



CADET TRAINING CENTRE

COMMON JOINING INSTRUCTIONS

for

**Canadian Armed Forces and
Civilian Personnel**

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1. Purpose

- a. The purpose of these Joining Instructions is to provide adult staff (CIC Officers, COATS Members, and Civilian Instructors) with common instructions and guidelines for preparing for and attending Cadet Training Centers for summer employment.
- b. These JIs are common, and not specific to a particular CTC. It is recommended that each member read the Common CTC JI Annex for that CTC.

2. Packing for Employment

- a. Military staff must ensure that they pack sufficient uniform items before arriving for employment. Outstanding items should be acquired through their local Stores or Logistics Office (Base Clothing Stores) before reporting for work on the first day of their contract.
- b. Civilian attire is encouraged but must not conflict with standard military and cadet practices governing civilian clothing (offensive graphics, rips, etc).
- c. A kit list has been attached to these JIs which can act as a personal checklist. Mandatory items have been identified.
- d. Staff working specialized courses may require additional civilian attire / equipment (Expedition Training). Please consult your chain of command for details.
- e. Some CTCs will require staff to participate in a formal Mess Dinner. Staff attending the following CTCs will be required to bring DEU 2/2A/2B (CAF Members) or formal dining wear (Civilians).

Blackdown CTC	Trenton CTC	Connaught CTC	HMCS ONTARIO
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- f. CTCs will also require staff members to pay for “Mess Dues”. This can range in price from \$50 to \$60 per month. This fee covers extra-curricular and social activities in the Mess, as well as general Mess upkeep and administration. **Canadore College does not require Mess Dues.**

3. Travel to the CTC

- a. Adult staff may travel via personal motor vehicle (PMV), if they choose to do so. Specialized or additional travel arrangements may be made if required, as outlined in the employment offer.
- b. Staff must check-in to the applicable CTC’s Orderly Room upon their arrival. There, they will be assigned and issued accommodations, meal cards, keys, bedding, and any other kit required for their contract. Course-specific equipment may be issued during Pre-Course.
- c. Staff travelling by air, must carry a piece of Government issued photo identification, or two forms of identification (with one identifying gender and date of birth). It is therefore recommended that a valid Passport be carried in this case.

- i. Under the Government of Canada's Passenger Protect Program, full legal names must be used. Any discrepancies matching identification cards to registered names, such as short forms or nicknames, or any variation of their full legal name may result in being denied boarding. Additional details about the Passenger Protect Program are available through Transport Canada.
- j. Personal luggage must be clearly marked with a duplicate tag placed inside the container (duffle bag, suitcase, kit bag). Luggage restrictions may apply to staff travelling by air. Details regarding checked and carry-on luggage may be obtained from the Canadian Air Transport Security Authority (CATSA).

4. Pre-Course

- a. Pre-Course is typically held by each CTC, which provides incoming staff with an overview of what to expect during their contract. This may include cadet counselling, conflict resolution, management and leadership techniques, skills training, and teambuilding.
- b. This time will also allow staff to interact with each other, and to learn of their commanders' expectations for the summer. All staff members are encouraged to participate to the best of their ability.
- c. Staff may be issued additional equipment or uniform items during this time. It is expected that all issued or borrowed equipment and items are well-maintained and returned following their use.

5. Work / Life Balance

- a. Staff can expect to work long hours during their contract. These long hours can be balanced with time off, or even personal leave. Consult your chain of command to discuss days off or Leave requests.
- b. There may be times when staff members are assigned and appointed the "Duty Officer". This assignment requires that particular staff member to be on-call for the duration of their appointment, available to answer and respond to calls when required. Every effort is made to afford a "Duty Officer" relaxation time following their assignment.
- c. An Officer's Mess or Canteen is available for staff, while on or off-duty, depending on the CTC. Alcohol may be purchased by members who are old enough to consume alcohol, and are finished work for the day. Staff shall not interact with or be around cadets after consuming alcohol. All staff are expected to behave in a manner which does not bring discredit to the Canadian Armed Forces, Canadian Cadet Organization, and the CTC.
- d. There may be travel restrictions for going off-base. Please consult your chain of command for further instructions and information. CAF members must submit a "CF100 CF Leave Request/Authorization Form". Leave periods vary according depending on the CTC.

6. Accommodations

- a. Staff are provided accommodations at no charge. Accommodations may be a private, dormitory-style room, to a shared soft-walled shelter with another staff member.
- b. Staff are housed in areas separate from cadets.
- c. Staff are directly responsible for the cleanliness and housekeeping of their quarters.
- d. As personal storage is limited, please ensure you pack only what's required for work and personal comfort.
- e. DND/CAF and the CTCs are not responsible for lost, stolen, or damaged property (from neglect, misuse, or non-work related activities) which is considered not required for work.
- f. Other rules may exist depending on the CTC, which will be presented during Pre-Course.

7. Medical and Dental Information

Anaphylaxis Protocol

- a. Anaphylaxis is defined as a serious allergic reaction that can be rapid in onset and may cause death. It affects about 2% of the Canadian population, with the most common allergens being food and insect stings. Medical attention is needed right away as this type of reaction can be life-threatening.
- b. **Staff with serious allergies to insect stings or food must bring two prescribed Anakit/Epi-pen/Allerject with them to the CTC.**

Medic-Alert Bracelets / Devices

- a. It is highly recommended that all staff with known medical conditions requiring immediate identification, wear their Medic-Alert devices (bracelets, necklaces, etc) at all times.

Immunizations

- a. All staff must be up-to-date, to their applicable age, with immunizations in accordance with provincial standards, in addition to the meningococcal immunization. Immunizations will not be provided by Canadian Forces Health Services.
- b. Staff may be excluded from training during certain disease outbreaks, if the staff member is not immunized against that particular communicable disease.

Medication

- a. If you require prescription medication, please make sure you bring them in their original packaging with a copy of the prescription. It is your responsibility to ensure that you are taking medication as prescribed.

- b. Any over-the-counter medication, such as allergy medication or pain relief, must also remain in its original packaging. This medication will be retained and controlled by course staff but made available to you, when possible.
- c. Please bring enough prescription medication to last you for the duration of your employment, since you may not have the ability to refill your prescription while at the CTC.

Eyeglasses

- a. Lenses and frames are the personal property of the individual requiring them. The CAF/DND will not replace or repair lost or broken glasses. It is strongly recommended that the member have insurance coverage for repair/replacement of eyeglasses.
- b. In addition, staff requiring eyeglasses shall have in their possession, two pairs of glasses and a copy of the prescription. Members are responsible for the safety of their eyeglasses and must exercise all due diligence in preventing loss or damage (wearing retaining straps etc.). If it is determined that staff member was on duty and all due diligence was exercised by the member to prevent loss/damage, a claim against the Crown may be submitted.

8. Smoking, Drugs, and Alcohol

Smoking

- a. All CTCs are smoke-free environments. There may be designated smoking areas for adult staff available out of sight of cadets.
- b. CAF Members are reminded to comply with CANFORGENs pertaining to smoking marijuana while on employment.

Alcohol Consumption

- a. Alcohol shall not be consumed while in the presence of cadets.
- b. Alcohol may be purchased at the CTC's Officers Mess or Staff Canteen by adult staff members who are off duty for the day.
- c. All staff are responsible for monitoring and regulating their consumption of alcohol.

Controlled Substances

- a. The consumption and possession of cannabis goods are prohibited at CTCs.

9. Dress and Deportment

- a. All staff are expected to dress in accordance with CTC Standing Orders. This includes following the "Dress of the Day". Typically, this dress is DEU 5: Operational Dress (CADPAT/NCDs). Circumstances will require CAF members to wear DEU 3: Service Dress, such as Graduation Parades, Ceremonies, etc. Staff should pack accordingly.

- b. Civilian Staff may be issued a temporary field training uniform (FTU) for the duration of their employment. This uniform must be worn in accordance with the instructions provided, and maintained properly. Civilian Instructors may be issued identification (red slip-ons with “Civilian Instructor” written in white stitching). A wide-brimmed hat will be provided, and shall be cared for as a military headdress.
- c. Compliments must be paid in accordance with standard military practice, in saluting zones.
- d. Some CTCs employ Reserve Force Members, and Officer-Cadets from Royal Military College. These members may have different dress instructions, subject to the approval of the CTC Commanding Officer.
- e. CIC Officers are not permitted to wear Regimental-affiliated uniform items. Highland uniform items may be worn with expressed permission from the CTC Commanding Officer.
- f. All staff members are expected to display model behavior for their subordinates and cadets to model, even while off-duty. Please conduct yourself in a professional manner for the duration of your contract.
- g. Personal department shall be in compliance with the Canadian Forces Dress Instructions ([A-DH-265-000-AG-001 - Canadian Forces Dress Instructions](#)).

10. Fraternalization

- a. The Cadet Training Centers feature three different groups of personnel: Cadets, Staff Cadets, and Adult Staff (CAF Members, Civilian Instructors, Contractors, and DND Employees). Inappropriate interactions or relationships, as defined by CATO 15-22, among any of these groups is not permitted. Failure to comply with this policy will not be tolerated, and will result in immediate Return to Unit for all parties involved.
- b. Relationships involving Staff Cadet to Cadet, or Adult Staff to Cadet (Staff or Course) is strictly prohibited by law. Circumstances of this nature will be investigated by the Chain of Command and the local police service.

11. Food and Dining

- a. Staff are generally fed three times per day, in a cafeteria-style messing area. While food options are available, it is the individual’s responsibility to comply with any dietary restrictions they may have.
- b. While working on a field-training exercise, members may be fed prepared boxed lunches, or military rations. Please consult nutrition labels and ingredients list if you have concerns.
- c. Food is generally not permitted in personal quarters. Please consult your CTC Standing Orders for more information.

12. Compensation

- a. Staff will be paid in accordance with the terms outlined in their employment offer. CAF members shall be paid according to the daily pay scale for their rank. The following chart reflects current pay scale rates (2017) for Reserve Force / CIC Officers per day:

Officer Cadet			
Basic pay	PI 1	PI 2	PI 3
105.46	109.78	114.18	126.84

Second Lieutenant											
Pay level	Basic pay	PI 1	PI 2	PI 3	PI 4	PI 5	PI 6	PI 7	PI 8	PI 9	PI 10
A	116.04	120.84	126.72	131.10	n/a	n/a	n/a	n/a	n/a	n/a	n/a
B	145.74	150.84	154.54	159.22	164.02	168.86	173.96	179.18	184.50	190.02	195.80
C	147.48	151.84	156.44	161.10	165.98	170.90	176.06	181.26	186.80	192.34	198.04

Lieutenant											
Pay level	Basic pay	PI 1	PI 2	PI 3	PI 4	PI 5	PI 6	PI 7	PI 8	PI 9	PI 10
A	147.62	152.14	156.86	161.06	165.24	n/a	n/a	n/a	n/a	n/a	n/a
B	149.58	155.58	161.78	168.30	175.04	182.06	189.22	196.88	204.72	212.90	221.44
C	155.42	161.62	168.08	174.88	181.88	189.12	196.64	204.58	212.74	221.20	230.12

Captain										
Basic pay	PI 1	PI 2	PI 3	PI 4	PI 5	PI 6	PI 7	PI 8	PI 9	PI 10
184.38	191.46	198.38	205.42	212.16	218.80	225.30	231.98	235.86	239.74	243.68

- b. Pay shall be deposited automatically in accordance with standard military practices, occurring on the 1st and 15th of every month. It is important that up-to-date banking information is provided prior to starting your employment at the CTC.
- c. Travel claims may be submitted in accordance with the instructions provided with your employment offer. Please submit all claims before the end of your employment contract.

Annex A – Kit List

Civilian staff may ignore military section on this kit list. The numbers reflected below indicate a minimum recommended quantity. Please note that due to possible space limitations at the CTCs, personal storage may not be significant.

CAF-ISSUED KIT

Combat Shirt, CADPAT (TW) / NCD, x2	DEU Short Sleeve Shirt, x2
Combat Pants, CADPAT (TW) / NCD, x2	DEU Dress Pants, x1
Environmental T-Shirt, x5	DEU Belt, Brass Buckle, x1
Combat Belt, x1	DEU Wedge (RCAF Mbrs), x1
Combat Boots, x1 Pair	Oxfords, x1 Pair
Combat Hat, Wide-brimmed, x1	Parade Boots (Officer-Cadets, Naval Cadets), x1
Headdress w/ current CIC Cap Badge, x1	Black Baseball Hat (RCN Mbrs), x1
Socks, wool, x5 pairs	Socks, black, x5 pairs
Rain Coat, CADPAT (TW), x1	Combat Coat, NCD (RCN Mbrs), x1
Rain Pants, CADPAT (TW), x1	Gabardine, NCD (RCN Mbrs), x1
Mess Dress Items (if applicable, as described in Paragraph 2)	

CIVILIAN KIT

Hygiene Kit (toothbrush, toothpaste, soap)	Shampoo / Conditioner
Towel, x2	Face Cloth, x2
Bathing Suit, x1	Shaving Kit (razor, shaving cream)
Underwear, x8	Socks, x5
Athletic Shirt, x3	Athletic Shorts, x2
Polishing Kit (polish, cloth, brush)	Running Shoes, x1 pair
Pants, casual	Pants, smart casual
Shirts, casual	Shirts, smart casual
Sweater, x2	Fleece Jacket, x1
Business Wear (dress shirt, tie, slacks)	

CTC's may have specific dress regulations for Adult Staff. Please pack additional appropriate clothing to satisfy smart casual requirements (polo shirts, dress pants/slacks, non-ripped jeans). Check local Officer Mess Dress Instructions for more details).

Annex B – Driving Directions

Blackdown CTC

- **Route to the Barrie area via Highway 400 and Exit 96 West (Hwy 90 / Dunlop St.).**
 - Turn West and proceed 16.2 km into Angus.
 - Hwy 90 becomes Mill St.
 - Continue through Angus, bearing right through CFB Borden North Gate.
 - Mill St. becomes Cambrai Rd.
 - Continue through CFB Borden on Cambrai Rd. to Falaise Rd.
 - Turn West (right) and proceed past Ortona Rd., passing Fire Hall (on Right).
 - Ortona Rd. becomes Range Rd.
 - Continue 3.2 km to Blackdown gate on left.

Trenton CTC

- **Route to the Trenton/Quinte West area via Highway 401 (MacDonald-Cartier Freeway);**
 - Exit 526 at Glen Miller Rd./Sidney St. (*This exit may be closed. Please consider alternate route*)
 - Turn South on Sidney St. and proceed 0.5 km to Hamilton Rd. (County Rd. 22)
 - Turn East (left) and proceed 1.7 km to RCAF Road. (County Rd. 21)
 - Turn South (right) and proceed 3.2 km to Highway 2.
 - Proceed through traffic signal and park in the parking lot to the right. Proceed on foot to TCTC gate across the road.

HMCS ONTARIO

- **Route to the Kingston Area Via Highway 401 (MacDonald-Cartier Freeway);**
 - Exit 623 at Highway 15 (Kingston/Smiths Falls/CFB Kingston/Ft. Henry);
 - Turn South and proceed 6.6 km to Highway 2;
 - Turn West (right) and proceed 0.7 km to Fort Henry Drive;
 - Turn South (left) onto Fort Henry Drive for approx. 100 m to Precision Drive , the main entrance to the Royal Military College of Canada and turn right;
 - Turn onto Precision Dr. and follow it for 550 m until you come to a T-section;
 - Turn left at the T-section onto General Crerar Crescent and follow it for 400 m;
 - Turn right onto Valour Dr. (up a small hill) for 40 m;
 - Turn left on to Point Frederick Dr. and proceed 40 m to signs outside the building with HMCS ONTARIO Ship's Office.

Canadore College

100 College Dr, North Bay, ON P1B 8K9

- **Route from the South**

- Route via Highway 400 North through Barrie.
- At approx. distance marker 104, follow ramp to Highway 11 North. (Orillia/North Bay)
- Proceed North 239 km to North Bay, and merge onto Hwy. 17 West.
- Continue West 6.1 km on Hwy. 17 to Gormanville Rd.
- Turn North (left) and proceed 300 m to College Dr.
- Turn West (left) and proceed 1.6 km to Monastery Rd.
- Turn left onto the campus and proceed approx 300 m.

- **Route from the East**

- Route via Highway 17 (Trans Canada Highway) West to North Bay.
- At Twin Lake Rd., proceed through exit 344 diverging right and continue on Hwy 11/17 West (Sudbury) for 6.1 km to Gormanville Rd.
- Turn North (left) and proceed 300 m to College Dr.
- Turn West (left) and proceed 150 m on College Dr.
- Turn right into laneway between 1st and 2nd residence building.
- Continue straight on the laneway between the two buildings and turn left after passing the left hand building.
- Park in the lot and walk on foot to the front of 17 College Dr.

- **Route from the West**

- Route via Highway 17 East to North Bay.
- Approaching Highway 17B/Main St., continue 2.7 km east on Hwy 17 to Gormanville Rd.
- Turn North (left) and proceed 300 m to College Dr. Turn West (left) and proceed 150 m on College Drive.
- Turn right into laneway between 1st and 2nd residence building.
- Continue straight on the laneway between the two buildings and turn left after passing the left hand building.
- Park in the lot and walk on foot to the front of 17 College Drive.

Connaught CTC

- **Route from the North**
 - Head northwest on Hwy 416 North toward Exit 75A
 - Take exit 75B for Hwy 417 E toward Ottawa
 - Take exit 75C toward Chemin Acres Road /Chemin Richmond Road
 - Turn left onto Holly Acres Rd /Ottawa Road 16W
 - Continue north to Carling Avenue
- **Route from the East / West**
 - Route to Ottawa via Hwy 417 and take Moodie Drive North
 - Exit 134 (it will form a T- junction with Carling)

Mountainview CTC

- **Route to the Trenton/Quinte West area via Highway 401 (MacDonald-Cartier Freeway);**
 - Exit 526 at Gleniller Rd./Sidney St.
 - Turn South on Sidney St. and proceed 0.5 km to Hamilton Rd. (County Rd. 22)
 - Turn East (left) and proceed 1.7 km to RCAF Road. (County Rd. 21)
 - Turn South (right) and proceed 3.2 km to Highway 2.
 - Proceed through traffic signal and park in the parking lot to the right. Proceed on foot to TCTC gate across the road.