

Office of Director RCEME  
National Defense Headquarters  
Ottawa ON K1A 0K2



3350-1 (RCEME Corps Coord)

April 2021

Distribution List

FRAG O 001 to  
EXERCISE BLUEBELL 2021

References: A. [RCEME Biographies](#)  
B. [Office 365 DND Helpdesk](#)

### SITUATION

1. No change.

### MISSION

2. The Corps of RCEME will conduct a decentralized, virtual Exercise (Ex) BLUEBELL 2021 from 13 May to 18 June 2021 addressing RCEME audiences employed across Canada to provide operational guidance and technical updates.

### EXECUTION

3. Concept of Operations
  - a. Intent. The aim of Ex BLUEBELL 2021 is to provide officers, technicians, and non-commissioned members (NCM) of the Corps relevant, timely and synchronized operational guidance and technical updates. Communicating with RCEME personnel in Army Reserve (A Res) units and Light Aid Detachments (LADs) is also essential with a view to creating an all-informed net across the entire Corps family. The use of virtual townhalls and pre-recorded presentations will be exploited to expand the scope of the traditional presentations and to have them prepared by the subject matter experts.
  - b. Scheme of Manoeuvre. Ex BLUEBELL 2021 will host a series of virtual townhalls through Microsoft (MS) Teams and breakout sessions by region across Canada IOT provide information and presentations on key LEMS matters. Ex BLUEBELL 2021 will be conducted in three phases:
    - (1) Phase One (now – 7 May 2021) – Planning and Preparation. This phase will include agenda finalization, presentation preparation, and end with the publishing of the presentations;
    - (2) Phase Two (7 May– 18 June 2021) – Execution. Participants will review the published presentations and prepare discussion questions prior to their virtual

townhalls. Virtual townhalls will be held across Canada by region or location: Western, Central, Borden, NCR, Quebec, and Atlantic. These townhalls will include participation from the LADs, Army, Navy, and Air Force RCEME organizations and evening townhalls will be held to include the participation of the A Res; and

(3) Phase Three (19 June – 12 July 2021) – Feedback. Feedback, after-action review points, and additional questions will be consolidated and sent to the SO RCEME. A follow-on publication of all townhall questions and answers and post-BLUEBELL questions will be distributed through the regional network.

c. Main Effort. The safe conduct of all Ex BLUEBELL activities through the application of COVID 19 protocols and preventative health measures to ensure that these activities do not become spreader events.

d. End State. Improved understanding of LEMS policies and practices delivered through regional activities and an increased Esprit de Corps.

#### 4. Groupings and Tasks

##### a. Corps Secretariat

###### (1) Tasks

- (a) Conduct D RCEME awards boards and coordinate awards presentations (Completed);
- (b) Collect presentations (English and French) from presenters;
- (c) Ensure presentations are published No Later Than (NLT) 7 May 2021;
- (d) Apportion MS Teams logins to A Res for the evening townhalls;
- (e) Provide MS Teams meeting information and IT instructions to Senior Regional Reps (Sr Reg Reps) and the A Res;
- (f) Assist local moderators with the conduct of Questions & Answers (Q&A);
- (g) Collect After Action Review points for future Ex BLUEBELLS; and
- (h) Provide a transcript of all townhall questions and follow-on questions for distribution NLT 12 July 2021;

##### b. Senior Regional Representatives

###### (1) Tasks common to all

- (a) Provide names of regional Ex BLUEBELL OPIs to SO RCEME NLT 1 March 2021 (Completed);

- (b) Prepare and distribute regional BLUEBELL instructions;
- (c) Provide requests for regional agenda items to the Corps Secretariat NLT D-10 to their respective townhalls;
- (d) Apportion MS Teams Logins to participating organizations. Each Snr Reg Rep will have 230 logins to apportion between their respective Army, Navy, and Airforce organizations, and LADs;
- (e) Identify the number of logins their local LADs require for the evening A Res townhalls to the Corps Secretariat NLT 13 May 2021;
- (f) Coordinate local activities and event details with attendees and participants;
- (g) Determine an order of march (OOM) for persons/organizations to ask questions to the presenters;
- (h) Identify a moderator to conduct Q&A; and
- (i) Pull and review questions in advance to ensure locally answerable questions are resolved before the townhall.

5. Coordinating Instructions

a. Timings

- (1) D-10: Regional BLUEBELL instructions distributed;
- (2) 31 March 2021: D RCEME Awards nominations submitted by regions (Completed);
- (3) 7 April 2021: National D RCEME Awards Board (Completed);
- (4) 7 May 2021: BLUEBELL presentations published (locations TBD);
- (5) 130900 May 2021 (EST): BLUEBELL – Borden;
- (6) NLT 14 May 2021: Local D RCEME Awards winner notified/presented Award Certificates and prizes;
- (7) 15 May 2021: All D RCEME Awards Winners announced;
- (8) 200900 May 2021 (EST): BLUEBELL – NCR;
- (9) 201900 May 2021 (EST): BLUEBELL – Central and Atlantic, A Res;
- (10) 251930 May 2021 (EST): BLUEBELL – Quebec, A Res;

- (11) 261000 May 2021 (ADT): BLUEBELL – Atlantic;
  - (12) 280900 May 2021 (EST): BLUEBELL – Quebec;
  - (13) 030900 June 2021 (EST): BLUEBELL – Central;
  - (14) 171000 June 2021 (MST): BLUEBELL – Western;
  - (15) 172000 June 2021 (MST): BLUEBELL – Western, A Res;
  - (16) NLT 5 July 2021: Feedback points, questions and photos submitted; and
  - (17) 12 July 2021: Townhall Q&A minutes and follow-on question answers published through regional network.
- b. Theme. The theme of Ex BLUEBELL 2021 will be “Evolution through Adversity”.
  - c. Presenters. Presentation topics are outlined in Annex B. Persons available to answer questions at the townhalls will include D RCEME, Corps SM, Col Cmdt, DLEPS 3-2, DLEPS 3-4, and DLEPS 3-5. One can find the three main presenters’ Bio at reference (ref) A.
  - d. Agenda. Townhall agenda is available at Annex A. Regional specific adjustments to the agenda are to be requested to the Corps Secretariat NLT D-10 to their respective townhall.
  - e. Breakout. To achieve the breakout discussions with D RCEME and the Corps SM, NCOs will remain in the original meeting townhall with the Corps SM and Officers will move to a separate MS Teams meeting with D RCEME. Public servants and guests will allocate themselves to which breakout is more appropriate. 10 minutes is provided to accomplish this re-organization, and it will be done during the break. The breakout will not occur with the A Res townhalls.
  - f. Accessibility. Presentations will be made available in English and French. The A Res brief for Western and Eastern Canada will be conducted in English. The A Res brief for the Quebec region will be conducted in French. For any members who wish to attend a brief not in their area due to language reasons, please identify them to DLEPS 3-4 NLT D-7 of the respective A Res Bluebell to allocate them a login and ensure their participation.
  - g. MS Teams Townhall. Where possible bases/units/maintenance organizations should find common spaces where groups can attend using a single login to optimize the distribution of logins and maximize participation in these events. All group venues must follow strict COVID protocols and preventative health measures IAW local and national health restrictions. All groups are to announce who they are by grouping in the MS Teams chat from their respective login when they join the event. (e.g. 10x Maint Pl, 1 CER; 14x 36 Svc Bn).
  - h. D RCEME Award Presentations. D RCEME Award presentations or notifications to Award winners need to occur prior to 15 May 2021. Each respective region will

determine the individual scheme of manoeuvre for presenting these certificates and prizes due to the asymmetric nature of preventative health measures across Canada. Efforts should be made to provide an in-person presentation, but this should never come at the cost of COVID safety. Plans for each presentation will be developed in collaboration with the Corps Secretariat. Order of priority for the presenter:

- (1) RCEME CO;
  - (2) Snr Reg Rep;
  - (3) Formation Comd; and
  - (4) RCEME O;
- i. Additional Activities. To maximize attendance and reduce unit downtime, regions are encouraged to organise additional activities such as mess dinners or RCEME day events around regional BLUEBELLS provided these activities respect local and provincial health guidelines. Coordinating details for such events should be included in the regional BLUEBELL instructions.
  - j. Local Guests. The attendance of any local guests must be communicated to the Corps Secretariat ahead of the event.
  - k. Feedback. Feedback is essential to ensuring the improvement of subsequent exercises. Each region is to send feedback to SO RCEME via email in a bullet format.
  - l. Photos. Pictures are a great way to share and develop Esprit de Corps with all the RCEME community. Submitted photographs will be used in RCEME social media pages. OPIs from each region are to contact the Secretariat for instructions on uploading to Smugmug.

#### SERVICE SUPPORT

6. Dress. Combats or dress of the day.

#### COMMAND AND SIGNALS

7. MS Teams
  - a. All persons will mute their voice input and turn off their video when joining the event in order to minimize bandwidth;
  - b. The townhalls in MS Teams are accessible through DWAN, personal computers, and phone. All persons and groups logging into teams should trial their IT setup prior to their BLUEBELL event to work out any account or IT issues. For any questions related to MS Teams please direct them to the Corps Secretariat. For any more significant IT issues with MS Teams, please direct them to the O365 helpdesk at ref B. The helpdesk at ref B is available on personal internet;
  - c. When a member wishes to speak, they will be directed by a local moderator. This will

occur as part of the OOM or in response to a raised hand through MS Teams. The member only at that time can unmute themselves and turn on their camera; and

- d. Logins and follow-on IT instructions to be distributed by the Corps Secretariat through the Snr Reg Reps NLT D-7 to their respective BLUEBELL townhalls.

8. Command and Key Staff

- a. D RCEME. Col J.C.H. Spitzig;
- b. Corps SM. CWO K.S. Northorp;
- c. Col Cmdt. BGen (ret'd) B. Brewer;
- d. COS RCEME. LCol I. Miedema;
- e. DLEPS 3-2. Maj J.A. Legendre;
- f. DLEPS 3-4. Maj D.P. Burke;
- g. DLEPS 3-5. Maj F. Beauvais-Beaudry;
- h. SO RCEME. Capt A.G. MacLean; and
- i. A/SO RCEME. 2Lt D. Zhao.

*Arte et Marte*

J.C.H. Spitzig  
Colonel  
Director RCEME

K.S. Northorp  
Chief Warrant Officer  
RCEME Corps SM

Annexes

Annex A – Draft agenda  
Annex B – Presentation List

Distribution List

Action

RCEME Sr Reg Reps  
Corps Secretariat

Information

RCEME Council