

Regional Cadet Support Unit (Pacific)
September 2006

Questions and Answers regarding recent changes to CATOs and PRCIs on Civilian Instructors and Volunteers.

Q1. What has happened to Unpaid Civilian Instructors?

A1. Unpaid Civilian Instructors cannot exist any longer due to policy changes to CFAO 49-6, announced in August 2006. No Civilian Instructor can perform unpaid service. RCSU (Pacific) has cancelled PRCI 216, Unpaid Civilian Instructors, and PRCI 217, Specialist Civilian Instructors.

Q2. Our Corps currently has two unpaid Civilian Instructors - what happens to them?

A2. They remain as Unpaid Civilian Instructors until their agreements are terminated in writing by the RCSU (Pacific). This fall, we will be forwarding guidelines on how to convert their Unpaid CI agreements to the new Volunteer Agreements IAW PRCI 218, Volunteers. We expect this guidance to be distributed by the middle of November. For now, they can act under the provisions of the old PRCI for Unpaid Civilian Instructors...but that is expected to last for only a couple of months.

Q3. Our Corps has one paid Civilian Instructor - what happens to that person?

A3. Nothing, with the exception that their title will become simply "Civilian Instructor". We are dropping the precursors of "paid" and "unpaid".

Q4. I am in the middle of processing a "Paid CI" agreement under the old rules. What happens with this agreement?

A4. The "Paid CI" agreement, although using old forms and terminology, will be processed this fall using the new PRCI. The only difference is that the length of the agreement will be three years vs. one year.

Q5. I am in the middle of processing an "Unpaid CI" agreement under the old rules. What happens with this agreement?

A5. No new Unpaid CI agreements will be processed. These applicants must either become a CI IAW PRCI 215, or Volunteer IAW PRCI 218.

Q6. What did you mean in the first Q & A that "No Civilian Instructor can perform unpaid service."? They have been working, and volunteering, at Cadet Corps/Squadrons for decades, just like the CIC!

A6. By virtue of receiving pay and compensation, Civilian Instructors are servants of the Crown. Unlike the CIC, CIs cannot perform voluntary service via a Corps Routine Order entry. Now, if a CI wants to perform voluntary service, they cannot do it as a CI. That CI must perform voluntary service as a Civilian Volunteer, IAW PRCI 218 and CATO 23-07.

Q7. Does the response above mean that CIs will now require a CI agreement and a Volunteer Agreement?

A7. If the Corps CO anticipates that the CI will perform unpaid, voluntary service at any time, then a Civilian Volunteer agreement will be required in addition to the CI agreement.

Q8. What is the PRC/VSS referred to in the new CATOs, and where is the CATO 23-04 on Screening Policy?

A8. The Police Records Check (PRC) and Vulnerable Sector Screening (VSS) are new methods of screenings for youth organizations. All CIC, CIs, and Volunteers with Cadets will be required to undergo a PRC/VSS. The CATO is in "draft" form, with an anticipated release of 1 October 2006. Since this CATO will Come Into Force (CIF) in a few weeks, we will refer to it in the updated PRCIs on CIs and Volunteers.

Q9. Can Civilian Volunteers be appointed as Supply Officer or Administration Officer at the Corps/Squadron?

A9. No. Those positions are Officer positions, and as a last resort, may be filled by a Civilian Instructor. In addition, Civilian Volunteers will not have the ERC security screening to handle Protected "B" material, or hold a Fortress or CadetNet account.

Q10. If a CI must have a volunteer agreement for the times when they are unpaid, how does the CO know when the CI is a CI, and when they are a Civilian Volunteer?

A10. At the start of the month, the Corps CO must decide when the person must be a CI, i.e. supervise cadets and other staff. Then, those days or sessions are indicated on the DND 1355 which days are paid days. The Civilian Volunteer agreement covers the individual at all other times.

Q11. I read in Q2 that we are converting unpaid CIs to Volunteers. However, volunteers cannot be left alone with Cadets. Won't this really limit our ability to supervise, especially for our optional training programs?

A11. In the new *CATO* on Civilian Volunteers, once properly screened, volunteers may be alone with Cadets, with the activity under the "overall supervision" of a *CIC* Officer or *CI*. For the *RCSU* (Pacific), we have clarified the definition of "overall supervision" to require a *CIC* Officer or *CI* on-site (the armoury, the training building, or the exercise), but line-of-sight supervision of volunteers and Cadets is not required.