

THE
COMMUNICATIONS
AND ELECTRONICS BRANCH

95 CRAFTSMAN BOULEVARD
CFB KINGSTON, ONTARIO, K7K 7B4



BRANCHE
DES COMMUNICATIONS
ET DE L'ÉLECTRONIQUE

95 CRAFTSMAN BOULEVARD
BFC KINGSTON, ONTARIO, K7K 7B4

4980-1 (Br Adj)

October 2024

Distribution List

COMMUNICATIONS & ELECTRONICS WEEK 2024

1. Officers and NCMs of the C&E Branch and its founding services, this letter supplies an overview of Communications & Electronics(C&E) Week 2024. This year's event will continue the hybrid in-person and virtual format with a continued focus on lectures, PD sessions, and seminars. Two key details will differentiate 2024 from previous years: First unlike previous years, Ex COMM PLAYER will run concurrent to regular C&E Week events. Secondly, this C&E Week will be geographically split between Ottawa and Kingston. Tuesday and Wednesday events will be primarily hosted from Ottawa with a shift to Kingston from Wednesday, 23 October 2024 evening forward. Additionally, C&E units across the country will tune in virtually and participate in these events.

2. This letter represents continued communication of the Branch's intentions for C&E Week 2024. Additional details will be released in the following weeks with more details and instructions on how to participate.

3. Event Overview. C&E Week will span **Tuesday, 22 October to Sunday, 27 October 2024**. The synopsis for C&E Week 2024 as follows:

a. **Keynote Address and C&E Family Update – 22 October 2024, Ottawa:** To kick off C&E Week 2024 a keynote address will be presented by Major-General (retired) Greg Loos and followed by the C&E Family Update including Branch associations, major events, and to bestow honours and awards (available in person and virtually).

b. **NCR Meet and Greet – 22 October 2024, Ottawa:** On 22 October immediately following the Branch Update, the C&E Association will host a Meet and Greet for members in the NCR as well as invited guests at the CFS Leitrim All Ranks Mess (available in person only).

c. **C&E Association PD Seminar – 23 October 2024, Ottawa:** The Branch Association will host a day of professional development where Branch members, partners and retired members will share operational perspectives and technical lessons with the Branch. Throughout the day, panels of subject matter experts will provide their insight and expertise on the technological and operational aspects being seen by our members in today's operations (available in person and virtually).

d. **C&E Association Annual General Meeting - 23 October 2024, Ottawa:** The C&E Association will hold its Annual General Meeting (available in person and virtually).

- e. **Junior Ranks Dinner - 23 October 2024, Kingston:** The C&E Branch will plan a Junior Ranks Dinner in Kingston to celebrate our junior members. This will be an opportunity for our junior NCMs to network and meet with Branch Leadership in a more casual setting than the C&E Branch Mess Dinner or Meet and Greet (available in person only).
- f. **Subalterns' & Sergeants' Indoctrination Programme – 23-25 October 2024, in Kingston:** Hosted virtually and in person with select lecturers gathering in Kingston to deliver core lessons to new officers and NCOs in the C&E Branch. Students must receive endorsement from their CO / RSM (or equivalent) before registering (available in person and virtually).
- g. **Major Bruce Carruthers Gravesite Ceremony – 24 October 2024, Kingston:** A parade will be held at the Cataraqui Cemetery in west-end Kingston to honour the RCCS founder (available in person and virtually). The ceremony begins at 1100hrs.
- h. **C&E Association Veterans' Day – 24 October 2024, Kingston:** Veterans can register through CMCEN for bus transportation to the Major Bruce Carruthers Gravesite Ceremony, lunch at the museum, and tours at the museum.
- i. **C&E Senate Extraordinary Meeting – 24 October 2024, Kingston:** The meeting will be chaired jointly by the Branch Leader and the Colonel Commandant and conducted in the Vimy Officers' Mess (invite only, available in person and virtually).
- j. **Kingston Meet and Greet – 24 October 2024, Kingston:** On 24 October, the C&E Branch will host a Meet and Greet at the VOM in Kingston where members are invited to a fireside chat with Branch leadership immediately following the conclusion of the C&E Senate meeting (1530hrs, available in person only).
- k. **Royal Canadian Corps of Signals Conference – 24-25 October 2024, Kingston:** The RCCS, will hold additional PD sessions throughout the first day and working groups on the second day (available in person and virtually). The conference is not a component of C&E Week and details will be forthcoming from the respective OPIs.
- l. **C&E Branch Combined Mess Dinner – 25 October 2024, Kingston:** The C&E Branch will host a combined mess dinner for all ranks on the Friday night (registration on CMCEN, available in person only).
- m. **Exercise COMM PLAYER: – 22-25 October 2024, Kingston:** Ex COMM PLAYER 2024 is a PD event to be held in Kingston, Ontario and hosted by 77 Line Reg on behalf of the C&E Branch. As with C&E Week, Ex COMM PLAYER will promote Branch cohesion and the exchange of technical knowledge by bringing together C&E members. In parallel to the PD program, a hockey tournament will be run to foster cohesion amongst exercise participants and promote physical fitness.
- n. **Exercise NOBLE SKYWAVE – 23-25 October 2024, Kingston:** An International High Frequency (HF) communication competition entailing participation from international partners. The exercise will see the establishment of voice and data links between domestic and international teams via HF Skywave propagation.

- o. **Army Reserve G6 Conference – 26-27 October 2024, Kingston:** To be conducted virtually and in person with OPIs from the Army Reserve communication communities. The conference is not a component of C&E Week and details will be forthcoming from the respective OPIs.
3. **Funding and Seating Allocations.** An event request has been staffed to formally endorse C&E Week 2024 and authorize personnel to travel for the events. C&E Branch funding is only available for the Branch Leadership. ADM(DSG), CA, and the RCAF were included in the event request to account for overall cost, however funding will have to be provided internally by each L1.
4. **Accommodations.** A limited number of rooms have been reserved in Kingston, ON for Colonels and above. The rooms are available on a first-come, first-served basis through the C&E Branch Office via email PL-KGN.CEBranch@forces.gc.ca. Funding is not provided; a fin code will be required when requesting a room.
5. **Registration.** Registrations will be available via <https://cmcen-rcmce.ca/events/ce-week-2024/>. Once registrations are collected, OPIs and online invitations to join the MS Teams virtual events will be published. Instructions and timings shall be included as required.
6. **Points of Contact.** Overall coordination is controlled by **Major Greg McDonald** (Branch Adjutant), with all Tech Support overseen by **Captain Simon Grant** (Home Station Staff Officer, CFSCE):

EVENT	POC
Major Carruthers Gravesite Ceremony	Master Warrant Officer Max Labrie CFJSR – Sergeant Major 1 Squadron
Royal Canadian Corps of Signals Conference	Major Blair Christie Royal Canadian Corps of Signals Adjutant
Army Reserve G6 Conference	Major Blair Christie Royal Canadian Corps of Signals Adjutant
Jr Ranks Dinner	Corporal Pandeni Kayele-Shikwambi and Sergeant Dave Ross-Bergeron CFJSR – D Tp Member and CFSCE – RQ3 Line Tech Course Director
Sergeants' & Subaltern's Indoc Course	Captain Alec Edwards and Sgt Jason Begin CFSCE – BSOC Course Director and Instructor
Exercise NOBLE SKYWAVE	Lieutenant Ty Durham and Warrant Officer Corey Czarnowske CFJSR – A Tp Comd and 21 EW Regt – Chief Comm Op
Professional Development Seminar	Major-General John Leech (Retired) C&E Association President
C&E Family Update	Colonel Steeve Lavoie Branch Advisor
C&E Senate Extraordinary Meeting	Major-General David Yarker Branch Leader (channel RFI thru the Branch Adjutant)

C&E Association AGM	Major-General John Leech (Retired) President of the C&E Association
C&E Association Meet and Greet (NCR)	Major-General John Leech (Retired) President of the C&E Association
Veterans Day – 24 October	Major-General John Leech (Retired) President of the C&E Association
C&E Branch Meet and Greet (Kingston)	Captain Ibrahim Diakite 77 Line Regt – Plans Officer
C&E Mess Dinner	Major Arka Neogi – OC 215 Sqn, 21 EW Regt President of the Mess Committee Warrant Officer Martin Houle – A/FoS, CFJSR Vice President of the Mess Committee

7. CMCEN registration portals for each registration-based event shall close on **Monday, 14 October 2024** by **1600 hours EDT** unless otherwise stated. The CMCEN link to C&E Week 2024 is here: <https://cmcen-rcmce.ca/events/ce-week-2024/>.

8. In closing, I look forward to seeing many of you during our Branch's primary event for 2024. Please contact my Branch Adjutant, Major Gregory McDonald (Gregory.Mcdonald@forces.gc.ca) should you have any matters to discuss. Please ensure the widest distribution of this message, and the enclosures, throughout your organizations.

Velox Versutus Vigilans,

Major-General David Yarker
Communications and Electronics Branch Leader

Annexes

Annex A – C&E Week 2024 Schedule
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Information

C&E Branch Colonel-Commandant
C&E Branch Advisor
C&E Branch Adjutant
C&E Branch Chief
EA to Comd CAF Cyber Comd

Cmdt RMC
DGMCSS
DGICFD
Comd 5 Cdn DIV
DGDEM

Director RCCS
Director RCCS NCM
Canadian Army G6
RCCS Corps Chief

Strategic A6
1 CAD A6
ATIS Technician Senior Trade Advisor

Director SIGINT
Formation Chief CFIOG

CO CFS Leitrim
Station Chief CFS Leitrim

CO CFEWC
Unit Chief CFEWC

CO CFNOC
Unit Chief CFNOC

Comd 7 Comm Group
Formation Chief 7 Comm Group

CO 76 Comm Regt
RSM 76 Comm Regt

CO 77 Line Regt
RSM 77 Line Regt

CANSOF J6

CJOC J6

CFJOSG J6

CO CFJSR
DCO CFJSR
RSM CFJSR

Cmdt CFSCE
D Cmdt CFSCE
SCWO CFSCE

CO 21 EW Regt
DCO 21 EW Regt
RSM 21 EW Regt

CO 1 CMBG HQ & Sig Sqn
RSM 1 CMBG HQ & Sig Sqn

CO 2 CMBG HQ & Sig Sqn
RSM 2 CMBG HQ & Sig Sqn

CO 5 CMBG HQ & Sig Sqn
RSM 5 CMBG HQ & Sig Sqn

CO 2 CDSG Sig Sqn
SSM 2 CDSG Sig Sqn

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RSM 41 Sig Regt

CO ATESS
Sqn CWO ATESS

CO 8 ACCS
SWO 8 ACCS

A6 1 Wing

OC 3 Wing CIS Flight
SWO 3 Wing CIS Flight

OC 4 Wing CIS Flight
4 Wing CIS Flight

OC 8 Wing CIS Flight
SWO 8 Wing CIS Flight

OC 9 Wing CIS Flight
SWO 9 Wing CIS Flight

OC 12 Wing CIS Flight
SWO 12 Wing CIS Flight

OC 14 Wing CIS Flight
SWO 14 Wing CIS Flight

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OC 15 Wing CIS Flight

OC 17 Wing CIS Flight
SWO 17 Wing CIS Flight

OC 19 Wing CIS Flight
SWO 19 Wing CIS Flight

OC 22 Wing CIS Flight
SWO 22 Wing CIS Flight

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Annex A
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ANNEX A - C&E WEEK 2024 MASTER EVENT SCHEDULE

Tues, 22 Oct 24	Wed, 23 Oct 24	Thurs, 24 Oct 24	Fri, 25 Oct 24	Sat, 26 Oct 24
Branch Update MS Teams CFS Leitrim 1030-1530	PD Seminar MS Teams CFS Leitrim 0830-1600	Carruthers Gravesite Cataraqui Cemetery 1100-1200	RCCS Conference MS Teams Kingston 0800-1600	ARes G6 Conference MS Teams Kingston 0800-1600
Meet and Greet CFS Leitrim 1530-1700hrs	C&E Association AGM MS Teams CFS Leitrim 1600-1700 Indoc Course MS Teams Museum 0900-1600	Senate Meeting MS Teams VOM Kingston 1330-1530 RCCS Conference MS Teams Kingston 0800-1600	Indoc Course MS Teams Museum 0900-1600	
	Jr Ranks BBQ Dinner JRz Kingston 1500-1800	Meet and Greet VOM Kingston 1530-1700hrs	Mess Dinner VOM Kingston 1730 for 1800hrs	
Exercise COMM PLAYER Constantine Arena 0800-1600	Exercise COMM PLAYER PD Day	Exercise COMM PLAYER Constantine Arena 0800-1600	Exercise COMM PLAYER Constantine Arena 1300-1600	
	Exercise NOBLE SKYWAVE Net Control Station: CFJSR 1000-2359	Exercise NOBLE SKYWAVE Net Control Station: CFJSR 0000-2359	Exercise NOBLE SKYWAVE Net Control Station: CFJSR 0000-1600	

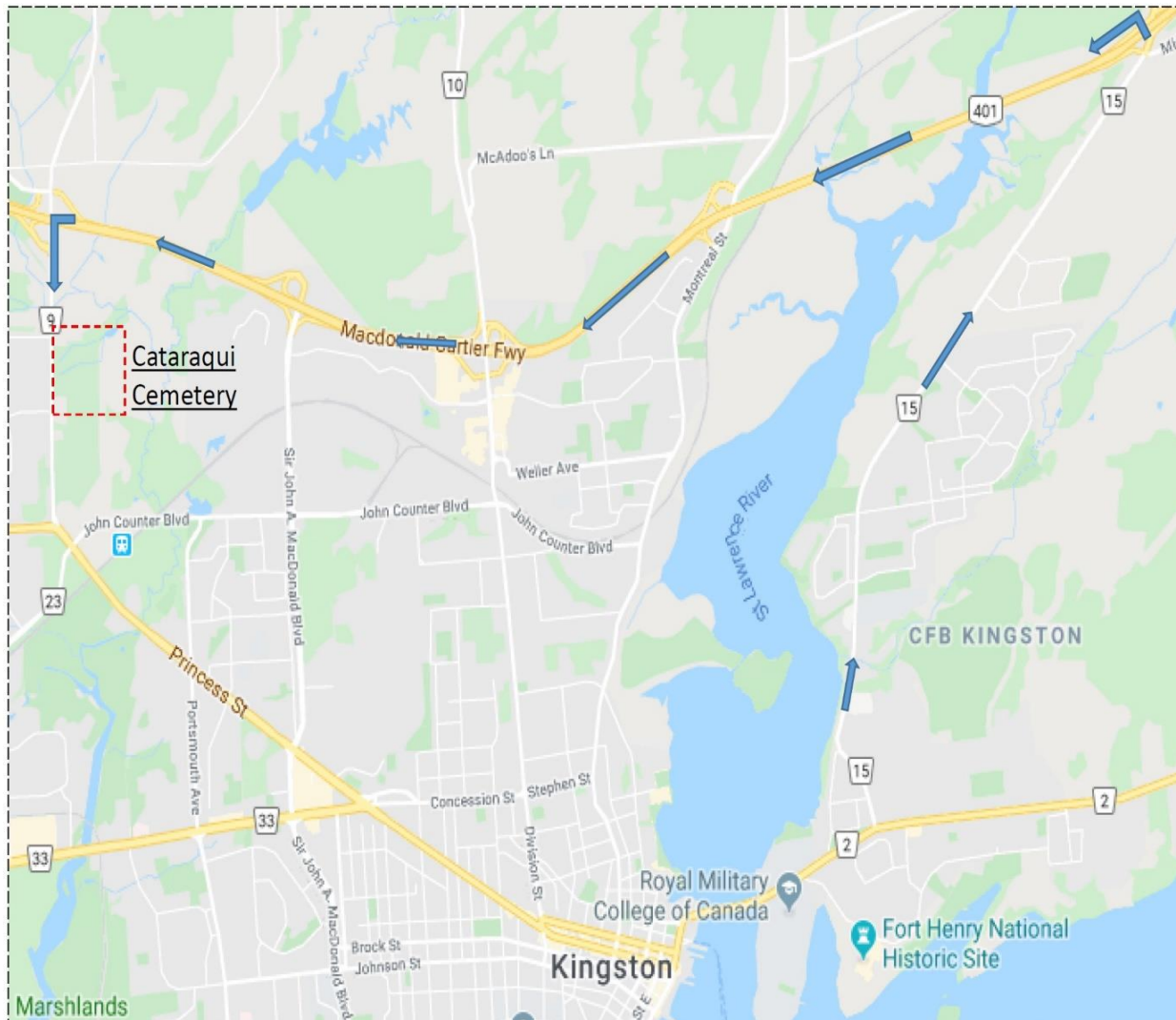


Legend:	
Cataraqui Cemetery	See Annex B for detailed directions. FB Live will facilitate virtual attendance.
MS Teams	Default application for the majority of C&E Week events. Members may download for free or use Defence O-365 (.con) account. If the latter, ensure camera and microphone properly function.
Museum	C&E Museum - Large Conference Room; primary location for Indoc Course.
NCR	CFS Leitrim - Mess in South-East portion of the NCR; primary location for NCR activities
Net Control Station	Exercise NOBLE SKYWAVE NCS: Building: VC 55 Room: 124 Street Address: 12 Satellite Road

Branch Update: Schedule	
Opening Remarks	1030-1035
Branch Leadership Address	1035-1050
Br CWO Change of Appt	1050-1100
Keynote Speaker	1100-1200
Lunch	1200-1300
Comd CAF Cyber Comd	1300-1330
CJOC J6 Update	1330-1400
CANSOF J6 Update	1400-1430
Health Break	1430-1440
H&A Announcements	1440-1445
C&E Association Update	1445-1500
C&E Foundation Update	1500-1515
Home Station Address	1515-1530

PD Seminar: Schedule	
Op REASSURANCE - Deployed c	0830 – 1000
BREAK	1000 – 1015
AI for Mil Ops - Industry/Mil Pa	1015 – 1145
BREAK / LUNCH	1145 – 1245
Cyber Command	1245 – 1415
BREAK	1415 – 1430
Op UNIFIER - CJOC J6 Eur	1430 – 1545
Closing Remarks	1545 – 1600

ANNEX B – DIRECTIONS TO CARRUTHERS GRAVESITE CEREMONY



DIRECTIONS

Hwy 15 N to
Highway 401
Exit West bound to Toronto.

Highway 401 Westbound
To Hwy 9 (Sydenham Road – Exit 613)

Hwy 9 (Sydenham Road S) to
Spruce Ave Cataraqui Cemetery

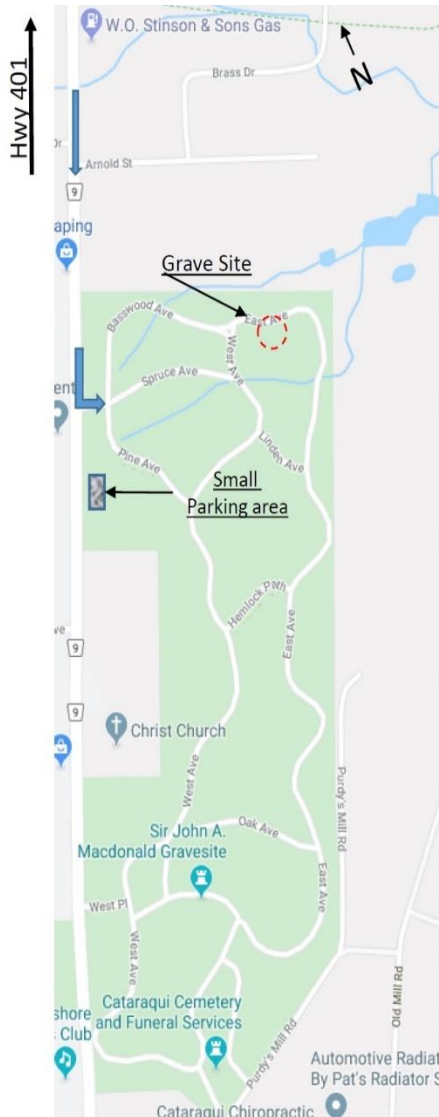
PARKING

There is a small parking area on the exterior
of the cemetery on the east side of
Sydenham Road just south of the Spruce Ave
entrance.

Parking is permitted along side roadways
inside the cemetery, however, stay left to
leave the roadways clear to other traffic.

IMPORTANT

There are a number of monuments in close
proximity to the sides of the road-ways.
Care to be taken inside the cemetery
while parking.

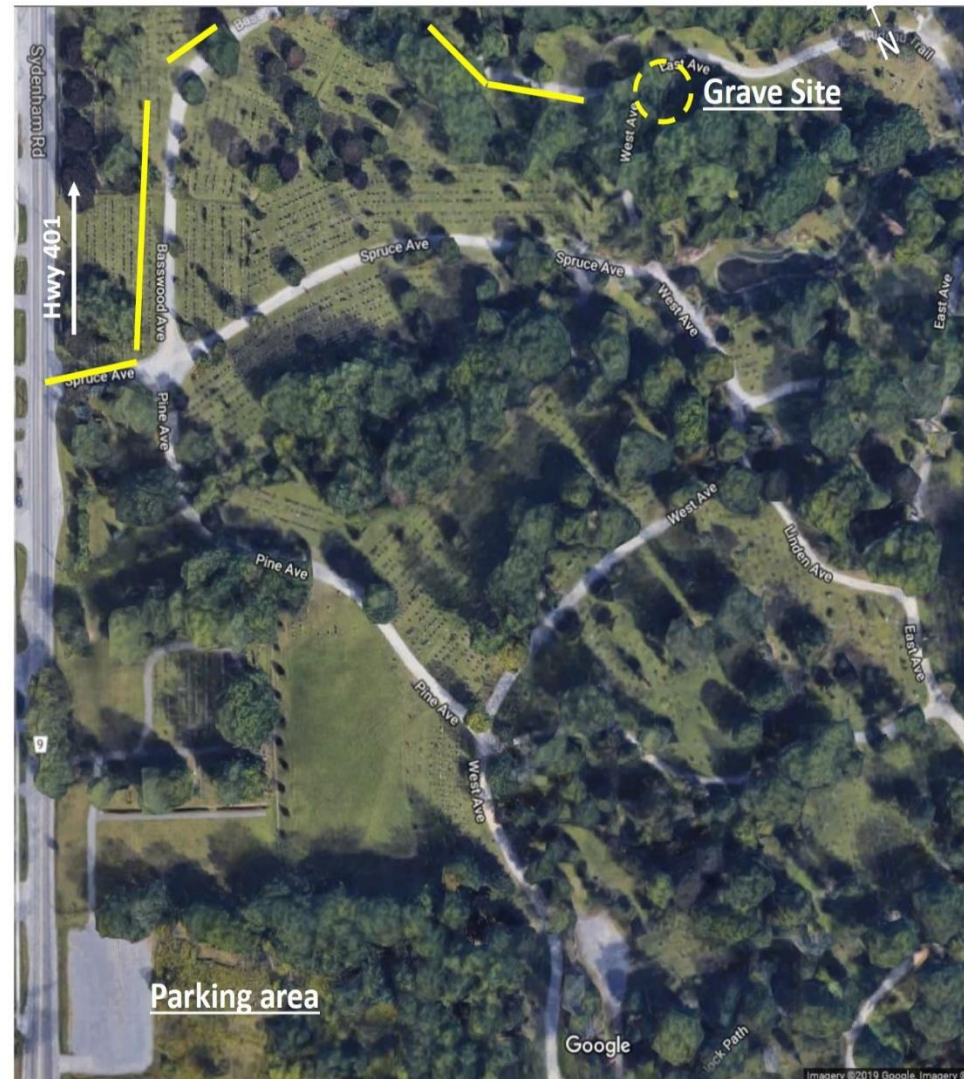


DIRECTIONS IN CEMETERY

1st – Enter cemetery from Sydenham Road on to Spruce Ave. This is the northern most entrance.

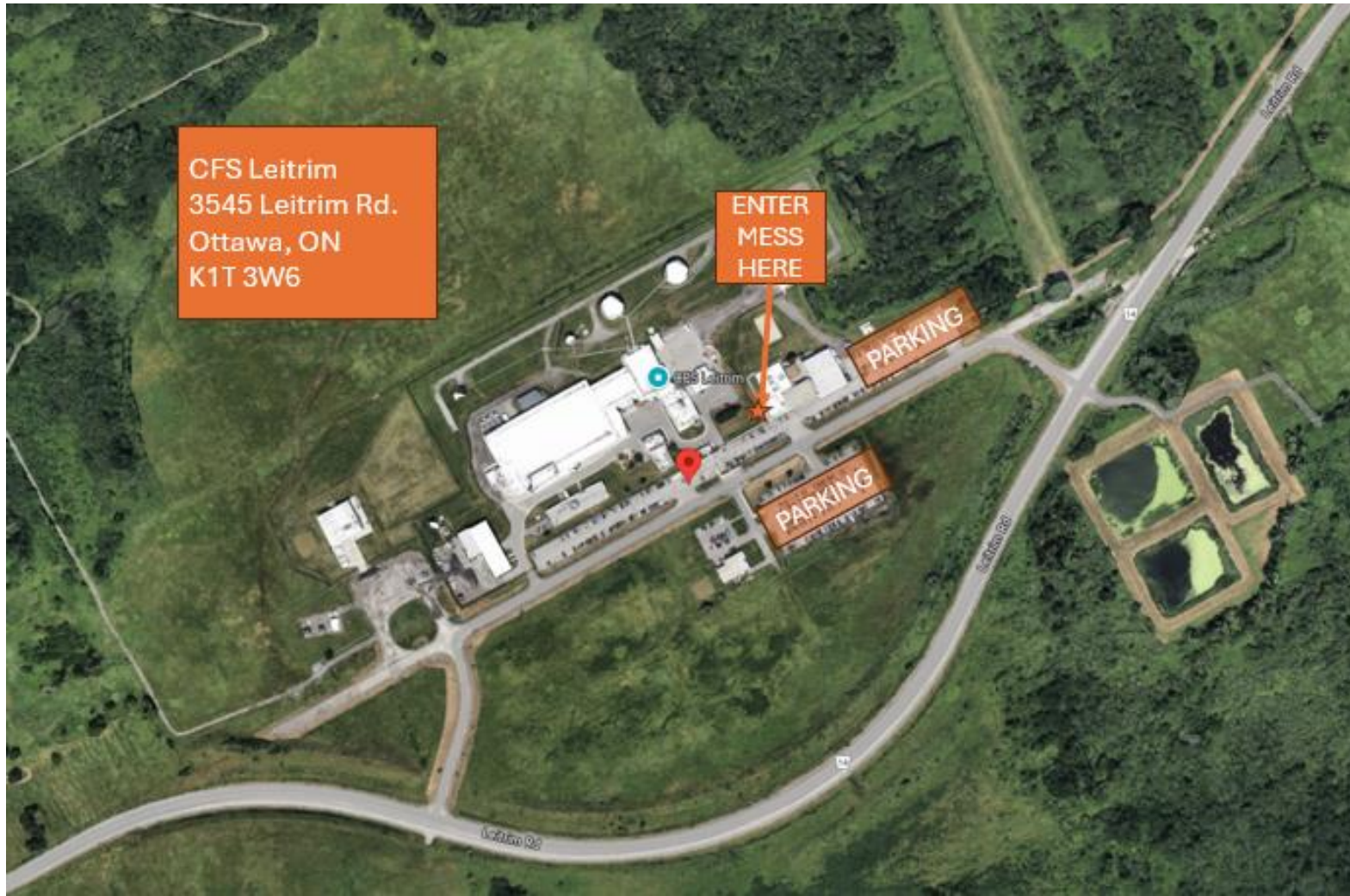
2nd – Turn left onto Basswood Ave just inside the gate.

3rd – Follow Basswood Ave to the T- intersection of Basswood, West and East Avenues. The grave site is located south of East Ave.



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ANNEX C – PARKING AND ENTRANCE FOR CFS LEITRIM



C-1/1

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ANNEX D – EXERCISE COMM PLAYER 2024 OVERVIEW

1. 77 Line Regiment (77 Line), on behalf of the C&E Branch, will conduct Ex COMM PLAYER 2024 during this year's C&E Week. The exercise will consist of two-parts, a professional development (PD) part and an ice hockey tournament.
2. This exercise will be executed in a round robin style event in which competing teams will play against each other to score points to be part of the final playoff games that will take place on Friday, 25 October 2024. When a team is not playing a game, members will be encouraged to attend various professional development activities that will be occurring concurrently during C&E week.
3. Further to the ice hockey tournament, there will be specific Ex COMM PLAYER PD scheduled during periods where ice times have not been booked. The overarching goal of Ex COMM PLAYER will be to increase the technical knowledge of Ex COMM PLAYER participants, as well as camaraderie within the C&E Branch.
4. Participation. All Regular, Reserve, Auxiliary Force, and Royal Signals units are invited to submit teams to participate. Teams can register through the Exercise Coordinator or the OPI of the Hockey Tournament NLT **11 October 2024**.
5. The event OIC will distribute official documents for the exercise via email as they become available. They will also be made available on the CMCEN website, found at <https://cmcen-rcmce.ca/events/ce-week-2024/>.
6. Contact Information is as follows:
 - a. Officer In Charge (OIC): Major Simon Di Gaetano, 77 Line Regt, +1 613-541-5010 extension 2251, simon.digaetano@forces.gc.ca;
 - b. Exercise Coordinator: Captain Gavin Short, 77 Line Regt, +1 613-541-5010 extension 3950, gavin.short@forces.gc.ca;
 - c. OPI Professional Development: Warrant Officer Stephane Laframboise, 77 Line Regt, +1 613-717-6341, stephane.laframboise@forces.gc.ca; and
 - d. OPI Hockey Tournament: Sergeant Matthew Potwarka, 77 Line Regt, +1 613-541-5010 extension 4533, matthew.potwarka@forces.gc.ca

ANNEX E – C&E FAMILY UPDATE 2024 OVERVIEW

1. The C&E Branch Keynote Address, Branch Leadership Panel and Branch Family Update session will kickoff of C&E Week 2024. This event aims to address the wider C&E community on issues, challenges, and opportunities facing our Branch and our founding services. Additionally, it provides a fitting venue to recognize our members through honours, awards, and educational bursaries.
2. Venue. Canadian Forces Station Leitrim All Ranks Mess and via MS Teams on **Tuesday, 22 October 2024, from 1030-1530 hours EDT.**
3. Agenda Items. The C&E Family Update will consist of the following briefings:

TOPIC	SPEAKER PRESENTER	TIME SEGMENT
Opening Remarks	Colonel Steeve Lavoie	1030-1035
Branch Leadership Address	Major-General David Yarker Chief Warrant Officer Renay Groves	1035-1050
Branch CWO Change of Appointment	Chief Warrant Officer Renay Groves Chief Warrant Officer Alex Arndt	1050-1100
Keynote Address	Major-General Greg Loos (Ret'd)	1100-1200
Lunch		1200-1300
Comd CAF Cyber Comd	Major-General David Yarker	1300-1330
CJOC J6 Update	Colonel Scott Gillingham	1330-1400
CANSOCOM J6 Update	Lieutenant-Colonel Mathieu Couillard	1400-1430
Health Break		1430-1440
Honours and Recognition Announcements	Major-General David Yarker Chief Warrant Officer Renay Groves	1440-1445
C&E Association Update	Major-General John Leech (Ret'd)	1445-1500
C&E Foundation Update	Scott McLean	1500-1515
Home Station Commandant's Address	Lieutenant-Colonel Geneviève Audet	1515-1530
Closing Remarks	Colonel Steeve Lavoie	1530

4. Please visit CMCEN (Canadian Military Communications & Electronics Network, <https://cmcen-rcmce.ca/events/ce-week-2024/>) to find the MS Teams link. Registration is not required. The link goes live on 22 October.

ANNEX F – EXERCISE NOBLE SKYWAVE 2024 OVERVIEW

1. Canadian Forces Joint Signal Regiment (CFJSR), on behalf of the C&E Branch, will conduct Ex NOBLE SKYWAVE 2024 (Ex NS 24) during this year's C&E Week. The exercise will establish voice and data links between domestic and international teams via High Frequency (HF) Skywave propagation.
2. This exercise will again take the form of a competition, with participating teams earning points for successful contact with each other. The scoring system will resemble previous years, with teams scoring points based on the number and distance of successful connections. During the competition, teams shall be responsible for their respective broadcast detachments, stations, sites, and personnel. Prospective teams must register using the registration portal at <https://nobleskywave.ca/> before the deadline of 16 000Z October 2024. The exercise runs from 1000hrs on 23 October 2024 until 1600hrs on 25 October 2024 (all times EDT).
3. Participation. All Regular, Reserve, or Auxiliary Force units are invited to participate with HF radio communications from Canada, Peru, FVEY and NATO partners, and other friendly nations. Members of the Canadian Forces Affiliate Radio System (CFARS) and the US Military Auxiliary Radio System (MARS) are also invited to participate.
4. The event OIC will distribute official documents for the exercise via email as they become available. They will also be made available on the Exercise NOBLE SKYWAVE website, found at <https://nobleskywave.ca/>. CEOIs shall be distributed to registered teams and made available on the Exercise NOBLE SKYWAVE website and web app.
5. Contact Information is as follows:
 - a. Officer In Charge (OIC) / Exercise Coordinator: Lieutenant Ty Durham, Canadian Forces Joint Signal Regiment, +1 613-541-5010 extension 5725, ty.durham@forces.gc.ca; and
 - b. Chief Communications Operator (CCO): Warrant Officer Corey Czarnowske, 21 EW, +1 613-541-5010 extension 3950, corey.czarnowske@forces.gc.ca

ANNEX G – C&E ASSOCIATION PD SEMINAR

1. The C&E Association sponsors a professional development day each year during C&E Week. This year, the professional development session will consist of a broad range of topics including recent deployment experience, combining AI with Cloud technologies for the benefit of military operations, and the cyber evolution.
2. Venue. Canadian Forces Station Leitrim All Ranks Mess and via MS Teams.
3. Date/Time. **Wednesday, 23 October 2024, from 0830-1545 hours EDT.**
4. Dress. Cadpat or appropriate civilian attire.
5. Lunch. Lunch is not provided or available at the venue.
6. Schedule. The schedule will consist of the following:

Topic	Speaker Presenter	Time Segment
Operation REASSURANCE	Moderator: BGen (Ret'd) Martin Girard Maj Jon Holsworth, CO MNB HQ & Sig Sqn Maj Abel Mfumuangani, CO Theatre Signals Unit	0830-1000
Artificial Intelligence for Military Operations	<u>Moderator</u> Kelly Stewart-Belisle , Deloitte <u>Panellists</u> Col (Ret'd) Dan McKinney, AWS LCol Gina Decarie, A6 1 CAD	1015-1145
Lunch Break		1145-1245
Cyber Command	MGen David Yarker, Comd CAF Cyber Comd	1245-1415
Operation UNIFIER	Maj Mario El-Khoury, CJOC J6 Europe Lead Capt Mike Bettinger, CJOC Op UNIFIER Desk Officer Maj Chris Vernon, CFJSR DCO	1430-1545

7. Registration. There is no registration for the C&E Association PD. The MS Teams link will be available on CMCEN at <https://cmcen-rcmce.ca/events/ce-week-2024/>.

ANNEX H – C&E ASSOCIATION ANNUAL GENERAL MEETING AGENDA

8. Location: Meeting to be held in person at the CFS Leitrim All Ranks Mess and virtually via MS Teams. Registration will be through CMCEN. MS Teams login info for the meeting will be published via CMCEN before the AGM for those that have registered.

9. Date: 23 October 2024

10. Time: 16:00 hrs Eastern Daylight Savings Time.

11. Agenda Details:

- a. Call To Order;
- b. Opening Remarks;
- c. **Reports**:
 - i. Association activities – Chair;
 - ii. Financial – Treasurer; and
 - iii. Appointment of Auditor.
- d. **New Business**:
 - i. Approval of changes to By-Law 1 (posted with meeting notice)
 - ii. Approval of Board Nominations as necessary.
- e. Any Other Business; and
- f. Adjournment.

5. AGM Documents: The C&E Association By-Laws, AGM Proxy authorization, agenda and notice of AGM are all available on CMCEN at <https://cmcen-rcmce.ca/events/ce-week-2024/>.

ANNEX I – JUNIOR RANKS DINNER

12. The C&E Branch will host a Junior Ranks Dinner in Kingston to celebrate our junior members. This will be an opportunity for our junior NCMs to network and meet with Branch Leadership in a more casual setting than the C&E Branch Mess Dinner or Meet and Greet. The intent is for a dinner, at minimal cost for our members, hosted at the Kingston CFB (Canadian Forces Base) Junior Ranks.
13. Location. CFB Kingston Junior Ranks' Mess (JR's). 2 Sadie Ave, Kingston, ON, K7K 5R5
14. Date. 23 October 2024.
15. Time. Attendees are invited from 1500 to 2200hrs. The leadership Branch will meet and greet around 1800hrs with the Juniors.
16. Cost. \$0,00
17. Dress. Cadpat or appropriate civilian attire.
18. Food and Beverage Options. Wings or Burritos will be on the menu depending on attendee's registration numbers. For drinks, bar will be open from 1430 to 2200hrs.
19. Registration. Registration will be thru CMCEN.

ANNEX J – SUBALTERNS’ & SERGEANTS’
INDOCTRINATION PROGRAMME 2024

1. The Subalterns’ & Sergeants’ Indoctrination Programme for 2024 will provide the Junior Leadership of the Branch beneficial briefings with the aim to broaden their scope and gain an appreciation of the unique positions they hold, and a holistic overview of the many career paths within the Branch. Focus will be made on the History of the Branch and RCCS, then lessons learned from Op REASSURANCE as it pertains to Command and Control. Next there will be an emphasis on the concept of the Command Team, and finally an overview of the many career paths and progression for each of the trades in the Branch.

2. I expect that unit Command Teams will carefully select student nominees who hold a reputation as positive change agents and respected emerging leaders who can be trusted to promulgate lesson materials throughout their respective units in future PD sessions.

3. Programme OPI. The programme OPI is Captain Alec Edwards (RQ Sig Lt Course Director and RCCS Leadership Tp Commander), alongside Sergeant Jason Began (RQ IS Tech Sgt Course Director).

a. Captain Alec Edwards: 613-541-5010 x4764; and

b. Sergeant Jason Begin: 613-541-5010 x5092.

4. Course Administration. Below is a basic overview of course management:

a. Venue

- i. C&E Museum - 95 Craftsman Blvd, Kingston, ON K7K 7B4; or
- ii. MS Teams – [Link here](#)

b. DTG. From 0900 hours to approximately 1600 hours commencing on **Wednesday, 23 October 2024** and concluding on **Friday, 25 October 2024**; and

c. Registration. Staff / Lecturers will be contacted directly by the Course OPI. Students shall register on CMCEN (<https://cmcen-rcmce.ca/events/subalterns-sergeants-indoctrination-programme/>). Authorized students are to register on CMCEN under the Post: *Subalterns’ & Sergeants’ Indoctrination Programme 2024*. Registration closes Friday, 18 October 2024 at 1600 hours EST.

5. Instructors and Lessons. The course breakdown – with lecturers – is as follows, note that timings and lecturers are subject to change:

Day 01: Wednesday 23 October 2024:

Time	Event	Speaker
0900	Home Station Leadership Introduction	CFSCE Cmdt and SCWO
0930	Course Introduction	Capt Edwards/Sgt Begin
1000	Branch History	Digital Recording
1100	Branch History	Digital Recording
1200	Lunch	
1300	Branch history	Digital Recording
1400	Op REASSURANCE Construct	Capt St-Onge
1500	Op REASSURANCE Construct	Capt St-Onge

Day 02: Thursday 24 October 2024:

Time	Event	Speaker
0900	Branch introduction	TBC
1000	Branch customs and traditions	TBC
1130	Lunch	
1330	Command Team Brief	Col (Ret) Saulnier
1400	Command Team Brief	Col (Ret) Saulnier
1500	Command Team Brief	Col (Ret) Saulnier

Day 03: Friday 24 October 2024:

Time	Event	Speaker
0900	Innovation and Projects: Bottom-up Planning	Capt Frenette
1000	RCCS Sig O Career Progression Brief	Maj Drover
1100	Townhall with C&E Leaders	TBC
1200	Lunch	
1300	IS Tech, Sig Tech, Sig Op, Line, and ATIS Career Progression	CWO McInnis and CWO Doucet (TBC)
1400	IS Tech, Sig Tech, Sig Op, Line, and ATIS Career Progression	CWO McInnis and CWO Doucet (TBC)
1500	Closing remarks	Capt Edwards/Sgt Begin

6. Students Seating Allocations. The course is limited to maximum online attendance of 75 personnel. As stated, the student composition shall be made up of the following ranks:

- a. Subalterns. 2nd Lieutenant's and Lieutenant's; and
- b. NCOs. Sergeant's and Master Corporal's.

7. QR Codes. For ease of event promulgation, specific QR codes can be found below. The first will lead to the MS Teams invite where viewers are able to dial-in to all briefings being held remotely. The second QR code leads to the registration page.

- a. Teams Invite



- b. Registration Code



ANNEX K – C&E BRANCH MESS DINNER

1. The culmination of C&E Week 2024 will be the C&E Branch Combined Mess Dinner which will occur on 25 Oct 2024. This is an opportunity for all C&E Branch leadership and members alike to get together and celebrate the conclusion of the C&E Week for 2024. The Vimy Officer's Mess (VOM) will be the venue for the mess dinner.
2. Location. Vimy Officers' Mess, 1 Princess Royal Ave, Kingston, ON, K7K 5L5.
3. Date. 25 October 2024
4. Timings. 1730hrs for 1800hrs.
5. Dress. DEU 2 (Mess Dress) or DEU 2B (Mess Service Dress).
6. Meal Options. The meal options offer flexibility for both palate and dietary considerations:
 - a. Salad. Baby Spinach and Strawberry Salad with Thyme Vinaigrette, Feta Cheese and Roasted Pecans
 - b. Soup. Roasted Italian Tomato Soup
 - c. Meal. Choice of:
 - i. **Choice 1** – Braised AAA Angus Beef Shortrib, with Yorkshire Pudding, Garlic Mashed Potatoes, Seasonal Vegetables and Gravy;
 - ii. **Choice 2** – Roasted Chicken Supreme stuffed with Mushrooms/Spinach, with Vegetables, Cheddar Whipped Potatoes and Hunter Sauce; or
 - iii. **Choice 3** – (VEG) Italian Tofu Steak with White Bean Ragout, Vegetables and Gremolata.
 - d. Dessert. Chocolate Decadence Cake
7. Drink Options. Wine (Red or White) service and Port will be included in the dinner payment. Bar will be open for alcoholic beverages at own cost (except during mandatory break towards end of mess dinner). Non-alcoholic wine will be available for attendees. Attendees drink options can be identified during registration.
8. Transportation. No transportation will be offered. Please drive responsibly or take an Uber/Taxi.

9. Registration. Mess Dinner registration will be provided through CMCEN at <https://cmcen-rcmce.ca/events/ce-week-2024/>.

10. Payment. The cost of the Mess Dinner is approximately \$105. MCpls and below who register will pay approximately \$45. Sgts and Lts who register will pay approximately \$75. Remainder of attendees will pay the full cost. Reg F members will have the dinner payment deducted directly from their pay and must sign the acquittance roll upon arrival at the Mess Dinner. Non-Reg F attendees can pay via e-transfer NLT **14 October 2024** as follows:

- a. Banking website – E-Transfer
- b. Select bank account
- c. Set up New contact
- d. Name: CFMWS
- e. Notify contact by: Email
- f. Email address: 1727-VIMYOMPMTS@CFMWS.COM
- g. Amount: TBD
- h. Enter Message: Please include Service Number or CF1 # and C& E Mess Dinner

11. **Please do not set up a password on the transfer.**

12. An electronic receipt will be emailed to you to confirm payment. We have enabled auto-deposit of all email transfers sent to this email address to ensure the funds are correctly deposited to our organization's bank account.

13. If Non-Reg F attendee cannot pay via e-transfer, they can pay by phone NLT **14 October 2024**. For phone payment, please contact the VOM Mess Manager, Ms Veronica Ron, at 614-541-5010 x4774.

14. Points of Contact

- a. PMC – Major Arka Neogi, OC 215 Sqn 21 EW Regt, Arka.Neogi@forces.gc.ca, 613-541-5010 x4636
- b. VPMC – WO Martin Houle, A/FoS CFJSR, Martin.Houle2@forces.gc.ca, 613-541-5010 x2235