

Regional Cadet Support Unit (Central)
Canadian Forces Base Borden
PO Box 1000, Station Main
Borden, ON L0M 1C0

1085-16-5 (Rgn Trg O (RDA-D))

12 April 2021

Distribution List

OPERATION ORDER RCSU CENTRAL
VIRTUAL MUSIC TRAINING PROGRAM SPRING 2021

References: A. 1085-5 (D Comd) Tasking Order 002 Campaign Plan
B. FRAG O 001 to Tasking Order 002
C. CRCI 4503;
D. RCSU Central 2020-2021 Training Directive; and
E. 1085-16-5 (Rgn Trg O (RDA-D)) Warning Order, 18 Mar 2021.

SITUATION

1. The aim of the Central Region music program is to support the development of corps and squadron bands by providing cadets the opportunity to develop as musicians.
2. IAW directives at refs, this year the training will be modified from the traditional format in order to be conducted safely within a COVID-19 environment.

MISSION

3. Regional Cadet Support Unit Central (RCSU Central) will conduct a virtual music program between 01 April and 30 June 2021. The virtual music program is designed to allow cadets maximum flexibility to engage with the program to the extent that their circumstances and availability permit.
4. The program will consist of four components that will be conducted concurrently: asynchronous (self-lead content), group lessons, instrument lessons and music proficiency level evaluation. The details of these components are described in Annex.

EXECUTION

5. General Outline: The operation will be conducted in three (3) phases:
 - a. Phase One – pre-activity planning to include:
 - (1) Development and publication of asynchronous content;

- (2) Cadet selection; and
 - (3) Instructor selection.
 - b. Phase Two – conduct the four components of virtual music program, as detailed in Annex A, on the following dates:
 - (1) Asynchronous (self-lead content): available at time of publication of this Op Order.
 - (2) Group Theory Lesson: As detailed in Annex A;
 - (3) Instrument Lessons: as scheduled with assigned music instructor to be conducted between 19 April and 30 Jun 2021; And
 - (4) Music proficiency level evaluation: as scheduled with assigned music instructor to be conducted between 19 April and 30 Jun 2021
 - c. Phase Three – Post activity closeout, to include:
 - (1) Entering participant attendance in Fortress;
 - (2) Entering music proficiency level qualifications in Fortress, as applicable; and
 - (3) Solicit and compile feedback and statistics create an after action report
6. Groupings and Tasks: as detailed in Annex B.
7. Coordinating Instructions:
- a. Co-coordination meetings will be conducted by the Regional OPI, Military/Pipe Band OPI as required.
 - b. Asynchronous (self-lead content) can be accessed at:
<https://bit.ly/CadetMusicResources>.
 - c. Cadets registered for the instrument lessons and/or music level evaluation must be in possession of an instrument and the required accessories in order to participate. Instruments are not required for participation in the group lessons.
 - d. Registration through Fortress: as detailed in Annex A.
 - e. Support Cadets are invited to register for either the group or instrument lesson serials. Support cadets will assist with instruction, coaching and supervision as required by the instructor.
 - f. Support Cadets are also encouraged to participate in instruction sessions for their

own musical development.

- g. The selection criteria for Support Cadets will be as follows:
- (1) Minimum music proficiency level 3 qualification. Cadets with higher music proficiency level qualifications will be given priority; and
 - (2) Cadet with previous CTC/VCTC staff/support cadet experience on a music training course will be given priority.

SERVICE SUPPORT

8. Dress:

- a. Cadets will participate in appropriate civilian dress; and
- b. Staff will wear work dress (CADPAT/NCD).

9. Virtual Platform: The group and instrument lessons will be conducted on WebEx. Access to WebEx will be delivered by email(s) directly to participating cadets with a link(s) to the appropriate online sessions. **Please ensure that registered cadet's emails contacts are accurate in FORTRESS.**

10. Personnel: This training will be delivered by Class A CIC Officer and augmented, where necessary by Civilian Instructors, Regular Force and/or Primary Reserve members.

11. Finance:

- a. As RC Manager for the Cost Centre detailed below, I certify that funding is available to support cadet participation for the Virtual Music Program as per Section 32 of the Financial Administration Act (FAA). Furthermore, I authorize RC Managers to initiate (Sec 32 of the FAA) and approve (Sec 34 of the FAA) expenditures for staff pay associated with the subject activity.
- b. I also authorize the receiving RC Manager to exercise Section 34 of the FAA for the same requirement identified in para 11.a. The receiving RC Manager may designate employees under their chain of command to exercise these authorities;
- c. Costs are to be assigned to the following Financial Coding:
 - (1) Fund: C120;
 - (2) CC: 55427A;
 - (3) G/L: As appropriate; and
 - (4) IO: 216464.

COMMAND AND SIGNALS

12. The Regional OPI and point of contact for this activity is Capt Ryan Lawrence Regional Training Officer (RDA - Discretionary), ryan.lawrence@forces.gc.ca or 705-715-1553.
13. The Military Band OPI is Lt(N) Angela Dupuis, angela.dupuis@cadets.gc.ca
14. The Pipe Band OPI is Capt Desideria Desjardins, desideria.desjardins@cadets.gc.ca.

P.J. Westlake
Captain
A/OC Rgn Trg
705-715-2235

Annex A – Overview of the Central Region Virtual Music Program
Annex B – Groupings and Tasks

Distribution List

Action

Rgn Trg O (RDA-D)
Area Music Coordinators
RCSU Central Corps/Sqn COs
RCSU Central Band Officers

Information

RCSU Central\J35
COA OC\Z Trg O\Trg Sp Coord
NGTA OC\Z Trg O\Trg Sp Coord
NOA OC\Z Trg O\Trg Sp Coord
OSLA OC\Z Trg O\Trg Sp Coord
SEOA OC\Z Trg O\Trg Sp Coord
SWOA OC\Z Trg O\Trg Sp Coord

Annex A to
1085-16-5 (Rgn Trg O (RDA-D))
Op O - Virtual Music Training Program Spring 2021
12 April 2021

OVERVIEW OF THE CENTRAL REGION VIRTUAL MUSIC PROGRAM

1. The program consists of four components conducted concurrently, as follows:
 - a. Asynchronous, self-lead content;
 - b. Virtual group lessons;
 - c. Instrument lessons; and
 - d. Music level evaluation.
2. Cadets have the option to participate in one or more of these components in any combination.

ASYNCHRONOUS, SELF-LEAD CONTENT

3. Cadets will be provided access to online music resources including, but not limited to, theory videos, instrumental technique videos, websites, etc. This component will enable to cadets to engage, explore and develop in aspects of the music program that appeal to them at their own pace.
4. There is no FORTRESS or other registration process required for cadets who want to participate in this component.
5. Cadets can access this content at the follow link: <https://bit.ly/CadetMusicResources>

GROUP LESSONS

6. Cadets will participate in group music lessons at the basic, intermediate or advanced level. Topics shall include music theory, instrument maintenance, aural and rhythm skills.
7. The table below lists the theory courses, dates, times and FORTRESS serial for registration. The table also contains suggested music level ranges for each course to help staff and cadets determine the appropriate serial to select.

Theory Course	Music Level	Date	Times	FORTRESS Serial
Military Band Basic	Basic - 1	24 Apr	0900-1200	MilTheory Basic - A
Military Band Basic	Basic - 1	8 May	0900-1200	MilTheory Basic - B
Military Band Intermediate	2-3	24 Apr	0900-1200	MilTheory Int. – A
Military Band Intermediate	2-3	8 May	0900-1200	MilTheory Int. – B
Military Band Advanced	4-5	24 Apr	0900-1200	MilTheory Adv. – A
Military Band Advanced	4-5	8 May	0900-1200	MilTheory Adv. – B
Pipe Band Basic	1-2	1 May	0900-1200	P&DTheory Basic – A
Pipe Band Basic	1-2	15 May	0900-1200	P&DTheory Basic – B
Pipe Band Intermediate	3	1 May	0900-1200	P&DTheory Int. – A
Pipe Band Intermediate	3	15 May	0900-1200	P&DTheory Int. – B
Pipe Band Advanced	4-5	1 May	0900-1200	P&DTheory Adv. – A
Pipe Band Advanced	4-5	15 May	0900-1200	P&DTheory Adv. – B

8. Each group lesson serial will have a registration deadline that is 7 days prior to the serial date.

9. The group lessons will be conducted on Saturday mornings from 0900-1200 hrs. A sample schedule follows:

Time	Class
0900-0945	Maintenance
1000-1045	Theory Class 1
1100-1145	Theory Class 2

INSTRUMENT LESSONS

10. Cadets will participate in two, 45 minute private, on-line music lessons.

11. Cadet Musicians who want to participate in private lessons must be registered in FORTRESS for one of the following, technical training serials:

- a. **MilMusicLesson:** for all military band instruments including wood wind instruments, brass instruments and percussionists; or
- b. **PipeBandLessons:** for all cadet bagpipers and pipe band drummers.

12. When registering cadets for these serials, an accurate instrument must be entered.
13. There are a limited number of openings for the instrument lessons. The deadline to register will be 1 May 2021.
14. Registered cadets will be assigned to a music instructor who will contact the cadet to schedule the lessons. The content of the lessons will be individually tailored by the instructor to each cadet's specific level and needs.

MUSIC PROFICIENCY LEVEL EVALUATION:

15. Two options are available for cadet musicians who would like to be evaluated for a music proficiency level:

Option #1

- a. IAW Ref C, any adult who has appropriate music experience and ability on the instrument and up to the level in question can conduct an evaluation, virtually. This could be, for example, a cadet's band officer/instructor, school or private music teacher.
- b. When an evaluation has been completed, the evaluator or unit staff member is to forward all assessment forms to Capt R. Lawrence (ryan.lawrence@forces.gc.ca). The assessment forms will be reviewed for completeness and the qualification granted accordingly.
- c. This option is available at any time during the training year.

Option #2

- d. Cadets can be registered for the "Instrument Lesson" serials (**MilMusicLesson or PipeBandLessons**), described in para 11 above as appropriate. Once assigned to an instructor, a cadet can identify their desire to be evaluated for a music level.
 - e. The instructor will work with the cadet to schedule and complete the music level evaluation.
16. All required information, music and assessment forms for cadet music proficiency levels are available on the CCO SharePoint documents library and at the link provided at para 5 in this annex..
 17. Please note: prior to being formally evaluated, it is expected that cadet musicians will have been provided with the applicable music, be aware of the requirements, standards, and have had suitable instruction and practice time in order to prepare them for success.

Annex B to
 1085-16-5 (Rgn Trg O (RDA-D))
 Op O - Virtual Music Training Program Spring 2021
 12 April 2021

GROUPINGS AND TASKS

Rgn Trg O (RDA-D) / Rgn OPI
<ul style="list-style-type: none"> • Overall responsibility for the virtual music training program • Create and publish group and instrument lesson serials in Fortress • Track Pay for OPIs • Approve hiring for group and instrument instructors identified by OPIs • Coordinate/provide on-line resources as required. • Track all submitted pay against approved budget
Military Band / Pipe Band OPI
<ul style="list-style-type: none"> • Overall coordination and point of contact for Military Band/Pipe Band virtual music training • Group lesson coordination • Identify group lesson instructors • Publish Joining Instructions for Group Lessons • Track pay for group lesson instructors and instrument coordinators • May instruct group or private lessons as require/as available
Instrument Coordinators (Brass Wood Wind Drum, Bugle & Percussion Bagpipe Pipe Band Drumming)
<ul style="list-style-type: none"> • Responsible for instrument lessons • Identify applicable music instructors • Assign cadets to music instructors • track music instructor pay • Assist music instructors as required • May instruct group or private lessons as require/as available