

Office of Director RCEME
National Defence Headquarters
Ottawa, Ontario K1A 0K2

5275-1000-1 (SO RCEME)



4 July 2017

Distribution List

DIRECTOR RCEME COMMUNIQUÉ
No 06/2017 – RCEME REGIONAL NETWORK
– APPOINTMENTS AND RESPONSIBILITIES

INTRODUCTION

1. As leaders within the RCEME Corps it is our responsibility to ensure that our members are aware of Corps initiatives and understand The Corps priorities and objectives. Furthermore, we must support the Chain of Command in understanding the particularity of being a RCEME technician and officer. Also we have an important role in fostering regimental esprit-de-corps in order to enhance the morale and cohesion of our RCEME family. Therefore it is critical that we have a strong RCEME Regional Network dedicated to supporting the Chain of Command, the promotion of the RCEME Corps and the passage of information to Corps personnel.

2. The intent of this communiqué is to identify and emphasize the importance of the RCEME Regional Network and to define the responsibilities of the senior leadership within the Network. A pictorial representation of the RCEME Corps regimental structure is contained at Annex A. The members of the RCEME Regional Network, Annex B, are part of this structure and the Corps Virtual Staff; Officers and Senior NCMs that hold key positions of influence within their respective divisions, units or organizations and who assist the RCEME Corps in the communication and execution of Corps initiatives, advise the Chain of Command, collect and analyze RCEME Corps information requirements in accordance with the Corps Strategic Management Plan, mentor junior leaders and monitor esprit-de-corps.

REGIONAL NETWORKS

3. The Regions. In the past, the Regional Network was based on regional representation of programs such as the RCEME Corps Director Awards. The regions have been modified slightly to make best use of available RCEME leadership to ensure the most efficient passage of information. Each region is represented by a single Sr Officer and Sr NCM. A Regional Council Member is also assigned. The ten regions are as follows:

- a. Western (3 Div);
- b. Central (4 Div);
- c. Quebec (2 Div & 202WD);
- d. Atlantic (5 Div);
- e. Training Systems;
- f. NCR;

- g. Operational Command & Northern;
 - h. RCAF;
 - i. RCN; and
 - j. Reserves
4. Sr Officer. The Sr Officer is one of the most senior RCEME officer in a key command or staff position within a defined region. The Sr Officers will provide the necessary link between Units and Director RCEME (D RCEME) and should be the primary point-of-contact to support the Chain of Command. They are responsible for overseeing all RCEME activities and initiatives within their respective regions.
5. Sr NCM. The Sr NCM is the senior RCEME CWO, or by exception a MWO, within a region and is the principle advisor on all RCEME NCM matters, including but not limited to training, morale and technical issues. The Sr NCM will also provide the necessary link between Units and the Corps SM and should be the primary point-of-contact to support the chain of command.
6. Regional Council Member. The purpose of the affiliation between a Council member and the Sr Officer is to establish a closer working relationship between the strategic and the tactical levels of RCEME leadership, to promote streamlined passage of Corps information requirements, promote mentorship within The Corps, support the Chain of Command and to provide each region with an increased voice at Council.

APPOINTMENTS AND RESPONSIBILITIES

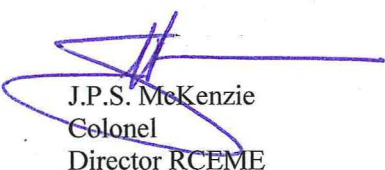
7. TORs. The TOR for the Sr Officer, Sr NCM and Regional Council member are at Annexes D, E and F.
8. Appointments for 2017. The current regional representative appointments for Sr Officer, Sr NCM as well as the respective Council member are listed in Annex B.
9. Other Regional Appointments. Following the RCEME Regional Governance Model at Annex C, the Sr Officer may also appoint the following:
- a. a Regional Secretary to assist the Sr Officer (ideally Capt/Lt); and
 - b. a Senior Regional Reserve Officer (Sr Reg Res Officer) and Senior Regional Reserve NCM (Sr Reg Res NCM). RCEME Reserve Advisor and the Sr Res NCM should be involved in this appointment process.
10. Resources. This task will not involve dedication of any central resources or funding, although funding may be requested from the RCEME Corps Secretariat on an exceptional basis.
11. Future Appointments and Replacements.
- a. Council members will be appointed during Council meetings and reviewed periodically;

- b. Changes to the Sr Officer appointment shall be approved by the Regional Council member and the D RCEME and will be based on recommendations from the outgoing Sr Officer;
- c. Changes to the Sr NCM appointment shall be approved by D RCEME and Corps SM and will be based on the recommendations from the outgoing Sr NCM; and
- d. Sr Officers shall be responsible to ensure the appointment and replacement of, as applicable, the Regional Secretary and Reserve Reps. These appointments need only be approved regionally.


CONCLUSION

12. This is an important step in the expansion of the RCEME Network and ensuring that the regional voice is heard. Effective operation and communication is dependent on regional advisors who understand the realities of different regions and organizations and who can advise their chain of command on RCEME Corps matters. As senior leaders within the Corps I expect that you will embrace your responsibilities and further Corps strategic goals through the development of your own regional networks. The importance of communication in our Corps cannot be overstated; we are a 'regiment of many small units... everywhere' and therefore must make the extra effort to reach out to all RCEME personnel.

Arte et Marte



J.P.S. McKenzie
Colonel
Director RCEME



M. Walhin
Chief Warrant Officer
RCEME Corps SM

Annex A – The RCEME Regimental Structure
Annex B – The RCEME Regional Network
Annex C – The RCEME Regional Governance Model
Annex D – Sr Officer TOR
Annex E – Sr NCM TOR
Annex F – Regional Council Member TOR

Distribution List (via email only)

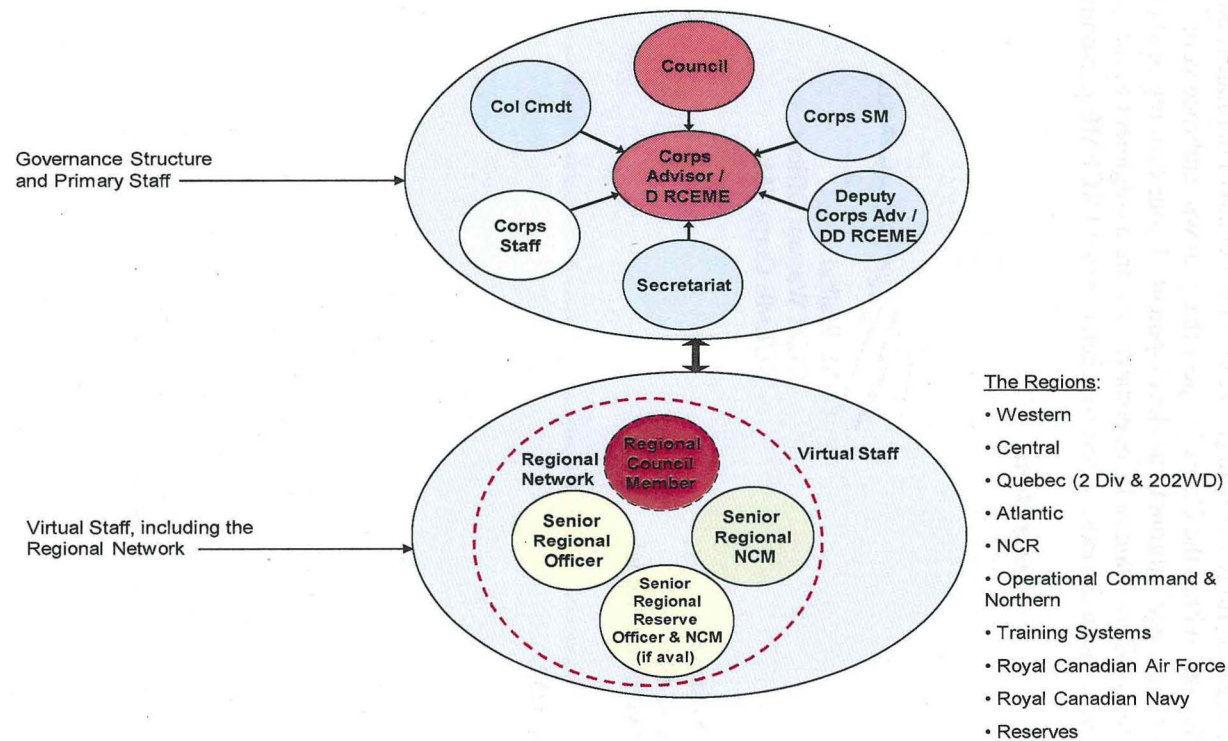
Action

RCEME Regional Reps

Info

RCEME Council Members
RCEME Corps Secretariat
RCEME Corps Staff

The RCEME Corps Regimental Structure



RCEME Regional Network 2017

A regiment of many small units... everywhere!

D RCEME: Col McKenzie
Corps SM: CWO Walhin
DD RCEME: LCol Spitzig CO RCEME S

Reserves

RCEME Res Advisor: LCol Ipperciel
Sr Res NCM: CWO Savoie
Council Mbr: Col Poole

NCR

Sr Officer: LCol Wright
Sr NCM: CWO Grenon
Council Mbr: Col Brulé

Operational Commands & Northern

Sr Officer: LCol Olivier
Sr NCM: CWO Tremblay
Council Mbr: Col Matsalla

Western

Sr Officer: LCol Rogers
Sr NCM: CWO Ryder
Council Mbr: Col McKenzie

Atlantic

Sr Officer: LCol McDowell
Sr NCM: CWO Yargeau
Council Mbr: Col Corriveau

Royal Canadian Air Force

Sr Officer: Maj Sura
Sr NCM: CWO Thompson
Council Mbr: Col Fuller

Central

Sr Officer: LCol Heebner
Sr NCM: CWO Graveline
Council Mbr: Col Moyle

Quebec (2 Div & 202WD)

Sr Officer: LCol Marsolais
Sr NCM: CWO Mailhot
Council Mbr: Col Poirier

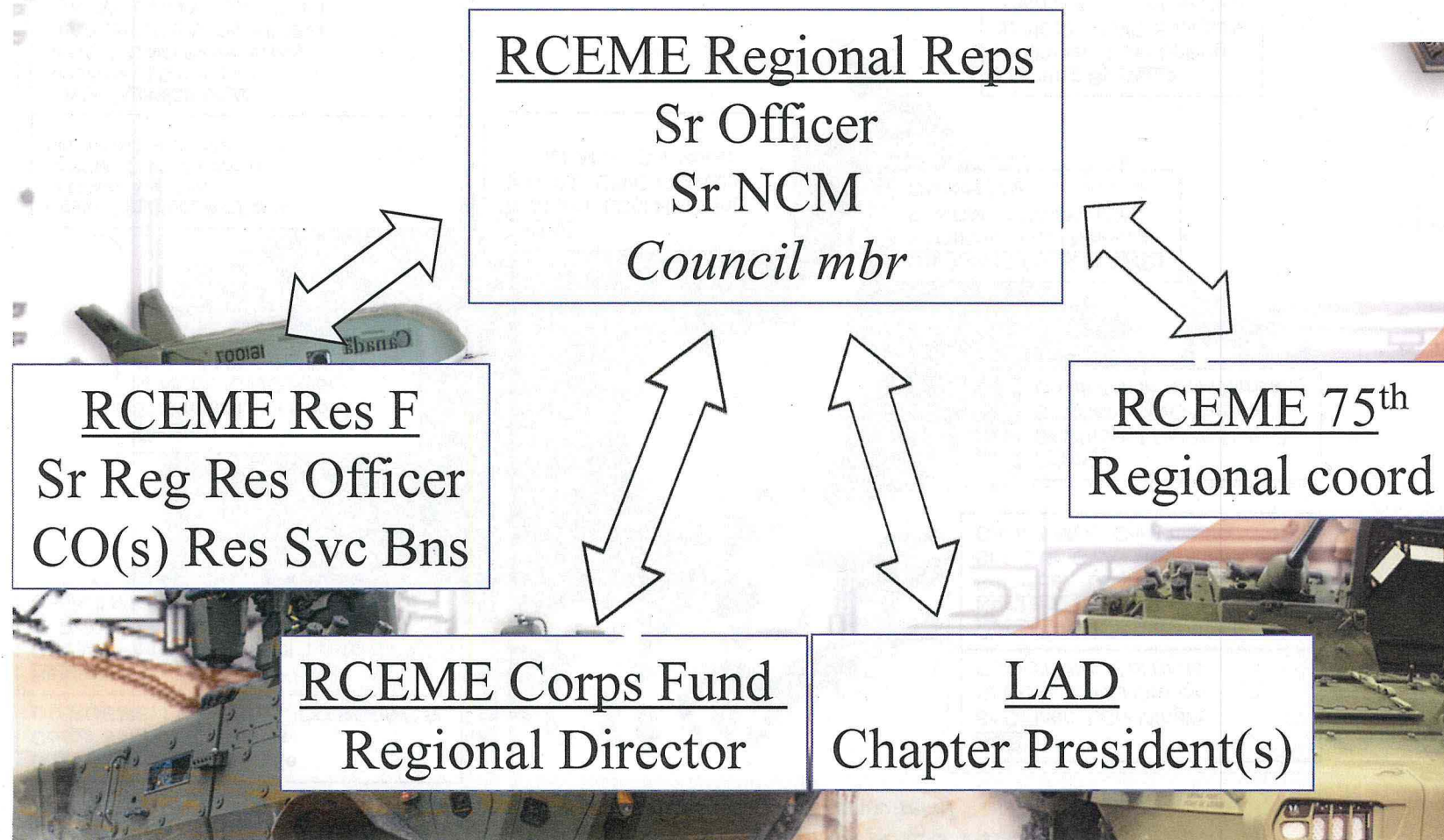
Royal Canadian Navy

Sr Officer: LCol Rogers (West)
Sr NCM: CWO Ryder (West)
Sr Officer: LCol McDowell (East)
Sr NCM: CWO Yargeau (East)
Council Mbr: Col Fuller

Training Systems

Sr Officer: LCol Spitzig
Sr NCM: CWO Saunders
Council Mbr: Col Jardine

RCEME Regional Governance Model



TERMS OF REFERENCE – REGIONAL SENIOR OFFICER (SR OFFICER)

1. Position / Rank / Trade. Senior RCEME officers at the rank of Major or above holding a key position within each designated region.
2. General Description. The Regional Network leadership is comprised of the Sr Officer and the Sr NCM, with an appointed Council member in support. They are the focal point for all RCEME matters in their respective regions. The Regional Network leadership is responsive to the Corps Director (D RCEME) on all RCEME Corps matters and represents the interests of all RCEME personnel within that region. In essence, the Sr Officer and NCMs are D RCEME's 'tactical' representatives in that region while the Regional Council Member is the D RCEME's 'strategic' link to that region.
3. Skills/Knowledge/Special Qualifications.
 - a. leadership, integrity and credibility;
 - b. strong oral and written communication skills;
 - c. broad-based employment history in a variety of RCEME and LEMS command and staff positions;
 - d. in-depth knowledge of strategic RCEME goals and RCEME Corps employment areas; and
 - e. detailed knowledge of Army and DND missions, policies and structures.
4. Reports to. Sr Officers have a direct reporting relationship to D RCEME. There is also a responsibility to maintain regular communication with the appointed Regional Council Member.
5. Suggested Sourcing. The suggested source for the Sr Officer is listed below by functional area.
 - a. Western. RCEME CO in 1 CMBG or LCol in 3rd Div HQ / 3 CDSG HQ;
 - b. Central. RCEME CO in 2 CMBG or LCol in 4th Div HQ / 4 CDSG HQ;
 - c. Quebec (2nd Div & 202 WD). RCEME CO in 5 CMBG or LCol in 2nd Div HQ / 2 CDSG HQ or 202 WD;
 - d. Atlantic. RCEME CO in Tech Svcs or LCol in 5th Div HQ / 5 CDSB HQ or OC Maint Tech Svcs;
 - e. NCR. RCEME LCol in NCR;
 - f. Operational Commands and Northern Region. RCEME LCol in NCR employed in CJOC or CANSOFCOM;
 - g. Training Systems. Cmdt RCEME School;
 - h. RCAF. RCEME LCol or Maj in 1 Cdn Air Div; and

- i. RCN. Maj in Maritime TEME organization when available.

6. Dependencies by Region. The dependencies that each Sr Officer is responsible for are based on both function and geographical location and are as follows:

Note: all regional representatives of units in Kingston must coordinate through the training system representative to ensure transparency of communication.

- a. Western. All Army units in 3rd Div and CMTC and personnel employed with RCN in Esquimalt when no RCN rep is appointed;
- b. Central. All Army units in 4th Div less those included in the Training Systems, Operational Command as well as NDHQ & Northern regions;
- c. Quebec (2nd Div & 202 WD). All Army units in 2nd Div and 202 WD;
- d. Atlantic. All Army units in the 5th Div, less those included in the Training Systems region and personnel employed with RCN in Halifax when no RCN rep is appointed;
- e. NCR. Personnel in the NCR (less Operational Commands);
- f. Operational Commands and Northern Region. All Operational Commands including CJOC and CANSOFCOM;
- g. Training Systems. CADTC, including RCEME School, and CFSTG/CDA, less CMTC, Kingston;
- h. RCAF. All Air Command formations/units; and
- i. RCN. Maritime Command formations/units.

7. Tasks. The following is a list of assigned tasks specific to the Sr Officers:

- a. Advise the Chain of Command on regimental issues, including succession plans, career paths and training requirements. Provide the link between units/formations and D RCEME and be the primary point of contact to support the Chain of Command;
- b. Coordinate RCEME Corps specific awards, recognition and events (RCEME Day, RCEME Bonspiels, RCEME Golf and Hockey Tournaments, Corps Communiqués and the RCEME Journal);
- c. Encourage RCEME esprit-de-corps through annual RCEME celebrations and activities;
- d. Encourage unit representation and participation in the Corps Fund;
- e. Ensure, in accordance with the requirements of the Corps Fund Constitution, RCEME personnel are assigned to the RCEME Corps Fund Board of Directors (BOD) (where applicable) and assist the Regional RCEME Corps Fund BOD member (where applicable) to:

- (1) encourage, monitor and review RCEME Corps Fund Benefits;

- (2) initiate and aid membership drives;
 - (3) ensure the distribution of BOD RODs, RCEME buttons, and the RCEME Journal to all Corps members;
 - (4) field concern/queries from Corps Fund Members; and
 - (5) attend the twice yearly scheduled Corps Fund Executive BOD meetings.
- f. Establish yourself at a minimum, as an info addressee for requests for funding or approval from the Corps Fund;
- g. Manage and conduct the annual RCEME Corps Regional Award program, including:
 - (1) manage and advertise the Regional Awards Program; and
 - (2) establish an annual Board within each of the Regions to select the Regional Awards winners.
- h. Advise the Corps Secretariat of local award and commendation winners so this information may be communicated in the RCEME Journal;
- i. Establish and maintain a regional list of RCEME Corps officers and Sr NCMs (Regular and Reserve), organizations employing RCEME Corps members and points of contact within those organizations;
- j. Establish, maintain and be the point of contact for links with/into:
 - (1) RCEME Reserve organizations in the region;
 - (2) Royal Canadian Army Cadet Corps with an RCEME affiliation in the region; and
 - (3) RCEME Light Aid Detachments in the region.
 - (i) Champion the establishment of LADs in their region of responsibility where none currently exist.
- k. Submit names and details of any fallen RCEME soldiers within the Region to the Corps Adjutant for consideration of eligibility for the RCEME Book of Remembrance (BOR) and the 7th BOR.
- l. Participate as a key member of the RCEME Corps Regional Network, including:
 - (1) encouraging the participation of senior RCEME personnel from each unit/organization in contributing input to Corps issues;
 - (2) filtering/supporting responses and material sent to the RCEME Corps Secretariat regarding RCEME Strategic Management Plan initiatives; and
 - (3) introducing and further developing Corps information requirements.

- m. Act as a mentor to the RCEME officers within the respective Areas, and actively develop mentorship networks amongst the officers and Sr NCMs, including:
 - (1) Coordinate, conduct and submit Tier 6 succession plan IAW direction provided in the Corps Communiques; and
 - (2) In advance of Fall Corps Succession board provide information and recommendations to D RCEME pertaining to the career potential of all officers in the rank of Maj and above (where applicable).
- n. Act as POC within region for PEng related matters, assigning sponsors and mentors to RCEME officers who would like to pursue PEng accreditation.

TERMS OF REFERENCE – SENIOR NCM (SR NCM)

1. Position / Rank / Trade. RCEME CWO, or by exception MWO of any RCEME trade, holding a key position within each designated region.
2. General Description. The Sr NCM is a leader within the RCEME Corps and their responsibility is to ensure that our members are aware of the Corps initiatives, and understand the Corps priorities and objectives. They also have an important role in steering regimental esprit-de-corps in order to enhance the morale and cohesion of the RCEME family. Therefore it is critical that we have a strong RCEME Regional Network dedicated to the promotion of the RCEME Corps and passage of information to the Corps personnel.
3. Skills/Knowledge/Special Qualifications.
 - a. Detailed knowledge of RCEME NCM professional, development and occupation issues;
 - b. Excellent communication skills;
 - c. Detailed knowledge of all RCEME Corps employment areas;
 - d. Able to recognise and understand strategic issues and develop long term plans and goals;
 - e. Ability to communicate successfully with subordinates, peers and senior staff on sensitive or complex issues;
 - f. Demonstrated leadership ability, integrity and credibility; and
 - g. Knowledge and understanding of ASP.
4. The members of the RCEME Regional Network are part of the virtual staff; these Sr NCMs hold key positions of influence within their respective formations, units and organizations and assist the RCEME Corps in the communication and execution of Corps initiatives, collection and analysis of RCEME Corps information requirements in accordance with the Corps Strategic Management Plan, mentoring of the junior leaders and promoting esprit-de-corps.
5. Sr NCM. The Sr NCM is the principle advisor on all RCEME NCM matters, including but not limited to training, morale and technical issues. Normally the Sr NCM is either the Engineering Technical Sergeant Major (ETSM) or the Control Officer (Con O) for the Army based regions. They are also responsible to the Corps SM on Corps issues and are the spokesperson for the Region at the annual RCEME CWO Council.
6. Tasks. The Sr NCMs are accountable to the RCEME Corps SM for the following functions:
 - a. Advising on all matters pertaining to RCEME NCM pers management and pers issues across the CF;
 - b. Advising on all matters of the morale and well being within the RCEME Corps;
 - c. Assisting in promulgating the RCEME Corps vision and objectives;

- d. Administering the RCEME Corps NCM Succession Planning Program, including identifying candidates for Long Term and Short Term Appointments;
 - e. Directing RCEME Corps information to all RCEME ETQMSs and Senior Maintenance NCMs within RCEME organizations across their area of responsibilities;
 - f. Conducting visits to units under their responsibilities to update, brief and obtain feedback from RCEME NCMs on matters affecting all members of the Corps;
 - g. Liaising with RCEME CWOs, ETQMSs and Senior Maintenance NCMs within RCEME organizations across the CF to ensure harmonization of Corps policies and to obtain timely feedback regarding the effectiveness of those policies from a NCM perspective;
 - h. Performing, if needed, additional duties as required by the Corps SM;
 - i. Mentor RCEME NCMs;
 - j. Advising the RCEME career managers on RCEME NCM employment within their area;
 - k. Participating in activities identified in the RCEME Strategic Management Plan.
 - l. Promoting teamwork within the Corps;
 - m. Maintaining awareness of current NCM issues and being proactive in matters that concern the welfare of NCMs;
 - n. Providing sound advice to the RCEME Corps SM on issues affecting the NCMs of the Corps across the CAF; and
 - o. Working effectively as a team member, under the RCEME Regional Network and ensuring efforts are aligned with the RCEME Corps mission, vision and policies.
7. Available Resources. The fol resources are available:
- a. Staff: None, except input from all RCEME members;
 - b. Budget: as allocated by your own organization; and
 - c. Equipment: standard workstation and access to printers, classified and unclassified fax machines, Blackberry and other required office equipment.

TERMS OF REFERENCE – REGIONAL COUNCIL MEMBER

1. Position / Rank / Trade. Colonel.
2. General Description. The Regional Council Member will act primarily in a mentorship capacity, is the regional representative at RCEME Council, and will assist the Sr Officer in carrying out their tasks.
3. Appointment. The Regional Council Member will be determined by RCEME Council and approved by Director RCEME (D RCEME).
4. Tasks. The following is a list of tasks for Regional Council Members:
 - a. maintain regular communication with, as well as support and mentor, the Sr Officer and Sr NCM as they conduct assigned tasks;
 - b. represent D RCEME at regional events and present awards on behalf of the Corps when required;
 - c. represent and bring forward regional concerns at RCEME Council. Note that this does not preclude Sr Officers from discussing matters directly with D RCEME as stated in their TOR; and
 - d. involvement with regional succession planning.