupt or override conversations. The PMC is to ensure that a high standard of decorum is maintained, if necessary by expelling any member whose behavior is unacceptable. Throughout the dinner, decorum should be maintained in a light and polite fashion.

## POLITENESS

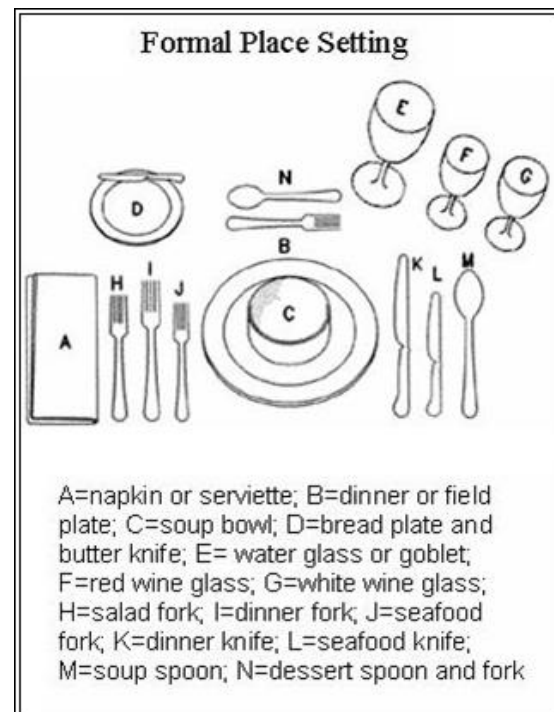
5. Do not blow your nose at the table. If you have to sneeze or cough, turn your head and cover your mouth. Do not leave your personal belongings on the table. Do not apply makeup while at the table, or use a toothpick to clean your teeth. Excuse yourself and go the washroom. Turn your cell phone off!

## NAPKIN

6. When dining with others, place your napkin on your lap after everyone at your table has been seated. Do not shake the napkin open. As you remove your napkin from the table, open it below the table level and place it on your lap. If it is a large one, fold the top half down. If the napkin is large, angle the fold toward your waist so that crumbs may be brushed inside the fold. Never spit a piece of food into your napkin. Remove the food from your mouth using the same utensil it went in with. Place the piece of food on the edge of your plate. Exceptions to this are fish bones or seeds, which you may remove with your fingers. If you must leave a meal, do so between courses and place your napkin on your chair or to the left of your plate. When a meal is completed, place your napkin to the right of your plate – never on the plate.

## TABLE SETTING

7. It can be very confusing to be presented with a variety of eating utensils (see figure), but choosing the correct silverware is not as difficult as it may first appear. Knowledge of a formal table setting will allow you to focus on the conversation rather than what utensil to use. Since the placement of utensils is guided by the menu, remember to start at the outside and work your way in. If you have been given two forks which are the same size, begin with the fork on the outside. Often the same size fork will be used for both the salad and the main course. When doubting which bread plate or drinking glass is yours, remember that



everything to your right, you drink, and everything to your left, you eat. No more than three of any implement is ever placed on the table, except when an oyster fork is used in addition to three other forks; therefore, if more than three courses are served before dessert, then the utensil for the fourth course is brought in with the food. Likewise the salad fork and knife may be brought in when the salad course is served. Dessert spoons and forks are brought in on the dessert plate just before dessert is served. That, or they are positioned as detailed above and are slid into position in time for the dessert.

#### UTENSILS

8. Used utensils should never touch the table. The resting position for utensils is crossed on your plate, with the fork tines pointing down. This tells the waiter that you are not finished with your meal. Be careful how you hold your utensils. Do not make a fist around the handle of the utensil – a young child would grasp a utensil this way, not an adult.

9. There are two acceptable ways to use a knife and fork: **continental fashion** and **American standard**. In continental fashion, the diner cuts the food, usually one bite at a time, and uses the fork in the left hand, tines pointing down, to spear the food and bring it to the mouth. In American standard, a few bites are cut, the knife is laid across the top of the plate, sharp edge toward you, and the fork is switched to the right hand, tines up to bring the food to the mouth.



10. Hold your knife in your palm with three fingers around it, the index finger on the top, and your thumb on the inside of it. Hold it gently and use pressure from your index finger and thumb to cut. Hold your fork like you would a pen, with the handle resting between your thumb and index finger and lightly secured between your index and middle fingers.

11. Do not cut more than two or three bites at a time. Use your utensils delicately so you avoid a lot of noise as they touch the plate. If you drop a piece of silverware, pick it up if you can reach it and ask the server for a clean one. If you cannot reach it, tell the server you dropped a piece of your silverware and ask for a clean one. If you are unsure about anything, watch your host or others around you.

#### GLASSWARE

12. A variety of types and sizes of glasses can be used throughout the meal. Remember that items to drink from will be located in the area above your knife and spoon. Coffee cups may also be located to the right of the knife and spoon.

#### MEAL

13. With a pre-set meal, the host / hostess has already made the menu selections and the individuals are served automatically. Ensure that you always eat at least a small amount of all items served to you. If you are allergic to certain foods, eat in religious conscience, or are a vegetarian, ensure that this is brought up to the organizer prior to the mess dinner. If there are any issues that must be dealt with during the mess dinner, try to resolve these prior to service by speaking with the host or serving staff. If there are issues during service, quietly bring these up with the server while they are at your side. When enquiring about specific dietary concerns, attempt to provide the organizer or server with options (e.g. if allergic to shellfish – ask if they have cod or flounder and be ready with your preference).

#### PASSING

14. Pass '*community food*' (such as the breadbasket, salt & pepper, and salad dressing) to the right. Only pass to your immediate left if you are the closest to the item requested. When passing items with a handle, such as creamer, a syrup pitcher, or a gravy boat, pass the item with the handle pointing toward the recipient. Always pass the salt and pepper as a set, even if only one was requested.

#### SOUP

15. When eating soup, think of making a circle: spoon the soup away from you, bring your spoon around to your mouth and back to the bowl. Tilt the bowl away from you to get to the last drops. Soup is taken from the side of the soup spoon – it is not inserted into your mouth as is to stab your tongue with a small shovel. If soup is too hot, wait for it to cool before eating. Don't blow on it. Do not slurp or make noises when eating soup. Do not leave the spoon in the bowl, place the spoon on the plate beneath, however, if there is no plate then rest the spoon in the bowl. Never crumble crackers into your soup. Take a bit of cracker, then some soup. Follow these same guidelines for any dessert served in a bowl.



#### SORBET

16. This item is often served between courses to cleanse the palate. It has a light, sherbet texture and – depending on when served – may be eaten with a fork or a spoon.

#### BREAD

17. Bread / rolls should never be eaten whole. Break them into smaller, more manageable pieces, buttering only a few bites at a time. Butter should be taken from the butter dish and placed on the bread plate, not directly on the bread. Whatever you take up to your mouth to eat should be eaten in one or two consecutive bites. Your tablemates don't want to see the part that didn't quite fit in your mouth placed back on your bread plate! Toast and garlic bread, however, may be eaten as whole pieces because they are usually already buttered. If you are served a piping hot muffin or biscuit, you may break in half crosswise, butter it and put it back together. However, when you are ready to actually eat, break it into small pieces.

#### SALAD

18. Salads should be prepared so that they consist of bite-size pieces. If the salad contains leaves that are too big to eat, use your salad fork to cut them into smaller pieces. If that does not work, use your dinner knife, but only use the knife when all other methods have failed. Why? Because you will also need the dinner knife for the main course, and after it has been used for the salad, there is no place to put it so that it does not disappear with the salad plate.

#### MAIN COURSE

19. When eating the main course, pace your speed of eating to that of your tablemates so that you do not make them feel uncomfortable. Adhere to either the continental or American etiquette standards prescribed above on paragraph nine (9). Don't stab your food or hold the silverware with your fists. And be careful not to gesture or point with your silverware, whether or not it has food on it.

20. If you must remove something from your mouth as you eat, take it out the way it went in. In other words, if it entered your mouth on a fork, remove it with your fork. If it was finger food, use your fingers to remove it. Don't try to hide it under the plate, because as soon as the plates are cleared it will be left behind on the tablecloth! Don't hide any paper trash you've accumulated during the meal under your plate either. Just place it on the edge of your bread plate.

21. When eating, bring food to your mouth, not mouth to the food. Chew with your mouth closed, and take small bites so you can carry on a conversation without the delay of chewing and swallowing large amounts of food. Do not talk with your mouth full. If food spills off your plate, you may pick it up with a piece of your silverware and place it on the edge of your plate. Keep your elbows off the table when eating. You may rest your arms up to the forearms on the table, although it is best to keep one hand on your lap, except when cutting food.

#### SEASONING

22. Always taste your food first before using any seasonings. Do not assume it needs to be seasoned.

#### DESSERT UTENSILS

23. Dessert utensils may be found placed across the top of the place setting. Slide these utensils down for use after the main course is removed (fork to the left, spoon to the right).

#### SUGAR

24. Do not be excessive with sugar or sweetener packets. The rule of thumb is to use no more than two packets per meal. Do not crumble the packets: partially tear off a corner of the packet, empty its contents and place it to the side.

## ALCOHOL

25. Alcohol, if consumed at all, should only be consumed in moderation. In most cases, you may have a drink during the social hour and wine(s) with the dinner. You do not have to finish your drink. In fact, slow sipping is recommended. In keeping with enlightened social attitudes, mess dinner attendees are perfectly free to decline the consumption of alcoholic beverages. It is entirely appropriate to drink toasts in water or fruit juice, which should be available on demand. For those who choose to consume wine, port, or liqueurs, moderation is obligatory. Beverages of any types will not be brought into the dining room by attendees – at any time during the dinner, break, or speeches.

## TOASTS AND SPEECHES

26. After the last dinner course, the Loyal Toast is proposed. Members will not propose toasts at any time during the dinner unless specifically called upon to do so by the PMC. The Loyal Toast requires some preparation, which commences with the tables being cleared of all items except the candelabra, water, and port glasses. While it is permissible for members to retain their napkins, these are not to be laid on the table at any time. The port will be placed in front of various members, including the PMC and the Vice PMC. On a signal from the PMC, the port is passed to the left (the decanters may be passed on the table). The decanters should be passed until the members who started the port once again have a decanter in front of them. Those who do not wish to take the toast in port may do so in water (cranberry juice can be arranged beforehand with the mess staff).

27. At this point, the PMC will rap the gavel for silence. The PMC shall rise and address the Vice PMC in English or French with ‘*Mister / Madam Vice, the Queen*’ or ‘*Monsieur Le / Madame La Vice President(e), La Reine*.’ The Vice PMC shall rise and offer the toast in the opposite language with ‘*Ladies and Gentlemen, the Queen of Canada*’ or ‘*Mesdames et Messieurs, à la santé de la Reine du Canada*.’ Only at this point will diners rise.

28. When a band is in attendance, one verse of ‘*God Save the Queen*’ shall be played immediately after the proposal of the toast. When the band is finished, all shall respond to the toast with ‘*The Queen*’ or ‘*La Reine*’, drink the toast, and resume their seats. It is customary for diners to hold their port glass in the right hand at waist level during the playing of the Royal Anthem.

29. When an officer or other distinguished person officially representing a foreign country is attending a Mess Dinner, the Loyal Toast shall be proposed first, followed by a toast to the head of state of the country of the guest. For example, for an American guest, the toast '*Ladies and Gentlemen, the President of the United States of America*' or '*Mesdames et Messieurs, le President des Etats-Unis*' would be suitable. The national anthem of the foreign country will then be played. From time to time a guest from a member country of the British Commonwealth of Nations may be attending a Mess Dinner. In this case and provided that the country recognizes The Queen as its head of state, the Loyal Toast shall be offered as '*The Queen, Head of the Commonwealth*' or '*A la santé de la Reine, Chef du Commonwealth*.'

30. When a number of nations are represented, the form is a collective toast, such as '*Ladies and Gentlemen, the heads of the states here represented*.' Foreign officers serving with the Canadian Forces are not official guests unless so designated and treated.

31. At Communications and Electronics Branch Mess Dinners, it is appropriate at this point to propose a toast to the Colonel-in-Chief. The PMC will initiate the toast by saying '*Mister / Madam Vice, our Colonel-in-Chief*' or '*Monsieur le Vice-President / Madame la Vice-Présidente, notre Colonel-in-Chief*.' Mister / Madam Vice will respond in the other official language with '*Mesdames et Messieurs, la Princesse Royale*' or '*Ladies and Gentlemen, The Princess Royal*.' If a band is in attendance, the Mercury March will be played, following which the diners respond with '*The Princess Royal*' or '*La Princesse Royale*.' It should be noted that the Mercury March would be played again if the Branch / Regimental Marches were also played. Should the Colonel-in-Chief be present as the official representative of the Queen, then only the Royal Anthem would be played.

~ Appendix 10 ~  
**Guide to Pipers at a Mess Dinner**

GENERAL

1. It is believed that the custom of dining-in started in the monasteries, was later adopted by the early universities, and later spread to military units when the officers' mess was established. British officers of the 19<sup>th</sup> century and earlier were drawn from the aristocracy, and while they considered themselves gentlemen, they were not necessarily men of means. Third and fourth sons had little chance of inheriting title and lands under primogeniture. While the pooling of resources may have been out of economic necessity, the regimental officers' mess maintained the social stratification of English society and ensured that the traditions of gentlemanly conduct were maintained and inculcated to junior officers. The primary elements are a rigidly formal setting, *esprit de corps*, and the camaraderie of peers over a fine dinner. Although the purpose of a dinner today may be to observe an appointment, promotion, retirement, or some auspicious occasion, a central theme of such events entails a ceremonial focus upon the history of the host organization.

2. While the tradition of having a piper at high table may have its origins in the clan system in Scotland & Ireland, the formal dinners and dining-in ceremonies as we know them today are directly attributable to the traditions of the officers' mess in the British Army and Royal Navy. Originally fife & drums or trumpeters were employed to sound the calls. As highland regiments were organized, pipers were employed not only for this purpose, but to celebrate great battles and victories in the history of the regiment, and to memorialize their dead, quite in keeping with the Celtic bardic tradition. It should be borne in mind that originally army pipers were outfitted and paid not by the Exchequer, but exclusively by the officers' mess. Without their patronage, modern highland regiments would never have had pipers. Without the army to maintain and build upon this tradition, the great highland bagpipe would be about as familiar to most people today as the *zampogna*.

3. When a piper is requested to pipe the calls and the music at a formal dinner, you might be engaged to perform throughout the dinner; to provide a limited performance such as pipe in the head table, pipe the lament and / or pipe in the port; or to simply pipe in the head table and depart. While there are many different traditions associated with formal dining, the following are some of the customs associated with piping a formal dinner.

#### DRESS

4. Such affairs are invariably formal, requiring black tie, occasionally white tie, or full parade regalia. Miniature decorations and medals are worn. If flying a pipe banner, ensure that the drone cords and / or ribbons are to the left of the banner (i.e., not over the regimental crest). If there is more than one piper, the banner is traditionally flown by the ranking piper present, who will lead the detachment, formed up in order of rank or seniority. You will be expected to wear full highland regalia.

#### WARNING CALLS

5. 15 minute and 5 minute warning calls are usually sounded to alert the guests that dinner is about to be served, and may be provided by a piper. When piping warning calls, a short up-tempo tune is required but no specific title may be prescribed. In some regiments it would be the Officers' Call (e.g., '*All the Blue Bonnets Are O'er The Border*'). A naval tradition is to ring '*six bells*' (1900 hours or 7:00 PM) on a ship's bell for the 15-minute warning (if dining at 7:15 PM, of course). Dinner may be signaled by a brief pipe tune (e.g., '*Brose and Butter*' is a traditional one), but any tune will suffice so long as it's lively such as a jog or reel.

#### MARCH-IN

6. The guests (except the head table) will proceed into the dining room and remain standing behind their chairs; the closer to top table, the higher the rank or seniority. You may be requested to pipe in the guests. The head table forms up in order of seating, led by the host and the principal guest. When cued, lead the people of the head table into the dining room playing an appropriate tune; '*Roast Beef of Old England*', '*A Man's A Man for all That*', '*Prince of Denmark's March*', or the regimental march. If space permits, parade counter clockwise around the room. This is particularly important when flying a drone banner. The regimental crest on the obverse of the banner is always displayed first. When everyone is in place, continue to march, and finish playing at the halt near the dining-room entrance. At a signal from the host, stop playing and remain at attention until grace has been said. If you are not to provide the music during dinner, march from the room after grace is said.

#### POSTING THE COLOURS

7. An honour guard may post and retire the colours; as a piper you may be requested to pipe them in and out. As the American and Canadian national anthems cannot be properly played on the pipes, other appropriate patriotic tunes must be selected. If you march in with the colour guard, make sure that you are well-rehearsed in their drill; they march in close order with wheeling movements to change direction. If not playing stand at attention with pipes down for the National Anthem(s). If you're flying a drone banner, watch the colour guard and drop your bass drone from horizontal when they dip the colors.

#### THE LAMENT

8. In some military and veteran organizations it is customary to remember comrades killed in action. You may be requested to play a lament in their memory. *'Flowers of the Forest'* is traditional, but other laments may be played if the host has no preference.

#### PIPING IN THE BEEF

9. In some traditions, the main course (traditionally beef) is ceremoniously piped in to the head table (or *'Mister Vice'*), which will sample it and formally announce it fit for consumption. *'Roast Beef of Old England'* or *'A Man's a Man For All That'* may be used if not played previously to pipe in the head table. You may pipe the beef out as well.

#### PIPING IN THE HAGGIS

10. If haggis is served (such as a Burn's Dinner), pipe the haggis to the head table to *'A Man's a Man For All That.'* Stand at attention for the recital of Burn's *'Address to a Haggis'*, and participate in the toast to his *'immortal memory.'* Pipe the haggis out to *'Neil Gow's Farewell to Whisky.'*

#### MAIN COURSE MUSIC

11. Wait until all at the head table has been served before beginning to play suitable selections intermittently throughout the main course. A *piobaireachd* is often considered customary. If parading around the room, it is customary to start *'widdershins'*; counter clockwise. If flying a pipe banner, it may be appropriate to countermarch as well, in order to display the unit crest on the obverse side. Prior to the port wine being served, the host or delegate will signal you to stop playing.



#### PIPING IN THE PORT

12. An old custom is the piping in of the port wine for the Loyal Toast. After dessert and coffee are served, tables are cleared except for the table decorations and wine glasses. No special music is required, but it should be short and appropriate. On cue, lead the wine stewards into the dining room, positioning yourself at a predetermined spot, and continue to play until the wine is about to be sampled and declared potable by the host. Sometimes the piper will play as the port is passed down the tables as the guests charge their glasses. Remain at attention until the Loyal Toast is drunk and then march from the room, unless required to stay for the Toast to the Corps.

#### LOYAL TOAST

13. If a Commonwealth dinner (or if UK guests are present), you may be requested to play ‘*God Save the Queen*’ before the Loyal Toast. The person proposing the toast will ask everyone to stand and join him in a toast to the Queen. The member will then raise his port glass shoulder high and say: ‘*The Queen.*’ The assembly will respond: ‘*The Queen.*’

14. If an American dinner, the host may propose a toast to the Commander-in-Chief. Mister Vice seconds this by rising and addressing the company, saying, ‘*Gentlemen, the Commander-in-Chief of the United States.*’ Each member and guest then stands, repeats in unison the toast (e.g., ‘*The Commander-in-Chief of the United States*’), sips the drink, and remains standing. The band then plays the National Anthem. If piping, play ‘*America the Beautiful*’ or ‘*God Bless America.*’ At the conclusion of the music, members and guests are again seated.

#### TOAST TO THE CORPS

15. You may be requested to play the regimental march prior to a Toast to the Corps. Unfortunately, the only American regimental marches that fits well on the pipes are the ‘*Marine Corps Hymn*’ and ‘*Semper Paratus.*’

#### PAYING THE PIPER

16. At the conclusion of your performance, the host may offer you (or the lead piper) a *quaich* containing a dram (about 3.5 ml) of whisky or scotch. Stand to the left of the host. Taking the *quaich* in both hands, hold it shoulder high and face the head table. It is traditional for the piper to toast the head table (*Sláinte!* ('to your health' in Gaelic); phonetically Slanjer or Slanja), turn to the company and offer a formal toast. Following the toast, you're expected to drink the whisky in one draught, toast the company (*Sláinte!*), and flip the cup over and kiss the bottom. Following the ceremony, take your leave of the head table and march from the room. Unless you're Gaelic is very good, you're probably best off offering your formal toast in English.

#### CONCLUSION

17. At the conclusion of the dinner, you may be requested to play the National Anthem. As neither '*The Star Spangled Banner*' nor '*Oh Canada*' can be played successfully on the limited tonal range of the pipes, play '*America the Beautiful*' or '*Maple Leaf Forever*' instead. Of course, if not playing stand at attention with pipes down for the National Anthem(s). If you're flying a drone banner, watch the colour guard and drop your bass drone from horizontal when they dip the colours.

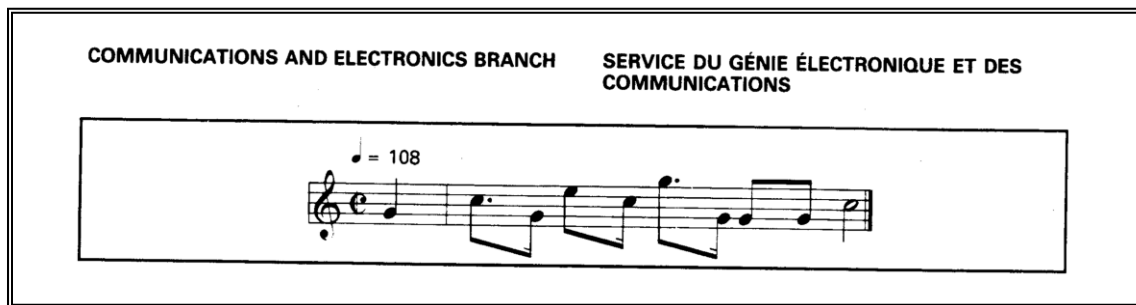
18. Without stating the obvious, ensure you book and appointment with the PMC (President of the Mess Committee) who is orchestrating the mess dinner. He / she will be sure to provide you with a full rehearsal so you know your timings, procession, places, cues, and music required for the evening.

~ Appendix 11 ~  
**Marches & Songs**

GENERAL

1. After the Loyal Toast, a series of marches representing the various regimental and branch marches are played. The order of playing regimental marches is laid out in **A-AD-200-000/AG-000 (The Honours, Flags, and Heritage Structure of the Canadian Armed Forces)**. The Office of Branch Adjutant has a copy of the publication coupled with Toasts & Marches in electronic format (MP3, etc.).
2. When members of foreign armed forces are attending, an appropriate march or musical selection should be played. If these guests do not have a specific service, corps, or branch song, playing their national anthem may be fitting.
2. Normally, one does not stand for other marches except regimental marches of units in which one has served. For example, a C&E Branch member who re-mustered from the *Van Doos* may stand for *Vive la Canadienne* and C&E Branch members serving in Air Command may stand for the *RCAF March Past*. The march of the Chaplain Branch is *Ode to Joy*. If uncertain whether to stand for the Chaplain March, copy what other guests at the mess dinner are doing.

THE CALL



THE MERCURY MARCH

Direction in Bb

Mercury March

Concert version

Furey

7

13

19

25

33

41

47

52

THE MERCURY SALUTE

Mercury Salute

4

ON THE ROAD TO MANDALAY (BY RUDYARD KIPLING)

By the old Moulmein Pagoda, lookin' lazy at the sea,  
'There's a Burma girl a-settin', and I know she thinks o' me;  
For the wind is in the palm-trees, and the temple-bells they say:  
"Come you back, you British Soldier; come you back to Mandalay!  
Come you back to Mandalay, where the old Flotilla lay;  
Can't you 'ear their paddles clunkin' from Rangoon to Mandalay?"

**Chorus start ...**

*On the road to Mandalay,  
Where the flyin'-fishes play,  
An' the dawn comes up like thunder outer China 'crost the Bay!*

**Chorus ends ...**

'Er petticoat was yaller an' 'er little cap was green,  
An' 'er name was *Supi-Yaw-Lat* jes' the same as Theebaw's Queen,  
An' I seed her first a-smokin' of a whackin' white cheroot,  
An' wastin' Christian kisses on an 'eathen idol's foot:  
Bloomin' idol made o' mud--  
Wot they called the Great Gawd Budd--  
Plucky lot she cared for idols when I kissed 'er where she stud!  
*On the road to Mandalay ...*

When the mist was on the rice-fields an' the sun was droppin' slow,  
She'd git 'er little banjo an' she'd sing "Kulla-la-lo!"  
With 'er arm upon my shoulder an' 'er cheek again my cheek  
We useter watch the steamers an' the hathis pilin' teak.  
Elephants a-piling teak  
In the sludgy, squidgy creek,  
Where the silence 'ung that 'eavy you was 'arf afraid to speak!  
*On the road to Mandalay ...*

But that's all shove be'ind me -- long ago and fur away,  
An' there ain't no 'buses runnin' from the Bank to Mandalay;  
An' I'm learnin' 'ere in London what the ten-year soldier tells:  
"If you've 'eard the East a-callin', you won't never 'eed naught else."  
No! you won't 'eed nothin' else  
But them spicy garlic smells,  
An' the sunshine an' the palm-trees an' the tinkly temple-bells;  
*On the road to Mandalay ...*

I am sick 'o wastin' leather on these gritty pavin'-stones,  
An' the blasted English drizzle wakes the fever in my bones;  
'Tho' I walks with fifty 'ousemaids outer Chelsea to the Strand,  
An' they talks a lot o' lovin', but wot do they understand?  
Beefy face an' grubby 'and--  
Law! wot do they understand?  
I've a neater, sweeter maiden in a cleaner, greener land!  
*On the road to Mandalay ...*

Ship me somewheres east of Suez, where the best is like the worst,  
Where there ain't no Ten Commandments an' a man can raise a thirst;  
For the temple-bells are callin', and it's there that I would be--  
By the old Moulmein Pagoda, looking lazy at the sea;  
On the road to Mandalay,  
Where the old Flotilla lay,  
With our sick beneath the awnings when we went to Mandalay!  
O the road to Mandalay,  
Where the flyin'-fishes play,  
An' the dawn comes up like thunder outer China 'crost the Bay!

BEGONE DULL CARE (TRADITIONAL)

We cannot trace this popular ditty beyond the reign of James II, but we believe it to be older. The origin is to be found in an early French chanson. The present version has been taken down from the singing of an old Yorkshire yeoman. The third verse we have never seen in print, but it is always sung in the west of Yorkshire.

Begone, dull care!

I prithee begone from me;

Begone, dull care!

Thou and I can never agree.

Long while thou hast been tarrying here,

And fain thou wouldst me kill;

But i' faith, dull care,

Thou never shalt have thy will.

Too much care

Will make a young man grey;

Too much care

Will turn an old man to clay.

My wife shall dance, and I shall sing,

So merrily pass the day;

For I hold it is the wisest thing,

To drive dull care away.

Hence, dull care,

I'll none of thy company;

Hence, dull care,

Thou art no pair for me.

We'll hunt the wild boar through the wold,

So merrily pass the day;

And then at night, o'er a cheerful bowl,

We'll drive dull care away.

~ Appendix 12 ~  
**Mess Dinners & Courts Martial**

**PROTECTED A**  
Solicitor-client Privilege

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**MEMORANDUM - NOTE DE SERVICE**

5275-1 (DJA Cen 3)

17 Mar 03

D/WHRO

**COMPULSORY ATTENDANCE AT MESS DINNERS**

Refs: A. Email 28 Jan 03 Maj Quick/DJA Trenton  
B. CFAO 27-1  
C. A-AD-262-000/AG-000  
D. QR&O 19.015 - Lawful Commands and Orders  
E. SCONDVA - Quality of Life Report - Chapter 2  
F. NDHQ DCBA 3-2-2 007 120908Z Jun 01

1. At ref A you requested advice on whether the WComd/CO can order a member to attend a mess dinner and whether the member is then obligated to pay for the dinner. It is my advice that a CO can order a member to attend a mess dinner. Further, no one is entitled to reimbursement for the cost of a mess dinner. In providing a response I have reviewed CF orders and policy, previous legal opinions, as well as customs and traditions behind these policies.

Compelling Members to Attend a Mess Dinner

2. A mess is described in CFAO 27-1, ref B, as being for the purpose of "building esprit de corps and comradeship." QR&O 4.02 guides all officers at subparagraph (c) to "promote the welfare, efficiency and good discipline of all subordinates."

3. CF policy on mess dinners is set out in an administrative instruction (at ref C) issued under the authority of the CDS that reads:

Mess dinners provide an opportunity for mess members to meet on a formal but friendly occasion, allowing the senior member, or his guests, to address the members as a group. By custom and tradition, which in the service context is an extension of the common law, **mess dinners are considered to be a parade and as such attendance is compulsory** except for members excused by the BComd, PMC or other convening authority.

4. One possible reason behind this policy is that much of military life is governed by what are termed the "customs and traditions of service." Socializing is one tradition that has always played a very important role in developing and maintaining individual and group discipline. Customs are important to maintain. E.C. Russel, a former CF historian wrote in his book

1/3

**PROTECTED A**  
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*Custom and Tradition in the Canadian Armed Forces* (1980) Deneau and Greenberg Publishers, Ltd., at page 4:

The history of our forces over the years gives ample confirmation that custom and tradition make a strong contribution to the building of high morale and sense of purpose by fostering that pride in service and in themselves that has so often inspired Canadians to press on in adversity and win through to victory.

5. E. C. Russel also wrote "mess dinners in the Canadian Forces serve to enrich military life...where the traditional rituals of military dining foster good fellowship in an atmosphere of what might be called spirited formality...*a mess dinner is a parade; all members are expected to attend.*"

6. In summary, by both policy promulgated by the CDS, and by our customs and traditions of service, a CO may order members of the unit to attend a mess dinner.

Compelling Members to Pay for Mess Dinners

7. The cost of attending a mess dinner, paying for mess dues and other requirements are unique to military service. These costs are covered as a component of the military pay package called the Military Factor or the X-Factor. The Military Factor has been set at 4% of our salary and divided into three distinctive components. The component that is applicable to this situation, obligations under the Code of Service Discipline, is set at 0.5% of the military salary. The reasoning for this component of the Military Factor is mentioned in ref E as follows:

This adjustment [the Military Factor] was meant to compensate for the loss of freedom resulting from obligations and compliance, and the absolute requirement to follow orders.

8. This indicates that the Treasury Board has recognized that members of the CF do have unique obligations related to military duty and it is calculated into CF pay. This factor gives the chain of command the ability to order such things as "overtime", dress and deportment rules, payment of mess dues, and parades (which includes mess dinners) in the interest of the military, without bringing undue hardship upon its members.

9. Ref F, promulgated in 2001 is a NDHQ/DCBA directive that has also provided direction on the issue of claiming reimbursement for the cost of a mess dinner. That direction reads in part:

The basic policy is and always has been that no one is entitled to a free mess dinner. It is true that members are expected to attend these functions, however members are also expected to pay for these meals.

Summary

10. If a CO considers that it is in the interests of the CF and the unit that members attend mess dinners, then it should be considered a lawful command. Members should pay for the cost of their dinners. COs must carefully consider the frequency of such mandatory mess dinners. They should not be held too often as numerous dinners could easily create an undue financial burden on members of the unit. An annual mess dinner is certainly reasonable.

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11. While mess dinners are a time to promote camaraderie, they should not be an endorsement for overindulgent or excessive consumption of alcohol. Organizers should consider allowing non-drinkers to have the cost of alcohol deducted from the price of their dinner. Drinking games should not be allowed and taxi chits could be made available.

Conclusion

12. Another DJA summed up this issue when he wrote: "mess dinners serve an important function in building and maintaining camaraderie within the CF at large, as well as the foundations of units in particular. When appropriately ordered, they may serve the purposes of "promoting the welfare, efficiency and good discipline" of your subordinates."

13. Please feel free to contact me if you have any questions regarding this matter.

B.L. Thornton  
LCdr  
DJA  
CSN 634-3955

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ANNEX I  
BRANCH STANDING ORDERS  
**C&E DISTRESS FUND**

**C&E DISTRESS FUND**  
**SOP FOR ASSISTING C&E MEMBERS IN FINANCIAL DURESS**

**BACKGROUND:**

Every year, the C&E Foundation – in its capacity as the financial arm of the C&E Family – allocates funding to the C&E Branch Office via the P070 Donation Account. The funds are used to incur expenses for ceremonial affairs, honours & awards, and hospitality, etc. The largest allocation of these proceeds is directed to the ***C&E Distress Fund***. These funds are managed by the Branch Adjutant and Branch Chief with input and decision-making gleaned from the Colonel Commandant and Branch Advisor.

**AIM:**

The *C&E Distress Fund* shall provide timely monetary support for C&E members facing financial duress or hardship.

**ELIGIBILITY:**

All members of the C&E Family – including military, civilian, honorary appointments, retired members, and immediate family members – may benefit from the *C&E Distress Fund*. Their membership / contribution status with P070 is not a factor.

**FINANCIAL SUPPORT LIMITS:**

In all scenarios, amounts are issued on a case-by-case basis. Specific details are as follows:

- **Maximum Amount:**  
As of this writing (March 2020), the maximum allocation is set for **\$1,000.00 (CAN)**.
- **Standard Amount:**  
The typical baseline amount is **\$500.00 (CAN)** based on historical record. However, due to cost-of-living increases, the \$1,000.00 amount is slowly becoming the norm. Future updates to this SOP will define the standard and maximum allocations.
- **Specific Amount:**  
In some cases, a precise amount may be offered so as to cover a **specific expense** in total.
- **Greater than the Maximum Amount:**  
Should an amount **greater than \$1,000.00 (CAN)** be sought or suggested, the matter at hand will require escalation to the Branch Leader.

## PROCESS:

The procedure entails the following steps:

- 1<sup>st</sup> – Requests for support are staffed electronically and e-mailed to the Branch Adjutant or the Branch Chief. The message must include a baseline of details:
  - The **particulars** of the member (rank, first name, surname, and unit);
  - The **circumstances** of the event or cause of hardship;
  - The **amount requested**; and
  - **Contact details** from the C-of-C and personal contact details of the member.
- 2<sup>nd</sup> – The Branch Adjutant / Chief reviews the message to ensure all details are captured. It is then submitted to the Colonel Commandant and Branch Advisor along with a synopsis. An initial recommendation for support may be made based on historical precedence.
- 3<sup>rd</sup> – The Colonel Commandant and Branch Advisor endorse or deny the request, and if approved, authorize or modify the recommended amount (as required) based on their input.
- 4<sup>th</sup> – The Branch Adjutant contacts the C-of-C to confirm the approval and verify the personal e-mail address for the distressed member. The Branch Adjutant will e-transfer or mail a cheque for the agreed upon amount. Once submitted, the member will be asked to confirm that the amount is deposited into his / her account. Once completed, the Branch Adjutant will notify the Branch Leadership and the member's C-of-C.
- 5<sup>th</sup> – The Branch will apprise the member's C-of-C of other support mechanisms such as:
  - **Canadian Forces Morale & Welfare Services (CFMWS)**  
<https://www.supportourtroops.ca/Get-Support/Financial-Assistance>
  - **SISIP Financial:**  
<https://www.sisip.com/en/>
  - **CAF Connections (Call 1.800.866.4546):**  
<https://www.cafconnection.ca/National/Stay-Connected/Family-Information-Line.aspx>
  - **Veterans' Affairs Canada (VAC):**  
<https://www.veterans.gc.ca/eng/financial-support>
- 6<sup>th</sup> – The Branch Adjutant and Branch Chief will update members during Branch Leadership engagements and / or BAC meetings regarding the status of the *C&E Distress Fund*. These updates will include a summary of recent approvals so all authorities are tracking the health and status of the fund and our C&E Family.



ANNEX J  
BRANCH STANDING ORDERS  
C&E BRANCH FUND MEMORANDUM OF UNDERSTANDING

**C&E BRANCH FUND MEMORANDUM OF UNDERSTANDING**

**WHEREAS** the Military Communications and Electronics (C&E) Museum (hereafter referred to as the Museum) was established for the purpose of: (a) receiving, preserving, and displaying equipment, artifacts, and documents pertaining to military communications and electronics concerning Canada or Canadians; and, (b) furthering the general morale and welfare of and providing amenities for or concerning Canadian military communications and electronics personnel and their activities,

**AND WHEREAS** The Military C&E Museum Foundation (hereafter referred to as the Foundation) is a federally registered non-share corporation established in 1985 as a “Friends of the Museum” agency, and, furthermore, is a registered charity,

**AND WHEREAS** the Canadian Forces All Ranks C&E Branch Fund (hereafter referred to as the Branch Fund) was established under the provisions of CFAO 27-8 to provide financial support for Branch activities similar to those envisaged under purpose (b) of the Museum (above); namely activities, amenities, and awards related to promoting Branch identity and cohesiveness, enhancing professional excellence and learning within the Branch, and fostering goodwill, morale, and belonging,

**AND WHEREAS** the Museum is recognized within the Branch and the Canadian Forces as a Branch facility and, therefore, requiring and deserving of Branch support,

**AND WHEREAS** both the Museum and the Branch Fund solicit support from the same group of people; namely all active or retired Regular and Reserve members of the C&E Branch,

**AND WHEREAS** there are established administrative procedures to allow active duty personnel to assign portions of their pay to either or both organizations,

**THEREFORE BE IT KNOWN BY THESE PRESENTS** that the C&E Branch of the Canadian Forces undertakes to actively promote and support the Branch Museum among its members,

**AND FURTHER**, that it will request that members make a single voluntary pay allotment in favour of the Museum Foundation (P070),

**AND FURTHER**, that beginning in FY 2006/2007, the Museum Foundation undertakes to provide financial support through the Museum to the C&E Branch to assist in funding activities related to the currently stated objectives of the C&E Branch. The funding level will be negotiated annually, or as required, by the signatories to this MoU; however, based on current year Branch Fund spending, the minimum annual requirement is expected to be at least \$5,000.00,

**AND FURTHER**, that donors who contribute an amount equal to or exceeding an established annual minimum (currently \$60.00) will be recognized as a “Friend of the Museum” entitling them to a nominal discount on purchases at the Museum’s Mercury (Gift) Shop, as well as to other benefits which may be approved from time to time.

Dated at Kingston, ON, this 16<sup>th</sup> day of September, 2004

Canadian Forces C&E Branch

*Original signed by*  
Col Chris Weicker  
Branch Advisor

Military C&E Museum

*Original signed by*  
LCol Martin Girard  
Commanding Officer

C&E Museum Foundation

*Original signed by*  
BGen George Simpson (Ret’d)  
Chairman of Board of Directors



ANNEX K  
BRANCH STANDING ORDERS  
**NAMING OF C&E BUILDINGS**

**BUILDING NAME DEDICATION POLICY FOR THE  
COMMUNICATIONS & ELECTRONICS BRANCH**

**KEY REFERENCE:**

The Heritage Structure of the Canadian Forces – Chapter 10:

Naming of Works, Buildings, and Geographical Features

<https://www.canada.ca/en/services/defence/caf/military-identity-system/heritage-manual/chapter-10.html>

**AIM:**

This policy provides general guidance to those C&E units who aspire to dedicate a defence building in memory of an individual or a group affiliated with the C&E Branch / Family.

**NAMING REQUIREMENTS:**

IAW reference, the use of names is restricted to the following:

- living / deceased members of the **Royal Family**;
- living / deceased former **Governors General**;
- **distinguished persons** (exemplary individuals noted or decorated for gallantry or meritorious service) who have been deceased for a minimum of five (5) years;
- **former servicemen / women** (noted for good conduct and behaviour) who have been deceased for a minimum of five (5) years;
- **events** known on account of, or closely related to, CAF achievements;
- **subjects** of historical interest; or
- **locations, sites, emblems, motifs**, etc. well known or connected with the CAF.

**PROCESS:**

Initial Communication and Research. The primary responsibility for initiating such action, and conducting the necessary research, rests with the unit's leadership. While not specifically stated in the reference, close coordination with the Directorate of History and Heritage (DHH) is recommended. The unit shall further ensure that the C&E Family Senate is advised of intentions early in the process by directing correspondence to the office of the Colonel Commandant (thru the Branch Adjutant).

Approving Authority. Once input has been garnered by the C&E Senate (required) and DHH (optional), the unit chain-of-command shall push the final staff submission to their appropriate L1 through the Base Commander. The L1 may delegate approving authority when a unit requests permission to name a portion of a building such as a library or conference room. Where this is not the case, the building owner's concurrence will be sought before naming a site or construct.

Procedure. The process adheres to the following four (4) phases:

- Phase 1 – Concept & Concurrence. Once a decision has been made by the unit's leadership to pursue the naming of a building or part thereof, the unit's chain-of-command will be engaged for support and approval to proceed;
- Phase 2 – Research. The unit shall prepare the required staff work and historical data (as required) to substantiate their recommendation. Consultation with DHH at this stage would prove beneficial;
- Phase 3 – Contact the Branch Office. Concurrently, the unit leadership shall engage the C&E Family Senate through the Branch Adjutant. The Senate will review the request during its regular semi-annual meetings; however, if necessary, the process can be completed secretarially. Once all inputs and approvals have been obtained, the unit can proceed while ensuring all guidance and direction in the reference above is followed; and
- Phase 4 – Submission. The letter (as detailed below) is submitted to the appropriate L1 thru the office of the Base Commander.

## STAFF SUBMISISON:

The request shall be a standard military letter containing the following details:

- **Particulars** – pertinent information of the nominated person (rank, first name, surname, decorations and post nominals, date of birth, and service number);
- **Justification** – reasons / rationale for the name selection (or name change);
- **Biography** – a brief biography of the nominated person;
- **NoK Information** – details of the deceased's Next of Kin (NoK). In order of priority:
  - Preferred – Spouse;
  - Alternate – Adult Child or Grandchild; or
  - Other – Parent or Adult Sibling.
- **Supporting Documentation / Endorsement** – an annotation, minute sheet, note, enclosure, or attached letter from the **C&E Senate** (required) and / or **DHH** (optional) providing concurrence and / or any historically pertinent information as required.

## FINAL DIRECTION & GUIDANCE:

Take note of the following points before you initiate this process ...

- NoK Communication. IAW reference, the requesting unit is not to engage or communicate with the NoK. The Command, Base, or Wing Headquarters shall reach out on behalf of the unit as the request (1) may not be endorsed, (2) may change to another candidate, or (3) may require sensitive discussions with the emotionally-invested family members. IOT avoid embarrassment, only the L1 or delegated HQ may consult the NoK.
- Updating Records. If approved, it is the responsibility of the Base / Wing Headquarters to update all building lists with the approved name. Routine / Base Orders should contain an entry. Agencies such as Real Property Operations, Construction Engineers, and mapping agencies must be notified as well.
- Naming Convention. As stated in paragraph 8 of the reference ...  
*'the full rank, names, and decorations of individuals shall be cited in the official names of works and buildings. Thereafter, these works and buildings may be referred to in short form' such as 'The Forde Building' or 'The Signalman Gray Building.'*



*'I trust that within this short space of time it will be an impossible thing for any body of troops leaving Canada's shores, to be without Signallers highly trained and fully equipped in every respect. Let us not leave this important department to be established upon the field of battle under the nervous strain and excitement which is not conducive to efficient development of this art, to accomplish which requires time and much practice.'*

*Major (then Captain) Bruce Carruthers*

*Late Signalling Sergeant, Royal Canadians, while in South Africa,  
and for some years Instructor in Army Signalling with the 21<sup>st</sup> Hussars.*

