

## MEMORANDUM

1000-1 (CSM A COY)

04 September 03

Dist List

### CSM A COY GUIDANCE

1. Short of operations, training is the most important activity that we conduct. The value of this training is directly proportional to the efforts of the leadership. Positive direction will not only increase morale but will encourage retention of soldiers.
2. The aim of this document is to outline the policies, procedures, dress and deportment for the soldiers of A Coy.

### DRESS

3. Dress will be of a high standard at all times. Combat clothing will be wrinkle free. Hair will be neatly cut. Beards, if authorized, will be trimmed in accordance with CF Dress Instructions, and soldiers will be cleanly shaven when reporting for duty. DEU and Scarlet dress instructions will be issued on an as required basis. Operational orders of dress are attached as Annex A.

Specific details on new items of issue are as follows:

- a. Wet Weather Boot (WWB) – CANLANDGEN 001/02 - The WWB is intended for use in the temperature range –10 to +20 degrees Celsius. However, it may be worn year round consistent with the tactical situation, climactic conditions and personal needs. The boot will NOT be highly shone, and the leather will ONLY be maintained with the issue boot paste.
- b. Wide Brim Combat Hat (WBCH) – CANLANDGEN 001/02 - The WBCH replaces the old “robin hood” hat, and is the only combat hat authorized for wear. In the field, the WBCH will be worn when the helmet is not worn. In garrison, the beret will be worn for regular training nights. The WBCH is authorized for wear while preparing to go or returning from the field.
- c. Sweatshirt, Combat – CANLANDGEN 012/99 – Within the PLFus, the fleece jacket is authorized as outerwear for the field only, or while preparing to go or returning from the field, consistent with environmental conditions.
- d. CANLANDGEN 002/01 – No lanyard or cord will be worn with the CADPAT uniform.
- e. Care of CADPAT Uniform – CANLANDGEN 002/01 - Ironing or pressing of the CADPAT shirt or pants is not permitted as it degrades the near-infrared reflectance values which protect from detection by Image Intensification (II) devices.

### KIT

4. All ranks will be in possession of their full entitlement of operational kit and must have it packed for the appropriate season. Kit must be clean and serviceable at all times.
5. All articles of kit will be marked with the last three numbers of the individual's service number and the first three letters of their last name. For example (506 GRA). Kit is not to be marked on labels or tags that can be removed or where it is visible to public view.
6. Any kit or stores loss will be reported immediately through the chain of command. The appropriate action (search, etc.) will take place. Stores loss reports will be completed as soon as possible and submitted to the CQ through the chain of command.

### AVAILABILITY

7. PI 2IC's and the CQ will maintain a list of soldiers that are available for employment. It is the soldier's responsibility to ensure his/her section commander knows of any change of availability. The list will be kept up to date by the chain of command and a copy will be provided to the TRG WO no later than Thursday, 25 September 2003. A sample is attached as Annex B.

## COURSES

**8.** Nominations for courses will be completed at the PI level. Nominations will be prioritized within the PI and provided to the CSM no later than 9 October 2003. The course lists will include ATCIS Op, Inf 2A PSWQ, PLQ-L, Inf 2B IS2Q and Inf 3A ISCQ. Course lists will be kept up to date at the same frequency as the availability lists.

## ROUTINE

**9.** A training routine will be established and timings will be passed through the chain of command. However, Thursday night routine will be 1900 Hrs PI Parade, roll call, inspection and then signing of pay sheets. The CSM will contact the PI 2IC's between 1910 and 1915 and pass on any taskings or urgent requirements. From 1920 Hrs to 2200 Hrs, training will be as directed by the OC. Dismissal will occur by 2200 Hrs SHARP!

## FANOUT

**10.** A Coy fanout will be established and maintained. It is the responsibility of every member to ensure their correct and current contact number is passed to the PI 2IC and info to the Coy Clerk on any changes of address.

## BOR

**11.** During training nights and weekends the Battalion Orderly Room (BOR) is out of bounds to all soldiers unless requested by BOR staff through their section commander. Access will be restricted to Section 2IC's, Section Commanders and higher. Changes to BOR access will be passed through the chain of command. All personal administration will be conducted through the chain of command.

**12.** During off-duty hours, personnel who conduct business with the BOR will be neatly and appropriately dressed. Male soldiers will be cleanly shaven. The BOR will refuse service to those individuals who do not comply with this policy.

## NES

**13.** The NES policy is clear. Any member who misses five consecutive duty periods (evenings or weekends) will be declared NES. 31 days after a member is declared NES, a number of sanctions will be automatically applied and the release process will commence. Sanctions include ceasing of sign-in privileges and termination of health and dental benefits.

## ATTENDANCE

**14.** The Company Attendance Policy and training schedule will be issued by the OC.

**15.** At the start of every exercise or training weekend, PI 2IC's will report to their PI Comd the number of non-attending personnel and their reasons. At the end of the exercise or training weekend, PI 2IC's will give to the CSM a list of all non-attending personnel and their reasons for non-attendance for inclusion in the Company Parade State.

## EVALUATION

**16.** All soldiers will be evaluated during the training year. An interim performance assessment will be issued by the first Thursday in December, and a final assessment will be completed by the second Thursday in May 04. UER's will be maintained after each training activity.

## BN QM and STORES

**17.** The BN QM is out of bounds to all soldiers unless they are clearing in or out. The Coy CQ and his/her storespeople will work with the RQ to resolve all QM issues. Initial clothing issues will be arranged with the CQ through the chain of command.

## TRAINING

**18.** The training calendar and attendance policy will be separately issued.

## GARRISON AREAS

**19.** No loitering will be allowed on the balcony. Business is to be conducted in either the offices or on the floor below. The balcony is not an attention area, and there will be no saluting on the balcony between Bn offices. Saluting areas include the Parade Square and anywhere on the Main Floor of the Armouries, and compliments will be paid when entering the BOR, Bn conf rm, and the offices of any officer when the officer is present.

**20.** Offices and lecture rooms will be kept neat, clean and orderly. At the conclusion of every training event, lecture rooms will be swept and returned to their original configuration, and offices will be cleaned. Office common areas must be kept clear of paper waste and non-essential items.

<< OSB >>

M.L. Gray  
MWO  
CSM A Coy

Dist List

Action

CQ A Coy  
1 PI 2IC  
2 PI 2IC

Info

RSM  
Trg WO  
CSM B Coy  
RQMS