



Beaver Tales

Beaver Tales, the ADM(IE) biweekly newsletter, is your one stop shop for all information IE.

AUGUST 21

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Next Edition:

- **September 3rd** - Please submit content for this edition by COB August 26th.

Upcoming Editions:

- **September 17th** - Please submit content for this edition by COB September 9th.
- **October 1st** - Please submit content for this edition by COB September 23rd.

Beaver Tale Submissions


Click [here](#) for instructions on how to submit content.

Click [here](#) for the 2020 edition release dates and content submission due dates.

We want to hear from you! Please provide any feedback or content ideas to: P-OTG.IENews@intern.mil.ca.



CALENDAR OF EVENTS

Click [here](#) to see upcoming events! 

Announcements, Upcoming Events & Important Information



Message from the Clerk on the 27th Annual Report to the Prime Minister on the Public Service of Canada

Dear Colleagues,

I am pleased to share with you the [Twenty-Seventh Annual Report to the Prime Minister on the Public Service of Canada](#).

This year's report is in the form of a letter to the Prime Minister. It highlights your incredible, tireless work to provide critical services to ensure the health, safety, security and economic well-being of Canadians. It reminds us of the challenges we have faced this past year alone. It also provides some thoughts on the progress we have made, as the Public Service, to embrace risk, become more agile, and explore new ways of working. All of these qualities have played a key role in our ability to quickly adapt and continue to serve Canadians during the COVID-19 pandemic.

I am extremely proud of the work you have done, especially under the unique challenges we are all facing in these uncertain times. Your commitment to being in this together and serving Canadians is a tremendous advantage that will continue to benefit the country in the future.

I thank you all for your dedicated and continued work.

Sincerely,

Ian Shugart

Clerk of the Privy Council and Secretary to the Cabinet

New CAF Administrative Order and Military Personnel Instruction on Hateful Conduct

As of 10 July 2020, the Canadian Armed Forces (CAF) has amended its policy: [DAOD 5019-0](#) to include the definition of hateful conduct and has published a CF Military Personnel Instruction to outline how it will be addressed within the CAF. These policy instruments are part of our intent to put words into action on misconduct and inappropriate behaviour, and to eliminate hateful conduct from our institution.

The CAF is committed to remaining fit, deployable, and effective, while upholding the time-honoured ethos and values of the Profession of Arms; respect and dignity for all individuals and their beliefs are core values of Canada and of the CAF. To accomplish this, we must uphold the [Canadian Human Rights Act](#), which means fostering a safe and healthy workplace for all members of the Defence Team. While we have made progress, we can do more to address the behaviour of those among us who still do not abide by our ethos and values, and who wish others harm. On multiple occasions, and now with this latest personnel administrative order, the Chief of the Defence Staff has made it clear that hateful conduct and any associated behaviours will not be tolerated within the CAF.

Whether military, public servant, non-public employee, or contractor, you should feel welcomed and valued, judged solely on your behaviours, your competencies, and your contributions to Canada's defence goals. All forms of racism, discrimination, bullying, micro aggressions, and hateful conduct (in person or through other means such as social media) damage our individual team members and undermine the organization's operational effectiveness, as they diminish trust in leadership and in each other. In addition, witnessing such behaviours and not stopping or correcting them further harms and erodes confidence. We must speak up and take action when confronted with such moral challenges, as this re-instills faith in our system and confirms our commitment to change.

The CAF has established the new Hateful Conduct Incident Tracking System (HCITS) that will leverage the existing Operation HONOUR Tracking and Analysis System (OPHTAS) system and process for CAF members and their respective leadership. This new reporting system will allow for consistent tracking and improved reporting of hateful conduct incidents, which will be reviewed, assessed, investigated, and addressed by the chain of command.

We have acted to bring about a prolonged and sustained solution. This is not an end, but rather a new process, putting into place mechanisms to ensure shared understanding and the instructions on how to act when someone behaves inappropriately. I encourage you to review the information, key references and links regarding this updated policy on the [Hateful Conduct Intranet site](#) and through the CAF App. As well, the CMP/MPC ARC is available to provide answers to questions regarding this or any other behaviour policies used to govern the CAF.

As your visible minority champion, I will continue to share information with you about implementation of this order and associated instruction as it evolves and other initiatives are pursued.

Vice-Admiral Haydn C. Edmundson

Commander, Military Personnel Command

NDWCC

Across all bases and wings and in the National Capital Region (NCR), the 2020 National Defence Workplace Charitable Campaign (NDWCC) is about to get started. Due to the ongoing Covid-19 situation, this year will be unlike any other previous campaigns. As various social distancing measures remain in place across the country, we should expect to see a mostly virtual platform for events and donations alike. Despite these constraints, the NDWCC remains important and most valuable for the less fortunate and all of you are encouraged to consider supporting the campaign directly by getting involved at your local level and/or through an online donation. Launching in early September, stay tuned to the [NDWCC website](#) in the coming weeks for more details on how you can make a difference in your community as they become available.

COVID-19

You are encouraged to visit [DND/CAF COVID-19 information page](#) for the latest information pertinent to both civilian and military Defence Team members. You can also find all of the latest information for all Canadians on the [COVID-19](#) page on Canada.ca.

The Canada COVID-19 app is a central resource for accessing personalized, trusted, evidence-based information about the COVID-19 pandemic across Canada. [Download here](#) for the most up-to-date information, recommendations, and resources.

- [Contact tracing in the Canadian Armed Forces during the COVID-19 pandemic](#)
- [Measures to ensure the health and safety of our teams across the country](#) (video)
- [Your Ask Anything: COVID-19 questions answered: Balancing childcare with business resumption; training courses; and PPE](#)
- [Recommended Public Health Measures and Personal Protective Equipment](#)
- [DM/CDS joint directive - DND/CAF COVID-19 public health measures and personal protection](#)

Mandatory course for all personnel: The COVID-19 Awareness Course is now available on the Defence Learning Network (DLN). To access the DLN please visit the appropriate site based on your connection:

- **DWAN/DVPNI:** <http://dln-rad.mil.ca>
- **Home Internet:** <https://dln-rad.forces.gc.ca/login>

Once you have logged on, perform a 'catalogue search' for "COVID" and you will see the result "COVID-19 Awareness / Sensibilisation à COVID-19 MITE 122255". Choose it and click register. The course should take between 60-90 minutes to complete.

Business Resumption

- [Things you need to know about the new Civilian Flexible Work Program and mandatory agreement form](#)
- [Tools for the Defence Team to support Business Resumption](#)
- [Measures for returning to the workplace](#)

- [Return to the Workplace Orientation Template](#)
This Orientation Package was developed to equip teams with the necessary tools and information to guide staff returning to the workplace/office. Respective individuals and teams across Defence are encouraged to modify and tailor it to best support and address their needs regarding this transition.
- [Business Resumption: The Tough Questions](#)
- [Defence Team, send us your questions about resuming work!](#)
- For more information, check out these resources:
 - [Resuming work](#)
 - [Working remotely](#)
 - [Defence O365 – Onboarding for PC without a Smartphone](#)
 - [Defence O365 – Apple iOS Onboarding Guide](#)
 - [Defence O365 – Android Onboarding Guide](#)
 - [Virtual Interactions “Internet Etiquette” Guide](#)
- [Supervisors’ Communications Toolkit](#)

Defence Team News

- [Message to Students and Managers about the 2020 Student Exit Survey \(SES\)](#)
- [Virtual Offboarding for Students and their Managers – Supporting human resources and staffing while working remotely](#)
- [Defence Administrative Orders and Directives \(DAOD\) - Change Notice - 05/20](#)
- [Defence Administrative Orders and Directives \(DAOD\) - Change Notice - 04/20](#)
- [Defence Administrative Orders and Directives \(DAOD\) - Change Notice - 03/20](#)

Mandatory Training

As we are getting several new people in our ranks, here is a small reminder to all supervisors about the mandatory training employees must take.

- [List of Training for New Employees](#)
- [Required, Mandatory and Sub-Delegation Training Requirements for Civilian and Military Personnel](#)

Consult ADM(IE)’s Functional Planning Guidance FYs 2021-22 – 2023-24

Have you ever wondered how our colleagues in the various areas of the Defence Team stay apprised of ADM(IE)’s Infrastructure, Environmental and Indigenous priorities?

ADM(IE) publishes a Functional Planning Guidance (FPG) which provides the Defence Team with the Infrastructure and Environment priorities that support the achievement of the [Defence Policy: Strong, Secured, Engaged, Government of Canada priorities](#), the [Minister’s Mandate Letter](#), and the [greater Government of Canada commitments](#). Senior level executive committees and working level personnel use the Functional Planning Guidance document to guide investment decisions and operational plans. Our progress against the three main results identified in the FPG is monitored annually using the measurement criteria established through the [Departmental Results Framework](#) and shared with Parliament, and Canadians, through the [Departmental Results Report](#).

The Functional Planning Guidance is accessible on the ADM(IE) [intranet](#) as well as in [GCDocs](#).

Welcome to Carling Campus!

On behalf of ADM(IE), we would like to welcome the Nuclear Safety Directorate (D N Safe) to Carling Campus. The Directorate of Nuclear Safety (D N Safe) has moved from downtown Ottawa to join ADM(IE) HQ in the Carling Campus. D N Safe regulates all DND/CAF radiological/nuclear activities.

Through an OiC (Order in Council), DND/CAF is exempt from the “Nuclear Safety and Control Act” which is enforced by the Canadian Nuclear Safety Commission (CNSC). The reason for the exemption is based on the uniqueness of military operations. Although exempt from the Act, a condition of the OiC is that the Minister National Defense (MND) be consistent with the Act to the extent practical. Because of this condition, D N Safe has been mandated to function as DND/CAF’s Regulator. The group’s Director reports to the Director General, Engineering Services, Infrastructure and Environment.

The D N Safe team photographed before COVID-19.



From left to right: LCol Susan Harris, Col Rancourt and LCol Rob Knapik.

AWARDS, PROMOTIONS AND RECOGNITIONS

Change of Appointment of Chief of Staff Real Property Operations (North)

Real Property Operations (North) (RPO(N)) has an area of responsibility that includes the Yukon, North West Territories, Nunavut and parts of northern Quebec and Labrador. Covering an area equivalent to the entirety of Western Europe, the infrastructure that is maintained by RPO(N) is aging rapidly in an inhospitable environment that is widely dispersed and difficult to access; however, it is critical to the defence of Canada.

The team that comprises RPO(N) HQ and its two detachments, Yellowknife and Goose Bay, remain exceptionally busy ensuring that the portfolio operates consistently and continually.

On 27 July 2020, a small ceremony was held in Ottawa to mark the Change of Appointment of Chief of Staff RPO(N) from LCol Rob Knapik to LCol Susan Harris. LCol Knapik is trading in issues in the far north for issues down under, as he will be assuming the responsibilities of J7 Indo-Asia and Pacific in the Australian Defence Force Joint Operation Command, and Canadian Liaison Officer. Meanwhile, LCol Harris is already well aware of many of the challenges in the North, arriving from the J9 Compliance Officer position in Group HQ.

Major General Sirois presenting the award to Major Allard.



Congratulations to Major Pierre Allard for receiving his second bar for 32 years of service with the Canadian Armed Forces.

Defence Construction Canada, Celebrating Excellence—2020 National Award Winners



The following Defence Construction Canada (DCC) employees were celebrated as winners during our National Awards Ceremony held this past May. Many of these awards are in recognition of the DCC support related to the various projects within ADM(IE). We would like to take this opportunity to congratulate the winners and to thank the IE employees involved in the nomination process - congratulations to all!

- **The President's Award** is presented annually to an employee who has consistently demonstrated exemplary service to DCC and achieved exceptional results. Sophie Tremblay, Program Leader at Canadian Forces Base (CFB) Bagotville, received this award for her 34 years of outstanding service to DCC and the Client-Partner. The most recent example of that has been her dedication to a large, high-profile and complex project: the construction of the \$50-million Transport, Electrical and Mechanical Engineering (TEME) project at CFB Bagotville.
- **The Service Development Award** went to Jonathan Duclos, Regional Service Line Leader, Real Property Management Services, in the Quebec Regional Office. This award recognizes an employee or group of employees who have made a notable contribution to developing and promoting value-added Client-Partner services. Jonathan received this award for his exemplary service to DND in developing the Quebec Region's first-ever major facilities maintenance and support services contract.
- **The Innovation – Internal Practices Award** is presented to an employee or group of employees who have been instrumental in conceiving, developing and/or implementing an innovative internal practice, process or use of technology. This award was presented to Robin Entwistle, Team Leader, Contract Services, at CFB Kingston, for developing new inspection, testing and maintenance contracting packages that support DND's needs and provide value to the Crown.
- **The Innovation – Client-Partner Service Delivery Award** was presented to the Esquimalt Jetty Project Blast Team of Eivin Hoy, Doug Kroeker, Jenna MacDonald, Tyler Slobodan, Steve Swonnell and Darrell Teng. This award celebrates an innovative practice or solution developed by an individual or team while delivering services to the Client-Partner. The 2020 recipients were successful in addressing a unique challenge: conducting underwater rock blasting without harming marine life.
- **The 2020 recipient of the Robert Graham Memorial Award** was Deanna Brewster, Coordinator, Environmental Services, at CFB Halifax. This award recognizes an employee or team who makes a special contribution to improving workplace safety or environmental protection. Deanna has demonstrated outstanding achievement in conducting environmental assessments for the Client-Partner.
- **The Customer Satisfaction – Individual Award** was presented to Craig Taylor, Team Leader, Programs, at 17 Wing Detachment Dundurn, for his expertise and consistently exceptional performance in overseeing DND's infrastructure projects at Dundurn and associated facilities.
- **The Customer Satisfaction – Team Award** went to the Nanisivik Naval Facility Site Team—composed of Eric Andert, Louis Lemay, and Steven Poaps—for their outstanding success in shepherding this unique Arctic facility through six years of construction by creating a seamless, goal-oriented working relationship with the Client-Partner.
- **The 2020 Diversity and Inclusion Award** is given to an employee or group of employees who have demonstrated exceptional leadership in building or supporting a diverse workforce, and championing an inclusive workplace. This award was presented to Jenelle Ramnath, Coordinator, Environmental Services, at CFB Kingston. Jenelle was recognized for her outstanding efforts in coordinating diversity-related activities among employees at the site and for being a Positive Space Ambassador in support of the LGBTQ2 community.

- Three **President's Certificates of Recognition** were also presented during the ceremony. Certificates may be awarded, at the President's discretion, to one or more nominees who have made an outstanding contribution to DCC. In 2020, certificates were awarded to:
 - o The Contract Financials Team at Head Office was recognized for providing excellent performance and outstanding service when DCC's information technology (IT) systems were unavailable. Members include Rania Baroud, Louisa Dattilo, Frank Kouloufakos, Donna Lewis, Vesna Lukic, Nathalie McDonald and Chantal Montpetit.
 - o The National Diversity and Inclusion (DI) Committee of Mark Barbeau, Vincent Bousquet, Yves-Marie Exumé, Robin Fraser, Lori Fudge, Erica Lyle, Ian Quane, Sabrina Rock, Phillip Stafrace and Marie-Claire Wihogora was recognized for strongly supporting the DI Strategy and Action Plan and for promoting cultural diversity and respect among DCC employees.
 - o Sabrina Girard, Coordinator, Environmental Services, at CFB Bagotville, was recognized for playing a key role in helping CFB Bagotville implement an environmental management system and contributing to the award-winning, carbon-neutral International Air Show.

IE in the News

Ontario gives \$1M to plant memorial trees along Highway of Heroes

Global News

To honour Canada's fallen military members, the Ontario government will spend \$1 million to augment the largest living memorial in Ontario with the planting of thousands of trees along the Highway of Heroes. The goal is to plant 117,000 trees, representing one tree for every soldier who has fallen since Confederation – more than 52,000 trees have already been planted by the Highway of Heroes organization since planting began in 2016. Col. Ryan Deming, 8 Wing Commander, thanked the Ontario Government for honouring the Canadian Armed Forces and said “we're proud members of this community, we're honoured to serve here. We're absolutely ecstatic to belong here.” The Highway of Heroes “reminds us we're all in this together, in fact, we're stronger together. This initiative continues to make a lasting, positive impact on the environment for generations to come and serves as a reminder of our combined resilience.” (D. Baldwin, Belleville Intelligencer: intelligencer.ca; Col Ryan Deming quoted).



AWARDS, PROMOTIONS AND RECOGNITIONS

Change of Appointment of Formation Chief Warrant Officer

From left to right: CWO Levesque, Col Rancourt and CWO Aitken.

The Formation Chief Warrant Officer (CWO) plays a very important role within the Formation in providing technical, unbiased and sage advice to the Comd while providing the highest level of leadership and guidance to the Non-Commission Members of the Formation.

On 22 July 2020, Col Rancourt, Comd CF RP Ops Gp, oversaw the change of appointment ceremony of the Formation Chief Warrant Officer from CWO Gord Aitken to CWO Albert Levesque. CWO Aitken served as the Formation Chief Warrant Officer for three years under two Commanders and will now retire in Alberta after over 36 years of dedicated and loyal service in the Canadian Armed Forces. CWO Levesque is coming to CF RP Ops from North Bay as the Mission Support Squadron CWO for two years, but he is no stranger to CF RP Ops. CWO Levesque was the RPOU(W) Regional CWO from 2016 to 2018 and the Unit MWO in Wainwright from 2014 to 2016. Best wishes to CWO Aitken on a well-deserved retirement, and welcome to CWO Levesque!



CWO Levesque



CWO Aitken

Employee Departures

Chief Warrant Officer (CWO) Gordon Aitken enrolled in October 1983 under the Youth Training Employment Program (Y-TEP), as a Class C Reservist. At the end of the one-year contract, he enrolled into the Regular Force. During his career, he completed R&M Tech QL3, MP QL3 and QL5, R&M QL5 and QL6A and CE Supt QL6B, as well as JLC with the PPCLI Battle School in Wainwright, Alberta, SLC and CQC in St. Jean, Quebec.

Postings have included: CFS Beaver Lodge, CFB Chilliwack, CFB Calgary, CFB Edmonton Detachment Wainwright, CFB Cornwallis, CFB Trenton (8 Wing) twice, CFB Goose Bay (5 Wing), CFB Borden, CFB Gagetown Detachment Moncton, CFB Esquimalt, and Ottawa twice.

CWO Aitken completed tours in: CFS Alert, CC UNDOF Golan Heights, and JTF Afghanistan Kandahar. Also numerous shorter deployments, deploying and installing Mobile Aircraft Arresting Systems (MAAS) in support of RCAF operations throughout Canada and the United States of America.

To name just a few CWO Aitken's career highlights: becoming the lowest rank person entrusted with certification of MAAS at the rank of Sgt, previously a responsibility given to a MWO; becoming the MAAS Subject Matter Expert (SME) at the rank of WO; being selected to be the RSM of 1 Engineer Support Unit (1 ESU); and being selected to be Formation Chief Warrant Officer (FCWO) of Canadian Forces Real Property Operations Group (CF RP Ops Gp). Some of the most memorable moments in CWO Aitken's military career are: promotion to Master Corporal at the Edmonton Airport, being promoted to Warrant Officer on the Canada Day parade in the Golan Heights, and being promoted to CWO just prior to departing from Afghanistan.

CWO Gordon Aitken will retire from the Canadian Armed Forces on 31 August 2020, after 36+ years of loyal and dedicated service. He is very grateful to everyone who had a positive effect on his career and who broadened his knowledge and experience not only in the CAF but also in life in general. He is thankful for all of the fond memories he will take with him into the next chapter in his life. He will miss the friends he has made over the years and comradery that comes with those friends.

Gordon and his wife, Darlene, will be moving to Alberta where he plans to rebuild a classic Chevy Nova for Darlene and then build an old Hot Rod for himself. All the best Gordon!



CWO Aitken