



Canadian Forces Health Services Headquarters
1 and 2 Canadian Air Division Surgeon
PO Box 17000 Station Main
Winnipeg, MB R3J 3Y5

1000-1 (1 Cdn Air Div Surgeon)

Date in electronic signature

ADMINISTRATIVE INSTRUCTIONS –
CAF OPERATIONAL MEDICINE TRAINING
UPDATE 15-19 SEPTEMBER 2025

1. General. The 1 Canadian Air Division (1 Cdn Air Div) Surgeon will host the CAF Operational Medicine Training Update in Esquimalt 15-19 September 2025. The event will bring together stakeholders from the aerospace, undersea, occupational and preventative medicine community to share best practices, evidence-based approaches to clinical cases and network with fellow practitioners.
2. Air Division Surgeon's Intent. The aim of this training is to create an opportunity for continuous learning and development in aerospace, undersea, occupational and preventative medicine. A Flight Surgeon and Dive Clinician update is integrated into the design of the schedule. We have a very exciting program lined up again this year with a refresher course on didactic aerospace, undersea, occupational and preventative medicine lectures, small group learning, and a flight in RCAF Aircraft. We are holding this year's training in Esquimalt in order to leverage exposure to Navy assets.
3. Timings. General timings as follows with the agenda available on the MILPERSCOM CF H Svcs Gp SharePoint. Exact locations and timings subject to change:
 - a. 15 Sept. Attendees arrive;
 - b. 15 Sept (1830 hrs). Registration/Meet and Greet at the Wardroom Upper Bar;
 - c. 16-18 Sept (0800-1600 hrs). Didactic presentations, small group learning at the Rainbow Room in the CPO Mess, as well as Navy tours and aircraft flights;
 - d. 18 Sept (1800-2000) Social event to be determined;
 - e. 19 Sept (0800-1200). Didactic presentations, small group learning at the Rainbow Room in the CPO Mess;

- f. 19 Sept (1300). Shuttle departure for Victoria Airport.
4. Administrative Details. CMP Comptroller has determined that this activity constitutes training and maintenance/upgrading of skills and is therefore not an event requiring DM/MND approval. The Air Division Surgeon will sponsor and has travel approval for:
- a. One or two flight surgeon(s) from each Wing and Base supporting flight operations;
 - b. One or two undersea medicine providers from each Wing and Base supporting undersea operations;
 - c. One flight surgeon representative from CF H Svcs HQ/D Med Pol;
 - d. One CAF flight surgeon posted in the US;
 - e. One CAF flight surgeon posted to Gelsenkirchen and
 - f. One CAF flight surgeon posted to Latvia.
5. Sponsored attendees should be those speaking during the training or those who have not attended CFOM (previously CFOAM) in person in the last four years to maintain currency (e.g. FSG 500-1). Please forward the name of 2 designates by email to Ms Susie Houle (susie.houle@forces.gc.ca) ASAP but NLT 15 August 2025. Once we receive your nominations, we will confirm registration process.
6. Other Attendees. Provided travel is not funded by the 1 Cdn Air Div, CFOM is open to in-person and virtual attendees including Transport Canada, Canadian Society for Aerospace Medicine, civilian Aeromedical Evacuation personnel, and all CAF health care providers (HCP) interested in aerospace/undersea/occupational medicine including Nurses, Physician Assistants, Med Techs, Av Phys Techs, contracted HCP and CAF students, as space allows. There is no cost for virtual attendance and the only cost for in-person attendance are the social events, landing fees, lodging, meals and transport as required.
7. Contracted HCP are encouraged to attend but participation and compensation for their time and travel are governed by the HCPR contract. Time away from H Svcs Centers are not billable to DND and their travel is not funded through the Air Division Surgeon's office unless they have been invited to be a presenter.
8. Class A Reservist selected as a Presenter or by 1 Cdn Air Div allocation will be funded Class A from their home unit, TD through 1 Cdn Air Div.

9. Coordinating Instructions

- a. Registration. Every CF H Svcs clinic should forward the name of nominees by email to Ms Susie Houle (susie.houle@forces.gc.ca) ASAP but NLT 15 August 2025. Once we receive your nominations, we will confirm registration process.
- b. MAINPRO + Credits and CME. We have submitted a request for accreditation through the College of Family Physicians of Canada (CFPC) and have been previously accredited for MAINPRO + credits;
- c. Travel authorization. A copy of the approved travel plan and control framework will be provided via email to all Air Div Surgeon sponsored participants. Attendees not sponsored by the Air Division Surgeon are responsible for their own travel cost and should obtain proper travel authority through their respective chain of command.
- d. Travel Booking. Out of town participants should book travel as soon as possible to ensure the most economical means are obtained.
Business Class travel is not authorized. Units are to use their own Travel Authorization Numbers (TAN) for flight bookings.
- e. Local transportation. Rental vehicles are not authorized for local travel at TD location. Transportation to/from airport and base will be via taxi or ride share provided you are unable to use the prearranged shuttle. Attendees are encouraged to share taxis from the airport;
- f. Accommodations. Quarters for all sponsored attendees have been booked at the CFB Esquimalt Wardroom. Sponsored attendees will be booked and receive direction from Ms Susie Houle. For those not sponsored, other attendees may book a room at the wardroom using the following link: <https://apps.forces.mil.ca/QQ/>. All accommodation amendments and cancellations must be submitted 48 hours prior to arrival. In the event the cancellation policy is not adhered to, each member will be charged for up to two nights accommodations. Check out time is 1100 hrs for individuals and 0900 hrs for groups. All accommodation requests are subject to availability and may be cancelled with little or no warning to meet any unforeseen higher priority requirement;
- g. Meals and Incidentals. A group booking for rations is being provided for all sponsored attendees. Sponsored attendees will be booked and receive direction from Ms Susie Houle. There is no entitlement to claim meals during the meeting. Meals will be taken at the Wardroom;
- h. Financial. For Air Division Surgeon sponsored attendees, the fin code will be provided along with the travel authority and control framework via email. It is the home unit's responsibility to ensure all travel

documents are completed IAW current applicable travel directives. Members should finalize claims promptly following completion of TD. Finalized claims will be held by the unit signing FAA Sec 34. All finalized claims may be subject to financial audit by the Regional Departmental Accounting Office (RDAO).

- i. Dress. Bear in mind that you will be walking short distances to sessions and meals and be participating in flying and tours of ships. Please be prepared with appropriate clothing for inclement weather. Orders of dress for planned activities include:
 - (1) Meeting – Military. Flight suit, CADPAT or NECUs uniform with ballistics and flight gloves;
 - (2) Meeting – Civilian. Business casual attire; and
 - (3) Social Gatherings. Casual (jeans permitted if in good repair).
10. Social Events/Participant out of pocket expenses.
 - a. Each participant is required to pay \$25 to provide coffee and health breaks and cleaning and bar service during meet and greet. This cost is not a TD entitlement and will not be reimbursed on participants TD claims;
 - b. The Registration/Meet and Greet scheduled for 1830 hrs, 15 September will be at CFB Esquimalt Wardroom Upper Bar. There will be a cash bar for the purchase of alcoholic beverages, and appetizers;
11. Virtual participation.
 - a. Similar to previous years, CFOM is planning to live stream the event with the ability to submit Q&As to the participants and speakers in real time. We also intend to have live recordings of all didactic presentations and case studies available after the meeting;
 - b. In person attendees acknowledge that by participating in CFOM 2025, you're consenting to being recorded; and
 - c. Further information including links and dial in information for virtual attendance, will be provided at a later date. Contacts.
12. Col Carl Walker Flight Surgeon of the Year Award.
 - a. Colonel Carl M. Walker Flight Surgeon of the Year Award: This award honours Col Carl Walker and was created to recognize the outstanding contributions of a Canadian Forces Health Services (CF H Svcs) Flight Surgeon. It is presented annually to a currently serving military Flight Surgeon who has contributed significantly to the field of military

aerospace medicine while employed with the CAF either domestically or internationally. This award will be presented virtually or in-person at CFOM Training Update 2025.

- b. Nominations are to be submitted to LCol Melissa Gear via email NLT 15 Aug 2025.

13. Capt Noelle Fraser Undersea Clinician of the Year Award

- a. This award honours Capt (ret'd) Noelle Fraser and was created to recognize the outstanding contribution of a Canadian Forces Health Services (CF H Svcs) Undersea Clinician in support of Undersea Operations and personnel. This award will be presented annually to a currently serving Undersea Medicine Clinician who has contributed significantly to the field of Military Undersea Medicine through demonstrated dedication and clinical excellence. This award will be presented virtually or in-person at CFOM Training Update 2025.
- b. For selection criteria and to submit a nomination, please complete the online nomination form NLT 24 July 2025:
<https://forms.gle/vhmyFYXBTz4G2mrX9>

14. Questions? Please contact Dr Ian Kirby (ian.kirby2@forces.gc.ca), 778-350-1223 or Teams and Maj Joelle Thorgrimson at (joelle.thorgrimson@forces.gc.ca), 204-833-2500 ext 5430, or Teams

- a. Meeting Organizer. LCol Aaron Minkley, (aaron.minkley@forces.gc.ca), (204) 833-2500 ext 5488; and
- b. Finance POC. Ms Susie Houle (susie.houle@forces.gc.ca) – (204) 833-2500 ext 6356, or Teams

15. This year's meeting promises to be an excellent opportunity to bring together the CAF, national and international aerospace, undersea, occupational, and preventative medicine communities. This information exchange and networking opportunity will serve to enhance ongoing support to operations at home and abroad. Please do not hesitate to contact me or any of the individual noted above should you have any questions.

Sincerely,

MINKLEY, AARON 349 Digitally signed by MINKLEY,
AARON 349
Date: 2025.07.16 16:20:54 -05'00'

Lieutenant Colonel A. Minkley
1 and 2 Canadian Air Division Surgeon
Canadian Forces Health Services Headquarters

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