

# DND 101 – Can I buy a vowel?



Do all of those military acronyms look like alphabet soup to you? Unless it's part of your everyday life, you won't retain most of them but I thought you might like a list of some of the more common ones, to refer to as needed.

First, you might be interested in the NATO military phonetic alphabet, used to clarify letters used, especially for voice radio communications. Here it is:

A=Alpha, B=Bravo, C=Charlie, D=Delta, E=Echo, F=Foxtrot, G=Golf, H=Hotel, I=India, J=Juliet, K=Kilo, L=Lima, M=Mike, N=November, O=Oscar, P=Papa, Q=Quebec, R=Romeo, S=Sierra, T=Tango, U=Uniform, V=Victor, W=Whiskey, X=Xray, Y=Yankee, Z=Zulu

Knowing the phonetic alphabet definitely isn't something essential but it's kind of fun and you might want to try learning it as your CF member is memorizing it. Also, the next time you give your postal code to someone over the phone, if you use the phonetic alphabet for the letters, you'll see how much easier it is to clarify since letters like b,c,c,g,p,t,v and z all rhyme!

Now for some of the more **commonly used DND acronyms:**

AAG = Arrival Assistance Group  
APS = Annual Posting Season  
ASU = Area Support Unit  
BDE = Brigade  
BMQ = Basic Military Qualifications  
CAD = Canadian Air Division  
CANEX = Canadian Forces Exchange System  
CAS = Chief of the Air Staff  
Cdr = Commander  
CF = Canadian Forces  
CDS = Chief of the Defence Staff  
CFB = Canadian Forces Base  
CLS = Chief of Land Staff  
CMS = Chief of Marine Staff  
CO = Commanding Officer  
COLA = Cost of Living Allowance  
COS = Chief of Staff  
COY = Company  
DAG = Departure Assistance Group  
DND = Department of National Defence  
DSG = Deployment Support Group  
ECS = Environmental Chief of Staff  
FY = Fiscal Year  
HLTA = Home Leave Travel Assistance  
HMCS = Her Majesty's Canadian Ship

LFAA = Land Forces Atlantic Area  
LFCA = Land Forces Central Area  
LFQA = Land Forces Quebec Area  
LFWA = Land Forces Western Area  
LT = Language Training  
MARCOM = Maritime Command  
MARLANT = Maritime Forces Atlantic  
MBR = Member  
MFRC = Military Family Resource Centre  
NATO = North Atlantic Treaty Organization  
NDHQ = National Defense Headquarters (in Ottawa)  
Nominal Roll = a list of CF members on each Base/Wing/Station/  
Detachment/Unit  
OPI = Office of Primary Interest or Operational Person in Charge  
OSISS = Operational Stress Injury Social Support  
PMQ = Permanent Married Quarters  
PLD = Post Living Differential (allowance)  
Recce = Reconnaissance (pronounced "rekky"); information  
gathering; check out; scope out  
Reg = Regular Force Member  
Res = Reserve Force Member (can be Class A, B, C or B/A)  
RMC = Royal Military College, Kingston  
SISIP = Service Income Security Insurance Plan  
SN = Service Number  
XO = Executive Officer



As I mentioned, this is far from an exhaustive list but it will help you start to get your bearings in acquiring what feels like a whole new language. This list also doesn't cover the countless abbreviations military folks use in their written letters, emails and memos. Words are shortened to the bare minimum for comprehension and vowels are usually the first to go (mtg=meeting, svc=service etc.). So if it's a word you are unfamiliar with using to begin with, all meaning is lost when it is abbreviated to such a degree. Some parents have told us that they feel like they need a translator when deciphering emails from their deployed sons and daughters. Remember, your MFRC (Military Family Resource Centre!) is here to help so if you are feeling like you can't make sense of any of this, please give us a call or drop on by!

**Next article: DND 101 - Units and Trades**

# DND 101



## *DND 101: Military Units, CF Trades & Regular/Reserve Force Clarification*

### Calgary and Area Units:

Calgary is an Army Base.....or more specifically, an ASU (Area Support Unit). ASU Calgary, provides support to several units, including many belonging to 41 CBG (Canadian Brigade Group), whose headquarters is here in Calgary. There are 12 Reservist units under 41 CBG that reside in Southern Alberta, but of those, the ones that fall under ASU Calgary's AOR (area of responsibility), are the following:

- 14 Service Battalion (14 SVC BN) – combat service support unit
- 18 Air Defence Regiment (18 AD REGT) – Lethbridge – artillery unit
- 78 Field Battery (78 FD BTY) – Red Deer –artillery unit
- 33 Field Engineer Squadron (33 FES) – field engineer unit
- 6 Intelligence Company (6 INT) – intelligence unit
- Calgary Highlanders (Cal High) – infantry unit
- King's Own Calgary Regiment (KOCR) –armoured unit
- South Alberta Light Horse (SALH) –Medicine Hat – armoured unit

In addition to the 41 CBG units, there are an additional six units that fall under ASU Calgary:

- 746 Communications Squadron (746 Comm Sqn)
- 749 Communications Squadron (749 Comm Sqn)
- 15 Medical Company (detachment) – 15 Med Coy (Det - Calgary)
- HMCS Tecumseh – Naval unit
- Military Police (MP)
- Recruiting Centre (CFRC)

Detailed information on each unit, can be found on the website: [www.army.forces.gc.ca](http://www.army.forces.gc.ca) (click on English or French, then click on “Army Units” at the top. Each unit will then be listed with a link to their official sites).

If your son/daughter/husband/wife is deployed out of Calgary, they will be attached to a larger unit and deploy out of that Base/Wing/Station (ex. a soldier from the Calgary Highlanders might be attached to or become an augmentee for 1 PPCLI (Princess Patricia's Canadian Light Infantry) in Edmonton and deploy out of Edmonton for a tour to Afghanistan.

### Regular/Reserve Force Clarification:

Regular Force members are employed by DND on a full-time basis. They are “posted” (relocated) to various places across Canada and even into Europe or the U. S, every few years – they select their top three preferences for posting locations when they meet with their career manager, and ideally, are moved to one of those locations keeping in mind the trade/rank requirements of that posting.

Reserve Force members have signed either a Class C, Class B, Class A or the elusive Class B/A contract with DND. Class B Reservists are full-time CF members with contracts that extend for usually one year or less, depending upon the requirement. Class B/A positions refer to those positions that offer a three-year contract. Class A Reservists normally train or “parade” one evening a week and alternating weekends. They often have full-time civilian employment or student status beyond their Class A DND commitments. If Class A, B or B/A Reservists choose to go on a deployment (whether that is in-country, like fighting the Southern B. C forest fires or the Red River floods or Ice Storm, or whether it is an out-of-country deployment to Afghanistan or the Golan Heights) they are given a Class C (operational) contract. This entitles them to the same pay and benefits as Regular Force members for the duration of the contract. Reserve Force members are not subject to postings.

For both populations, when a CF deployment is announced, the Regular and Reserve Force members can volunteer to do the tour if their trade and rank are identified as being required overseas.

After 14 years of trying to keep all of this straight, I still make mistakes so for those CF members reading this, I apologize in advance if I have misrepresented any of the differences between the various contracts.

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## CF Trades (Continued from previous page):

A trade refers to the occupation selected upon joining the army, navy or air force. Aptitude tests etc. are given to assist with this selection.

The chart below lists several trades and demonstrates the environment to which they apply. The list is not comprehensive and if you wish to view the list in its entirety, please contact the MFRC at 410-2320 ext. 3590.

CF Occupation/Trade	Navy	Army	Air Force
Aerospace Telecommunication & Information Systems Technician			yes
Air Navigator (Officer)			yes
Aircraft Structures Technician			yes
Airfield Engineering (Officer)			yes
Ammunition Technician		yes	
Armour (Officer)		yes	
Armoured Soldier		yes	
Artillery (Officer)		yes	
Artillery Soldier - Air Defence		yes	
Artillery Soldier - Field		yes	
Aviation Systems Technician			yes
Avionics Systems Technician			yes
Biomedical Electronics Technologist	yes	yes	yes
Bioscience (Officer)	yes	yes	yes
Combat Engineer		yes	
Communications and Electronics Engineering			yes
Communicator Research Operator	yes	yes	yes
Construction Technician		yes	yes
Dental (Officer)		yes	
Dental Technician		yes	
Electrical and Mechanical Engineering (Officer)		yes	
Electrical Distribution Technician		yes	yes
Electrical Generating Systems Technician			yes
Electronic-Optronics Technician - Land		yes	
Engineer (Officer)		yes	
Fire fighter			yes

It is possible to change trades once enrolled, but such moves are dependant on the needs of the Canadian Forces. For example, if the CF member is serving in a trade that has an abundance of people, and they wish to move to a trade that has personnel shortfalls - making a move may be quite simple. However, if the trade the member is in is short of people, changing trades may not be authorized. Programs also exist for Non-Commissioned Members to transfer to the Officer Corps. Candidates must apply and be found suitable for such training programs.

# DND 101

## THE ROLE OF COMMAND AND STAFF

The term 'command' in the context of 'command and staff' is the authority vested in a member of the CF to direct, co-ordinate, and control military forces. Orders and the appropriate delegated authority to act on those orders flow down through officers and non-commissioned officers in the chain of command. Command represents the executive authority to give direction.

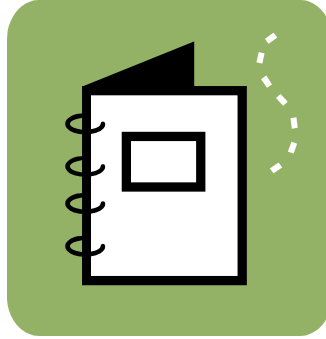
Staff activities are the management activities associated with the executive authority of the commander.

The term 'staff' applies both to personnel who assist in planning and preparing the orders that commanders wish to issue, and to those who assist commanders in monitoring and controlling the actions taken by subordinate units in executing those orders. Staff officers have no authority independent of the commander and must not interfere in the relationship between a commander and a subordinate commander. Staff must not reject requests or proposals from a subordinate commander without the commander's direction. Nevertheless, staff serve two masters. Although their final loyalty is unreservedly to the commander, staff must work tirelessly to support subordinate commanders and troops in the field.

Staff officers at all levels work (directly or indirectly) for line officers. As a rule, staff size increases as the complexity of operations and the level of organization increases. For example, a battalion may have only a few staff officers, while a brigade may have many.

There are three types of staff: general staff, special staff, and personal staff. General staff assist the commander in meeting the operational responsibilities of command. They assist by preparing and issuing the commander's orders, arranging the support necessary to achieve the mission successfully, and monitoring and co-ordinating current and subsequent activity. General staff responsibilities are divided into six broad categories: personnel (G1), intelligence (G2), operations (G3), logistics (G4), civil/military relations (G5), and communications (G6). The prefix G is used when referring to a single environmental force (land or air), N refers to maritime staff, and J designates joint staff- staffs supporting more than one environment. Thus staff of Canadian Joint Force Somalia were designated with the prefix J to denote the joint nature of the force, which included HMCS Preserver, the Canadian Airborne Regiment Battle Group, and air force resources. No matter what the designation, however, staff in each of the six groups perform the same functions.

G 1 (or N1 or J1) staff assist the commander in personnel administration. This includes planning for personnel replacements, manpower allocations, promotions, course selection for individuals, and record keeping. They also co-



ordinate all areas related to the discipline and well-being of soldiers, such as notifying next-of-kin; administering honours and awards; the provision of pay, postal, medical, dental, chaplain, and legal services; public affairs; and handling and administering prisoners of war.

G2 staff provide the commander with the intelligence needed to plan and conduct operations. This includes, among many tasks, preparing intelligence reports and summaries; co-ordinating the analysis of incoming information; directing the interrogation of prisoners of war; and assisting in the planning of deception, surveillance, and patrol operations.

G3 staff assist the commander in planning, directing, supervising, and co-ordinating operations. The G3 branch is the pre-eminent staff branch, and all other staff effort must support its activities. Its activities include preparing staff estimates; preparing and distributing operations orders and instructions; co-ordinating (in consultation with other members of the staff) movement, surveillance, deception and concealment, and nuclear; biological, and chemical defence; liaison; electronic warfare; communications; engineer support; fire support; and tactical aviation support.

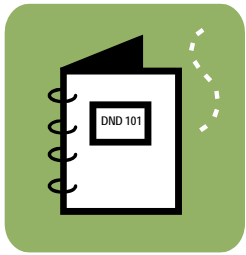
G4 staff assists the commander in planning all the logistics aspects of a proposed operation. This includes planning for the provision of supplies (ammunition, fuel, rations, clothing, and other supplies); maintenance and repair of all classes of vehicles and equipment; disposal policies; and the use of transportation resources, including airlift, movement control services, and administrative movement. The G4 staff has a large responsibility to ensure that the commander's mission is supportable and that logistics support is co-ordinated to ensure that the logistics plan supports the development and execution of the operational plan.

The G5 staff assists the commander by developing and executing plans and policies related to local national authorities and the civilian population. This includes gathering information on civilian/military matters and determining the state of political, psychological, and economic factors and their potential impact on planned operations. G5 also deals with liability claims from civilians and provides advice to other staff branches on local national issues.

The G6 staff assists the commander by developing and executing plans and policies related to communication and information systems. This includes developing procedures to identify, collect, process, present, and distribute information needed to implement the

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commander's plan.<sup>40</sup>

Special staffs provide a narrow or specialized type of advice, including legal, medical, dental, religious, and public information. These staff often hold designated appointments within a unit, formation, or other element and have direct access to the commander

on matters within their specialty, for example, the regimental medical officer.

Personal staffs provide direct assistance to the commander in meeting personal needs and arranging work and visit programs; a personal staff may include aides-de-camp, secretaries, drivers, and executive assistants.

## ORGANIZATION OF THE CANADIAN FORCES

The CF consists of three components: the Regular Force, the Reserve Force, and the Special Force. The Regular Force comprises officers and non-commissioned members who are enrolled for continuing full-time military service. The Reserve Force consists of officers and non-commissioned members who are enrolled for other than continuing full-time service when not on active service. The Special Force can be constituted by the Governor in Council in an emergency or if considered desirable in consequence of any action undertaken by Canada under the United Nations Charter, the North Atlantic Treaty or any similar instrument for collective defence.

All members of the CF are assigned, for purposes of administration and discipline, to serve in a unit or other element of the CF called a ship, squadron, battalion, regiment, station, or any other appropriate designation in accordance with the customs and traditions of the service.

### The Organization of Army Units

The basic fighting component in the army is the unit. A unit is a self-contained organization led by a commanding officer. Army units have a command and control element, a combat service support element, and several operational elements. Units are characterized by type as combat arms (armour, artillery, and infantry), combat support arms (field engineers, signals, intelligence, and tactical aviation), or combat service support (transport, maintenance, supply, medical, dental, and military police). Combat arms units fight in contact with the enemy; combat support arms units provide direct and indirect support to combat arms units; combat service support units serve a useful and necessary purpose, but their fighting capability is limited to self-defence. In the Canadian army order of battle, the major infantry unit is called a battalion. It is led by a commanding officer, normally a lieutenant-colonel, and consists of a number of sub-units called companies.

In armour (tank), engineer and signal units, battalion-sized units are called regiments, companies are called squadrons, and platoons are called troops. In artillery units, battalion-sized units are referred to by number (for example, Second Regiment, Royal Canadian Horse Artillery), companies are called batteries, and platoons are called troops.

In operations for a particular mission and in training, units of one type and sub-units of other types are often brought together; for example an infantry battalion might be grouped with an armour squadron. This temporary organization, larger than a battalion, is called a battle group.

### The Role of Commanders

Commanders have authority to issue legal orders to subordinates. They have two principal responsibilities. Their primary responsibility is to achieve the assigned mission. Commanders have the authority to direct the operations of a formation, and they alone are accountable for the outcome. Second, commanders must ensure the adequate welfare of the troops and that their troops do not face needless hardship and sacrifice.<sup>35</sup> Although commanders are always responsible and accountable for every aspect of the units and elements under their command, they usually restrict their involvement to important issues affecting their troops and leave routine issues to be resolved by subordinate commanders or staff.

A commander is responsible and accountable for knowing and understanding the situation being faced, identifying and considering the options available, developing a plan, informing subordinates, assigning missions, tasks and resources to subordinates, and motivating, directing, and leading troops.<sup>36</sup> Commanders exist at all levels and are joined by degrees of authority; hence the term chain of command.

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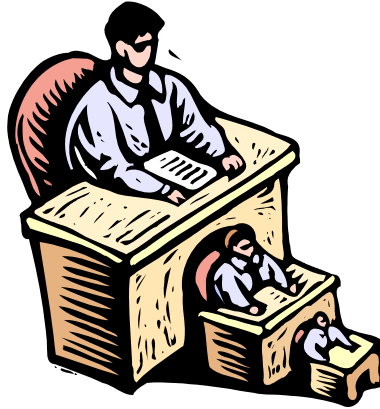
## DND 101 - Military Organization & Authority

Although the CF appears to be a large and ponderous organization with an endless set of rules, regulations and traditions, these elements are considered necessary and have evolved over time. They are intended to provide a clear and easily recognizable line for the exercise of authority and the chain of command.

Before July 1964, the head of each of the three armed services in Canada -- the Royal Canadian Navy, the Canadian Army, and the Royal Canadian Air Force -- had direct access to the minister of National Defence and provided service-related advice to government. In July 1964, Parliament amended the National Defence Act to integrate the three services under a newly created position, the chief of the defence staff (CDS). The CDS became the senior serving officer of the three services and solely responsible for the "control and administration" of them. In April 1967, Parliament passed the Canadian Forces Reorganization Act, abolishing the three services and creating a new single service, the Canadian Armed Forces, with common uniform and rank designations for sea, land, and air members.

The Department of National Defence, a department of government, and the CF the "armed forces of Her Majesty raised by Canada", are separate entities. Until 1972 each had entirely separate staff. In the early 1970s, a management review, ordered by the minister to investigate defence and CF organization at the centre, recommended amalgamation of the staffs of the Department of National Defence (DND) and CF Headquarters into a new organization with a single staff -- National Defence Headquarters (NDHQ).

Civil control of the CF is rooted in the parliamentary system. The Governor General of Canada, as the Sovereign's representative, is the Commander in Chief of the CF. Cabinet is responsible to Parliament for formulating and implementing government policy, including defence and military policy. The minister of National Defence, under the National Defence Act (NDA), presides over DND and is responsible for the "management and direction" of the CF and all matters related to national defence. The minister is assisted by



two senior advisers, the deputy minister and the chief of the defence staff. The deputy minister is appointed by the Governor in Council (that is, the Cabinet) under the NDA but draws power and authority from other statutes, such as the Interpretation Act and the Financial Administration Act. The CDS draws authority from the NDA, section 18, which charges the CDS with the "control and administration of the CF", but "subject to the regulations and under the direction of the Minister". All orders and instructions of the government to the CF are issued through the CDS, unless the Governor in Council directs otherwise.

In June 2005, the Canadian Forces announced a major overhaul of its command structure - with a new emphasis on its mission within Canada. The new system divides the workload into four new commands:

- Canada Command will be responsible for all operations in North America;
- Canadian Expeditionary Force Command will be responsible for international operations;
- Canadian Special Operations Forces Command will be responsible for all special operations;
- Canadian Operational Support Command will be responsible for providing support to the operations commands including logistics, engineering, health services, communications and military police support.

The new structure will enable each command to focus on specific threats and areas of responsibility, with skills and training specific to their area of expertise.

If the military was called in to deal with a natural disaster such as the ice storm in 1998, for example, Canada COM would head up the efforts, and would be trained for the specific threats they would expect to deal with.

Take a look at the following page for a breakdown of Canada and its military by the numbers.

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Here's a look at Canada and its military by the numbers:

## Armed Forces

- Today: 62,000 military personnel including 9,500 sailors, 19,500 soldiers, 14,500 air force personnel and 20,000 administrative and support personnel. There are also about 22,000 reservists.
- Second World War: 60,000 men and women enlisted in Canada's armed forces in one month (September 1939) after the declaration of war.
- First World War: More than 600,000 Canadians enlisted to fight in the First World War from 1914-1918.

## Navy

- Today: There are 30 surface ships, four submarines and 9,500 sailors in Canada's navy.
- Second World War: At the end of the war, Canada had the third-largest fleet in the world, after the U.S. and the U.K. 23 Canadian ships were sunk by German U-Boats in the Battle of St. Lawrence alone.
- First World War: During the course of the First World War, Canada's naval service grew to a force of 9,000 men and 100 ships.

## Air Force

- Maintaining a fleet of over 350 Aircraft and 13 Wings located in all regions of the country from which Air Force personnel patrol Canada's 15,540,000 square kilometres, provide search and rescue, re-supply our peacekeepers and protect Canada's interests abroad.

Canada in NATO: Of NATO's 19 member countries, Canada is first in land area (9,093,507 sq. km), and sixth in total military spending (\$13 billion).