

1350-1-0 (PAO)

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Distr List

WARNING ORDER – WINTER 2024 CADET CORRESPONDENT COURSE

References: A. 2020-2025 Cadets and Junior Canadian Rangers Communications Strategy
B. RCSU Central 2023-20234 Training Directive.

SITUATION

1. References (refs) A & B indicate the requirement for the whole of CJCR to communicate about our activities in order to, among other goals, support attraction and enrollment.
2. IAW ref B, RCSU Central is to qualify and maintain a cadre of information planners to sustain a network of UPARs and Cadet Correspondents to support corps/squadron (CC/Sqn) and regional/national activities (RDA & NDA).
3. Successful completion of this course provides cadets the necessary skills and knowledge to act as a cadet correspondent within the CC/Sqn, RDA, NDA, Cadet Training Centres and Cadet Activity Programs level.
4. Cadets qualified as cadet correspondents tell the story of the CC/Sqn by managing social media, creating content, and drafting products for the approval of the CC/Sqn CO.

MISSION

5. RCSU Central will conduct two distance learning serials of the Cadet Correspondent Course which will be a combination of virtual and self-paced activities over a period of 5 weeks, to provide up to 100 cadets with the necessary skills and development to fulfill the role of a cadet correspondent.

EXECUTION

GENERAL OUTLINE

6. Serials will be virtual, instructor-led over a 5-week period with weekly assignments completed independently. Instructors will be available to support participants and assess submitted homework. This training will be hosted on Cadets 365.
7. Cadets will be required to attend one weekly instructional session for the duration of the course and must contact the instructor in the event of an absence to access the recording.

ADMINISTRATIVE INSTRUCTIONS

8. Cadet Participant Details

a. Participants must:

- (1) Hold the minimum rank of MC/MCpl/FCpl;
- (2) Be in Phase 3/Silver Star/Level 3 or higher;
- (3) Have an interest in writing and the production of imagery and video;
- (4) Have, or have regular access to, a computer/laptop/tablet, camera or smartphone, and internet access;
- (5) Have an account on Cadets 365 and be available their registered evening throughout the course; and
- (6) Have a high level of autonomy and self-motivation.

b. CC/Sqn will submit applications through Fortress using the “Technical Training and Activities by Registration” function and the applicable serial numbers:

- (1) CDTCOR24_A from 6 Feb to 5 Mar 24 on Tuesday evenings from 1830 – 2000 hrs.
- (2) CDTCOR24_B from 8 Feb to 7 Mar 24 on Thursday evenings from 1830 – 2000 hrs.

c. CC/Sqn may submit one application for consideration. Our main effort will focus first on the ability to have one Cadet Correspondent per CC/Sqn. Additional applicants may be considered to a maximum of two per CC/Sqn with approval from the activity OPI.

d. The deadline for registration for both serials is 22 Jan 24.

9. Selection of Cadets: A total of 100 cadets will be offered the Cadet Correspondent Course during the 2023/24 training year. Priority loading will be for cadets currently with units/areas without a cadet correspondent. Each area is allocated the following billets for the Cadet Correspondent Course:

- a. Central Ontario Area: 16 cadets;
- b. Niagara Greater Toronto Area: 16 cadets;
- c. Northern Ontario Area; 17 cadets;

- d. Ottawa St-Lawrence Area: 17 cadets;
- e. Southeastern Ontario Area; 17 cadets; and
- f. Southwestern Ontario Area; 17 cadets.

SERVICE SUPPORT

10. Instructor Details

- a. There are two instructors required per serial. The instructor must:
 - 1) Be a qualified UPAR (AESI);
 - 2) Have, or have regular access to, a computer/laptop/tablet and internet access;
 - 3) Have an account on Cadet365; and
 - 4) Be available to instruct least once per week throughout the serial.
- c. Interested instructors will indicate their interest via email to Morgan.Arnott@forces.gc.ca no later than 12 Jan 24.
- d. The instructor's duties will include instructing on Cadet 365, answering questions about assignments, assisting participants that need help, follow up with cadets who aren't completing modules, and reviewing all completed work and providing appropriate feedback.
- e. Pay will be submitted at the end of the applicable serial. A maximum of 5 days of pay will be authorized per serial.

11. Operation Order and Joining Instructions: Operation Order and Joining Instructions will be sent to participants, their CC/Sqn, and Instructor two weeks prior to course start.

COMMAND AND SIGNALS

12. The conduct of the virtual cadet correspondent courses is under the responsibility of RCSU Central Public Affairs.

13. The Public Affairs Officer, Capt Morgan Arnott is appointed the OPI. Contact information as follows:

- a. Cellular: 705-733-7836; and
- b. Email: morgan.arnott@forces.gc.ca

14. Questions are to be directed to the OPI.

P.J. Westlake
Major
J35 Operations and Plans

Distr List

Action

RCSU Central//CC/Sqn Commanding Officers (all)//
RCSU Central//PAO/NMPO//

Information

RCSU Central//CO/DCO/COS/RCWO/RMLO//
RCSU Central//J1/J4/J6/J8//
RCSU Central//OC Area (all)/OC Rgn Trg/OC Air Ops//