

Canadian Materiel
Support Group
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Groupe de soutien en
matériel du Canada
101 promenade Colonel By
Ottawa, Ontario K1A 0K2

6000-1 (CMSG COS / RDIMS # 502899)

22 January 2020

Distribution List

MINUTES TO A CMSG LMCC MEETING / TELECON
HELD AT 1330 HRS 10 DEC 19 AT CMSG HQ IN OTTAWA

Members

Co-Chair	Col Brodie	Comd CMSG
Co-Chair	Mrs. Simcoe	UNDE Executive VP
Attending	Mr. Hendrigan	COS CMSG
	LCol. Berthiaume	CMSG J3
	CWO Gibson	FCWO (<i>telecon</i>)
	Mr. McEachern	UNDE National Ammo Rep
	Mr. Gionet	J1
	Mr. Potvin	PIPSC QC Regional Rep
	Mr. Walsh	FGDTLC-West (<i>telecon</i>)
Absent	LCol Richardson	J4 Ammo
	Mr J. Ryan	FGTLC-East

ITEM	DISCUSSION	Action
I	<u>INTRODUCTION</u> 1. Col Brodie convened the meeting at 1330 hrs and welcomed all in attendance and those attending remotely via telecon. She reiterated how important these meetings are to the Formation as they open lines of communication between CMSG and national union leadership, and help maintain a continuing dialogue on the various and topical issues facing our workforce. All in attendance introduced themselves and acknowledged their commitment to hold these meetings twice a year (in June and Dec).	Info

ITEM	DISCUSSION	Action
II	<u>REVIEW / APPROVAL OF MINUTES TO PREVIOUS MEETING</u> 2. The Minutes to the 24 June 19 CMSG LMCC were introduced and approved, with no amendments.	Info
III	<u>REVIEW AND APPROVAL OF AGENDA</u> 3. The agenda dated 27 Nov 19 was accepted as distributed. Secretarial note: Mr. Hendrigan noted that FGTLCC-West and FGTLCC-East should have been added to the agenda to provide their respective updates. Mr. Hendrigan to amend agenda for next meeting.	COS CMSG
IV	<u>OLD BUSINESS</u> 4. <u>Standardized Job Description (SJD) Update.</u> Mr. Gionet reported that CJOC/CMSG is continuing efforts to support and implement CANFORGEN 076/18 HRCIV 002/18 021614Z May 18 that directs that “90% of jobs” will be assigned an SJD in DND. Focus to date was on the AV Group (PG employees), PA Group (AS and CR employees) and FI Group, with current efforts now on the SV Group (GL, GS, STS). Overview of actions to take include confirmation that positions were correctly mapped to supervisors, new SJDs were provided to employees, employees were briefed on new SJD, and sub-delegated managers finally asked to attest to the process. Mrs. Simcoe mentioned that national union leadership has been engaged and consulted on the initiative. 5. Note that in early Dec 19 it was discovered that SJD implementation for AS and CR positions has been administratively completed for CMSG by HHQ (i.e. 43 x CMSG AS and CR positions were mapped by L1 on behalf of L2 and L3 on 30 Apr 19). COS, J1 and D/J1 to now address the issue with unit COs on a unit by unit basis. 6. Commencing in Dec 19, a Classification Advisor from DCCO will be visiting the HQ and then CFAD Angus to conduct an organizational design and job validation review (JVR) exercise to assist the Formation confirm that its organizational structure, position and classification allocation is sound and in line with Defence Supply Chain (DSC) and Formation requirements. DCCO visit schedule for the rest of CMSG units to be published by J1 NLT end Jan 20 (CFADs first followed by CFSDs). 7. CMSG HQ currently uses a model that incorporates the SJD, a positional “Terms of Reference” and finally a personal PDR/PSPA to specify work expectations. In the future, CMSG envisions implementing a “Quality Management System” whereby units adopt a similar model. This will identify positional authorities, responsibilities,	Info COS, J1 and D/J1 J1

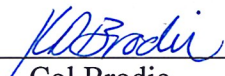
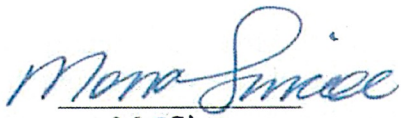
ITEM	DISCUSSION	Action
	accountabilities, duties and training requirements by each position, offering a level of specificity beyond the SJD and providing clarity regarding the responsibilities of different positions at the same level. This in turn will help supervisors with PDR/PER/PSPA staffing and clearly identify to our civilian employees the nature of each position. COS OPI. 8. To summarize, it was acknowledged that: a. Standardized Job Descriptions are common across DND; b. Terms of Reference are position based within the unit/Formation; c. PSPAs are personalized; and d. CMSG will continue to encourage the development of a culture where our civilian employees are developed through training, exposure to new challenges and introduction to the best materiel management practices of the other CFSDs/CFADs (e.g. Ammunition and Explosives Safety Inspections conducted on a CFAD by members of another CFAD). 9. <u>Civilian Ammunition Technician (CAT)</u>. CMSG is funded by CJOC for 14 x CAT GT-01 Apprentices that are not part of the SWE cap. Eight (8) are currently in training at Dundurn, with future start dates expected for GT01s at Dundurn, Bedford and Rocky Point. Exact start dates to be annotated by units in DRMIS SFT with planning and tracking to be managed within the CJOC/CMSG "Position Charter". Note that under the CFAD Dundurn ammunition and explosives (A&E) demilitarization and disposal project, 1 x GT05 and 4 x GT01 will be funded by DAEME for the next 4 years through a Spending Authorization Form (SAF). 10. Discussion followed on how to better recruit new employees into the Public Service. Establishing STS03 at the CFSDs is a start (following the GT01 model at the CFADs), with greater outreach made to the civilian community. Issue to be raised by the COS and J1 with unit COs at the next Command Council. 11. <u>Mk 54 Torpedo Maintenance</u>. Mr. Hendrigan represented J4 Ammo on this point and he reported that at this time, there is no intention for minor maintenance to be conducted at CFAD Bedford on the new torpedo. Should the maintenance concept change, CMSG will advise CFAD Bedford. Item closed.	COS COs Info COS/J1 Unit COs Info
V	<u>NEW BUSINESS.</u> 12. <u>Distribution and Materiel Inventory Network Optimization</u>. Col Brodie provided an update on DMINO, which is an initiative to	

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	modernize the distribution and warehousing domains of the DSC by inviting industry to propose redesigned distribution routes, frequencies and carriers to maximize predictable and cost effective delivery and repositioning materiel to better meet end-user needs. Both activities will be underpinned by robust modelling and simulation by proven network optimization software to determine the achievable “sweet spot” for DND/CAF. The project will take place in three phases: a. Phase 1 – Course of Action (COA) Development. Develop statement of work and award contract for industry analysis of distribution data and propose more efficient and effective models (five for distribution and three for inventory positioning). Phase 1 ends with COA selection; b. Phase 2 – Plan Development. Develop the request for proposal (RFP) to implement selected distribution COA. Collaborate with DSC stakeholders to develop the selected Inventory COA; and c. Phase 3 – Implementation. Execute changes/improvements 13. Expected outcomes of the project are improved CAF readiness, predictable and reliable delivery system, increased confidence in DSC and improved flow of materiel through DSC, including high priority requisitions Note: It was agreed that the impact on the human dimension of DND civilian employees would be a factor for consideration when evaluating DND Phase 1 options. 14. <u>CMSG Campaign Plan</u>. Col Brodie briefed on her priorities that include the following: continuing focus on the sustainment effect that CMSG provides to the CAF; a focus on “People Operations” addressing workplace and workforce wellness; modernization of the Defence Supply Chain (DSC) (i.e. supporting the Modernization and Integration of Sustainment and Logistics (MISL) Project and DMINO); and improved integration of the DSC (specifically advancing disposal activities and establishing a Performance Measurement Framework). More details in the CMSG Business Plan at https://collaboration-cjoc.forces.mil.ca/sites/BP/CMSGBP/SitePages/Home2.aspx	Info J4 Sys Info
VI	<u>UNDE Executive VP UPDATE</u> 15. Mrs. Simcoe provided an UNDE Executive update that included commentary on the status of contract negotiations (from the Public Interest Commission (PIC) Report) and the status of Essential Service Agreements that were signed in July and August 2019 (letter distribution status to be confirmed by J1). She reiterated the importance of union leadership being invited to unit level meetings	J1

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	and there was universal agreement / confirmation on the key roles and importance of the Public Service in supporting the CMSG mandate. Mrs. Simcoe clearly stated the benefits of growing the Public Service as it often represents a “better option”. Col Brodie and Mrs. Simcoe vowed to maintain an open line of communication throughout the year to address any issues that deserve discussion separate from the bi-annual LMCC.	
VII	<u>UNDE NATIONAL AMMUNITION UPDATE</u> 16. Mr. McEachern brought up the following points: a. Regarding the newly mandated Dangerous Goods Packaging Course and its related allowance, should the allowance be extended to all GTs who complete the online training? CMSG J4 Ammo to review with SJS; b. Civilian Ammo Tech Job Description Review. There is support to the initiative to standardize the WD/JD, initially to focus on the GT05 Explosives Safety Officer (ESO). Issue to be raised by J4 Ammo staff with DCCO (cc J1); c. The status of aging infrastructure at CFAD was raised including magazine NEQ rating and the state of the heating plant; and d. The new generation of surface vessels may require a new jetty, and the containerization of ammo will need to be factored into CFAD planning efforts.	J4 Ammo J4 Ammo Info Info
VIII	<u>PIPSC UPDATE</u> 17. Mr. Potvin mentioned that labour / management issues have been relatively quiet from the perspective of the Professional Institute of the Public Service of Canada (PIPSC). He echoed the sentiment to have union representation assist in SJD review and closed with a comment that due to his impending retirement in May 2020, this may be his last LMCC (COS CMSG has Mr. Potvin’s contact details if the Formation needs to contact him before his retirement). Mr. Potvin to provide the name of his replacement to Mr. Hendrigan for June 2020 LMCC invitation purposes.	Mr. Potvin
IX	<u>FGDTLC – West Update</u> 18. Mr. Walsh (via telecon) provided commentary on the status of the summer hiring program in Esquimalt that has helped with advancing their apprenticeship program at the Fleet Management Facility (FMF). As per para 10 above, COS and J1 to address this subject with unit COs at the next Command Council in Montreal in Feb 20.	COS
X	<u>FGDTLC – East Update</u> (not available at this LMCC)	Info

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XI	<u>ROUND TABLE</u> 19. No additional comments were made and Col Brodie thanked the union leadership for the constructive and informative comments, and their continued participation at the CMSG LMCC. Col Brodie restated the open line of communication that she would like to have with this group and all agreed.	Info
XI	<u>NEXT MEETING</u> 20. The next meeting is tentatively scheduled to take place at 1030 hrs on 2 Jun 20 in Ottawa. COS to coordinate with all concerned.	COS
XII	<u>ADJOURNMENT</u> 21. The meeting was adjourned at 1505 hrs.	Info

Approved by:

 Col Brodie Comd CMSG	 Mona Simcoe UNDE Executive VP
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Distribution List

Action

All LMCC Members

Info

CMSG Commanding Officers