



**CTC**

# **COMMON JOINING INSTRUCTIONS**

for

**Staff Cadets**

**2022**

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# Introduction

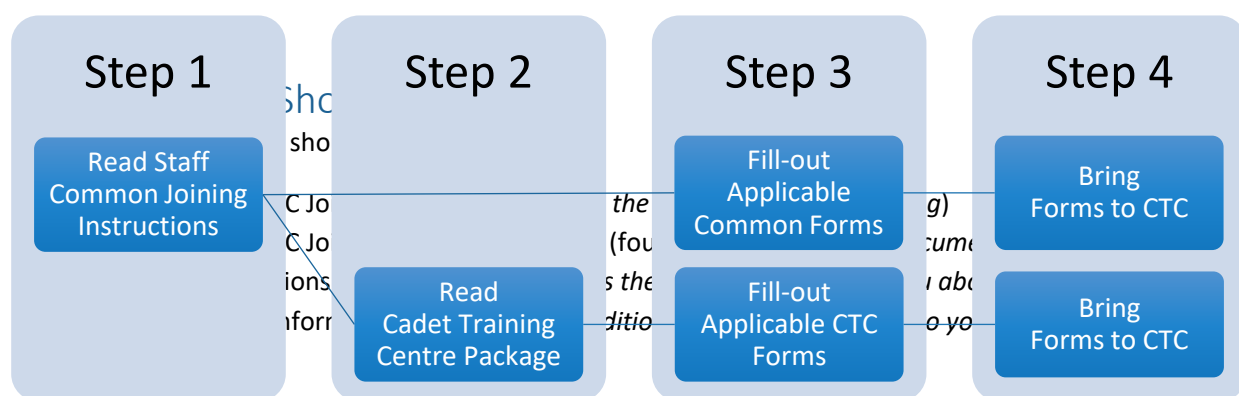
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## 1. Purpose

- a. The purpose of these Common Joining Instructions (JI)s is to provide you with foundational information to prepare you for employment this summer.

## 2. Reading the Joining Instructions

- a. These JIs have been written to be easily navigated with the most important information first. For example, what you should bring, what you should expect, etc. This information is common across all Cadet Training Centres (CTC)s in Central Region.
- b. Each CTC has a specific, additional document attached, called an Annex. Please note that the Annexes have been written for course cadets.
- c. Staff Cadets are required to complete the attached forms, as indicated in the flow chart below.
- d. Please note that the dates listed on the following course information pages may not reflect the employment dates of your contract.



### 3. Training Activities in a Persistent COVID-19 Environment

- a. **Commander's Intent.** We will employ risk mitigation and strict adherence to Public Health Measures (PHM) to protect the health and welfare of our members. CJCR will resume core business services for the Cadet Program and deliver the Cadet Experience while operating in a persistent COVID-19 environment. See [CANCDTGEN 005/22](#).
- b. **Proof of Vaccination.** Although you will have already provided proof of vaccination as required to apply for summer employment, you must be in possession of this proof should it be needed during your period of employment. In some circumstances, government-issued proof of vaccination may still be required by certain facilities or services used to support CTC activities as part of local, provincial or federal PHM (e.g. museums, aerodromes, commercial air or rail travel). Proof of vaccination will be verified prior to you boarding transport for CTC.
- c. **Masks.** Masks remain an effective PHM by preventing respiratory droplets from contaminating others and landing on surfaces. All CAF Members and CIs will wear a NMM in all indoor, common and public areas, whether or not physical distancing and other PHMs can be adhered to.

## Preparing for Employment

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### 4. Summer Training Briefing

- a. Your local Corps / Squadron should provide you with a summer training briefing before you leave. You're encouraged to participate and ask questions during this period.
- b. This is your opportunity to clarify course information with your training staff, making sure that you know exactly what course you're taking.
- c. All cadets must hand in the "**Offer of Participation Form**" issued by their Corps/Sqn upon arrival at the CTC.

### 5. Packing for your Employment

- a. This can be stressful, so we've broken this critical step down to help you out. **Please refer to the attached "Common JI Form – Kit List" for your packing list.** Ensure to follow this checklist so that you don't forget anything, or pack items that you don't need. The indicated quantity is the minimum amount you will need.
- b. **Air and Army Cadets must pack their Field Training Uniform (*issued by their Corps*).**
- c. **Sea Cadets must pack their Sea Cadet Training Uniform (*issued by their Corps*).**
- d. When packing your civilian clothing, please ensure that your clothing adheres to acceptable standards and would bring credit to the Canadian Cadet Organization (CCO). Unnecessary, extraneous clothing or items are discouraged, as individual personal storage areas are limited at the CTC.
- e. Course-specific items will be identified in a separate document (if required).

- f. Please note that you will be required to travel in uniform, so uniform items listed may be worn once you've checked them off the list.
- g. All cadet-issued uniform items must fit properly and be in good condition. All necessary exchanges or replacements must be done at your Corps/Sqn before departing for CTC.
- h. All luggage and cadets are subject to inspection upon arrival at the CTC. This is to ensure that you have everything you need to be successful on your course.

## 6. Medication

- a. If you require prescription medication, please ensure you bring them in the 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 may be retained and controlled by adult staff but made available to you when needed.
- 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 on course.

## 7. 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. Cadets with serious allergies to insect stings or food must bring two (2) prescribed, current Anakit/Epi-pen/Allerject with them to the CTC.
- c. Cadets must hand-carry a copy of their Anaphylaxis Emergency Plan completed during their annual medical validation to the CTC. A copy should be always carried on their person (with their emergency medication).

## 8. Medic-Alert Bracelets / Devices

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

## 9. Immunizations

- a. All cadets must be current, 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. Cadets may be excluded from training during certain disease outbreaks, if the cadet is not immunized against a particular communicable disease.

## 10. Electronics and Valuables

- a. If you're bringing personal electronic devices, or other valuables, please record them on the **"Common JI Form – Personal Valuable Property Log"** provided with this package. You are responsible for these items – the CTCs will not replace personal items which are lost or damaged during your employment.
- b. The CTCs have rules governing the use of cell phones or other smart devices. The expectation is that you follow these rules or risk the privilege of using them during personal time. All CTC staff have the right to seize these devices if order and discipline is impacted.

## During Employment

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## 11. Transportation

- a. We've arranged your travel to the CTC. Your method of transportation may be via bus, train or aircraft. If you live close to the CTC, you may be required to have your parent or guardian drop you off. Note that speed limits on bases are strictly enforced. Your Corps/Squadron will provide you with the specific travel arrangements necessary. **Proof of vaccination to COVID 19 will be verified prior to you boarding transport for CTC.**
- b. Closer to your travel date, you will be provided with a travel itinerary from your Corps/Sqn. This information will include a date, time and location for your point of departure. We'll arrange for a point of departure closest to you, for your convenience. This will be an opportunity for you to say farewell to your family and friends.
- c. You will be travelling in the following uniform to the CTC.  
(1)Army Cadets: C2A  
(2)Sea Cadets: C3A  
(3)Air Cadets: C2B

Army Cadets C2A	Sea Cadets C3A	Air Cadets C2B
Headdress	Headdress	Headdress
Short Sleeve Shirt	White Shirt/Gunshirt	Short Sleeve Shirt
Pants	Pants	Pants
Belt with Brass Buckle	Belt with Brass Buckle	Belt with Silver Buckle
Parade Boots	Parade Boots	Parade Boots
Name Tag	Rank Insignia	Name Tag
Rank Slip-Ons		Rank Slip-Ons

- d. Additionally, **for Trenton CTC, tunic will be required.**
- e. Do not wear or bring highland uniform parts. These items are not required for courses, so leave them at home.

- e. **You must produce a valid Health Card before boarding your designated mode of transportation.**
- f. If you are traveling commercially by train or by aircraft, Non-Medical Mask requirements will apply.
- g. IAW the Government of Canada 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](#).
- h. Personal luggage must be clearly marked with a duplicate tag placed inside the container (duffle bag, suitcase, kit bag). Luggage restrictions may apply to cadets travelling by air. Please consult your travel order and the airline. Details regarding checked and carry-on luggage may be obtained from the Canadian Air Transport Security Authority (CATSA).

## 12. Food and Accommodations

- a. Food will be provided for the duration of your course. Every effort is made to accommodate most dietary restrictions, please notify your unit staff prior and your course staff upon arrival for proper accommodations to be made.
- b. Meals are typically provided in a cafeteria-style setting. This may vary depending on your course, CTC, or building availability.
- c. You may be housed in either soft-walled structures, or dormitory-style buildings depending on the CTC. You may share a room with either one to many people, in either a single or bunk-style bed. You will be provided with an area to store your personal items and clothing, which could either be a closet or a locker. Ensure you bring combination locks.

## 13. Code of Conduct

- a. Each CTC has an established expectation of behaviour. Every person attending these facilities are to adhere to this behaviour without question. This is called a “Code of Conduct” that is like the one you signed when you joined the program. You are required to read and sign this **Code of Conduct** at the beginning of your employment.
- b. Breaches of this Code of Conduct will result in disciplinary action up to and including Return To Unit (RTU) - being sent home.
- c. Orders, rules, and regulations exist to ensure the safety of all personnel at CTCs. They must be followed to create a respectful, organized and safe environment.

## 14. Return to Unit

- a. Circumstances may arise where you may be required to go home. This may be due to personal reasons (compassionate, medical), performance (training deficiencies), or discipline. Once a decision has been made to return a cadet to their unit, their parent/guardian will be contacted, along with Cadet Corps/Squadron Commanding Officer. If a cadet is sent home due to disciplinary reasons, parents/guardians may be responsible to cover the associated travel costs.



## 15. Spiritual Services

- a. Each CTC has spiritual and religious services available to cadets. If you wish to observe your spiritual practices, please let your staff know in advance.

## 16. Health Services

- a. Cadets are covered through the Ontario Health Insurance Plan, and the Department of National Defense for all health-related expenses while attending summer training courses.
- b. Each CTC has medical staff available who are accessible by the cadets. Details of specific medical instructions and hours of operation will be provided by each CTC.
- c. Cadets will be subject to a medical screening by a medical professional upon arrival at the CTC. This is to prevent the spread of communicable diseases, contagious conditions, and to assess that you're medically fit for employment.

## 17. Cadet Bank and Canteen Services

- a. You will have access to the "Cadet Bank". This service will store your cash at no cost to you, in order to safeguard it from potential theft or loss. The Cadet Bank is accessible during off-training hours, which vary depending on your course and course schedule.
- b. The canteen provides a relaxing social atmosphere where you can relax after a long day of work. Snacks and beverages are available for purchase. You may also purchase toiletries, polish, souvenirs, etc. depending on its availability.
- c. Prices are modest and proceeds are put back into the CTC to benefit the cadets.

## 18. Going Off Base (Leave)

- a. Being a Staff Cadet comes with enhanced privileges, such as leaving the CTC during your days off. Transportation off base is typically organized by the Officers and Adult Staff, therefore it's important to stay up to date with instructions and schedules.
- b. Staff Cadets may also be authorized to wear appropriate civilian attire while off base. As with all dress, ensure attire brings credit to the CCO.

## 19. Getting Paid

- a. You will be provided a salary during your employment. This salary will be dependent on the rank achieved following your success during orientation. Please consult your chain of command for your rate of pay.
- b. Money will be paid by direct deposit into your bank account. Please ensure your banking information is correct by bringing a void cheque and direct deposit slip with you.

## 20. Cellphones and Cameras

- a. Staff Cadets may retain their cellphones and cameras for the duration of their employment.
- b. Photos of cadet changing areas or washing facilities are strictly prohibited.

- c. Your electronic device may be subject to a search at any time, without notice, by military police during an investigation.

## 21. Contact Information

- a. A complete list of contact information is contained in the applicable CTC package. This includes telephone numbers, email addresses, social media accounts, and your own personal mailing address in case someone wants to send you a letter or care package.

## 22. Smoking

- a. All CTCs in Central Region are smoke-free environments. Smoking is not permitted by cadets.
- b. This includes the use of e-cigarettes, vapes, and other smoking paraphernalia.

## 23. Drugs, Alcohol, and Controlled Substances

- a. In accordance with National Policy, cadets are prohibited from buying, consuming, or having controlled substances in their possession, including alcohol and recreational cannabis.
- b. Cadets are also prohibited from buying, consuming, or having in their possession any narcotic or hallucinogenic substance.
- c. These are zero-tolerance policies, and any offence thereof will result in Return to Unit.

## 24. Dress and Deportment

- a. The standards of personal dress, appearance and grooming shall be such as to reflect credit on the individual and on the CCO as a whole. The following regulations are extracted from Canadian Forces Dress Regulations and Cadet Dress Regulations. They are not intended to be overly restrictive, but to ensure the maintenance of a high standard of grooming consistent with military standards. It also recognizing the standards of Canadian society and the traditional privileges, which have proven their value in fostering group identity and morale. The regulations are reasonable, enforceable, assure a favorable military image, and yet permit some individuality.

### Hair Style – Male Personnel

- a. As guidelines, hair shall be:
  - i) neatly groomed;
  - ii) taper-trimmed at the back, the sides, and above the ears, to blend with the hairstyle. A straight cut at the neck is permissible when the tapered appearance is maintained;
  - iii) not more than 15 centimetres (6 inches) in length and short enough so that when hair is groomed and headdress removed, no hair touches the ears or collar, or falls below the top of the eyebrows. The distance of the hair from the collar for the average man should be 2.5 centimetres (1 inch) but this may vary according to whether the individual has a short or long neck; and

- iv) not greater than 4 centimetres (1½ inches) in bulk at the top of the head with the bulk gradually decreasing from the top to blend with the tapered trimmed sides and back; and does not interfere with the proper wearing of any military headdress.
- b. Male cadets are expected to be clean-shaven. Reasonable medical or religious considerations will be accommodated. Sideburns shall:
  - i) not extend below the point where the top of the ear lobe joins the face;
  - ii) be squared off in a horizontal line at the bottom edge; and
  - iii) be taper trimmed to conform to the overall hairstyle and of even width.

## Hair Style – Female Personnel

- a. Hair shall be kept neat and well-groomed and shall not extend below the lower edge of the jacket collar. Varying hairstyles, straight or curled are permitted within these limits but exaggerated or bizarre styles including those with excessive fullness or extreme height are not authorized. In no case shall the bulk of the hair interfere with the proper wearing of military headdress. Hair ornaments shall not be worn. Bobby pins, hairpins and similar items used to secure the hair shall not be visible.
- b. Braids, if worn, shall be styled conservatively and tied tightly, secured at the end by a knot or a small-unadorned fastener. A single braid shall be worn in the center of the back. Double braids shall be worn behind the shoulders. Hair shall be a maximum length when gathered behind the head and braided which does not extend below the top of the armpit. Multiple braids and/or cornrows shall be directed toward the back of the head, pulled tight to the head and secured at the end by a knot or a small-unadorned fastener. Multiple braids extending below the lower edge of the collar are to be gathered in a bun.

## Make-Up – Female Personnel

- a. Make-up shall be conservatively applied when in uniform. This precludes the use of false eyelashes, heavy eyeliner, brightly coloured eye shadow, coloured nail polish and excessive make-up.

## 25. Fraternization

- a. The CTC features 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, between or within 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 (RTU) for all parties involved.
- b. Relationships involving Staff Cadet to Cadet, or Adult Staff to Cadet (Staff or Course) is strictly prohibited by law. Incidents will be investigated by the chain of command and the local police service and/or Military Police.

# Going Home

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## 26. Graduation Parades and Ceremonies

- a. If you have family or friends who wish to see you participate in special ceremonies, or a course graduation parade, they are encouraged to do so. Graduation dates, ceremonies, etc are provided in the applicable CTC package.

## 27. Going Home with Family or Friends

- a. Once you've completed your contract, you may plan to go home with family or friends. Please advise your staff of arrangements and preferences as soon as possible.

## 28. Transportation

- a. Transportation home is provided at no expense to you, or your family. Once we have planned your return details, we will inform your Corps/Squadron of the date, time, and location of the drop-off. Please keep in mind that delays may happen from time to time but we will do our best to provide accurate timings.

# Common Forms

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The following forms must be completed in their entirety and brought with you to the CTC. Please note that these common forms may not be the only ones required. Consult your CTC package for more information.

### **Common CTC JI Form – Kit List (Common)**

- This document provides a list of common items required by each cadet attending summer training courses. The checklist provides a minimum guideline for packing personal and issued items. Staff Cadets have additional items to bring.

### **Common CTC JI Form – Personal Valuable Property Log**

- This form records all valuable property belonging to the cadet and may be used to identify lost or recovered property. It is recommended that all valuables remain at home for the duration of the course.

### **Common CTC JI Form – Medication Record**

- This form records all prescription and non-prescription medication belonging to the cadet. Due to the sensitive nature of its contents, please place the completed document in a sealed envelope, and return it with the other required forms.

### **Common CTC JI Form – Cadet Transportation Form**

- This form determines whether a cadet requires transportation following their summer employment. If a Staff Cadet wishes to return home with friends or family, they must use this form to identify them.

### **Common CTC JI Form – Leave Authorization and Consent Form**

- This form allows people identified on the form, to pick up course cadets for leave during off-hours. Photo identification is required at pick-up. Note: Cadets attending General Training Course are not authorized leave, due to the condensed and busy course schedule.



# Common CTC JI Form – Kit List

## Instructions:

Please check-off each item as you pack them. Note that some additional items may be required for your course. Consult your CTC package for more information.

MANDATORY ITEMS (pack these things first!)		
Provincial Health Card		MedicAlert Identification (if needed)
Prescription Medication		Over-the-Counter Medication (if needed)
Prescription Eyewear with protective strap		Cash (approx. \$20)
Short Leave Authorization Form		Personal Kit Log
Banking Info (Void Cheque/Direct Deposit Form)		Proof of Vaccination
CIVILIAN – ESSENTIALS (check off each item once packed)		
Underwear (x8)		Toothbrush (x1)
Cotton Socks (x8)		Toothpaste (x1)
Deodorant / Antiperspirant (x1)		Comb/Hairbrush (x1)
Shampoo / Conditioner (x1)		Hair Gel or Spray (x1)
Shower Sandals (x1 Pair)		Soap (x1)
Towel (x2)		Wash Cloth (x2)
Shaving Razor / Shaving Cream (x1)		Feminine Napkins / Tampons
Laundry Detergent		Combination Lock (x2)
Non-Medical Mask – Black (x2)		Water Bottle
CIVILIAN – OTHER (check off each item once packed)		
T-Shirts (x4)		Shorts (x4)
Running Shoes (x1 Pair)		Pants (x2)
Sweatpants (x2)		Sweater (x2)
Swimsuit (x1)		Sleepwear (x2)
Hat (x1)		Lip balm, SPF 15+ (x1)
Sunblock, SPF 35+ (x1)		Polishing Kit
Semi-Formal/Bus Casual Wear		
CADET ISSUED (check off each item once packed)		
Environmental T-Shirt (x1)		Wool Socks (x1)
Formal Headdress (x1)		Dress/Gun Shirt (x1)
Dress Pants (x1)		Belt with Silver/Brass Buckle (x1)
Parade Boots (x1 Pair)		Nametag (x1)
Rank Slip-ons (x1 Pair, for travel only)		Medal Ribbons (for travel only)
Field/Sea Training Uniform Top		Field/Sea Training Uniform Boots
Field/Sea Training Uniform Pants		Field/Sea Training Headdress
PROHIBITED ITEMS		
<p>The following items are prohibited and will be confiscated. Any item found to be illegal, will be seized and reported to Military Police, or the local police service.</p> <ul style="list-style-type: none"> <li>Firearms</li> <li>Alcohol</li> <li>Illegal or Controlled Substances</li> <li>Pyrotechnics or other Explosives</li> <li>Weapons (brass knuckles, throwing stars, etc)</li> <li>Handcuffs</li> <li>Pornography</li> <li>Laser Pointer</li> <li>Vape, or other forms of electronic cigarettes</li> <li>Straight Razors</li> <li>Knives (unauthorized blades of any sort are not permitted. This includes but is not limited to: daggers, swords, axes, hatchets, etc. Spiritual or religious blades, such as a Kirpan or Sgian Dubh are acceptable).</li> </ul>		

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# Common CTC JI Form – Personal Valuable Property Log

## Instructions:

Complete this form with as much detail as possible. A lack of detail may result in a failure to identify recovered property.

1. CADET IDENTIFICATION			
Cadet Name:	_____	CIN:	_____
Corps/Sqn:	_____	Location:	_____
Course:	_____	CTC:	_____
Phone Number:	_____		

2. PROPERTY IDENTIFICATION			
List each item accordingly, following the example provided.			
#	Item	Property Description (make, model, colour, etc)	Serial Number
	Cellphone	Samsung Galaxy 9, Black	AAA9999999-999
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

3. DECLARATION	
I, _____, hereby identify the above items as personal property, and accept liability for their care. I understand that I may be required to surrender valuable equipment, which may be returned to me following course completion, or at any other time deemed appropriate by course staff.	
_____	_____
Cadet (Signature)	Date
_____	_____
Witness (Print Name)	Witness (Signature)



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Protected B (when completed)

## Common CTC JI Form – Medication Record

### Instructions:

Complete this form with as much detail as possible. Once completed, please place in a sealed envelope and return with all other documents to the CTC.

1. CADET IDENTIFICATION			
Cadet Name:	_____	CIN:	_____
Corps/Sqn:	_____	Location:	_____
Course:	_____	CTC:	_____
Phone Number:	_____		

2. MEDICATION IDENTIFICATION			
List each medication accordingly, following the example provided.			
#	Medication	Physical Description	Dosage
	Lorazepam	Pill, round, white, "15mg"	As needed, 1 per day
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

3. DECLARATION	
I, _____, understand that I am responsible for managing and taking my medication in accordance with advice and instructions of professional medical personnel.	
_____ Cadet (Signature)	_____ Date
_____ Witness (Print Name)	_____ Witness (Signature)

4. PRESCRIPTION PROVIDED	Yes	No

Protected B (when completed)

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Central Region  
Cadet Summer Training Centre  
Course Cadet Joining Instructions  
Annex A, Appendix 3

Région du Centre  
Centres d'instruction d'été des cadets  
Instructions de rattachement des cadets stagiaires  
Annexe A, appendice 3

## CADET TRANSPORTATION FORM

## FORMULAIRE DE TRANSPORT DES CADETS

PRINT CADET NAME (SURNAME, GIVEN NAME(S))

NOM DU CADET EN LETTRES MOULÉES  
(NOM DE FAMILLE, PRÉNOM)

COURSE TITLE

TITRE DU COURS

CORPS / SQUADRON NUMBER

NUMÉRO DU CORPS/DE L'ESCADRON

Will you be picking up your Son/Daughter/Ward at the Cadet Summer  
Training Centre after the Graduation Parade?

☐ Yes/oui

☐ No/non

Allez-vous conduire/ramasser votre enfant/pupille du Centre  
d'entraînement d'été de cadets après la cérémonie de graduation ?

PICKUP DATE:

DATE DE DÉPART

NAME OF PERSON PICKING UP THE CADET

NOM DE LA PERSONNE AUTORISÉE À PASSER PRENDRE LE  
CADET

RELATIONSHIP

LIEN DE PARENTÉ

ADDRESS

ADRESSE

CITY, PROVINCE & POSTAL CODE

VILLE, PROVINCE ET CODE POSTAL

TELEPHONE NUMBER

NUMÉRO DE TÉLÉPHONE

DATE SIGNED

DATE

PARENT/GUARDIAN SIGNATURE DU PARENT/TUTEUR

**PLEASE COMPLETE AND BRING THIS FORM TO CAMP.**

**VEUILLEZ REMPLIR CE FORMULAIRE ET L'APPORTER AU CAMP.**

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Protected A (when completed)

# Common CTC JI Form – Time-Off Authorization and Consent

## Instructions:

Complete this form with as much detail as possible. This form must be completed by a parent or guardian. Please indicate where your cadet will be during their time off.

1. CADET IDENTIFICATION	
Cadet Name: _____	CIN: _____
Corps/Sqn: _____	Location: _____
Course: _____	CTC: _____
Phone Number: _____	

2. TIME OFF REQUEST DATES	
I request that this cadet be authorized for time off (off base) on the following dates. If more dates are requested, please attach an additional <b>Time-Off Authorization and Consent Form</b> :	
Departure Date: _____	Time: _____
Return Date: _____	Time: _____
Location of Time-Off: _____	

3. AUTHORIZED PERSONNEL IDENTIFICATION	
<i>Without prior arrangements, your cadet will not be released to anyone other than a parent, legal guardian, or people identified below. Government-issued Photo Identification is required when picking up a cadet. If you wish to authorize more people, please identify them on the reverse side of this page.</i>	
Name: _____	Relationship to Cadet: _____
Phone Number: _____	Driver's License Number: _____
Name: _____	Relationship to Cadet: _____
Phone Number: _____	Driver's License Number: _____
Name: _____	Relationship to Cadet: _____
Phone Number: _____	Driver's License Number: _____

4. DECLARATION	
Parent / Guardian (Signature) _____	Date _____
Parent / Guardian (Print Name) _____	

Protected A (when completed)



# ANNEX A

## BLACKDOWN CADET TRAINING CENTRE

### INFORMATION

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# Welcome to Blackdown Cadet Training Centre

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## 1. Introduction to Blackdown CTC

- a. Blackdown CTC is the largest cadet training centre in Canada, which sees over 2500 course and staff cadets per year.
- b. Blackdown offers courses and training facilities for all three elements (Army, Sea, and Air) all year round.

## 2. Location

- a. Blackdown is located in CFB Borden, near Barrie ON.
- b. Follow signage for “Blackdown”, found at each entrance of CFB Borden.



## 3. Specialized Cadet Kit Lists

- a. If you're taking Expedition Team Member Course, or the Expedition Team Leader Course, you have an additional kit list. Please refer to the attached list for more details.

## Amenities

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### 4. Canteen

- a. Blackdown has a cadet canteen, which is accessible during off-training hours for use. This facility has some arcade games, a tuck shop (for snacks, supplies, etc), movies, and on-going activities to help you unwind.

### 5. Laundry Services

- a. Blackdown has a laundry service, which is available to all cadets. It is expected that cadets will always look after their personal hygiene, which includes washing their clothes.

### 6. Cadet Bank

- a. Blackdown has a Cadet Bank service available. Please consult your course staff on its location and hours of operation.

### 7. Telephones

- a. Payphones are located at each course building, on Company Lines.
- b. Cadets that choose to bring personal cellphones to the CTC will have limited access to their devices.

### 8. Spiritual Services

- a. Religious Services are available on Sundays at the CFB Borden faith centres. Cadets wishing to attend should notify their course staff.

### 9. Food

- a. Meals are served three times a day in a cafeteria-style mess hall where options are available for those with meal requirements (i.e. vegetarian).

### 10. Accommodations

- a. Course cadets can expect to be housed with several of their peers for the duration of their course. All accommodations are strictly enforced as gender-specific, so no members of the opposing gender may access the other. Accommodations may be made for cadets identifying as transgender, depending on the location and the comfort level of all members.

## Visiting Blackdown CTC

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### 11. Visitor Access

- a. Access to Blackdown is restricted to authorized personnel only. Visitors will be required to produce Government-issued photo identification.

- b. Anyone wishing to visit a cadet or take them off base must complete the Cadet Leave Authorization Form and return it to the Cadet Training Centre.
- c. Guests attending special ceremonies or course graduations may be required to produce photo identification upon arrival at the training centre.

## 12. Ceremonies and Graduation Parades

- a. Blackdown CTC hosts a series of ceremonies and graduation parades throughout the summer.
- b. Guests are encouraged to attend these parades to observe their cadets in action.
- c. Please consult the table below for dates and times for these events:

COURSE GRADUATION PARADES	TIME	DATE
Expedition Team Member Course (Serial 1)	1000hrs	22 Jul
Survival Instructor Course	1000hrs	29 Jul
Expedition Team Leader Course	1000hrs	29 Jul
Expedition Team Member Course (Serial 2)	1000hrs	05 Aug
Expedition Team Member Course (Serial 3)	1000hrs	19 Aug

## 13. Parking and Accessibility

- a. Parking is limited, so please arrive early.
- b. The parking area is located away from the parade location, so guests should be prepared to walk about 5-10 minutes.
- c. Anyone with accessibility or mobility needs may make arrangements for transport or additional parking (subject to availability).



## 14. Driving Directions

- **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.

# Contacting Blackdown

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## 15. Contact Information

**Telephone:**

10 July – 20 August: 705-424-1200 x3602 (Blackdown CTC Operations)

20 August – 14 June: 705-424-1200 x1322 (CTC Coord)

**Email:**

[blackdown@cadets.gc.ca](mailto:blackdown@cadets.gc.ca)

To contact a specific course, please contact Operations at 705-424-1200 x3602 and ask to be connected to that course. The courses held at Blackdown CTC in 2022 are the following:

**By Course:**

Survival Instructor Course

Expedition Team Leader Course

Expedition Team Member Course

## 15. Mail

- a. If receiving mail by post, please use the following information:

**Headquarters:**

*Addressee*

Blackdown Cadet Training Centre

PO Box 1000 Station Main

Borden, ON L0M 1C0

**Personal:**

*Cadet: Cadet Name*

*Cadet's Course, Platoon/Flight*

Blackdown Cadet Training Centre

PO Box 1000 Station Main

Borden, ON L0M 1C0

## 16. Social Media

- a. If you wish to find out what's happening over the summer, please follow us on social media:

**Facebook:** [www.facebook.com/BlackdownCadets/](https://www.facebook.com/BlackdownCadets/)

**Twitter:** @BlackdownCadets



## Appendix 1 – Expedition Kit List

Army Cadets who are taking Expedition Courses require extra / additional clothing and equipment. Please refer to your list below, checking off the additional items as you pack them. Remember, this list is in addition to the one provided with your Joining Instructions, so ensure that your quantities match the list below.

### Expedition Team Member Course Kit List

ESSENTIAL ITEMS		
	Nalgene-style Water Bottle (x1)	Wool/Synthetic Socks (x10)
	Underwear (x10)	Inner socks (x10)
	Quick-Dry Shirts, long/short-sleeve (x6)	Cotton Socks (x5)
	Quick-Dry Shorts (x4)	Sweater (x1)
	T-Shirts (x4)	Long Pants, athletic/cycling (x2) Light Weight and breathable
	Water Shoes*, canoeing (x1)	Footwear, running/hiking (x1)
	Hat, wide-brimmed (x1)	Swimsuit (x2)
	Sunglasses, with floating strap (x1)	Wrist Watch (x1)
OPTIONAL ITEMS		
	Camera	Hydration Pack (Camelbak, Platypus)
	Gel Bike Seat	

\* Water Shoes must have a strap around the ankle. No Crocs or flip-flops.

\* Cadets with glasses must have a safety strap.

### Expedition Team Leader Course Kit List

ESSENTIAL ITEMS		
	Nalgene-style Water Bottle (x1)	Wool/Synthetic Socks (x10)
	Underwear/Undergarments (x10 each, as required)	Inner socks (x10)
	Quick-Dry Shirts, long/short-sleeve (x6-10)	Athletic/Quick-Dry Socks (x6-10)
	Quick-Dry Shorts (x4-6)	Sweater (x1)
	T-Shirts (x4)	Long Pants, athletic/cycling (x3)
	Water Shoes*, canoeing (x1)	Footwear, running shoes (x1)
	Hat, wide-brimmed (x1)	Footwear, hiking (x1)
	Sunglasses, with floating strap (x1)	Swimsuit (x2)
	Fleece Sweater or Jacket (x1)	Inexpensive, water resistant Wrist Watch (x1)
	Breathable Rain Jacket (x1)	
OPTIONAL ITEMS		
	Camera	Hydration Pack (Camelbak, Platypus)
	Gel Bike Seat	

\* Water Shoes must have a strap around the ankle. No Crocs or flip-flops.

Cadets with glasses must have a safety strap.



## ANNEX B

# CONNAUGHT CADET TRAINING CENTRE INFORMATION

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# Welcome to Connaught Cadet Training Centre

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## 1. Introduction to Connaught CTC

- a. Connaught CTC specializes in marksmanship courses, taking full advantage of the range facilities at Connaught Ranges. This year we will also host the Drill and Ceremonial and Advanced Aviation courses.
- b. Connaught offers courses for all three elements (Sea, Army, , and Air).

## 2. Location

- a. Connaught CTC is located in Connaught Range and Primary Training Centre, in Nepean, ON.



## Amenities

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### 3. Canteen

- a. Connaught has a canteen area open to cadets during off-training hours. Items that are available for purchase in the canteen are: snacks, polishing kits, clothing, etc. The cadet must bring a Nalgene type water bottle
- b. Cadets can get a hair cut at the cost of \$15.00 at the CTC.

### 4. Laundry Services

- a. Washing machines, dryers and laundry detergent are available to all cadets at no cost. It is expected that cadets will look after their personal hygiene at all times, which includes washing their clothes.

## 5. Cadet Bank

- a. Connaught has a Cadet Bank service available. Please consult your course staff on its location and hours of operation.
- b. There is one bank machine available for cadets and staff.

## 6. Accommodations

- a. Connaught uses soft-walled shelters to house cadets and some training areas. These structures vary in size, depending on their purpose.
- b. Course cadets can expect to be housed with several of their peers for the duration of their course. All accommodations are strictly enforced as gender-specific, so no members of the opposing gender may access the other. Accommodations may be made for cadets identifying as transgender, depending on the location and the comfort level of all members.
- c. Some courses require cadets to sleep outside in tents during specialized training.

# Visiting Connaught CTC

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## 7. Visitor Access

- a. Access to Connaught is restricted to authorized personnel only.
- b. Anyone wishing to visit a cadet or take them off base must complete the **“Cadet Time-Off and Authorization Form”** and return it to the CTC.
- c. Guests attending special ceremonies or course graduations may be required to produce photo identification upon arrival at the training centre.
- d. Cadets attending the Fullbore Phase 1 course will have a day off on Friday, 22 July 2022. They will not be off (able to receive visitors or leave the training centre) on Sunday, 24 July.



## 8. Graduation Parades

- a. Connaught hosts a series of graduation parades throughout the summer.
- b. Guests are encouraged to attend these parades to observe their cadets in action.
- c. Please consult the table below for dates and times for these events:

COURSE GRADUATION PARADES	TIME	DATE
Advanced Aviation (Serial 1)	1000hrs	29 Jul
Air Rifle Marksmanship Instructor (Serial 1)	1000hrs	29 Jul
Drill and Ceremonial Instructor (Serial 1)	1000hrs	29 Jul
Fullbore Marksmanship Phase 1	1000hrs	5 Aug
Advanced Aviation (Serial 2)	1000hrs	19 Aug
Air Rifle Marksmanship Instructor (Serial 2)	1000hrs	19 Aug
Drill and Ceremonial Instructor (Serial 2)	1000hrs	19 Aug

## 9. Parking and Accessibility

- a. Parking is limited, so please arrive early.
- b. Anyone with accessibility or mobility needs may make arrangements for transport or additional parking (subject to availability).

## 10. Driving Directions

### Route from the South

- Head northwest on Hwy 416 North toward Exit 75A
- Take exit 75B toward Holly Acres Rd/Ottawa Regional Rd 16 W
- Keep right to continue on Exit 75C , follow signs for Ch. Holly Acres Road / Ch. Richmond Road
- Turn left onto Holly Acres Rd /Ottawa Road 16W
- Turn left onto Carling Ave/Ottawa Regional Rd 38
- Turn right onto Rifle Rd.
- Turn left onto Shirley Bay Blvd continue on Malibar Blvd.
- Turn right onto Sir Sam Hughes Rd.

### 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)
- Turn left onto Carling Ave/Ottawa Regional Rd 38
- Turn right onto Rifle Rd.
- Turn left onto Shirley Bay Blvd continue on Malibar Blvd.
- Turn right onto Sir Sam Hughes Rd.

# Contacting Connaught

---

## 11. Contact Information

- a. Here is a list of contacts and telephone numbers to remember:

**Telephone:**

Main Office: 613-991-4294

Duty Officer: 613-998-9068

**Email:** [connaughtcadets@forces.gc.ca](mailto:connaughtcadets@forces.gc.ca)

## 12. Mail

- a. If receiving mail by post, please use the following information:

*Cadet Name*

*Cadet's Course, Platoon/Flight*

Connaught Cadet Training Centre

1 Lewis Gun Rd

Nepean ON K1A 0K2

## 13. Social Media

- a. If you wish to find out what's happening over the summer, please follow us on social media:

**Facebook:** [www.facebook.com/ConnaughtCadets/](https://www.facebook.com/ConnaughtCadets/)

**Twitter:** [@ConnaughtCadets](https://twitter.com/ConnaughtCadets)





## ANNEX C

# TRENTON CADET TRAINING CENTRE INFORMATION

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# Welcome to Trenton Cadet Training Centre

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## 1. Introduction to Trenton CTC

- a. Trenton CTC is one of the oldest cadet training centers in Canada.
- b. Trenton offers courses for all three elements, Army, Sea, and Air all year round.
- c. Cadets attending Trenton CTC may be located in one of multiple locations, such as Kingston, London, or Windsor, Ontario

## 2. Location

- a. Trenton CTC is located in CFB Trenton at 11 Yukon Street, Astra On, near Belleville ON.
- b. Follow signage for “TCTC”.
- c. Cadets on course in Kingston will be located at the Royal Military College of Canada (RMC).



## Amenities

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## 3. Canteen

- a. Trenton has a Cadet Canteen, which is accessible during off-training hours for use. This facility has Satellite Television, Table Tennis, a tuck shop (for snacks, supplies, etc.), movies, and on-going activities to help you unwind. Board games can be requested across the street at the learning resource building.

- b. Cadets on course in Kingston will have access to a CANEX store, on base for snacks and supplies.

## 4. Laundry Services

- a. Trenton has a laundry service, which is available to all cadets. It is expected that cadets will look after their personal hygiene at all times.

## 5. Cadet Bank

- a. Trenton has a Cadet Bank service available at the Cadet Canteen. There are no bank machines available in Trenton CTC.

## 6. Telephones

- a. Payphones can be found at the Cadet Canteen. The Payphones accept change or discounted calling cards available at many local stores. Please ensure that your cadet is familiar with the calling instructions on purchased cards to avoid confusion. Cadets are permitted to bring their mobile devices however they are to use them responsibly. **Trenton CTC does not have access to regular WiFi .**

## 7. Accommodations

- a. Trenton accommodations are hard structures (buildings), divided by course and genders. All accommodations are strictly enforced as gender-specific, so no members of the opposing gender may access the other. Accommodations may be made for cadets identifying as transgender, depending on the location and the comfort level of all members.



# Visiting Trenton CTC

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## 8. Visitor Access

- a. Access to Trenton is restricted to authorized personnel only. Visitors will be required to present Government-issued photo identification upon arriving at the CTC.

## 9. Parking and Accessibility

- a. Parking is limited, so please arrive early.
- b. Anyone with accessibility or mobility needs may make arrangements for transport or additional parking (subject to availability). There are no identified accessibility parking areas.





- c. No personal vehicles are permitted to park within the CTC area. Additional parking areas may be identified if parade locations change due to weather or other circumstances.

## 10. Ceremonies and Graduation Parades

- a. Trenton will be hosting the final graduation parade for the Glider Pilot Course at the Mountainview Airport, located on Highway 62 in Ameliasburgh, Ontario, which is south of Belleville, Ontario.
- b. Guests are encouraged to attend this parade to observe their cadets in action. Identification may be required to enter the airport area.
- c. Please consult the table below for dates and times for these events:

COURSE	Location	TIME	DATE
Sail 1 Course	Royal Military College, Kingston, Ontario	TBD	19 Aug 2022
Glider Pilot Training Course	Mountainview	1400	26 Aug 2022

## 11. Driving Directions

- a. **Trenton CTC: Route to the Trenton/Quinte West area via Highway 401 (MacDonald-Cartier Freeway);**
- o Exit 526 at Glen Miller Rd./Sidney St. (*This exit may be closed. Please consider alternate route*)
  - o Turn South on Sidney St. and proceed 0.5 km to Hamilton Rd. (County Rd. 22)
  - o Turn East (left) and proceed 1.7 km to RCAF Road. (County Rd. 21)
  - o Turn South (right) and proceed 3.2 km to Highway 2.
  - o Proceed through traffic signal and park in the parking lot to the right. Proceed on foot to TCTC gate across the road.
- b. **Royal Military College (Kingston) Route to the Kingston Area via Highway 401:**
- o Exit 623 at Highway 15 (Kingston/Smiths Falls/CFB Kingston/Ft. Henry);
  - o Turn South and proceed 6.6 km to Highway 2;
  - o Turn West (right) and proceed 0.7 km to Fort Henry Drive;
  - o 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;
  - o Turn onto Precision Dr. and follow it for 550 m until you come to a T-section;
  - o Turn left at the T-section onto General Crerar Crescent and follow it for 400 m;
  - o Turn right onto Valour Dr. (up a small hill) for 40 m;
  - o Turn left on to Point Frederick Dr. and proceed 40 m to signs outside the building with HMCS ONTARIO Ship's Office.
- c. **Mountainview Airport (from CFB Trenton)**
- o Head west on Highway 2 for 14 km towards Bay Bridge Rd/ON-62 S
  - o Turn right onto Bay Bridge Rd/ON-62 S
  - o Continue to follow ON-62 S for 13.6km
  - o Turn right on Silver Star Dr. Follow signs to "Mountain View Cadet Flying Centre"

# Contacting Trenton

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## 12. Contact Information

- a. Here is a list of contacts and phone numbers to remember:

**Telephone:**

Main Office: 613-392-2811 x2425

Duty Officer: 613-392-2811 x3219

**Fax:** 613-965-7359

**Email:** TACSTC@forces.gc.ca

## 13. Mail

- a. If receiving mail by post, please use the following information:

**Headquarters:**

*Addressee*

Trenton Cadet Training Centre

105 Yukon Street

PO Box 1000 Station Forces

Astra, ON K0K 3W0

**Personal:**

*Cadet: Cadet Name*

*Cadet's Squadron, Flight*

Trenton Cadet Training Centre

105 Yukon Street

PO Box 1000 Station Forces

Astra, ON K0K 3W0

## 14. Social Media

- a. If you wish to find out what's happening over the summer, follow us on social media:

**Facebook:** [www.facebook.com/TrentonCadets/](http://www.facebook.com/TrentonCadets/)

**Twitter:** @TrentonCadets