# ROYAL CANADIAN AIR FORCE



HONORARY COLONEL HANDBOOK

#### **PREFACE**

This handbook is an unofficial document compiled to assist Royal Canadian Air Force Commanding Officers, Honorary Colonels and members of RCAF units and squadrons. It is written for these three distinct audiences. It is produced by the office of the Special Advisor to the Commander RCAF. Any comments, corrections or suggestions for improvement may be forwarded to that office directly: DAVID.PEART@forces.gc.ca

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# RCAF HONORARY COLONEL HANDBOOK

PART I

#### **OVERVIEW**

#### INTRODUCTION

- 1.1 What is an Honorary Colonel? Within the RCAF, the appointment of Honorary Colonels serves to develop and strengthen the ties between the military element and local and professional communities, businesses, industries and labour. Orders go on to state that they will be appointed by the Minister of National Defence and eligibility for consideration is limited to:
- a former commissioned officer of any of Her Majesty's Forces;
- a distinguished Canadian citizen; or
- a British subject.

#### HISTORY OF APPOINTMENTS IN CANADA

- 1.2 The Canadian tradition of honouring regional or local dignitaries with an honorary rank in the military goes back to 1857 although it was 1895 before the first honorary colonel was appointed. Being an honorary colonel has always been an honour, bestowed upon prominent members of the community for their influence; however, it also involved rallying civilians to enlist during time of war or emergency, and to clothe and even equip troops during times of peace.
- 1.3 In the RCAF, honorary colonels have been appointed for the prominence they hold in the community but more importantly as a mark of esteem. The first RCAF appointees, made in 1931, were four big names in Canadian military aviation, Group Captain J. S. Scott, Group Captain R. K. Mulock, Wing Commander W. A. "Billy" Bishop, and Squadron Leader D. R. MacLaren. All four being recently retired, giving them the honorary appointments was both a way to honour them and to have them maintain their link with the air force.
- 1.4 Other military personnel and civilians were appointed in the years that followed, honoured for their achievements in the field of aviation, their contributions to the RCAF during the Second World War or their standing in the community. The practice of naming honorary appointees as general members of the RCAF continued through to 1959, when J.A.D. McCurdy, the first person to make a powered flight in Canada was so honoured in February 1959 on the 50th anniversary of the flight of the Silver Dart. With his death in 1961, the practice of appointing people to the RCAF in general ended. Not until 2009, when Senator Pamela Wallin was appointed, would there be another honorary colonel for the whole of the RCAF.
- 1.5 In 1934, the RCAF Auxiliary began to make its first appointments, selecting local dignitaries publishers, lawyers, business owners. Their role was to provide a link between the auxiliary squadron and the community, and raising the public profile of the squadron. Unlike their army predecessors, they were not required to assist in enlistment or equip the squadron! While the Auxiliary's first appointees were for flying squadrons, after the war, RCAF Auxiliary radio schools, medical units and other ground establishments were allowed to name honorary colonels. Not until the 1970s would the regular force appoint its first honorary colonels for its squadrons and units.
- 1.6 The last 30 years has seen distinguished Canadians from all spectrums of society appointed to the list of honoraries. Canadian musicians, television personalities, members of academia and executives from all manner of business and industry have joined their retired military confreres as honorary colonels. The visibility that they bring to the RCAF and the pride that the men and women of the air force feel in their honorary colonels provide

an important link between the air force and the communities in which it is based. The honorary colonels continue a centuries-long tradition of service and are just as important today as when the program first began.

#### HANDBOOK LAYOUT.

1.7 This handbook aims to serve three different audiences: Unit Commanders, Honorary Colonels, and the men and women on the unit/squadron. To that end, it is divided into three distinct sections to cater to each focus group.

#### **LIMITATIONS**

1.8 The CAF Honorary program includes a number of categories. This handbook is intended to address the singular area of RCAF Honorary Colonels and does not address roles and responsibilities of: Royal Appointments; Colonels Commandant; or, Honorary Aides-de-Camp to Provincial Lieutenant-Governors.

#### CURRENTLY ASSIGNED RCAF HONORARIES.

1.9 The biographies of RCAF Honoraries who are currently assigned to Squadrons, Wings and units can be found on the RCAF website at: http://www.rcaf-arc.forces.gc.ca/en/honorary-colonels/index.page?



#### FOR UNIT COMMANDING OFFICERS

#### INTRODUCTION

- 2.1 As a Commander, your effectiveness depends almost entirely on employing the personnel resources at your disposal. You and your CWO as the Command Team will certainly engage your EA and Flight Commanders; however, one resource that is often overlooked is your Honorary Colonel as a senior advisor to the Team. As enthusiastic leaders of the community who graciously accept the appointment, they are outside the traditional chain of command and can:
- Offer "an outside view",
- Serve as a mentor to you and to all members of your unit,
- Provide management advice from their experience; and
- Provide local knowledge and connections.
- 2.2 The potential roles or duties that your Honorary can contribute include some or all of the following in accordance with their location and abilities:
- fostering esprit de corps;
- promoting the Unit's interest in the local community;
- developing, promoting, and sustaining strong community support for the Unit;
- observing and advising on protocol;
- establishing and maintaining liaison with Unit charities and associations;
- providing counsel, advice and such assistance as is appropriate to Unit personnel;
- assisting the Unit in hosting parades and other Unit functions; and
- carrying out other duties or providing advice in matters where they are qualified through their background, knowledge and area of expertise.
- 2.3 In practical terms, their involvement may range from helping with housing, education, medical and even spousal employment needs for some of your folks to promoting Unit events and fund raising. Your Honorary Colonel may also facilitate your introduction to the community such as opening doors to various associations, business leaders, academia and service clubs. Regardless, their effectiveness depends completely upon a frank and open discussion upon arrival both yours and theirs to determine what expertise they possess, their availability and your expectations. Together, you will plot a course that will assist your unit immeasurably. The important factor to remember is that they were nominated to the appointment because of their enthusiasm to "get involved". To coin a phrase expressed by more than one Honorary, they are not "arm candy" to be trotted out just at Changes of Command and the annual Christmas party.
- 2.4 While each Honorary Colonel brings unique qualifications and capabilities, they are also part of a network of RCAF Honorary Colonels. Your Honorary Colonel brings with him or her the power of 70 more Honoraries. The capabilities of the entire family of RCAF Honoraries are available to you through your Honorary Colonel. That network is available to address virtually any subject or challenge that may arise. Their success and effectiveness depends completely on open communications. and your willingness to make him or her part of your team of advisors.



#### NOMINATION PROCESS

- 2.5 Considerations. The nomination process is contained in AFO 5002-0; however, before you put pen to paper, choosing a potential Honorary Colonel for your unit will take some preparation. As a starting point, a nominee must be a former officer of any of Her Majesty's Forces who has a record of distinguished service, a distinguished Canadian citizen or a distinguished British subject. With that overarching premise, candidates for appointment to the position of Honorary Colonel in Canada's Air Force should be considered giving regard to the following:
- Appreciation for and support of the role of the Canadian Armed Forces in Canada and internationally;
- Alignment with goals for the security and defence of Canada;
- Affinity for the Air Force;
- Career experience of interest to the unit;
- Mentoring experience and capability;
- Ability to Connect with Canadians through a network of influential contacts and through opportunities to address local community and other audiences;
- Physical fitness and Health habits;
- Ability to have frequent presence at the unit location and frequent contact with the unit commander and personnel;
- "Fit" with the unit; and
- Opportunity to complement and/or diversify the mix and outreach of HCols on the Wing or base.
- 2.6 The process. Nomination will normally take upwards of nine months to become an appointment. The file will follow the chain of command through the Wing Commander, Air Division Commander and the Commander of the RCAF before moving through the CDS staff and finally the Minister's staff. The appointment is only official upon MND signature, so the effective date of the appointment is based on the date of the signature or may be post-dated to dovetail with the completion of the current incumbent's term as Honorary Colonel. Start early.
- 2.7 Determining Interest. With the protracted appointment process, you will obviously need to determine a potential nominee's interest in having his or her name go forward for consideration. Nominations are "Honours in Confidence" and submitted as "Protected A" so the discussion you have as a prelude to any nomination must be handled carefully. To that end, nominees must be made aware that the process will take a number of months and there is no certainty of approval until the MND makes the appointment. Most importantly, the discussion at this point will allow you to confirm the "fit" of the candidate with the unit and for the candidate to understand the duties of the appointment.

#### ADMINISTRATIVE DETAILS

- 2.8 Notification of Appointment. With the signature of the MND, you will be notified of the appointment by the Special Advisor to Chief of the Air Force Staff (SA C Air Force). This will be followed by a message, usually within a few days, initiated by DSA that will detail the effective dates of the appointment, the duration of three years and seek confirmation that the nominee will accept the appointment (there have been cases when they have turned it down). Upon your confirmation that they accept, a number of things will take place:
- a Service Number will be assigned.
- An appointment scroll (similar to a commissioning scroll) will be prepared by CMP/DH&R for MND and Governor General's signatures;
- They may be outfitted with uniforms in accordance with A-AD-265-000/AG-01;
- They can get an ID card.
- You may begin preparations for an Investiture Ceremony.

- Your Unit CWO or other designated member will need to guide and train the Honorary Colonel in various military and RCAF protocols such wearing of the uniform, paying of respects and marching.
- 2.9 Letters. Your new Honorary Colonel will receive several letters acknowledging the appointment: from the MND, their Member of Parliament, the MP for the unit and from the Commander RCAF.

#### TRAVEL EXPENSES

- 2.10 The following travel expenses are authorized for honorary appointments:
- Travel expenses for attendance at official events may be reimbursed up to 35 days of travel per fiscal year in accordance with current directives (QR&O, DAOD (when promulgated) CBI, CFTDTI) under the financial direction of the unit CO. Commercial air is authorized where service air is not available where the unit CO deems it necessary. All funding must be within the following guidelines;
- Honorary appointees are entitled to travel benefits equivalent to those of a Lieutenant- Colonel. Thus, they are not entitled to Business Class air travel, as they do not have employee status under the Treasury Board Travel Directive; and
- Travel expenses are those actual and reasonable expenses that are incurred by honorary appointments in support of the authorized activities listed above. These expenses include:

Lodgings. Honoraries are entitled to use lodgings listed in the white pages of the Government Hotel Directory and may also claim, and have approved locally, actual and reasonable hotel expenses for locations not listed in the directory. The Government Hotel Directory should be available from the unit's orderly room. Requests for reimbursement of these expenses are to include original hotel receipts;

Meals. Honoraries are entitled to claim the daily amount for meals. No receipts are required and reimbursement will be limited to the amounts that are authorized by the Treasury Board for Armed Forces personnel at that time.

Incidental Expenses. These expenses are also authorized at current per diem rates while occupying commercial lodgings and fixed rate per day while occupying private accommodations. These per diem rates are subject to change on a periodic basis.

Taxi Fares. An Honorary who uses a taxi, bus or other local transportation on duty travel is entitled to reimbursement of actual and reasonable travel expenses and gratuities. The claim must be supported by a receipt.

Duty Travel on RCAF aircraft. Honorary appointments are authorized to utilize service air to attend official functions in accordance with DAOD 2016-0. The approving authority for travel on service air is the commander of a Command or a NDHQ Branch Chief. Authority may be granted for spouses of honorary appointments to accompany the honorary to attend official functions. The approving authority is the VCDS and will normally be granted only twice during the tenure of appointment. Commercial air will not be authorized for spouses of honorary appointments if service air is not available.

2.11 If in doubt, consult with your local orderly room or claims office.



#### **UNIFORMS**

- 2.12 In accordance with Canadian Forces Dress Manual, honorary appointments are entitled to free issue of a uniform, rank insignia, accourrements and accessories applicable to the honorary rank held. Lesser orders of dress (such as CADPAT and flight clothing) are provided on a temporary loan basis as required. Mess dress is the exception. It is not available through the CAF Supply system and Honorary appointees who decide to purchase this order of dress are to provide it at their own expense. It is not mandatory.
- 2.13 Honoraries shall have their issued items of permanent kit available and maintained for use at all times. They are personally responsible for the care and custody of all items of uniform clothing, accessories, and accoutrements issued to them. Replacement items can be ordered through www.logistikunicorp.com. Honoraries will be given 200 points a year, which are used to "purchase" uniform items as required. If they experience problems registering for an account through Logistik Unicorp, please instruct them who to contact in your orderly room.
- 2.14 Honorary Colonel "wings". A recent addition (2012) to the RCAF Honorary Colonel uniform is the unique HCol "wing". These are available through each WComd office with SA C Air Force being responsible for the overall procurement and supply. At the Investiture, the Honorary Colonel is to receive two copies of the "wing" which is worn ½" and centred above the name tag on 1A, 3 and 3B orders of dress.



- 2.15 Orders, Medals and Decorations. Only the orders, decorations and medals listed on the order of precedence and foreign awards for which the acceptance and wear has been approved by the Government of Canada may be worn with the uniform.
- 2.16 The contributions by Honoraries can be recognized in the same fashion as any other military member. They are eligible for consideration for Commander's Commendations (all levels) and Meritorious Service Decorations. You may also consider nominations outside of the CAF such as Order of Canada recognition as you see fit.
- 2.17 Time calculations toward a Canadian Decoration (CD). Service as Honorary Colonel is deemed to be service in an active capacity and therefore eligible to be counted toward the award of the CD. The time is calculated in the same manner as service in the Regular Force. Twelve years of service are required to qualify for the CD. Each period of 10 years of subsequent service is recognized by the award of a bar to the decoration. The Directorate of History and Heritage (DHH) is the responsible authority for the award of the CD.
- 2.18 It is the unit's responsibility to initiate the request for the CD and bars for their honorary member.



#### **IDENTIFICATION CARDS**

2.19 Honorary appointments are entitled to and should be issued with a military identification card (CAFIB 20) as soon as possible after official notification of their appointment. Unit's administration section is to initiate procedures for the acquisition of these cards.

#### SECURITY CLEARANCES

2.20 Security clearances for honorary appointments are not normally required. Security clearances will only be issued where there is a requirement for prolonged access to classified material and on a need to know basis. Recommendations for security clearances must be fully substantiated.

#### APPOINTMENT SCROLL

2.21 All new appointees are presented with an appointment certificate similar to a commissioning scroll signed by the Governor General and the Minister. This document will only be initiated after confirmation is received by NDHQ/ CMP/ DSA, that the member has accepted the nomination. The appointment scroll should arrive at the Unit within two to three months after the appointment is accepted.

#### **EXTENSION AUTHORITY**

- 2.22 Extensions to the tenure of appointment are considered on an individual basis and will normally be for a period of one year. Under exceptional circumstances, extensions may be granted for two or three years. Subsequent extensions can also be requested. An extension request is processed in the same manner as an original appointment except that the approving authority is the Director Senior Appointment as opposed to the initial appointment where the approving authority is the Minister. The Unit CO is also responsible to initiate extensions and should do so twelve months prior to the appointment termination to ensure no gap in the appointment. The critical factor is that no public funds can be expended on an Honorary Colonel unless their appointment to the unit is current. To further clarify, no public funds can be expended during any lapse between the end of an appointment and approval of any subsequent extension.
- 2.23 If no request for a new appointment or extension is initiated, an honorary member will be considered as having completed the term of his/her appointment as soon as the termination date is reached. All authority to expend public funds is withdrawn on completion of their assigned term.

#### HONORARY COLONEL EMERITUS

2.24 An honorary appointment has two parts: first is the granting of honorary rank (QR&O 3.07); and second is the appointment to a unit (QR&O 3.06). The former part has no time limit on it while the appointment to a unit is for a defined period. This bears some similarity to a Queen's Commission for a CAF Officer that is valid for the life of the officer and/or the reigning Sovereign but allows for retirement from active service. At the end of an Honorary's appointment to your unit, they remain as much a part of the unit, the RCAF and the CAF family as any retired veteran. To that end it is your responsibility to ensure that they are kept informed (perhaps through quarterly newsletters) of current activities and invited to unit activities such as mess dinners and Christmas gatherings. Keeping them informed reinforces their continued membership as a valued member of the Air Force family and allows them to continue to support you, the RCAF and the CAF. Obviously, their participation is voluntary since costs for their participation can not be compensated.



#### FOR RCAF HONORARY COLONELS

#### INTRODUCTION

- 3.1 Welcome to the RCAF family and to the cadre of Air Force Honorary Colonels. You are embarking on a unique view of the Canadian Armed Forces and will find it to be a rewarding experience and privileged insight to the men and women in uniform and the operations in which they are involved.
- 3.2 Thank you for accepting the appointment offered by the Minister of National Defence. As an Honorary, you are joining a small but influential cadre of Air Force Honoraries. You are encouraged to take every opportunity to meet the rest of the group and to share experiences. Through this unique network of distinguished Canadians you are serving the men and women of your unit, the RCAF and the Canadian Armed Forces at large.

#### THE ROLE

- 3.3 At an early stage of your appointment you may be wondering exactly what your responsibilities might entail. The list below gives you some notion of the range of contributions that fit you and the CO of your Unit would explore. In General terms (some Dos and a Don't):
- fostering esprit de corps;
- developing, promoting and sustaining strong community support for the unit;
- maintaining close liaison with the unit CO or Commandant and other honoraries in the area;
- assisting the unit in hosting parades and other unit functions;
- carrying out other duties or providing expertise in matters where you are qualified through background and knowledge when requested by higher authority. Such requests will normally be submitted through and with the approval of the unit CO or Commandant;
- Honorary rank is "honorary and advisory." Honorary rank DOES NOT CONFER AUTHORITY OR COMMAND FUNCTION (even if the you previously held a substantive rank higher than that of the CO);
- Be realistic in what your unit can supply. You are there to serve the unit, so enjoy the association and work with/for your unit;

#### More specifically:

- Be available when you can to all members of the unit for advice and support;
- Be a representative of the Unit within the community and at public gatherings and at conferences;
- Learn and help maintain the customs and traditions of the Unit;
- Attend formal Unit parades and social functions;
- Attend Unit training and exercises to the extent possible to be seen and heard;
- Contribute to overall Unit morale and effectiveness in whatever manner you and the Commanding Officer agree;
- Be involved with charities, organizations and memorials that are important to the Unit; and
- Be prepared to take on other duties/responsibilities that you and the Commanding Officer agree are in the best interest of the Unit, the RCAF and the Canadian Forces.
- 3.4 Certainly the greatest way to succeed is to get involved. Time spent with and at the unit, getting to know all members of the Squadron is first and foremost. This will help you learn the unit's history, its present roles and missions, current issues that may include personnel, funding and equipment and an overall sense of how things are going. You are Honorary Colonel to everyone on the unit so spending time on "the hangar floor" as well as with the Commanding Officer (CO) and Chief Warrant Officer (the Chief) will pay huge dividends and allow you to gain a true measure of your unit and opportunities.
- 3.5 **Examples**: This is not an exhaustive list but is intended to provide a sense of where you could get in-

volved. These examples are drawn from actual contributions over recent years by RCAF Honoraries:

- Assist in solving individual and personal needs such as housing for new arrivals, special educational requirements, dependant medical and dental care or even assisting in legal issues. Some or all of these may be particularly helpful for your exchange officers upon arrival or for foreign students and their families.
- Being particularly attentive to families of deployed members of the unit and making contact with deployed members on special occasions such as festive holidays and birthdays.
- The term "loneliness of command" is a truism. You can be a mentor or sounding board to the CO and senior staff members of the unit, particularly on local issues. Part of that may include introducing new Commanders to local service clubs and facilitating opportunities for them to speak to organizations or school groups.
- You will have occasion to speak publicly about the mission, operations and people of your unit or Wing in order to raise public awareness of the good work that they are doing. To do so, you will need to spend the time to learn the Squadron history and its current roles and missions. The only caution is to stay within the bounds of what you are comfortable with and knowledgeable about. Avoid government policy discussions when speaking as an Honorary Colonel.
- For some, your professional and geographic community or parish may have a larger national and even international reach. You may choose to use the opportunities on these larger stages to expound on the men and women in the Air Force who are doing the business each day.
- Participate and assist in seeking local participation in unit or Wing charity fundraisers. There will be fundraisers for the Military Family Resource Centres, for military museum support and during the annual United Way (Government of Canada Workplace Charitable Campaign). This may take many forms such as bikeathons, social evenings, golf tournaments etc.
- Facilitate unit or Wing leadership sessions or seminars through your participation and assisting in seeking applicable speakers and panellists.
- Deploy with the unit on training opportunities. Not only will you get to see a different aspect to operations, you will also see your folks in action.
- Parades there will be many opportunities to participate in parades. Most of the time you will be on parade with the unit for Change of Command parades, on Battle of Britain Sunday in September, Remembrance Day, on graduation parades and Wings parades. Other opportunities may arise when you will be the sole representative of your unit as an Inspecting Officer for an Air Cadet inspection or perhaps at a ceremony in your local community. Sadly, you may also have occasion to attend a funeral or repatriation on behalf of your Squadron.
- Commemorations these are very much akin to parades, but deserve their own heading because of the era. Over the next few years, there will be commemorative occasions to mark the 100th year since the Great War, the 75th year since the Second World War, Canada's Sesquicentennial in 2017 and the centennial of the RCAF in 2024. In addition, over the upcoming few years, there will be a host of 75th anniversaries of RCAF Squadrons that were formed during the Second World War that will be marked with reunions and parading of "the Colours".
- During the Second World War, Canadian cities and organizations "adopted" Squadrons that were overseas. Post-war, the connections largely faded. On a few occasions, Honorary Colonels facilitated the resurrection of the connection that led to "Freedom of the Skies" declarations by the city to re-establish the linkage. Re-established linkages include 419 Squadron with Kamloops, 429 Squadron with Lethbridge Alberta and most recently, 410 Squadron with Saint John NB. There is still plenty of opportunity to rekindle the linkage for a number of Squadrons.
- Honorary Colonels have established awards for such accomplishments as top Sergeant for leadership and volunteerism or top NCO of the quarter for example. Similarly, another Honorary established a scholarship program for dependant children pursuing post-secondary education.
- You may facilitate an NHL Old Timers visit to your Wing.
- You may facilitate outfitting the unit hockey team with sweaters or acquiring equipment for Adventure training activities.
- One Honorary even arranged through his business contacts for the unit members to have a car to drive on the East Coast when they went from the West Coast for simulator training.

- Perhaps you will serve at the annual Junior Ranks Christmas dinner or even buy "a round" or some wine.
- The important point is that these are examples and certainly not an exhaustive list. Furthermore, you may not feel comfortable or capable to even try many of these; however, you have the "Power of 70+". You have the talents of all members of the RCAF Honorary Colonel cadre to call upon to extend your reach and contributions.

#### **ENTITLEMENTS**

- 3.6 Honorary appointees are entitled to the following:
- uniform;
- ID card;
- appointment scroll.
- travel expenses; and
- time calculated toward a Canadian Forces' Decoration Medal;

#### **UNIFORMS**

- 3.7 A military force's uniform is an outward symbol of its commitment, identity and ethos. Uniforms identify all personnel as members of a cohesive, armed body in the service of Canada. Coupled with overall appearance, the uniform is the most powerful visual expression of pride by the individual service member, and is the primary means by which the public image of the Canadian Armed Forces is fashioned.
- 3.8. Honorary appointments are entitled to free issue of a uniform, rank insignia, accoutrements and accessories applicable to the honorary rank held. Lesser orders of dress (such as CADPAT and flight clothing) are provided on a temporary loan basis as required. Mess dress is the exception. It is not available through the Supply system and, as it is for all serving members, Honorary appointees who decide to purchase this order of dress are to provide it at their own expense. It is not mandatory.
- 3.9. Wearing a uniform when not on duty as part of the functions associated with the Honorary appointment is limited to attending a military entertainment or a ceremony at which the wearing of uniform is appropriate. As a general rule, the wear of the uniform is permitted when acting in official military capacity; when in doubt, seek clarification with the Wing or Squadron Chief Warrant Officer.
- 3.10 You are expected to have issued items of permanent kit available and maintained for use at all times. Honoraries are personally responsible for the care and custody of all items of uniform clothing, accessories, and accourtements issued to them. Replacement items can be ordered through www.logistikunicorp.com. You will be given 200 points a year, which are used to "purchase" uniform items as required. If you are experiencing problems registering for an account through Logistik Unicorp, please see your orderly room.
- 3.11 Major components of uniform, such as trousers and jackets, are not to be interchanged or mixed and are only to be worn with the uniform and order for which they are intended. Some accoutrements and clothing items, i.e. shoes, socks, waist belts, raincoats, topcoats, gloves and short-sleeved shirts may, however, be worn with various categories and orders of dress as you will note in diagrams and pictures that follow. CAF items of clothing are not to be altered or modified, except to obtain a reasonable fit.
- 3.12 Visible civilian items of apparel are not to be worn with any uniform, except where specifically authorized in these instructions. Conversely, items of uniform shall not be worn with civilian attire, except for accessories and garments (e.g., top-coat, raincoat, gloves, scarf and footwear) which do not include any Canadian Armed Forces insignia and by themselves do not explicitly identify the wearer as a member of the Canadian Armed Forces.

# ORDERS OF DRESS: SERVICE CATÉGORIES DE TENUE : SERVICE

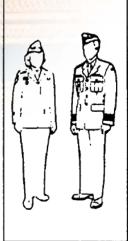
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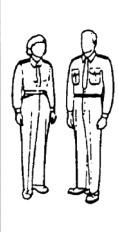
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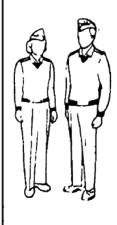
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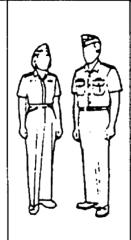
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ORDERS OF DRESS: MESS CATÉGORIES DE TENUE : MESS

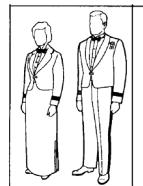
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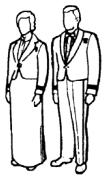
No. 2A MESS WHITE MESS À VESTE BLANCHE

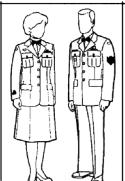
No. 2B MESS SERVICE

No. 2C MESS SHIPBOARD MESS DE BORD

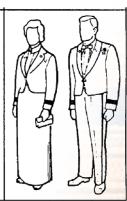
No. 2D CF MESS STANDARD MESS RÉGULIÈRE DES FC











#### **NOTES**

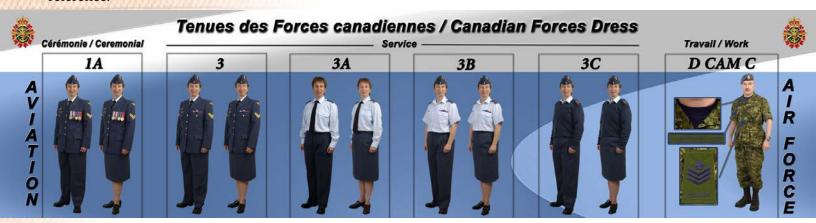
- Army and Air force No. 2A jackets are identical except shoulder boards are worn on both versions of No. 2A.
- 2. The poppy is worn over the medals with the mess dress Nos. 2, 2A and 2D.

#### NOTA

- La veste de catégorie n° 2A de l'armée et de l'aviation sont identiques sauf que les pattes d'épaule amovibles se portent avec les deux versions de la veste n° 2A.
- 2. Le coquelicot se porte au-dessus des médailles sur les tenues n° 2, 2A et 2D.



While the above figures provide a detailed list, the following photo will be the best "quick check" reference.



- 3.13 The RCAF Honorary Colonel Lapel pin. At the request of the Honorary Colonel cadre a lapel pin, shown on the front cover of this handbook, was developed for wear with civilian attire. It is characterized by a central Roundel and four bars on each side representative of the Colonel rank and fluted at the end in a stylized wing. Two copies of each are mailed to each Honorary along with the welcome letter from the Commander of the RCAF at the time of each appointment. The pin is only for wear with civilian attire and is not to be included with any of the uniform orders of dress. The supply of lapel pins is retained by the Special Advisor to the Chief of the Air Force Staff.
- 3.14 The RCAF Honorary Colonel "Brevet/Wing". In 2012, again at the request of the Honorary Colonel cadre, a brevet or wing was developed for wear with the uniform to provide a form of identity for the Honorary, similar to the trade badge or wing worn by serving military members. It is an expanded form of the lapel pin and is for wear on the tunic or short sleeve dress only ie. Not on the mess kit. It is to be worn centred ½ inch above the name tag above the right pocket of the tunic or shirt.



#### **IDENTIFICATION CARDS**

3.15 You are entitled to and should be issued with a military identification card as soon as possible after official notification of your appointment. Your unit administration section will initiate procedures for the acquisition of these cards.

#### APPOINTMENT SCROLL

3.16 All new appointees are presented with an appointment certificate similar to a commission scroll signed by the Governor General and the Minister. This document will only be initiated after confirmation is received at NDHQ, that the member has accepted the nomination. The appointment scroll should arrive at the Unit within two to three months after the appointment is accepted.

#### TRAVEL EXPENSES

- 3.17 Before planning any travel to or with the Unit, contact your Unit Commanding officer to discuss your intentions. He must approve all of your travel and expenses before the costs are incurred. With that in mind, the following travel expenses are authorized for honorary appointments:
- Travel expenses for attendance at official events may be reimbursed up to 35 days of travel per fiscal year (ie. April March Commercial air is authorized where service air is not available when the unit CO deems it necessary. All funding will be borne by your Unit;
- Honorary appointees are entitled to Economy air travel; as Honoraries do not have employee status under the Treasury Board Travel Directive, there is no provision to authorize Business Class air travel; and
- Travel expenses are those actual and reasonable expenses that are incurred by honorary appointments in support of the authorized activities listed above. These expenses include:

Lodgings. Honoraries are entitled to use lodgings listed in the white pages of the Government Hotel Directory and may also claim, and have approved locally, actual and reasonable hotel expenses for locations not listed in the directory. The Government Hotel Directory should be available from the unit's orderly room. Requests for reimbursement of these expenses are to include original hotel receipts;

Meals. Honoraries are entitled to claim the daily amount for meals. No receipts are required and reimbursement will be limited to the amounts that are authorized by the Treasury Board for Armed Forces personnel at that time. The daily allowance is revised on a regular basis – usually twice yearly;

Incidental Expenses. These expenses are also authorized at current per diem rates while occupying commercial lodgings and fixed rate per day while occupying private accommodations. These per diem rates are subject to change on an annual basis.

Taxi Fares. Reimbursement for taxi fares will only be reimbursed with a receipt and gratuities will not be covered since it is considered part of the incidental expenses.

Duty travel on RCAF aircraft. Honorary appointments are authorized to utilize service air to attend official functions and to participate with their unit in air exercises and operations. The approving authority for travel on service air is the RCAF Commander for RCAF Honorary Colonels or a NDHQ Branch Chief for others. Your unit will take care of obtaining clearances for you to travel on Service aircraft. On a related issue, commercial air will not be authorized for spouses of honorary appointments if service air is not available.

3.18 If in doubt, consult with your Unit.



# TIME CALCULATED TOWARD A CANADIAN FORCES DECORATION (CD)

3.19 Canadian Forces' Decoration. Service as Honorary Colonel is deemed to be service in an active capacity and therefore eligible to be counted toward the award of the CD. The time is calculated in the same manner as service in the Regular Force. Twelve years of service are required to qualify for the CD. Each period of 10 years of subsequent service is recognized by the award of a bar to the decoration. The Directorate of History and Heritage (DHH) is the responsible authority for the award of the CD.

3.20 It is the unit's responsibility to initiate a CD request and CD bars for their honorary member.





# Rank Guide

# **General Officers**

Air Force / Army		Navy
General (Gen)	<b>₩</b> **	Admiral (Adm)
Lieutenant-General (LGen)	***	Vice-Admiral (VAdm)
Major-General (MGen)	***	Rear-Admiral (RAdm)
Brigadier-General (BGen)		Commodore (Cmdre)

# Senior Officers

Air Force / Army	Navy
Colonel (Col)	Captain (N) (Capt(N))
Lieutenant-Colonel (LCol)	Commander (Cdr)
Major (Maj)	Lieutenant-Commander (LCdr)

# **Junior Officers**

Air Force / Army

Navy

Captain (Capt)	Lieutenant (N) (Lt(N))
Lieutenant (Lt)	Sub-Lieutenant (SLt)
Second Lieutenant (2Lt)	Acting Sub-Lieutenant (A/SLt)

#### **Subordinate Officers**

Air Force / Army

Navy

Officer Cadet (OCdt)



Naval Cadet (NCdt)

# Non-Commissioned Members

# Air Force / Army

# Navy

Chief Warrant Officer (CWO)	Chief Petty Officer 1st class (CPO1)
Master Warrant Officer (MWO)	Chief Petty Officer 2nd class (CPO2)
Warrant Officer (WO)	Petty Officer 1st class (PO1)
Sergeant (Sgt)	Petty Officer 2nd class (PO2)
Master Corporal (MCpl)	Master Seaman (MS)
Corporal (Cpl)	Leading Seaman (LS)
Private (Pte)	Able Seaman (AB)
Private Recruit (Pte Recruit)	Ordinary Seaman (OS)

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Navy

M					
	Canadian Forces Chief Warrant Officer		Canadian Forces Chief Warrant Officer		
	Command Chief Warrant Officer		Command Chief Petty Officer		
	Chief Warrant Officer of a higher formation		Chief Petty Officer of a higher formation		

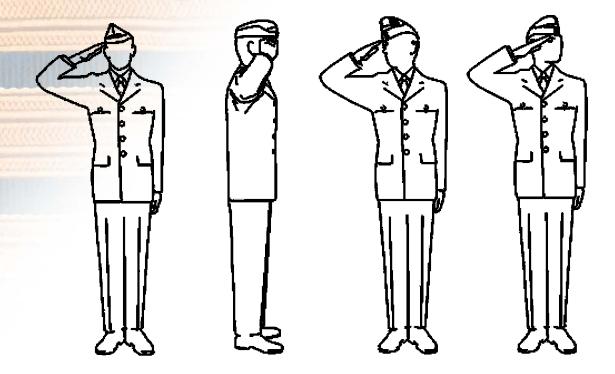
#### WEARING THE POPPY

Air Force / Army

3.21 More than thirteen million Canadians, almost half of the country, wear proudly a poppy during the days leading to Remembrance Day as an act of Remembrance that honours the 117,000 countrymen who gave their lives on battlefields around the world. To them, we owe our freedom, and wearing the poppy shows that we do remember.



#### **COMPLIMENTS / SALUTING**



- 3.22 Your Unit Chief Warrant Officer has probably already schooled you on how to wear the uniform, acceptable hair length/styles, visible jewellery how to march and how and when to salute. This particular section will serve as a reminder of the points that you received from them. Compliments, i.e. salutes, are formal marks of respect and courtesy. The military salute is a traditional demonstration of trust and respect. Although the method of saluting varies with circumstances, the paying of compliments is a fundamental requirement that is indispensable to service discipline.
- 3.23 In Canada, military compliments are only paid to the Sovereign; the Governor General; members of the Royal Family; recognized foreign royalty; foreign heads of state or government; the Prime Minister; the Minister and Associate Minister of National Defence; lieutenant-governors; and commissioned officers. Service individuals receiving a compliment shall acknowledge it.
- 3.24 Officers shall salute all officers of higher rank and shall return all compliments paid them. Senior officers receiving compliments from marching troops on a ceremonial parade shall hold the salute as each individual component passes directly by in review.
- 3.25 When in uniform and not wearing headdress, compliments shall be paid or returned by standing at attention.

Note: "You never salute without headwear".

- 3.26 Buildings. Salutes are not given indoors in either public or service buildings except on parades, ceremonial occasions, or in areas so designated by commanders.
- 3.27 Cenotaphs. All military members shall salute individually when passing the National War Memorial and cenotaphs commemorating deceased military members.
- 3.28 Colours. All military members shall pay compliments (salute) to uncased Colours, except when the Colour is part of an escort to the deceased during a funeral.

- 3.29 Anthems and Salutes When the Royal Anthem, Royal Salute, Vice- Regal Salute, National Anthem or the national anthem of a foreign country is played, all shall stand and:
- all ranks who are not part of a formed military group shall salute. The salute shall commence with the playing of the first note of music and shall be cut away at the end of the last note;
- on defence establishments, all vehicles within hearing distance shall be stopped and the occupants shall dismount and pay compliments; and
- Anthems are not sung when played as part of a salute, or on a parade other than a church parade (remembrance or commemorative service/ceremony). If ordered to sing on a drumhead or remembrance ceremony, the parade will be brought to attention and all will join in the singing of the National Anthem, officers do not salute. If in doubt, follow the action of the Unit Commander.
- 3.30 National Flag. When the National Flag is hoisted or lowered at defence establishments, all ranks in or out of uniform within view shall face the flagpole or mast, stand at attention and pay compliments as follows:
- All who are not part of a formed military group shall salute; and
- Motor vehicles in view shall be stopped and the occupants shall dismount and pay compliments.
- 3.31 Parades. CAF members who are spectators at a parade shall:
- stand at the arrival and departure of a reviewing officer or dignitary. At the departure, all ranks will remain standing after the last Royal/General Salute until the reviewing officer or dignitary leaves the parade area;
- salute when uncased Colours pass directly in front of them; and
- salute during the playing of National Anthems and Royal Salutes; and stand at attention during the playing of the General Salute.

#### SECURITY CLEARANCES

3.32 Security clearances for honorary appointments are not normally required. Security clearances will only be issued where there is a requirement for prolonged access to classified material and on a need to know basis.

#### **PUBLIC RELATIONS**

3.33 The general public and the news media consider Honorary appointees to be representatives of the Department of National Defence, the same as any other serving member of the Canadian Armed Forces. Public relations are a very important part of the activities of an Honorary appointee and due to their high visibility in the local community they are in demand by the news media. Honorary members are encouraged to accept invitations as guest speakers or as participants in public functions. It is very important, however, that Honorary Colonels remain outside any public controversy concerning the Canadian Armed Forces, steer well clear of comments that could possibly threaten operational security and never use the appointment to promote political opinion or to seek political favour for the unit or any member thereof.

#### SPEAKERS BUREAU

3.34 There will be occasions as listed in the potential roles earlier in this section when you will be asked to speak to local schools or other groups about your unit or perhaps on a broader scale about the RCAF or the Canadian Armed Forces. Contact your unit Commander to discuss the opportunity and do not hesitate to make use of the assistance available through the RCAF Speakers Bureau. It is conducted through the RCAF Public Af-fairs office in Ottawa. The staff has some generic presentations available, along with photos and slides that can be tailored to any audience. It still allows you the latitude to add your own flavour and examples but will serve as a very useful basis for your presentations. For more information, please to: http://www.rcaf-arc.forces.gc.ca/en/speakers-bureau/index.page?

#### AT THE END OF YOUR TOUR / HONORARY COLONEL EMERITUS

- 3.35 An honorary appointment has two parts: first is the granting of honorary rank; and second is the appointment to a unit. The former part has no time limit on it while the appointment to a unit is for a defined period. This bears some similarity to a Queen's Commission for all Canadian Armed Forces Officers that is valid for the life of the officer and/or the reigning Sovereign but allows for retirement from active service. At the end of your appointment to your unit, you remain as much a part of the unit, the RCAF and the CAF family as any retired veteran. To that end it is Unit Commanding Officer's responsibility to ensure that you are kept informed (perhaps through quarterly newsletters) of current activities and invited to unit activities such as mess dinners and Christmas gatherings. Keeping you informed reinforces your continued membership as a valued member of the Air Force family and allows you to continue to support the RCAF and the Canadian Armed Forces. Obviously, your participation is voluntary since costs for your participation can not be compensated.
- 3.36 There is often interest or a question of whether you can wear the uniform for special occasions such as Remembrance Day or other commemorative events. As it is for all former military members, the uniform can only be worn with permission from the Chief of Defence Staff. This authority has been delegated through the Commander of the RCAF to local Wing Commanders. To guide you in the process, permission is normally only granted for the wear of the Mess Kit for Mess Dinners. The full uniform (ie 1A or 3) is normally only authorized for wear if you were going to receive an award that was earned while you were the serving Honorary to your unit. Just remember that you are required to seek permission on each and every occasion.
- 3.37 To that end, the first item that you received at the start of your appointment, the RCAF Honorary Colonel's lapel pin is intended for wear in perpetuity. It will serve to signify that you are a member of a very select community of past and present Air Force Honoraries. We hope you will wear it with immense pride and fond memories.





#### **USEFUL CONTACT INFORMATION/WEBSITES**

Department of National Defence http://www.forces.gc.ca/en/index.page?

Royal Canadian Air Force web site http://www.rcaf-arc.forces.gc.ca/en/index.page

Public Affairs Branch – Atlantic ndpao.atlantic@nb.aibn.com

Public Affairs Branch – BC ndpa.pacific@shaw.ca

Public Affairs Branch – Prairies ndpaocal@nucleus.com

Public Affairs Branch - Ontario ndpao@interlog.ca

Public Affairs Branch – Quebec ndpao.mtl@videotron.ca

Department of National Defence – Recruiting http://www.forces.ca/en/home

CAF Clothing-on-line Web Site https://www.logistikunicorp.com/default2.asp?lang=E

RCAF Honorary Colonel web site http://www.rcaf-arc.forces.gc.ca/en/honorary-colonels/index.page?

RCAF Speakers Bureau http://www.rcaf-arc.forces.gc.ca/en/speakers-bureau/index.page?

#### MEMBERS OF THE SQUADRON/UNIT

#### INTRODUCTION

4.1 So, you understand that your squadron has an Honorary Colonel (HCol). What is an Honorary Colonel? Who are they and what does it mean to you? Those are all reasonable questions. Probably the quick answer to most sides of those questions can be summed up in the single line that "just as you have chosen a career path to support and serve Canadians, our allies and the international community, our RCAF HCols have signed up to support and serve us."

#### WHO ARE THE HCOLS?

- 4.2 Historically, they have come from military backgrounds, but in recent years, there has been a move to strengthen our connection with the civilian population and try to optimise our mutual relationships. In order to do that more effectively, the pool from which HCols are invited has now become quite broad in terms of their expertise, professions and the ways that they can contribute. Just to give you a few examples, there have been or are mayors and ex-mayors such as Mayor Tidd of Oromocto NB, Ron Weber of Comox BC and Gordon Van Tighem of Yellowknife; directors of major companies such as from Canadian Tire, Marks Work Wearhouse, BA Robinson Inc in Winnipeg and Barb Stegemann with 7 Virtues Beauty Inc to name but a few; meteorologists; musicians; and owners of sports venues/teams including the Winnipeg Blue Bombers, Oilers, Stampeders, the Jets and the Montreal Canadiens. To carry on a bit further, there are those from academia at the university, community college and high school levels, lawyers, financial wizards and the list goes on. Quite a broad spectrum as you can see.
- 4.3 As you will note, any of the HCols are coming from backgrounds where they did not wear a uniform. Thus, they may not be as spiffy as some and they may not have shiny shoes or get a haircut, but it's OK. They have only had a few weeks to get acclimatised. What is common amongst them is that they are civic-minded and have a keen desire to put back into their communities. They have agreed to be part of our community in order to do that. Some, but not all have some connection with aviation. Their term is three years with the possibility of extensions.

### HOW CAN THEY ASSIST YOU, THE BROADER AIR FORCE AND CAF COMMUNITY?

- 4.4 First of all, at the unit level, in addition to learning some of the basics of how to wear a uniform, the roles and structure of each unit, Honoraries are briefed on the issues which are common to all in the Air Force as well as the unique aspects or challenges of your squadron/unit.
- 4.5 To set the scene:
- Fact one. Most of us have families.
- Fact two. We move around a lot and quite frequently

These two facts alone create considerable challenges for us, particularly in relation to children, spousal employment, housing or even simply finding a doctor. Although we have services such as the MFRC to help us with some of these things, the HCols are also on board to assist. And if they can't, they are in a good position to connect with others in the community or indeed other HCols to hopefully bring about a successful outcome. You just need to ask.



- 4.6 The HCol wears Colonel rank but does not exercise the authority of a commissioned officer wearing Colonel rank. Accordingly, an HCol cannot issue a legal order or exercise any disciplinary authority normally resident in the rank. However, he or she is fully deserving of respect and assistance when and if they are unfamiliar or confused with military protocol or process.
- 4.7 Informally, the HCols will work hard to get to know you and your CO as much as they can so that core group info can move up and down the ladder. For example, perhaps there is a "feeling amongst the squadron/ unit that certain family activities "are not relevant" and other kinds of activities would be more welcome. Without betraying confidences, this kind of information can filter up to the CO /Chief level in a protected but helpful way. The HCols are in no way intended to replace or interfere with the traditional chain of command for relaying information, but are uniquely positioned to augment them. Think of it just as you would a favourite aunt or uncle with whom you can openly converse.
- 4.8 To provide a concrete example at the individual level- The family of a deceased CAF member had their bank account frozen. The HCol became involved and matters were resolved in hours, rather than days. So in other words, at the micro level they are there to listen and be conversant with your needs and to assist in a non interfering way. At the risk of stating the obvious, no classified information is to be imparted to your HCol and care needs to be taken with respect to privileged information.
- 4.9 At the next level up, the HCol is an integral part of your Commander's advisory team, to provide him/her with valuable information which would not otherwise come to their hands. Depending on their expertise, HCols can offer the Commander feedback on a range of matters which may involve human resources, financial matters, operations or funding issues.
- 4.10 They also participate in our ceremonial occasions such as Remembrance Day and Change of Command parades but can also represent the Squadron/Unit at ceremonies or gatherings when your squadron/unit needs to be represented, but it is impossible or inconvenient for the CO or other Squadron members to attend. They are there on behalf of Canadians to acknowledge your achievements and even your losses. Many HCols are present not only during awards ceremonies, but also on repatriation ceremonies and are available to assist bereaved families if desired.

#### **EDUCATION AND PUBLIC AWARENESS**

- 4.11 Because of the reputation or baggage which may come with the word "military", the public's perception of you as a member of the Canadian Forces is often greatly misunderstood or distorted. There could be many reasons for public misperception, particularly since we live next door to a military super power with an "entertainment industry" to match. It is imperative that the Canadian population becomes better informed as to who we, the Canadian Armed Forces, are. It is our expectation that as the public becomes more aware and participates in the democratic process via their elected representative, that we might be able to do our jobs even better, with the most suitable equipment, with the highest chances of success and with the least harm to all concerned. Some regard our education system as patchy when it comes to explaining to young (or old) Canadians how their governance works or what role their military plays domestically or internationally. The HCols can assist in this.
- 4.12 Many of the HCols are accomplished in their respective fields and often use that as a basis to embark upon public awareness exercises. Some are signed up to the Speakers Bureau and make presentations to schools, service clubs. If they have been performers, they have at times addressed their HCol role with their "public or fan base" either from the stage or through their newsletters, breaking conventional myths about artists and their relationship with military folk. For other Honoraries the opportunity to improve public awareness may come at a board room table, the local Timmy's, service club gathering and yes, even a church pulpit. The role of public awareness cannot be underestimated.

#### **BRIDGES TO THE COMMUNITY**

- 4.13 Because many of the HCols are well established in their respective communities, they have also been able to build other and somewhat surprising bridges between the Air Force and the civilian population.
- An example of when the Air Force brought unexpected leadership back into the civilian community can be illustrated in the medical community which has taken on many pre-departure protocols of the Air Force into the practice of preparing for surgeries.
- Another notable example of the kind of bridges which can benefit the CAF community at large concerns HCols that are connected with Canadian Colleges, who helped facilitate civilian accreditation for military technical qualifications
- Many of the HCols are seeking ways to build these kinds of bridges which benefit both the CAF population as well as the civilian population and in relation to what their expertise or connections are.

#### SOLIDARITY, ADVOCACY AND THE NEED FOR DEFENCE.

- 4.14 Sometimes there are situations which demand a civilian's voice of solidarity, advocacy or defence. This is best address through a few examples:
- During the Afghan campaign, there was much media coverage, particularly on the families of the deceased. Some of this coverage was intrusive and insensitive. It was most effectively handled when our HCols addressed this matter directly with the media outlets, through written and personal communications, encouraging greater restraint and sensitivity, to seek permission regarding photos or their practice of "door stopping" the recently bereaved, or writing about deceased soldier's dying moments which would normally be regarded as deeply private.
- During the 2010 Russell Williams event, the HCol assisted in numerous ways in the community behind the scenes in dealing with the local police forces, the victims' families and local mayors and councillors as well as accompanying the CO in media press conferences. Being a member of both the military and long term resident, he could keep both communities together and promote harmony and healing
- Most of the HCol are familiar with politicians at all levels and often have opportunities for casual but informative conversations which can serve to informally inform those politicians on certain issues, if not to advocate.

#### **FUNDRAISING**

4.15 Once again, because many of the HCols have reached a degree of success or accomplishment in their respective fields, they can be helpful for certain fundraising activities. Activities can include raising money for trophies, unit charities or special heritage projects for which little or no public money would normally be assigned, or for the MFRC. They may also be in a position to assist in raising funds or obtaining equipment for Adventure training.

#### HERITAGE

4.16 HCols are often engaged in preserving our heritage. The RCAF has a proud heritage and history but the story isn't always well told or often enough. We are coming into a period where there will be numerous commemorations of the 100th anniversary of WW I, the 75th of the Second World War, the centennial of the RCAF in 2024 and of course, the 150th anniversary of Canada itself. We are reminded that our history and heritage is not a peripheral notion in the this digital age by a quote of Arthur Schlesinger Jr " It is useful to remember that history is to a nation as memory is to an individual. As person's deprived of memory, they become disorientated and lost, not knowing where they have been or where they are going. So a nation denied a conception of its past will be disabled in dealing with its present and future."

Some examples of HCol assistance in this regard are such initiatives as video -taping some of the stories of our

veterans from the Burma campaign, facilitating a production of Billy Bishop goes to War, of greeting Bomber Command veterans as they boarded the plane in June 2012 to fly to London UK for the unveiling of the monument to them. HCols are also fully engaged in promoting funding for our military museums on a number of Wings.

#### ADDITIONAL BENEFITS

4.17 Finally, it should be acknowledged that although not expected, it is not uncommon that HCols will from time to time offer courtesies to Squadron /unit members ranging from buying a round of drinks to offering a holiday home for a CAF member and his family's vacation purposes. These are things for which we are grateful.

#### COMMUNICATIONS - THE KEY TO SUCCESS

- 4.18 Hopefully these few paragraphs and pages have given you an idea of who an HCol is, and how they can assist us. Let's take a moment then to discuss the important matter of communication, no small thing in any operation. This is how the flow of events goes. When the Minister of National Defence appoints an HCol and assigns him or her to your squadron/unit, the CO, the HCol and often the Squadron Chief, will sit down and:
- gain an understanding of the strengths and talents of the HCol
- review the overall needs and issues of the squadron/unit
- identify overall goals for their respective terms, and
- compose a game plan of how the HCol strengths can best match the unit/squadron's needs.
- 4.19 There will then be a memo circulated outlining the "coordinates of the HCol and how to reach them, and they to us and the "rules of engagement" of such communications. This memo would also reiterate the summary of the initial meeting which matches the HCol's strengths with the needs and goals of the squadron/unit, so members have their expectations focused. This does not mean that, even though a particular HCol may not have strengths in a certain area, they can't assist. They just might need to network in order to provide assistance.
- 4.20 To maximize the participation of your HCol, your CO and Chief will be endeavouring to relay to the HCol as many kinds of predictable activities as possible from ceremonies to flights, and any other noteworthy events such as accidents, success stories etc. This level of communication is really important so that they can then be given an opportunity to participate and thus broaden their understanding, to communicate with or commend you, to pass on condolences, to learn more about a specific event or matter or to advance a particular initiative. No relationship can properly exist without timely and comprehensive communications going in both directions.
- 4.21 Your HCol will need time and assistance from everyone to bring them up to speed on all manner of matters including, how many people are in the unit, what they do, when, with what etc. It is expected that all of you will assist in that as best you can.

Finally, in parting, it should be noted that the HCol is not a paid appointment. These individuals believe in service very much like you do and want to assist you in any way they can. They are not military groupies and although some may be well known in their field, they are not there to be "arm candy." They want to be meaningful and we believe there is a very meaningful role for them and aremost grateful for their commitment to you, your Squadron and the RCAF.

