

2018 STAFF JOINING INSTRUCTIONS ATLANTIC REGION CADET TRAINING CENTRES



ARGONAUT CADET TRAINING CENTRE



GREENWOOD CADET TRAINING CENTRE



HMCS ACADIA CADET TRAINING CENTRE



DEBERT CADET FLYING TRAINING CENTRE

CTC Staff Joining Instructions

INTRODUCTION

Congratulations on your selection as a staff member at an Atlantic Region Cadet Training Centre (CTC). Atlantic Region operates four CTCs throughout the region consisting of Argonaut CTC located in Oromocto, NB; Greenwood CTC located in Greenwood, NS; HMCS ACADIA CTC located in Clementsport, NS; and the Debert Cadet Flying Training Centre (DCFTC) located in Debert, NS. Atlantic Region aims to provide a high calibre of training to all cadets chosen to attend a CTC. As a staff member, it will be your job to maintain this level of training, developing in yourself the leadership, instructional skill, environmental knowledge, and sense of professional ethics required of an Officer, NCM, Civilian Instructor, or senior cadet.

Personnel accepting an appointment as CTC staff must be prepared to work hard during the whole period of the summer. Those who may feel that the CTC routine might be too strenuous and demanding should carefully consider their decision, as once the CTC is functioning; one person returning home puts an increased burden on the remainder. On the other hand, if the duties and responsibilities are approached in a positive manner, the experience will be rewarding.

After arriving at the CTC you will participate in training to orientate you to your duties. Adjustments to the initial staff appointments may be made at this time. At the end of staff training, you will be briefed on your duties and responsibilities. Your primary duties will be those of your slated position, but secondary duties may be assigned in addition to the primary ones. While specific duties are scheduled, the CTC operates 24 hours a day, 7 days a week and therefore staff must be prepared to work irregular hours and shift work, if required.

As a member of the CTC Staff, you are expected to set an example for the cadets in all aspects of your conduct, dress, and deportment.



L.R.C. Trim
Commander
Commanding Officer
RCSU(A)

CTC Staff Joining Instructions

CTC WEBSITE INFORMATION

1. Friends and family can find out more about what is going on at each CTC throughout the summer by visiting the CTC Facebook Page, or Twitter Account. The sites include daily updates of pictures, stories, and important events allowing visitors to the site to experience camp life as training is being conducted.

The addresses for each CTCs website, facebook pages are as follows:

- a. **Argonaut CTC:**
 - (1) Facebook: <http://www.facebook.com/ArgonautCadets>
 - (2) Twitter: <http://www.twitter.com/ArgonautCadets>
 - (3) Official hashtag: #CadetsArgonaut

- b. **Greenwood CTC:**
 - (1) Facebook: <http://www.facebook.com/GreenwoodCadets/>
 - (2) Twitter: <http://www.twitter.com/GreenwoodCdots>
 - (3) Official hashtag: #CadetsGreenwood

- c. **HMCS Acadia CTC:**
 - (1) Facebook: <http://www.facebook.com/HMCSAcadiaCadets>
 - (2) Twitter: <http://www.twitter.com/HMCSAcadiaCdots>
 - (3) Official hashtag: #CadetsAcadia

- d. **Debert CFTC:**
 - (1) Facebook: <http://www.facebook.com/DebertCadets>
 - (2) Twitter: <http://twitter.com/DebertCadets>
 - (3) Official hashtag: #CadetsDebert

Sharing your CTC experience with media and online

2. This summer our public affairs team will be publishing content online through official social media sites, official websites, and submitting content to traditional media outlets like your hometown newspaper – we'll even be inviting journalists out to experience cadet summer training opportunities first hand.

As part of your application for membership, cadets agreed to the disclosure of photos, videos, as well as your name, age, home corps or squadron and location, and accomplishments in Cadets, through print and electronic media as part of our efforts to raise awareness about Canada's Cadet Program. If at any time you do not wish your photo or information to be please let our public affairs team know. If there's any other reason you're information cannot be disclosed please inform us as soon as possible.

We also want you to share your experience in Cadets and at our CTC this summer. We encourage you to interact with our public affairs staff, on-site journalist, and to share your CTC experience through personal social media accounts in an appropriate manner that reinforces the aims of the Canadian Cadet Organizations.

Our ongoing hashtags we use each summer include: #CadetSummer, #CTCSummer, and #SummerTrg.

CTC Staff Joining Instructions

CONTACT INFORMATION

3. When visiting the CTC you could be required to show identification and as such all personnel must be able to present the following identification if requested:

- a. Military personnel - Valid NDI 20 or NDI 10 identification card;
- b. Cadets and Staff Cadets – Not required when travelling with a person who is of the age of majority; and
- c. Civilian Visitors – Valid photo identification such as a driver's licence or passport.

4. Detailed below is the contact information for each Atlantic Region CTC:

a. **Argonaut Cadet Training Centre**

- (1) Location: 310 Nashwaak Ave., 5 CDSG Gagetown, Oromocto, NB;
- (2) Duty Office (24 hours/day): 1-888-630-2555 or (506)422-2000, extension 1281;
- (3) Mailing Address - please ensure a return address is included on all mail in the event the staff member or cadet has already returned home:

Rank-Initials-Surname
Course Cadet (or Staff) Argonaut CTC
PO Box 17000 Stn Forces
Oromocto, NB E2V 4J5; and

- (4) Email Access: Argonaut CTC cannot provide access to email because of infrastructure limitations and will not be responsible for any charges incurred by the use of personal communication devices.

b. **Greenwood Cadet Training Centre**

- (1) Location: 14 Wing Greenwood, Greenwood (next to Kingston, NS);
- (2) Duty Office (24 hours/day): (902) 765-1494 extension 5750 or 5267;
- (3) Mailing Address – please ensure a return address is included on all mail in the event the staff member or cadet has already returned home:

Rank-Initials-Surname
Course Cadet (or Staff) Greenwood CTC
PO Box 1300
Greenwood, NS B0P 1N0; and

- (4) Email Access: Greenwood CTC cannot provide access to email because of infrastructure limitations and will not be responsible for any charges incurred by the use of personal communication devices.

c. **HMCS ACADIA Cadet Training Centre**

- (1) Location: 268 Marine Drive, Cornwallis, NS, B0S 1H0;
- (2) Duty Office (24 hours/day): (902) 638-2217;

CTC Staff Joining Instructions

- (3) Mailing Address - please ensure a return address is included on all mail in the event the staff member or cadet has already returned home:

Rank-Initials-Surname
Course Cadet (or Staff) HMCS ACADIA CTC
PO Box 63
Clementsport, NS B0S 1E0; and

- (4) Email Access: HMCS ACADIA CTC cannot provide access to email because of infrastructure limitations and will not be responsible for any charges incurred by the use of personal communication devices.

d. Debert Cadet Flying Training Centre

- (1) Location: Location: , NS with flight training conducted at Debert Airport;
- (2) Duty Office (24 hours/day): (902)
- (3) Mailing Address - please ensure a return address is included on all mail in the event the staff member or cadet has already returned home:
Rank-Initials-Surname
Course Cadet (or Staff) Debert Cadet Flying Training Centre
475 McElmon Rd Unit #2
PO Box 89
Debert, NS B0M 1G0; and
- (4) Email Access: The Debert Cadet Flying Training Centre cannot provide access to email because of infrastructure limitations and will not be responsible for any charges incurred by the use of personal communication devices.

5. Staffing related questions can be directed to:

LI(N) V. Wojdylak
J1 Staffing Officer 1 - 877- 494 - 8164 Option 9 Extension 720-2148
E-mail address: Valerie.wojdylak@forces.gc.ca

TRAVEL INSTRUCTIONS

6. Transportation instructions for Atlantic Region cadets and staff proceeding to and from CTCs can be found at Annex A.

TRANSPORTATION – REGULAR / PRIMARY RESERVE PERSONNEL

7. Transportation to a CTC will be in accordance with issued TD instructions.
8. The parent unit is responsible to advise RCSU(A) J4 Movements Section and the applicable CTC on arrival of personnel, transportation arrangements, and any additional requirements.

DOCUMENTATION

9. The following documentation is to be brought to the Training Centre:
 - a. Regular Force Personnel:
 - (1) DND 99 Travel Order and Claim;

CTC Staff Joining Instructions

- (2) DND 404 for personnel whose duties include driving; and
 - (3) DND 416 for qualified MSE Operator personnel.
- b. Primary Reserve Personnel:
- (1) as listed in 10a (1), (2) and (3) above; and
 - (2) CF 899 (5/76) Reserve Force Route Letter and Attendance Report.
- c. All other Reserve Personnel (CIC/COATS) and Civilian Instructors (CIs):
- (1) provincial drivers licence; and
 - (2) DND 404 (if qualified).
- d. Debert Cadet Flying Training Centre (DCFTC) Personnel: The employment offer for aircrew staff is contingent on applicants holding a valid Transport Canada Pilot License and Medical Certificate appropriate to their employment. All aircrew personnel shall bring these documents and up-to-date Pilot Log Book to (DCFTC).

DRESS AND APPEARANCE

10. Dress and appearance standards for CF personnel will be in accordance with CFP-265 CF Dress Regulations. The standards for staff cadets, including hair styles, will be in accordance with each element's Cadet Dress Regulations and instructions issued by each CTC Commanding Officer.

11. All CF Members will wear the appropriate Branch Badge and Insignia applicable to their Military Occupation Specification (MOS). All orders of dress DEU 1A, 2 and 3 uniforms may be required and shall be brought to the CTC. Standard personal kit items for service dress and combat uniform should be in accordance with CFP-265 and CTC Standing Orders. Uniforms, including combat clothing, should be drawn from your support base prior to arrival at your place of employment. Note: For DCFTC personnel only, if you cannot get uniform items from your support base, advise Supply at (902) 765-1494 ext 5556 of your requirements. Normally each training centre conducts a mess dinner or dining in during the summer period.

12. When accompanying cadets, CF personnel shall travel to and from the CTC in uniform. Otherwise, travel in appropriate civilian attire is authorized.

13. CIs will wear appropriate civilian attire while travelling to and from and while employed at a CTC in accordance with the guidelines established in paragraph 13 to this document and CATO 23-05.

14. CIs will be required to wear distinctive work apparel e.g. khaki/ dark coloured pants and light coloured polo or dress shirt and a name tag.

15. All staff should be in possession of clothing suitable for social occasions and non-duty periods in accordance with each CTCs Mess dress standards. These standards are detailed in paragraphs 15 and 16 to this document.

16. The adult staff dress guidelines are as follows:

Dress	Gentlemen	Ladies	Occasion
Formal	DEU 2, 2A, 2B, or 2D (Mess Dress). Civilian personnel tuxedo with miniature ribbons (as applicable) and black tie or business suit.	DEU 2, 2A, 2B, or, 2D (Mess Dress). Civilian personnel formal eveningwear or appropriate dress.	As ordered

CTC Staff Joining Instructions

Smart Casual	Casual or dress slacks with collared shirt and appropriate shoes.	Appropriate dress, skirt, or slacks with a collared shirt, blouse, or sweater and appropriate shoes.	As ordered Note: Senior officers are encouraged to be prepared for a slightly higher standard of dress for special occasions (e.g. a blazers or sports jacket with a tie).
Relaxed Casual	Casual slacks or jeans (in good repair) with a collared shirt and appropriate shoes. Walking shorts and deck shoes or sandals with or without socks are acceptable.	Casual skirt, slacks, or, jeans (in good repair) with a collared shirt or blouse and appropriate shoes. Walking shorts and deck shoes or sandals with or without socks are acceptable.	Normal order of dress Note: Items such as outerwear (e.g. coats), t-shirts, sweat shirts, running shorts, rugby and tear-away pants, tank tops, sleeveless shirts, halter tops, jean shorts, "short" shorts, work boots, hiking boots or any shirt or blouse which does not cover the mid riff are not appropriate.
Dress of Day	As Ordered		Appropriate attire until 2030h daily for non-duty personnel.

17. The Staff Cadet Dress Guidelines are as follows:

Dress	Gentlemen	Ladies	Occasion
Smart Casual	Casual or dress slacks with collared shirt and appropriate shoes.	Appropriate dress, skirt, or slacks with a collared shirt, blouse, or sweater and appropriate shoes.	As ordered
Relaxed Casual	Casual slacks or jeans (in good repair) with a collared shirt, t-shirt, or sweater and appropriate shoes. Walking shorts and deck shoes or sandals with or without socks are acceptable.	Casual skirt, slacks, or, jeans (in good repair) with a collared shirt blouse, t-shirt or sweater and appropriate shoes. Walking shorts and deck shoes or sandals with or without socks are acceptable.	Normal order of dress unless otherwise ordered. Note: Items such as t-shirts or sweaters with offensive or objectionable logos, PT gear (unless dress of the day), tank tops, halter tops, sports attire, tear-away pants, jean shorts, "short" shorts, or any shirt or blouse which does not cover the mid riff are not appropriate.
Dress of Day	As ordered		Appropriate attire until 2030h daily for non-duty personnel.

18. A barber is available in the local community to staff members who require a haircut however; staff must arrive at CTCs with regulation haircuts.

ADMINISTRATION AND PAY

19. On arrival at a CTC, you will be required to sign in and complete an in routine as directed by the Administration Section. All staff will be required to sign out at the end of their employment at the CTC. Failure to sign out could result in your pay being inappropriately administered and could result in an over or under payment. In the event that you do not sign out and you are over paid, you will be required to re-pay the funds that were inappropriately deposited into your account

20. You will be paid on the 15th and the last day of the month by direct deposit. If you arrive between pay periods, you will not be paid until the next pay period, approximately 18 days from the start of employment. You should expect this delay and plan accordingly.

CTC Staff Joining Instructions

TD1 TAX FORMS

21. Staff members who require an exemption from deductions for income tax purposes shall submit a TD1 Tax Exemption Return. This form is available at the CTC Finance Office. If you previously submitted one to RCSU(A) you are advised to submit another one to the Finance Officer to ensure the correct tax deduction.

22. A Record of Employment will be issued by the RCSU(A) J1 Section for all staff paid by RCSU(A) at the request of the member.

DISCIPLINE

23. There is no distinction between Staff Cadets and Course Cadets for the purposes of supervision and privileges. **There is a distinction between Staff Cadets and Course Cadets in terms of personal relationships due to the nature of the leader / trainee relationship.**

24. By accepting employment at an Atlantic Region CTC, all staff:

- a. accept the limitations and requirements placed on them by CF Regulations and Orders, CTC Standing Orders, and the lawful orders and directions of supervisors;
- b. are aware of special responsibilities in supervising cadets;
- c. serve as an example to cadets with respect to:
 - (1) attention to duty;
 - (2) appearance on and off duty;
 - (3) conduct on and off duty;
 - (4) loyalty to superiors and subordinates; and
- d. **understand that harassment in any form (personal, sexual, abuse of power, etc.) is unacceptable and will not be tolerated at the CTC. There is a zero tolerance of any form of harassment.**

25. All staff members are to review the contents of CATO 25-05 Personal Relationships, as these guidelines shall be enforced by the CTC chain of command.

26. Upon arrival at a CTC, Staff will be briefed on their expected personal performance and will be required to sign a *Code of Conduct* statement. This statement is a written confirmation of what is expected of a staff member's personal conduct during the employment period.

27. Staff personnel may be returned home if they:

- a. cannot adapt to CTC life;
- b. are declared physically or medically unfit; or
- c. become a discipline problem.

(Parents will be notified in advance if a Staff Cadet is to return home early).

28. CF members are subject to the Code of Service Discipline and will be governed accordingly. CIs are subject to termination of employment if they fail to obey orders and support the decisions and policies of their superiors.

CTC Staff Joining Instructions

SMOKING, ALCOHOL, AND DRUGS

29. The following rules in regard to the use of tobacco products, alcohol, and drugs by staff shall be applied at the CTCs:
- a. in accordance with provincial laws, personnel under the age of 19 years will not be permitted to purchase or be supplied with tobacco products. Staff Cadets are prohibited from smoking while employed at the CTC;
 - b. all staff members under the age of 19 years are prohibited from purchasing, possessing, or consuming alcoholic beverages. CTC staff will be briefed on the regulations in regard to the consumption of alcoholic beverages; and
 - c. illicit drugs are forbidden as defined in the Narcotics Control Act, in Parts 3 and 4 of the Food and Drug Act, and including any other substance known to competent medical authorities as a drug which if injected, consumed, or inhaled has the capacity to affect the normal functions of the mind or body.

MEDICAL AND DENTAL

30. All staff shall ensure that they are physically capable of undertaking their job requirements. If your medical condition has deteriorated since submitting your staff application, you are required to contact J1 Staffing Officer Lt(N) V. Wojdylak by email at Valerie.wojdylak@forces.gc.ca
31. All staff are entitled to emergency medical and dental treatment.
32. Staff undertaking prescribed medication under direction of a physician must advise the medical staff upon their arrival at the CTC and must arrive at the CTC with sufficient prescribed medication for the duration of employment. Non-prescription medication is not to be brought by Staff Cadets to the CTC, the CTC medical staff if required will provide it.
33. Sick parade will be held daily. Medical treatment is available at any time. Staff members must have their Provincial Medicare Certificate number with them when arriving at the CTC.
34. Staff members who wear eyeglasses are required to bring an extra pair with them. Members must also bring a copy of their eyeglass prescription to the CTC as replacement glasses may be provided in emergency cases. For participation in active sports, staff must wear a strap on their eyeglasses.
35. Parents/guardians and LHQ staff need to be particularly vigilant in order to identify any potential influenza like illness (ILI) symptoms. Any staff or cadet exhibiting such symptoms within 7 days prior to travel to the CTC cannot be allowed to proceed on summer employment or training without first receiving appropriate medical clearance. Depending on the circumstances opportunities may exist to commence employment or rejoin training, once the individual is fully recovered, at a later date. Unit COs will be responsible for ensure that parents/guardians, cadets and staff are aware of the symptoms and prevention methods of spreading ILI.
36. Medical screening for all cadets and staff on in clearance at the CTC will include checking for symptoms of ILIs. Personnel showing symptoms of ILI will be isolated from the rest of the population to prevent spread and personnel who are confirmed to have ILI will be sent home if practical to do so (e.g. person is from the mainland and is able to travel. Personnel from NL and those physically unable to travel will remain at the CTC under isolation until they are able to travel or able to commence training.

LEAVE

37. Time off will be granted to staff personnel at the discretion of the CO CTC. Military personnel are entitled to two days leave for every 30 days continuous service and one day of leave for each 15 days of consecutive

CTC Staff Joining Instructions

employment thereafter. Any annual leave must be taken during the period of employment. Staff cadets are not entitled to leave but will be granted time off in accordance with CTC policy and section duty requirements.

STAFF CADET PASS

38. In order for staff cadets to proceed on an unsupervised pass or visit with relatives or friends in the proximity of the CTC, parental/guardian consent is required as indicated in Fortress. The CTC CO will not grant a pass without parental/guardian consent. This is not to be interpreted to mean the CTC CO must authorize a pass because of parental/guardian consent has been given. Every effort will be made to authorize a pass if it does not conflict with assigned duties.

ACCOMMODATIONS

39. All staff will be provided with accommodations for the duration of their stay at their respective CTC. Linen will be provided with a weekly exchange as well as laundry facilities.

40. Staff will normally be billeted in double rooms with shared washroom and laundry facilities.

41. Specific to Argonaut CTC:

- a. all staff cadets will reside in barrack style accommodations;
- b. adult staff will be assigned accommodations based on rank and seniority ranging from open barracks to semi-private rooms and private rooms. Except for the private rooms, these accommodations will be shared between a number of staff members (2 to 4). Some buildings may contain rooms for both adult male and female staff and pers will only be assigned quarters in CFB Gagetown if quarters are not available in Argonaut CTC. Where special circumstances require that a staff member be assigned private quarters, a special request must be made through the chain of command in advance of arrival;
- c. adult staff who are residents of the Oromocto area may be permitted to live at home at the discretion of the Commanding Officer Argonaut CTC depending on the position held and the proximity of the residence;
- d. married quarters are not available in Argonaut CTC and pairing of male and female staff in the same room will not be permitted; and
- e. bathroom / shower are provided in separate buildings, and all staff will be required to wear footwear and clothing such as a robe when walking to / from their rooms.

MESSES/FACILITIES

42. All Regular Force and Reserve personnel shall become a member of the applicable Mess. CIs are strongly encouraged to become a member of the applicable mess.

43. Members of these messes are:

- a. entitled to the rights and privileges of such membership; and
- b. subject to an assessment for mess dues.

44. Sports equipment and recreational areas are available for use during free time.

CTC Staff Joining Instructions

SPENDING MONEY

45. Staff Cadets are advised to bring enough spending money to last up to two weeks for incidental expenses until first pay is received.

46. All CTCs are within range of various banking machines. All staff members are encouraged to have a bankcard with access to the account in which their pay will be deposited. Lost or stolen funds not safeguarded will be the responsibility of the staff member; therefore, all staff members should limit the amount of money carried at all times.

RELIGIOUS SERVICES

47. Protestant and Roman Catholic services will be made available at the CTCs and attendance is on voluntary basis. Religious services for persons of other denominations may be arranged if required and available.

DAILY ROUTINE

48. A typical duty day at a CTC is as follows (note: this will vary between CTC):

0600	wake up
0700	breakfast
TBD	morning PT or morning parade (CTC dependent)
0900	morning training commences
1000	morning break
1200	lunch
1300	afternoon training commences
1500	afternoon break
1700	supper
1830	recreational activities begin
2000	free time
2230	Course Cadets lights out
2330	Staff Cadets return to quarters
2359	Staff Cadets lights out

ACCESS TO AN OFFICER

49. Staff Cadets may, at any time, have access to an officer for a private interview. An interview with the CO will be arranged upon request. Such requests are to be made via the chain of command.

PERSONAL BELONGINGS

50. All staff are to note that they are responsible for all personal belongings brought to the CTC. DND is not responsible for loss or damage to personal property brought to the CTC. Staff cadets who bring valuable items to the CTC shall ensure the items are recorded using the *Record of Valuable Items* Form found at Annex B and the form turned into the CTC staff upon arrival.

51. It is recommended that personal computer equipment not be brought to the CTC, as this equipment will not be serviced or maintained by CTC staff. Computers and other related equipment issued to cadet corps/squadrons by DND shall not be brought to the CTC under any circumstances. All personal computer equipment brought to the CTC will be at the owner's risk as DND will not be responsible for loss or damage.

MUSICAL INSTRUMENTS

52. Staff are permitted to bring musical instruments to the CTC; however, it is not required as the CTC will provide an instrument to each staff member as required. The CTC or RCSU(A) does not take any responsibility

CTC Staff Joining Instructions

for the loss, damage or cost of repairs for personal instruments. It is highly recommended that personal instruments brought to the CTC have insurance to cover any damage.

CELLULAR TELEPHONES AND COMMUNICATIONS DEVICES

53. Staff Cadets and staff will be authorized to bring Cellular Telephones to the CTC. As the Commanding Officer, Regional Cadet Support Unit (Atlantic), I must advise that strict controls will be imposed in the use of these devices. RCSU(A) does not take any responsibility for the loss or cost of inappropriate use of a cellular telephone. Personal communication devices such as cellular phones and blackberries are valuable items. Each CTC will advise staff on the policy for securing and use of cellular telephones. Staff will be required to follow this policy as cellular telephones have the potential to be disruptive when it undermines the integrity of an individual's right to privacy, adversely affects the quality of teaching or learning, and/or interferes with the efficient operation of the CTC. While staff are permitted to bring personal communications devices with them to a CTC, they do so with the understanding that for:

a. Staff Cadets:

- (1) The communications device can only be used at designated times (typically only during evenings and weekends) and must be turned off and kept out of plain sight at all others. Cell phones are considered a phone first and having one turned on during the day as a camera, calculator, music player or watch without permission is not an acceptable excuse. Staff cadets expecting urgent messages during the day should have the message relayed through the CTC;
- (2) Communications devices must not be used at any time where individual privacy must be protected such as in washrooms or accommodations because of still photo or video recording features found in some of these devices. Furthermore, text messaging features must not be used in such a way as to harass an individual or group of individuals or undermine the efficient operation of the CTC;
- (3) Only a limited number of AC outlets are available for staff cadets to use to charge their communications devices. Charging of such devices will not be done using outlets needed to run fans, air conditioners, or other equipment intended for improving the quality of life in accommodations. Furthermore, staff cadets will be required to "supervise" their device while it is being charged;
- (4) Phones found to be turned on at times when they are not supposed to be, or are used to harass or violate the privacy of others, will be confiscated and returned to the cadet upon completion of training. Disciplinary action may be considered depending on the severity of the infraction; and
- (5) CTCs will not accept any responsibility for the security of any device or any costs incurred due to unauthorized use / loss.

b. Adult Staff:

- (1) The communications device should only be used sparingly during working hours and should be kept out of plain sight;
- (2) Communications devices must not be used at any time where individual privacy must be protected such as in washrooms or accommodations because of still photo or video recording features found in some of these devices. Furthermore, text messaging features must not be used in such a way as to harass an individual or group of individuals or undermine the efficient operation of the CTC; and

CTC Staff Joining Instructions

- (3) CTCs will not accept any responsibility for the security of any device or any costs incurred due to use or loss. Specifically, there will be no reimbursement for airtime charges incurred in the conduct of a member's duty.

INSPECTION OF PROPERTY

54. Due to the large number of cadets attending the CTC, there is a need to conduct inspections of cadets and their property, particularly on their arrival. The major objective of such an inspection is to ensure that each cadet has the necessary clothing and equipment for his or her use during the entire CTC program. Prohibited items found such as knives, large stereos or other articles deemed unsuitable will be confiscated and secured. These articles will be returned prior to the cadet returning home.

REPORTING TO THE CTC – ARRIVAL TIME

55. Staff members living in the local area shall report to the CTC at 0800hrs on the start date indicated on their employment documentation. Staff members travelling PMV are expected to commence travel to the CTC at 0800 hrs unless otherwise indicated by the Movements Section. Staff members are expected to complete all duties/work schedule assignments and have their supervisor's consent prior to departing the CTC on the final day of the employment period.

PMV Travel Entitlements

56. For those members within 500KM from the employing CTC, travelling outside charter days and requesting to travel via PMV, and are authorized by the Area Movements Officer, reimbursement will be up to the cost of the most efficient and practical mode of transportation. These details will be provided by the respective Movements Officer and the information shall be transferred to a Cost Comparison Sheet for attachment to the claim.

57. Travel by PMV and by extension any reimbursement, for those members who live in excess of 500KM is not authorized.

ANNEX A

TRANSPORTATION INSTRUCTIONS

1. GENERAL

- a. These instructions apply to all Atlantic Region cadets and staff proceeding to and from CTCs, personnel should print a copy and carry on person while traveling. For the purpose of this document, the term parent refers to parent/legal guardian and the term cadet refers to course and staff cadets.
- b. The responsible Region or Area Movements Officer (Mov O) will arrange all travel for Personnel. Personnel are **NOT** authorized to amend arranged travel; any requests for amendments are to be made to the responsible Mov O in a timely manner, however, changes are not normally authorized.
- c. The Department of National Defence (DND) is not responsible to transport cadets to any location other than their primary unit. In the event of a cadets' primary residence change prior to return from the CTC, amendments to original travel arrangements will be considered. Parents are to ensure that the Mov O is contacted ASAP regarding a change in residence, through their unit.
- d. **Cadet Pick Up:** Parents are advised that if someone other than themselves will be picking up their child from the training centre, home area upon return, or other location, they must complete the Parent Pick Up form at Annex D. Parents should also be advised that when picking up cadets, they are required to show photo ID. Additionally, parents are requested to contact local Mov Staff, through their unit, ASAP if they choose to transport their son / daughter to or from the CTC in lieu of the provided transportation.
- e. **Cancellations:** Personnel originally scheduled to attend a CTC and who are unable to attend for any reason are to contact their unit Commanding Officer who will contact the Zone Training Officer, or in an emergency / short notice, please contact the closest Mov O to your area directly (numbers listed below.)
- f. **Dress and Department While Traveling:** Cadets must travel in uniform (C2) at all times. Staff traveling with cadets must travel in uniform. All personnel travelling on DND charters will travel in uniform. Cadets are to be at their best behavior while traveling on all modes of transport.
- g. **Assistance While Traveling:** Movements Staff meet and assist cadets as required at major centres while making travel connections and on final destination. Movements' staff frequently provide meals at this time. If you are not met within 15 min of arrival at your destination, contact your Movements staff emergency contact listed below.
- h. **Emergency contact numbers:** For Transportation Inquires only, are provided at the end of this document for Personnel traveling who may otherwise require assistance.
- i. **Overnight Transient Accommodation:** Some personnel will require overnight accommodation while traveling to a CTC. If accommodations is required in a location which has a Canadian Forces Base / Wing, rations and quarters must be taken on the Base Wing where available. No reimbursement will be made for accommodation / rations costs without first confirming through the responsible Mov O that rations and quarters are not available. If rations and quarters are not available, written confirmation must be received from the Mov O in order to claim any associated costs. Contact the your Mov O to arrange for rations and quarters as required. For cadets, this will be done automatically. Overnight CIC (Cadet Instructor Cadre) supervisors will be provided for cadets.

ANNEX A

- k. Claims and Meal Reimbursement: Cadets are not issued travel claims (DND 99's). Meals are usually provided enroute (e.g. Tim Hortons, Subway, McDonalds) and paid by RCSU(A). Before purchasing a meal, personnel are to check with Escorts. Where meals are purchased by cadets, reimbursement for meals will be made at the CTC shortly after arrival. Reimbursement is normally made according to the travel schedule and receipts are required. Personnel are reminded that they are not to accept reimbursement / submit a claim for any meal(s) provided by Movements or CTC staff, either purchased individually or by group feeding.

2. AIR TRAVEL

- a. ID Requirements: In accordance with Canadian Aviation Transportation Safety Authority regulations, Photo ID - One piece of valid government issued photo identification or 2 pieces of valid government issued identification is required for passengers 12 years of age or older. See <http://passengerprotect.gc.ca/identity.html> for specific details. Cadets will also be required to show identification when passing through security points. Photo Identification card such as passport, driver's licence, NS ID card are the preferred type of photo identification. It is important to ensure that the name, which appears on your ID, is the name, which appears on your travel documentation.
- b. Baggage Information: For travel on most commercial aircraft and DND aircraft, including charters, refer to the information provided below. Checked Baggage: A total of one piece of checked baggage will be accepted per Cadet passenger. The weight shall not exceed 50 lbs (23 Kgs) per cadet. Staff and Staff cadets are entitled to two pieces combined total not to exceed 70lbs. Overall dimensions (length plus width plus height) must not exceed 62 inches (157 cm). Baggage is not to be locked while travelling as security personnel may screen it. Below are the links for each of the airlines, however please keep in mind in most cases you will be travelling under DND baggage restrictions.

**** NOTE ****You will be responsible for the fees for excess baggage, so take a few minutes before leaving home to determine prior to getting to the airport if you are carrying too much. It will cost you!

Airline sites are as follows:

Air Canada: www.aircanada.com
West jet: www.westjet.com
Provincial Airline: www.provincialairlines.ca
Porter: www.flyporter.com
Air Labrador: www.airlabrador.com

- d. Carry-on Baggage: One piece of hand baggage may be carried on board the airplane provided that the dimensions do not exceed 18 inches by 16 inches by 7 inches (46 cm by 41 cm by 18 cm). Garment / Suit bags are not normally allowed as carry on baggage. Carry on baggage must be convenient to be stowed in the passenger compartment of the aircraft and is not otherwise offensive or objectionable to any other passenger.
- e. Excess Baggage: There is normally NO entitlement for excess baggage (including, but not limited to, musical instruments and personal items, such as sporting equipment and stereos). Any additional costs incurred as a result of excess baggage will be the responsibility of the traveler. For DND aircraft (including charters), excess baggage is strictly prohibited.

ANNEX A

- f. **Restricted Items:** Common items which are prohibited from carrying in carry-on or checked baggage are: containers containing flammable and/ or other hazardous material (look for the symbol on the container) nail polish remover, strike anywhere (wooden) matches, and unidentifiable liquids. Prohibited from carry-on baggage are penetrating objects such as knives, sharp-ended scissors, razor blades and metal nail files. For a complete list of subject items, please access the following link, <http://www.tc.gc.ca/eng/aviationsecurity/page-147.htm>.
- g. **Baggage Ownership:** Personnel are strictly prohibited from traveling with any baggage not belonging to them. If Personnel are found to be traveling with baggage belonging to other Personnel, the baggage will be confiscated and disciplinary measures will be taken. In addition, Personnel must be fully aware of the contents of their baggage and must ensure that it is never left unattended.
- h. **Baggage Type and Identification:** All baggage must be suitable, externally identified (full name, destination and home phone #) and packed in suitcases or in similar containers in order to ensure safe and convenient carriage with ordinary care and handling. It is also a good idea to identify the inside of baggage as external ID tags are sometimes torn off during handling. Suggest type of baggage due to weigh would be duffle bag (weigh is less than the common suitcase).
- i. **Electronic Devices:** Personnel are to ensure that if traveling with any electronic devices, e.g. Cell phones or lap tops, they are to be in serviceable and operating condition (carry chargers). Any items to be found not in accordance with this may be confiscated by security personnel.
- j. **Airport Check In:** Airport check in 2 hours prior to scheduled departure. Confirm departure time with commercial carrier well before scheduled departure. Check in with the Movements Officer near the check in counter with travel documentation issued by the Mov O and appropriate ID as outlined above.

3. COMMERCIAL BUS, TRAIN, AIRLINE TICKETS AND TRAVEL

- a. Tickets will take the form of the travel itinerary provided by your Movements Officer, which must be presented at the mode of transport. Cadets traveling are usually met by Mov Staff to assist with check in. Cadet travel information is emailed to the Unit Contact personnel.
- b. **Charter Bus Travel:** No tickets are required for DND charter bus travel. A travel information sheet will be provided detailing the bus departure and return location and timings. Personnel should be at bus pick up point 30 minutes prior to scheduled departure. Personnel are permitted to bring no more than one piece of baggage as per para b above. Any additional baggage will be left behind and if required shipped back to the member's home at the members expense.
- c. **Bay Ferry Travel:** Reservations and pre payment for ferry travel, are normally made by the Mov O for Ferry travel between Digby, NS and Saint John, NB. An escort will be provided for cadets traveling aboard the ferry.
- d. **Marine Atlantic Travel:** Ferry reservations will not be booked for Staff who decline DND travel arrangements.
- e. **Questions and/or concerns:** Should be directed to your Unit Contact Officer if concerns regarding cadet or staff travel. Alternatively, you may contact the Movements' staff in your area.

ANNEX A

4. EMERGENCY TRANSPORTATION CONTACT NUMBERS

Emergency contact numbers for movements' staff are provided below for your information. In the event that you must contact somebody, contact your movements staff first. These numbers are provided for transportation related issues only and are not linked to any Cadet Training Centres.

<u>LOCATION</u>	<u>OFFICE PHONE #</u>	<u>CELL #</u>
Shearwater NS	(902) 720-1791 (902) 720-1817 (902) 720-1491	(902) 499-3810 (902) 225-9879
St John's NL	(709) 570-4697 (709) 570-4668	
Gagetown NB	(506) 422-2000 Ext: 1407	

If it is necessary to contact a cadet/officer at any Cadet Training Centre please use the contact numbers provided in the respective Joining Instructions or the numbers listed below:

Argonaut CTC 1-(888)-630-2555 or (506) 422-2000 extension 1281

HMCS ACADIA CTC (902) 638- 2217

Greenwood CTC (902) 765-1494 Ext 5750 / 5267

Debert Cadet Flying Training Centre (902)-896-4498

ANNEX B

RECORD OF VALUABLE ITEMS

THIS FORM IS TO BE COMPLETED AND BROUGHT TO THE CTC

Unless serial numbers or a description of the valuable items is properly recorded, it is virtually impossible to identify items reported found, lost, or stolen. Cadets should record their name on their personal belongings and record serial numbers and a description of their valuables.

PART 1 - IDENTIFICATION

Surname	Given Names	Corps / Squadron
SERIAL NUMBER	ITEM AND DETAILED DESCRIPTION	

(Use the reverse side of this form if you need more space)

	Cadet Signature		Date
--	-----------------	--	------

PART 2 – ACKNOWLEDGEMENT

I / we understand that due to the limited means of secure storage available to cadets, the Atlantic Region Cadet organization will not accept responsibility for the security of personally owned valuables and attractive items that may be brought to one of our Cadet Training Centre's. Any such items brought to a Training Centre by your son / daughter / ward must be registered using this form to ensure a record of the property. By signing below you acknowledge that the Atlantic Region Cadet organization will not be held responsible for the security of the listed items and that the item is being brought to Cadet Training Centre at your own risk.

In order for us to maintain a safe a secure environment for all cadets, please understand cadets and staff cadets are not permitted to bring with them certain items identified in these joining instructions. We encourage you to check these lists to ensure your son / daughter / ward is not planning to bring any items that he / she is not supposed to bring with him / her.

	Name(s)		Parent/Guardian Signature(s)		Date
--	---------	--	------------------------------	--	------

CTC STAFF NOTE
This form is to be maintained on this cadets personnel file as a record of the listed items being brought to the CTC.

CTC ADULT STAFF CODE OF CONDUCT

CTC Command Guidance

Rank	Last Name	First Name	
Service Number	Home Unit	Year	

1. Cadet Training Centres (CTC) are established in support of the Canadian Cadet Organizations (CCO) in order to provide further training and practical experiences for cadets. Above all else, the physical and emotional safety and well-being of cadets is our utmost concern and must be the primary consideration of every CTC staff member. Cadets must have positive and appropriate role models in each member of the adult staff, whether involved directly in the training of cadets or in a support function.
2. As a staff member of _____ Cadet Training Centre (CTC), I understand that I must adhere to all rules and regulations applicable to the CTC. In particular, I acknowledge that I will:
 - a. read and abide by all CTC rules and regulations. I will familiarize myself with CAF orders, policies and directives (including but not limited to QR&O, CFAO, DAOD), and CCO orders (including but not limited to CATO and Natl CJCR Sp Gp Orders);
 - b. intervene upon seeing an infraction, and when necessary, report infractions to my superiors;
 - c. ensure that safety is incorporated in all aspects of my job and support the unit general safety program;
 - d. ensure that environmental stewardship is incorporated in all aspects of my job and support the unit environmental policy;
 - e. ensure that a harassment free workplace is maintained. This includes avoiding any gesture, comment or display that may be interpreted as demeaning, humiliating or embarrassing and not making any negative or offensive comments, gestures or displays regarding any person's race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, sexual orientation or physical characteristics;
 - f. ensure that ethics is incorporated in all aspects of my job and support the DND and CAF Code of Values and Ethics;
 - g. ensure that all activities/duties for which I am responsible are conducted efficiently, effectively, economically and ethically;
 - h. lead assigned officers, NCMs, civilian staff, staff cadets and course cadets and manage allocated resources in the most efficient, effective, economical and ethical manner that will optimize the direct or indirect benefit that the cadets received from the cadet summer training program;
 - i. set a good example of dress, deportment and conduct;

- j. use a calm, firm and reasonable tone of voice when giving instruction or addressing deficiencies with subordinates, avoiding yelling or swearing;
- k. not abuse my authority;
- l. ensure that all communications with cadets are appropriate and consistent with the professional adult/supervisor and youth/trainee relationship that must be maintained both on and off duty. This includes not engaging in any of the following:
 - (1) writing personal letters, or sending personal text messages, emails or other electronic communications (i.e. via social media, etc.) to cadets that are not consistent with my duties as a Cadet Instructor/youth leader,
 - (2) having a personal conversation with a cadet that extends beyond what is appropriate as Cadet Instructor/youth leader, and
 - (3) spending time with a cadet outside of designated work times and/or authorized activities;
- m. ensure that my use of social media sites, at all times (including off duty), does not reflect negatively on the CAF or CCO and that:
 - (1) my online communications will reflect the principles of respect, responsibility and consideration of others, and
 - (2) I will not request or accept any cadets as “friends” on personal social networking sites;
- n. not exhibit conduct (through oral or written comments, electronic communications, gestures, displays or physical contact) that is of a sexual nature or has sexual connotations, particularly in the presence of cadets;
- o. not touch cadets or other staff members without their permission except when absolutely necessary in an emergency situation;
- p. not engage in personal relationships or in intimate relationships with course cadets or staff cadets;
- q. notify the chain of command of any personal relationship that either pre-exists or is formed with another staff member and that could compromise the objectives of DAOD 5019-1;
- r. not disclose any personal or protected information by any means without authorization,
- s. not use or possess illegal drugs (including non-prescription drugs that would alter my behaviour) at or off the CTC;
- t. not consume alcoholic beverages nor be under the influence of alcohol when in direct supervision or contact with cadets;
- u. not use tobacco products in the presence of cadets;
- v. not provide tobacco products, alcohol, drugs or other prohibited items to cadets;

Annex C

- w. not have knives, guns or weapons in my possession in the presence of cadets that are not required in the performance of my duties;
 - x. not use DND vehicles or other equipment for other than approved, official duty purposes;
 - y. not use DND computers to access or distribute pornographic or sexually explicit materials; and
 - z. act in such a way as to bring credit to the Department of National Defence/Canadian Armed Forces and the CCO.
4. I acknowledge that failure to comply with this Code of Conduct may result in administrative and/or disciplinary action being taken as applicable.
5. I am aware that I may speak with my supervisor or another person in the chain of command at any time should I require any clarification on this Code of Conduct or should I need assistance in responding to a situation.
6. I have read the above and by signing below, I am agreeing to adhere to this Code of Conduct.

Date

Signature

Witness (Print Name & Sign)

STAFF CADET CODE OF CONDUCT

CTC Command Guidance

Rank	Last Name	First Name
Position	Home Unit	Year

1. I have agreed to serve as a staff cadet at _____ Cadet Training Centre (CTC). I will fulfil my responsibilities to the best of my ability. I agree to adhere to the following:
 - a. I will familiarize myself with and abide by all CTC rules and regulations and Canadian Cadet Organizations (CCO) orders;
 - b. I will intervene on seeing an infraction, and when necessary, will report infractions to my superiors;
 - c. I will strive to set a good example of dress, deportment and conduct;
 - d. I will show respect to my subordinates, peers and superiors;
 - e. I will strive to be honest in my actions and communications with others;
 - f. I will use a calm, firm and reasonable tone of voice when giving instruction or addressing deficiencies with subordinates, avoiding yelling or swearing;
 - g. I will take care of and be responsible for all clothing, materials and equipment that is loaned to me and I will intervene or report others who are not doing the same;
 - h. I will respect the environment and my surroundings;
 - i. I will not deface (e.g. place graffiti on) any property belonging to DND.
 - j. I will keep myself, my belongings and my bed space clean and tidy;
 - k. I will not steal and I will respect the personal property and privacy of others;
 - l. I will act responsibly to ensure the safety and well-being of others;
 - m. I will not abuse my authority;
 - n. I will request the presence of an officer when a circumstance is beyond my authority or ability;
 - o. I will not harass any member of the CTC and will avoid any gesture, comment or display that may be interpreted as demeaning, humiliating or embarrassing. This includes comments made verbally or in writing, as well as electronic communications (i.e. email, text message, or on social media, etc.);
 - p. I will not make any negative or offensive comments, gestures or displays regarding any person's race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, sexual orientation or physical characteristics. This includes comments made verbally or in writing, as well as electronic communications;

Annex D

- q. I will not exhibit conduct (through oral or written comments, electronic communications, gestures, displays or physical contact) that is of a sexual nature or has sexual connotations;
 - r. I will not touch cadets without their permission except when absolutely necessary in an emergency situation;
 - s. I will not get involved in fighting, shouting or bullying;
 - t. I will ensure that my use of social media sites, even on my personal time, does not reflect negatively on the CCO or CTC and that my online communications will follow the principles of respect, responsibility and consideration of others;
 - u. I will not disclose any personal or protected information related to any other person by any means, which includes verbally or in writing (as well as via electronic communications (i.e. email, text message, or social media, etc.);
 - v. I will not purchase, possess or consume alcohol at any time (at or off the CTC);
 - w. I will not use or possess illegal drugs, including non-prescription drugs that would alter my behaviour (at or off the CTC);
 - x. I will not use, purchase, have in my possession or sell tobacco products (at or off the CTC);
 - y. I will stay out of the opposite gender's quarters unless specifically authorized for duty purposes;
 - z. I will not engage in intimate relationships with course cadets, other staff cadets, civilian instructors, non-commissioned members, officers or other staff members;
 - aa. I will not use profanity;
 - aa. I will not have knives, guns, or weapons in my possession other than those issued when authorized for sanctioned training activities; and
 - bb. I will not have pornographic materials in my possession.
2. I acknowledge that the expectations detailed above are in effect both while I am at the CTC and when I am away from the CTC for the duration of my period of service as a staff cadet. I acknowledge that any failure to comply with this Code of Conduct will result in disciplinary action, including a return to unit (RTU).
 3. I am aware that I may speak with an officer at any time should I require any clarification on this Code of Conduct or should I need assistance in responding to any situation.
 4. I have read the above and by signing below, I am agreeing to adhere to this Code of Conduct.

Date

Signature

Witness (Print Name & Sign)

Eyeglasses, Lenses, Contact Lenses, and Frames

The CAF will replace or repair lost or broken glasses or contact lenses, if the damage or loss is directly attributable to training or duty and was unavoidable. These items are the personal property of the Cadet/JCR therefore, it is strongly recommended that the cadet/JCR or the parent has insurance coverage for repair/replacement of eyeglasses. In addition, cadets/JCRs requiring eyeglasses shall have in their possession two pairs of glasses and a copy of the prescription. Cadets/JCRs are responsible for the safety of their eyeglasses and must exercise due diligence in preventing loss or damage (wearing retaining straps, etc).

Dental Services

When a cadet/JCR suffers any injury to the teeth and adjacent oro-facial structures attributable to performance of duty, a cadet/JCR is entitled to the treatment that is necessary to restore a state of oral health comparable to that which existed prior to the injury. Re-constructive oral surgery to correct a pre-existing condition will not be provided.

Entitlements/Benefits/Compensation

Cadets/JCRs, civilian instructors and volunteers are not eligible for compensation and benefits set out in Compensation and Benefits Instructions (CBI) for the Canadian Armed Forces; only CAF members are eligible/entitled to receive such benefits.

The cadet/JCR will receive health care to treat the attributable condition until the responsibility for providing health care has been, in the opinion of the senior medical authority, successfully transferred to the provincial/territorial authorities.

The CAF/DND and/or League Insurance will pay for necessary health care that is not covered by provincial/territorial health authorities which is required to treat the attributable condition and is authorized by the senior medical authority.

Definition

Throughout this document the term cadet and Junior Canadian Ranger (JCR) also refers to Staff Cadets and Staff Junior Canadian Rangers.

Parent's Permission

When a cadet/JCR joins the organization, parents are asked to sign a form where they provide consent for a number of things, one of them being "receiving emergency medical and dental care."

Initial Point of Contact

The initial point of contact for any questions or concerns is the Commanding Officer of the Cadet Corps/Squadron.

Contact Information – General Inquiries

Regional Cadet Support Unit (Atlantic) 1-877-494-8164
 Regional Cadet Support Unit (Eastern) 1-800-681-8180
 Regional Cadet Support Unit (Central) 1-877-381-6857
 Regional Cadet Support Unit (Northwest) 1-800-842-1851
 Regional Cadet Support Unit (Pacific) 1-800-661-4255

Navy League of Canada:

1-800-375-6289 or <https://navyleague.ca/>

Army Cadet League of Canada:

1-877-276-9223 or <http://www.armycadetleague.ca/>

Air Cadet League of Canada:

1-877-422-6359 or <http://aircadetleague.com/>

Medical Care for Cadets and Junior Canadian Rangers

National Cadet and Junior Canadian Rangers Support Group

