

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



Date of e-signature

4500-1 (Asst SO RCEME)

EXERCISE BLUEBELL 2025 –
ADMINISTRATIVE INSTRUCTION

- Refs: A. [The Corps of RCEME webpage](#)
B. [1349-1 \(RCEME Corps Coord\), Director RCEME Annual Award Program 2025](#)
C. [Ex BLUEBELL 2025 – Presentations Templates](#)
D. [Ex BLUEBELL 2025 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 National Exercise BLUEBELL 2025 (Ex BB 25) virtually on 07-08 May 2025 followed by regional visits 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 2025). This phase includes venue and travel booking, agenda finalization, presentation preparation, and preparing and distributing Equipment and LEMS briefs;
 - (2) Phase 2 – Ex BB presentations (07-08 May 2025). Conduct of the National Ex BB presentation virtually (in-person optional).

- (3) Phase 3 – Visits. Decentralized regional visits will be conducted on an invitation from the region throughout the fiscal years. It is recommended visits be paired with Regional RCEME events/activities; and
 - (4) Phase 4 – 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 members of the RCEME community have received the Ex BB 25 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 25; and
 - (2) Submit AAR points to event OPI NLT +14 days after regional visit.
 - ii. DGLEPM/DGMPD Directorates (upon request based on chosen topics):
 - (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 25 on 07-08 May 2025; and
 - (3) Provide an OPI for your Directorate.
 - iii. CA G4 (LCol P. Piotrowski / Maj J. Kwak):
 - (1) Provide the CA G4 update brief IAW Annex B; and
 - (2) BPT present the above update brief during Ex BB 25 on 07-08 May 2025.
 - iv. RCEME School (Maj Beauvais-Beaudry):
 - (1) Provide the RCEME School update brief IAW Annex B; and
 - (2) BPT present the above update brief during Ex BB 25 on 07-08 May 2025.
 - 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 25 on 07-08 May 2025.
- vi. Career Managers (Maj A. Nguyen / MWO D.S. Forbes):
- (1) Prepare the CM brief IAW Annex B; and
 - (2) BPT present the above update brief during Ex BB 25 on 07-08 May 2025.
- vii. Corps Secretariat:
- (1) Consolidate Ex BB 25 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 the regional visits (presentation, activities, regional schedule, office calls, etc.); and
 - (4) Coordinate the Honour & Recognitions (Coins & D RCEME Awards) to be presented during Ex BB 25 with regional OPIs.
- viii. Senior Regional Representatives:
- (1) Provide a regional OPI for Ex BB 25 to SO RCEME, at DND.RCEME-GEMRC.MDN@forces.gc.ca NLT 04 April 2025;
 - (2) Provide prefer dates for Ex BB Regional visit NLT 11 April 2025;
 - (3) BPT provide an aide-de-camp for the visit duration;
 - (4) Provide up to two topics in order of interest for the National Ex BB presentations NLT 04 April 2025;
 - (5) Coordinate the D RCEME Annual Award and Coins presentations;
 - (6) Prepare / submit the regional schedule IAW Annex C at least 2 months before regional visit Ex BB 25;
 - (7) Coordinate the regional visit town hall;
 - (8) Prepare / coordinate Ex BB 25 regional requirements IAW Annex D;
 - (9) 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 the National Ex BB 25 and regional visit (in-person or virtually).
- c. Coordinating Instructions.

- (i) Timings.
- (1) NLT 04 April 2025. Regional OPI for Ex BB 25 provided to Asst SO RCEME, at DND.RCEME-GEMRC.MDN@forces.gc.ca;
 - (2) NLT 04 April 2025. Topics of interest for National Ex BB presentation submitted to DND.RCEME-GEMRC.MDN@forces.gc.ca;
 - (3) NLT 11 April 2025. Provide prefer dates for Ex BB Regional visit;
 - (4) NLT 24 April 2025. Ex BB 25 PowerPoint presentations completed and sent to DND.RCEME-GEMRC.MDN@forces.gc.ca;
 - (5) NLT 25 April 2025. Ex BB 25 presentations published at [Ref D](#);
 - (6) 07-08 May 2025. National Ex BB 25 presentations (virtual);
 - (7) 15 May 2025 – 15 March 2026. Conduct of Ex BB 25 regional visits; and
 - (8) NLT 14 days after the visit. Ex BB 25 AAR points and pictures submitted to DND.RCEME-GEMRC.MDN@forces.gc.ca.
- (ii) Schedules:
- (1) National Ex BB 25 schedule. As per Annex A.
 - (2) Regional Ex BB 25 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 25 events / visits.
6. Finance. Each region is responsible for their own expenses related to Ex BB 25 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

8. Points of Contact.

- a. DRCEME, Col A.B. Lapointe, angie.lapointe@forces.gc.ca, 613-281-2015;
- b. RCEME Corps SM, CWO N. Barrett, NICOLE.BARRETT@forces.gc.ca;
- c. COS RCEME, Col 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. RCEME SO, Capt J. Maalouf, Joseph.Maalouf@forces.gc.ca, 581-997-4455; and
- f. Ex BLUEBELL 2025 event OPI / Asst SO RCEME, 2Lt F. Frigon, felix.frigon@forces.gc.ca 438-345-5048.

9. Acknowledgement. All Senior Reginal Officers are asked to acknowledge this instruction to Asst SO RCEME, 2Lt Frigon via email at felix.frigon@forces.gc.ca.

Arte et Marte

A.B. Lapointe
Colonel
Director RCEME

N.L. Barrett
Chief Warrant Officer
RCEME Corps SM

Annexes:

Annex A	Ex BLUEBELL 2025 – National Ex BLUEBELL Schedule
Annex B	Ex BLUEBELL 2025 – Presentation guidelines
Annex C	Ex BLUEBELL2025 – Regional detail schedule
Annex D	Ex BLUEBELL 2025 – Regional requirements checklist

Distribution list

Action

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

Information

RCEME//COS RCEME/Corps Adjt
DGLPM//DAEME/202 Wksp/QETE/DLCSM
OAs & AOAs

NATIONAL EX BLUEBELL 2025 – SCHEDULE

1. The Corps of RCEME will conduct a National Exercise BLUEBELL 2025 (Ex BB 25) virtually on 07-08 May 2025 addressing RCEME audiences employed across Canada to provide operational guidance and technical updates.

2. MS Teams joining instruction:

[Webinar Page](#)

3. Schedule (draft):

Bluebell 2025 Day 1		
07-May-25		
Start / Début (EST/HNE)	Topic / Sujet	OPI / BPR
10:00:00 AM	Intro + DRCEME Corps Update	
10:45:00 AM	Career Manager + D35 update	
11:15:00 PM	RCEME School	
11:45:00 PM	CA G4 Maint Update	
12:15:00 PM	Lunch	
1:15:00 PM	Topic 1	
1:45:00 PM	Topic 2	
2:15:00 PM	Topic 3	

Bluebell 2025 Day 2		
08-May-25		
Start / Début (EST/HNE)	Topic / Sujet	OPI / BPR
10:00:00 AM	INTRO	
10:15:00 AM	Topic 4	
10:45:00 AM	Topic 5	
11:15:00 AM	Topic 6	
11:45:00 AM	Conclusion + Questions	

Annex B to
4500-1 (Asst SO RCEME)
March 2025

EX BLUEBELL 2025 – 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 Asst 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. + 10 minutes questions and transition
2. The presentations must be completed and sent to DND.RCEME-GEMRC.MDN@forces.gc.ca.
NLT 24 April 2025.

EX BLUEBELL 2025 – 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

ADC: _____
 Rank / Initials / Name Phone # Email

1. Agenda.

EX BLUEBELL 2025/26			
Time	Duration	Event / Presentation	OPI
XX Month 2025			
0900-			
		Break	
		Lunch Break	
		Break	
XX Month 2025			
		Break	
		Lunch Break	
		Break	

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 2025 – REGIONAL REQUIREMENTS CHECKLIST

1. During the regional Ex BLUEBELL 2025 visit, regions must be prepared to provide and coordinate the following (*this list only encompass key tasks/requirements*):
 - Provide a regional OPI for Ex BB 25 to SO RCEME, at DND.RCEME-GEMRC.MDN@forces.gc.ca **NLT 04 April 2025**.
 - Provide prefer dates for Ex BB Regional visit **NLT 11 April 2025**.
 - Book a venue for Ex BB 25.
 - Prepare / Coordinate a Regional town hall for the RCEME Corps leadership to address the RCEME Community. Any specific topics of interest for the town hall may be submitted in advance to facilitate preliminary preparation/coordination as needed.
 - Prepare / submit the regional schedule IAW Annex C at least 2 months before regional Ex BB 25 to DND.RCEME-GEMRC.MDN@forces.gc.ca
 - 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 25 (in-person or virtually).
 - Ex BB 25 town hall 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 25 (*no need for a professional photographer*).
 - Coordinate with the RCEME Corps secretariat all details of the regional Ex BB 25.