



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

1110-2 (Division Surgeon)

Date in electronic signature

ADMINISTRATIVE INSTRUCTIONS –
CAF OPERATIONAL AEROSPACE MEDICINE AND
UNDERSEA UPDATE 17-20 SEPTEMBER 2024

1. General. The 1 Canadian Air Division (1 Cdn Air Div) Surgeon will host the CAF Operational Aerospace Medicine Training and Undersea Medicine Update in Winnipeg from 17-20 September 2024. The theme of this year's meeting will be "Celebrating a Centennial of Aerospace Medicine" The event will bring together stakeholders from the aerospace and undersea medicine community to share best practices, evidence based approaches to clinical cases and network with follow practitioners.
2. Air Division Surgeon's Intent. The aim of this training is to create an opportunity for continuous learning and development in aerospace and undersea 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 Aeromedical Training, didactic aerospace lectures, small group learning, undersea medicine and a flight in RCAF Aircraft. We are holding this year's training back in Winnipeg in order to allow greater participation of our military, civilian, and contracted health care providers with an interest in aerospace medicine who live or work on the Prairies and Northern Ontario.
3. Timings. General timings as follows with the agenda available on the Air Division Surgeon website. Exact locations and timings subject to change:
 - a. 16 Sept. Attendees arrive;
 - b. 16 Sept (1830 hrs). Registration/Meet and Greet at the Wing Events Centre;
 - c. 17 Sept (0900-1200 hrs). Welcome, Didactic presentations at 1 Cdn Air Division HQ;

- d. 17 Sept (1330-1730 hrs). Small Group Learning through clinical case discussions at Wing Events Centre
 - e. 18 Sept (0800-1700 hrs). Aeromedical Training at CFSSAT; Finding Local Solutions Workshop.
 - f. 19 Sept (0800-1700 hrs). Didactic presentations in aerospace medicine at 1 Cdn Air Division HQ;
 - g. 19 Sept (1730-2200 hrs). Social event, *Activate and Dinner*
 - h. 20 Sept (0800-1000). Didactic presentations at 1 Cdn Air Division HQ
 - i. 20 Sept (1000-1230 hrs). Flying with 402 and/or 435 Squadron
 - j. 20 Sep (1500) shuttle departure for Winnipeg Airport (YWG)
4. Administrative Details. CMP Comptroller has determined that this activity constitutes training and maintenance/upgrading skills and is therefore not an “event” requiring DM/MND approval. The Air Division Surgeon will sponsor and has travel plan approval for:
- a. One or two flight surgeon from each Wing and Base supporting flight operations;
 - b. One flight surgeon representative from CF H Svcs HQ/D Med Pol; and
 - c. One CAF flight surgeon posted in the US.
5. Sponsored flight surgeons should be those speaking during the training or those who have not attended CFOAM in person in the last four years to maintain flight surgeon currency as per Flight Surgeon Guideline 500-1. Please forward the name of 2 designates by email to Mr Richard Zoltenko (richard.zoltenko@forces.gc.ca) **ASAP but NLT 15 August 2023**. Once we receive your nominations, we will confirm registration process.
6. Temporary Duty funding through CFHS is reduced this year compared to previous and units are not permitted to reallocate funds for additional travel to Winnipeg. However, anyone interested in Aerospace Medicine is encouraged to attend if they are funding their own travel.
7. Other Attendees. Provided travel is not funded by the CFHS, CFOAM 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 medicine including Nurses, Med Techs, Av Phys Techs and contracted HCP, as space allows. There is no cost for virtual attendance and the only cost for in-person attendance are the Social Events and Landing Fees.

8. Contracted HCPs, who require this training, 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 is 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.

9. Coordinating Instructions

- a. Registration. All attendees and presenters must register using the link on the 1 Canadian Air Division Surgeon's website: (www.aerospacemedicine.ca/CFOAM.html);
- b. MAINPRO + Credits and CME. We have submitted a request for accreditation through the College of Family Physicians of Canada (CFPC) and has been previously accredited for Mainpro + credits;
- c. Travel. Out of town participants should book travel as soon as possible to ensure the most economical means are obtained. Attendees not sponsored by the Air Division Surgeon are responsible for their own travel costs. To maximize participation on a fixed budget, **Business Class travel will not be authorized**. Member's unit to provided travel authority number (TAN), however if this is not possible, please contact Ms. Tammy Somerset (tammy.somerset@forces.gc.ca);
- d. Local transportation. Rental vehicles are not authorized for local travel within Winnipeg. Transportation to/from airport and base will be via taxi or ride share. Attendees are encouraged to share taxis from the airport;
- e. Flight arrival and departures. Once confirmed, all participants must forward a copy of their travel itineraries to Mr Richard Zoltenko (richard.zoltenko@forces.gc.ca);
- f. Accommodations. Quarters for all participants, including those self-funded, have been block booked with 17 Wing Accommodations. Participants must send their service numbers, flight schedules including ETA and ETB to Mr Zoltenko via e-mail as soon as available in order to ensure bookings can be secured. Accommodations hours of operation are from 0700 to 2230 hrs daily. If a member arrives after 2230 hrs the room key can be picked up at the MP bldgs. by the main gate. Check In is at 1500 hrs and Check Out is at 1000 hrs. We have a baggage room on the 2nd floor at B79 where pers can store their baggage;
- g. Meals and Incidentals. A group booking for rations is being provided for all attendees, there is no entitlement to claim meals during the meeting. Meals will be taken at the Combined Ranks Mess, Bldg 60. Ration cards may be left at the Dining mess or at Front desk B79;

- h. Financial. For Air Division Surgeon sponsored attendees, the financial code for all expenses related to the meeting is 48180A, CC – 48180C, GL 2233, Commitment C48180C005 LN 1. Please send completed claims to Dave Baetsen, dave.baetsen@forces.gc.ca.; and
 - i. Dress. Bear in mind that you will be walking short distances to sessions and meals and be participating in flying and Aeromedical Training. Please be prepared with appropriate clothing for inclement weather. Orders of dress for planned activities include:
 - (1) Meeting – Military. Flight suit, CADPAT or NCDs uniform;
 - (2) Meeting – Civilian. Business casual attire; and
 - (3) Social Gatherings. Casual (jeans permitted if in good repair).
10. Social Events/Participant cost.
- a. \$25 to provide coffee and health breaks, cleaning and bar service during meet and greet, each participant will be required to provide \$25.00 prior to arrival. This cost is not reimbursed by DND;
 - b. The Registration/Meet and Greet scheduled for 1800 hrs, 16 September will be at 15 Wing Event Centre (old Officer's Mess). There will be a cash bar for the purchase of alcoholic beverages, and appetizers;
 - c. \$28 *Activate*, Enter the game where you become the player in the world's first active gaming facility. Jump, climb, problem-solve and laugh as you and your friends move between challenges. Each dynamic game room has interactive technology that reacts in real-time, ensuring an adrenaline-filled adventure. Founded in Winnipeg, Activate has locations across Canada, the U.S., and around the world.
 - d. *Dinner*. Following Activate we will retire to Trans Canada Brewery for dinner. Individual pricing.

11. Virtual participation.

- a. For the third time, CFOAM 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 CFOAM 24, 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 on the 1 Canadian Air Division Surgeon's website:
(www.aerospacemedicine.ca/CFOAM.html).

12. Contacts.

- a. Meeting Organizer. LCol Aaron Minkley, (aaron.minkley@forces.gc.ca) – (204) 833-2500 ext 5488; and
- b. Until 15 Aug 2024 please contact Maj Melissa Gear (melissa.gear@forces.gc.ca) 204-833-2500 ext 5430, or Teams
- c. Administration. Mr Dave Baetsen (dave.baetsen@forces.gc.ca) – (204) 833-2500 ext 5876.

13. This year's meeting promises to be an excellent opportunity to bring together the CAF, national and international aerospace medicine communities. This information exchange and networking opportunity will serve to enhance ongoing support to air and sea 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,

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

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