

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



April 2024

4500-1 (RCEME Corps Coord)

EXERCISE BLUEBELL 2024 –
ADMINISTRATIVE INSTRUCTION

Refs: A. [The Corps of RCEME webpage](#)

B. [1349-1 \(RCEME Corps Coord\), Director RCEME Annual Award Program, dated 2 February 2024](#)

C. [Ex BLUEBELL 2024 – Presentations Templates](#)

D. [Ex BLUEBELL 2024 PowerPoint Equipment and LEMS Briefs](#)

1. SITUATION. The dispersion of RCEME members causes unique challenges with respect to the application of consistent Land Equipment Management System (LEMS) policy and practises to support domestic and deployed operations. We must leverage the diversity and collective strength of the entire RCEME community, including the Regular Force, Reserve Force, Guild, Light Aid Detachments (LADs), Cadets, the Foundation, DND Civilians and retirees. Exercise BLUEBELL (Ex BB) brings together the Corps through the sharing of ideas from all environments and throughout the holistic LEMS family. Together, we form a team as practitioners of LEMS. *While LEMS is indeed what we do, RCEME is who we are.*

2. MISSION. The Corps of RCEME will conduct a decentralized hybrid Exercise BLUEBELL 2024 (Ex BB 24) from 2 May to 14 June 2024 addressing RCEME audiences employed across Canada to provide operational guidance and technical updates.

3. EXECUTION.

a. Concept of Operation.

i. Director's intent. To provide all members of the Corps relevant, timely and synchronized operational guidance and technical updates to highlight both where our focus needs to be now and how we must orient ourselves toward future goals that align with Canadian Army realities. I will communicate with the entire RCEME community, including the Regular Force, Reserve Force, Guild, LADs, Cadets, the Foundation, DND Civilians and retirees to create an informed network across the Corps.

ii. Scheme of Manoeuvre:

(1) Phase 1 – Planning and preparation (Now – 1 May 2024). This phase includes venue and travel booking, agenda finalization, presentation preparation, and preparing and distributing Equipment and LEMS briefs;

(2) Phase 2 – Execution (2 May – 14 June 2024). Decentralized regional activities will be conducted physically when possible; and

- (3) Phase 3 – AAR. Feedback, after-action review points will be consolidated and sent to the event OPI.
 - iii. Main effort. The main effort is to address the largest RCEME communities possible, IOT provide them pertinent Corps guidance and updates.
 - iv. End State. The end state will be achieved when all members of the RCEME community have received the Ex BB 24 information briefs, or have access to them to better understand the challenges, initiatives, lines of effort, and objectives of the RCEME Corps.
- 4. Groupings and Tasks.
 - a. Participation. The entire RCEME community, including the Regular Force, Reserve Force, Guild, Light Aid Detachments (LADs), Cadets, the Foundation, DND Civilians and retirees.
 - b. Tasks.
 - i. Common to all:
 - (1) Be prepared to (BPT) participate in Ex BB 24; and
 - (2) Submit AAR points to event OPI NLT 21 June 2024.
 - ii. DGLEPM/DGMPD Directorates (if applicable):
 - (1) Provide an update brief on relevant vehicles/equipment of your Directorate and/or on its procurement status IAW Annex B;
 - (2) BPT present the above update brief during Ex BB 24; and
 - (3) Provide an OPI for your Directorate.
 - iii. CA G4 (Maj N.P. Tranquilla):
 - (1) Provide the CA G4 update brief IAW Annex B; and
 - (2) BPT present the above update brief during Ex BB 24.
 - iv. RCEME School:
 - (1) Provide the RCEME School update brief IAW Annex B; and
 - (2) BPT present the above update brief during Ex BB 24.
 - v. DLEPS 3-5 (Maj K.D. Spindler):
 - (1) Provide the State of the Union / CAF ACE update brief IAW Annex B; and
 - (2) BPT present the above update brief during Ex BB 24.

vi. Career Managers (Maj N.E.M. Arseneault / MWO J.S.P.K. Giguère):

- (1) Prepare the CM brief IAW Annex B; and
- (2) BPT present the above update brief during Ex BB 24.

vii. Corps Secretariat:

- (1) Consolidate Ex BB 24 PowerPoint presentations and publish them at [Ref D](#);
- (2) Coordinate travel for Director RCEME (D RCEME), Corps SM, and other accompanying members;
- (3) Coordinate with regional OPI the details of Ex BB 24 events/visits (presentation, activities, regional schedule, office calls, etc.); and
- (4) Coordinate the Honour & Recognitions (Coins & D RCEME Awards) to be presented during Ex BB 24 with regional OPIs.

viii. Senior Regional Representatives:

- (1) Provide a regional OPI for Ex BB 24 to SO RCEME, at DND.RCEME-GEMRC.MDN@forces.gc.ca NLT 19 April 2024;
- (2) BPT provide an aide-de-camp for the visit duration;
- (3) Provide up to two topics in order of interest for the optional vehicles / equipment briefs (*these briefs are optional and not required*) NLT 23 April 2024;
- (4) Submit nominations to be presented during Ex BB 24, NLT 19 April 2024;
- (5) Coordinate the D RCEME Annual Award and Coins presentations;
- (6) Prepare / submit the regional schedule IAW Annex C at least 10 workdays before regional Ex BB 24;
- (7) Coordinate the regional office calls;
- (8) Prepare / coordinate Ex BB 24 regional requirements IAW Annex D;
- (9) Invite Corps members to review the presentations posted at [Ref D](#), using the password “rceme1944gemrc” (Presentations available after 26 April 2024); and
- (10) Invite the entire regional RCEME community, including the Regular Force, Reserve Force, Guild, Light Aid Detachments (LADs), Cadets, the Foundation, DND Civilians and retirees to participate to Ex BB 24 (in-person or virtually).

c. Coordinating Instructions.

(i) Timings.

- (1) NLT 19 April 2024. Regional OPI for Ex BB 24 provided to SO RCEME, at DND.RCEME-GEMRC.MDN@forces.gc.ca;
 - (2) NLT 19 April 2024. RCEME Coin of excellence nominations submitted to DND.RCEME-GEMRC.MDN@forces.gc.ca;
 - (3) NLT 23 April 2024. Topics of interest for regional presentations (vehicles / equipment briefs) submitted to DND.RCEME-GEMRC.MDN@forces.gc.ca;
 - (4) NLT 24 April 2024. Ex BB 24 PowerPoint presentations completed and sent to DND.RCEME-GEMRC.MDN@forces.gc.ca;
 - (5) NLT 26 April 2024. Ex BB 24 presentations published at [Ref D](#);
 - (6) 2 May - 14 June 2024. Conduct of Ex BB 24 regional events/visits; and
 - (7) NLT 21 June 2024. Ex BB 24 AAR points and pictures submitted to DND.RCEME-GEMRC.MDN@forces.gc.ca.
- (ii) Schedules:
- (1) National Ex BB 24 schedule. As per Annex A.
 - (2) Regional Ex BB 24 schedule. To be created by Regional OPI IAW Annex C.
- (iii) Dress. CADPAT.
- (iv) Attendance. In person participation is recommended, when this is not possible, we encourage virtual attendance.

SERVICE AND SUPPORT

5. Travel / Accommodations. Each region is responsible for their own travel / accommodations related to Ex BB 24 events / visits.
6. Finance. Each region is responsible for their own expenses related to Ex BB 24 events / visits. All expenses related to the travel of D RCEME, the Corps SM and their entourage is funded by CA Talent Management.
7. Rations. All meals are an individual responsibility.

COMMAND AND SIGNALS

9. Points of Contact.
 - a. DRCEME, Col A.B. Lapointe, angie.lapointe@forces.gc.ca, 613-281-2015;
 - b. RCEME Corps SM, CWO A.G. Auger, alexandre.auger3@forces.gc.ca, 514-629-4572;
 - c. COS RCEME, LCol D.R. Fontaine, daniel.fontaine3@forces.gc.ca, 343-596-7195;

- d. RCEME Coordinator, Maj J.O. Fontaine, omer.fontaine@forces.gc.ca, 506-378-0740;
- e. Ex BLUEBELL 2024 event OPI / RCEME SO, Capt E.D. Hough, eric.hough@forces.gc.ca, 819-665-8239; and
- f. RCEME Assistant SO, Lt H. Alhalbi, hicham.alhabi@forces.gc.ca, 514-651-4563.

10. Acknowledgement. All Senior Regional Officers are asked to acknowledge this instruction to SO RCEME, Capt Hough via email at eric.hough@forces.gc.ca.

Arte et Marte



A.B. Lapointe
Colonel
Director RCEME



A.G. Auger
Chief Warrant Officer
RCEME Corps SM

Annexes:

- Annex A Ex BLUEBELL 2024 – Visit Schedule
- Annex B Ex BLUEBELL 2024 – Presentation guidelines
- Annex C Ex BLUEBELL2024 – Regional detail schedule
- Annex D Ex BLUEBELL 2024 – Regional requirements checklist

Distribution list

Action

CA//G4/G4 Maint
DGLPEM//DLEPS/DASPM/DAVPM/DSSPM/DCSEM/DSVPM
DGMPD//LVM/ACSV
RCEME Corps//D RCEME/Corps SM/Corps Coord/Adjt
RCEME School//Cmdt/CI/RSM
DGMC//Career Manager RCEME
Senior Regional Representatives//Sr Reg O/Reg CWO/ETSM

Information

RCEME//COS RCEME/Corps Adjt
DGLPEM//DAEME/202 Wksp/QETE/DLCMS
OAs & AOAs

EX BLUEBELL 2024 – VISIT SCHEDULE

1. The Corps of RCEME will conduct a decentralized hybrid Exercise BLUEBELL 2024 (Ex BB 24) from 2 May to 14 June 2024 addressing RCEME audiences employed across Canada to provide operational guidance and technical updates. The Corps leadership will visit the following Canadian Force Bases as part of EX BB 24:

Date	Region	Location
2-3 May 2024	Quebec	CFB Valcartier, La Jacques-Cartier, QC
16 May 2024	NCR	Gatineau, QC / Ottawa, ON
29-31 May 2024	Atlantic	CFB Gagetown, Oromocto, NB
6 June 2024	Central	CFB Petawawa, Petawawa, ON
13 June 2024	Western	CFB Edmonton, Edmonton, AB

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EX BLUEBELL 2024 – PRESENTATION GUIDELINES

1. The presentations must adhere to the following guidelines to have a standardized format and to facilitate their consolidation:
 - a. Use PowerPoint templates at [Ref C](#) (access to this folder may be requested through SO RCEME);
 - b. Slides must be bilingual (could be two different presentations);
 - c. Bilingual narration must be provided;
 - d. Length – max 15 slides; and
 - e. Duration – max 20 minutes (based the narration).
2. The presentations must be completed and sent to DND.RCEME-GEMRC.MDN@forces.gc.ca.
NLT 24 April 2024.

EX BLUEBELL 2024 – REGIONAL DETAIL SCHEDULE

Region: _____

Sr Reg Offr: _____
 Rank / Initials / Name Phone # Email

Sr Reg CWO: _____
 Rank / Initials / Name Phone # Email

Reg ETSM: _____
 Rank / Initials / Name Phone # Email

Regional OPI: _____
 Rank / Initials / Name Phone # Email

1. Agenda.

EX BLUEBELL 2024			
Time	Duration	Event / Presentation	OPI
XX May 2024			
0900-			
		Break	
		Lunch Break	
		Break	
XX May 2024			
		Break	
		Lunch Break	
		Break	

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2. Office Calls list:

Key Leadership Engagement (Comd/RSM – Div / CDSB / Svc Bn / other L2, L3 & L4)				
Name (rank, initial, Name)	Position	Time	Date	Location / Comments

** Both D RCEME and the Corps SM meet with the key leadership.*

EX BLUEBELL 2024 – REGIONAL REQUIREMENTS CHECKLIST

1. During the regional Ex BLUEBELL 2024, regions must be prepared to provide and coordinate the following (*this list only encompass key tasks/requirements*):
 - Provide a regional OPI for Ex BB 24 to SO RCEME, at DND.RCEME-GEMRC.MDN@forces.gc.ca NLT 19 April 2024.
 - Submit [RCEME Coin of Excellence](#) nominations to be presented during Ex BB 24, NLT 19 April 2024.
 - Provide up to two topics in order of interest for the optional vehicles / equipment briefs (these briefs are optional and not required) NLT 23 April 2024; *Note - A State of the Union brief, a Career Manager brief, and a Training modernization brief will be provided to all regions.*
 - Prepare / submit the regional schedule IAW Annex C at least 10 workdays before regional Ex BB 24 to DND.RCEME-GEMRC.MDN@forces.gc.ca (*must include a 45-60 min Q&A period during following the briefs*).
 - Coordinate the regional office calls.
 - Create a MS Teams meeting invite.
 - Sent MS Teams meeting invite details to DND.RCEME-GEMRC.MDN@forces.gc.ca at least 10 workdays before regional Ex BB 24.
 - Book a venue for Ex BB 24 (must have the ability to use MS Teams and broadcast).
 - Invite the entire regional RCEME community (including the Reg F, Res F, Guild, LADs, Cadets, the Foundation, DND Civilians and retirees) to participate to Ex BB 24 (in-person or virtually).
 - Ex BB 24 venue requirements:
 - MS Teams access;
 - Ability to project a presentation (projector & screen);
 - Ability to broadcast (audio/video) via MS Teams (capacity to see the presenters and audience); and
 - Ability to accommodate a large group of persons (i.e. an auditorium).
 - Coordinate the D RCEME Annual Award and Coins presentations.
 - Assign a person to take pictures during the regional Ex BB 24 (*no need for a professional photographer*).

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- Coordinate with the RCEME Corps secretariat all details of the regional Ex BB 24.