

**CATO 23-05 OAIC 23-05 ANNEX C ANNEXE C C-1/2 CIVILIAN INSTRUCTOR – CADET  
CORPS/SQUADRON AGREEMENT**

This agreement was made this \_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_, between \_\_\_\_\_  
Rank, Name of Commanding Officer  
Commanding Officer of \_\_\_\_\_ (hereinafter called the Commanding  
Number and Name of Cadet Corps/Squadron  
Officer) and \_\_\_\_\_ (herinafter called the Civilian Instructor).  
SIN and Name of Civilian Instructor

1. The Commanding Officer hereby offers to employ the Civilian Instructor, and the Civilian Instructor hereby accepts the employment as civilian instructor, for employment in the \_\_\_\_\_  
Number / Name of Cadet Corps/Squadron

At the rate of pay of a \_\_\_\_\_ for the period commencing on the \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
Rank Equivalent to Pay Month Year  
And terminating on the \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, to a maximum of \_\_\_\_\_ days per year unless  
Month Year  
terminated sooner as herinafter provided.

2. The Civilian Instructor agrees to accept payment for employment at the rate of pay as set out in Queen's Regulations and Orders for the Canadian Cadet Organizations (hereinafter called QR (Cadets)) as amended from time to time. A Civilian Instructor may perform voluntary service provided that, with the exception of the selection and screening process, said service is in accordance with the terms and conditions of CATO 23-07.

3. The Civilian Instructor agrees with the Commanding Officer to:

- a. instruct cadets and conduct the work assigned by or under the authority of the Commanding Officer diligently and faithfully during the period of employment; and
- b. perform such duties and instruct in such subjects as may be from time to time assigned in accordance with QR (Cadets).

4. The Civilian Instructor agrees with the Commanding Officer to abide by the applicable provisions of QR (Cadets), CATOs and other applicable DND / CF legislation, orders, directives and such other instructions as may be given by the Commanding Officer from time to time during the period of the Civilian Instructor's employment.

5. The Civilian Instructor agrees with the Commanding Officer to keep and maintain any material issued in a good state of repair and condition (fair wear and tear excepted) and shall, at the expiration of this agreement, replace, or pay compensation to the Canadian Forces for the cost of repair or the catalogue value, in cases where material is declared beyond repair, for material issued that may be broken, damaged, or lost. The Civilian Instructor further authorizes the Canadian Forces to receive and apply for this purpose, any pay or allowances to which the Civilian Instructor may be entitled under Canadian Forces Regulations during the period of this Agreement.

6. Either the Commanding Officer or the Civilian Instructor may terminate this agreement by giving written notice to the other and the termination of employment shall take effect on the date of the notice.

7. This agreement shall terminate on the date the Civilian Instructor becomes a member of the Canadian Forces or the Cadet Corps/Squadron is disbanded or reduced to nil strength.

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
SIGNATURE OF COMMANDING OFFICER

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
SIGNATURE OF CIVILIAN INSTRUCTOR

**Distribution** Copy 1 – Civilian Instructor Copy 2 – Commanding Officer of Cadet Unit Copy 3 – Regional Cadet Support Unit

**Note** – 1. To be completed after the RCSU has approved the Civilian Instructor Conditional Offer. 2. This form shall be reproduced locally.