

3937-1085-3-4 (J5 CTC Plans O)

15 Dec 17

Dist List

2018 CTC COURSE LOADING DIRECTIVE

Ref: A. NSTC Information 2017/18, 8 Nov 17
B. CATO 31-03 Annex C, Sea Cadets Program Outline
C. CATO 40-01 Annex C, Army Cadet Program Outline
D. CATO 51-01 Annex B, Air Cadet Program Outline

GENERAL

1. The process for summer training course loading is being changed for 2018 to allow more time for selection and publishing of offers. It is important that all corps and squadrons adhere to the posted application deadlines to ensure there is sufficient time to properly screen and select suitable cadets.
2. The official national billet allocation will not be released early enough to include a detailed list of vacancies with this directive. Generally, there should be little change from the vacancies allocated in 2017, except where a corps or squadron's official population has changed significantly. There will also be more engagement at the Zone level to ensure priority requirements are being captured.
3. The following documents are included to assist with the course loading process:
 - a. Fortress Participation Aide Memoire: provides step-by-step instructions on completing and submitting participation applications, and printing and answering offers of participation;
 - b. 2018 CTC Locations and Dates matrix: provides an overview of all course locations, dates (excluding travel);
 - c. 2018 Billet Forecast document: corps and squadrons are asked to forecast the number of billets they expect to need;
 - d. 2018 CTC Priority List: corps and squadrons will be required to submit to indicate their selection choices;
 - e. Staff Cadet Flyer: lists all staff cadet opportunities and instructions for applying; and
 - f. Sea/Army/Air Cadet Course Flyer: provides a list of course opportunities, along with a brief description of the course and the prerequisites for applying.

APPLICATION DEADLINES

4. The following outlines the application deadlines and expected release dates for CTC selections:

CATEGORY	Application Due Date:	Expected Release Date:	Offer Acceptance Deadline
National Summer Training Courses (NSTC) – Air Cadets	14 Dec 2017	12 Mar 2018	30 Mar 2018
Sea Cadet International Exchanges (ISCE)	15 Jan 2018	12 Mar 2018	30 Mar 2018
Army Cadet Exchanges	15 Jan 2018	15 Feb 2018	12 Mar 2018
International Air Cadet Exchange	14 Dec 2017	15 Feb 2018	12 Mar 2018
Staff Cadet	15 Jan 2018	12 Mar 2018	30 Mar 2018
All other courses	31 Jan 2018	2 Mar 2018	30 Mar 2018

5. In addition, the following deadlines will apply:

- a. 2018 Billet Forecast – due to the RCSU by 15 Jan 2018; and
- b. 2018 CTC Priority List – due to the RCSU by 31 Jan 2018.

6. It should be noted that the release dates may be subject to change due to factors outside the RCSU (Pac) control but the intention is to release NSTC, Exchange and Staff Cadet selections at the same time.

BILLET FORECAST - 2018

7. Corps and Squadrons are asked to complete the enclosed 2018 Billet Forecast to indicate which courses their cadets are seeking. This includes identifying any specific requirements for gender breakdown. The billet forecast is optional for corps and squadrons to submit but provides additional insight into specific needs that may be different from the normal billet allocation.

8. Corps and Squadrons are asked to complete their Summer Course Billet Forecast and submit to the J5 CTC Plans Officer (J5Plans@cadets.gc.ca) NLT **15 Jan 2018**.

FORTRESS PARTICIPATION APPLICATIONS

9. All FORTRESS serials are now open and ready to accept applications. The enclosed Fortress Participation Application Aid Memoire (Annex L) will assist if corps/squadrons are

unsure of how to enter Participation Applications. All applications must be entered NLT the deadlines listed above in para 4.

10. There is no requirement to enter any numbers in the “CO’s Loading Priority”. For Instructor level courses, CO’s should enter comments on their cadets to assist with the selection process. For Advanced level courses, CO’s are expected to enter comments and recommendations for their cadets.

CTC PRIORITY LIST

11. The final step to submitting Participation Applications is to produce and submit a CTC Priority List. This will identify who the corps/squadron is selecting to fill the vacancies allotted to them. Cadets are to be listed **only once** in this document, in the category of courses they are eligible for. The Sea/Army/Air Cadet Course flyers will indicate the appropriate age range for each course, as well as the minimum training they must have completed and any other prerequisites that apply. Indicate the cadet’s first, second and third choices.

12. List all cadets who are expressing an interest in a summer training opportunity, including exchanges. The CTC Priority List is to be submitted **electronically** to J5Plans@cadets.gc.ca NLT **31 Jan 2018**.

EXCHANGES

13. The detailed information on cadet exchanges was not yet available to include with this directive. The deadline to enter participation applications in Fortress will not change, but if there is any additional application requirements, it will be communicated as soon as it’s known and a reasonable deadline to submit the materials will be set.

STAFF CADETS

14. All staff cadet applications must be submitted via participation applications in Fortress. In addition, it’s important to note that Staff Cadet applicants are expected to submit banking information and a 2018 TD1 tax form directly to J1 Staffing at rcsupacstaffing@forces.gc.ca. Failure to submit these documents may affect their selection chances. Offers of participation for selected staff cadets will be published in Fortress on or before the deadline. A copy of the Offer of Participation will be mailed directly to each cadet with instructions to complete and return to their home corps or squadron. The corps/squadron administration staff will be required to enter the cadet’s answer in Fortress by the deadline noted above.

SELECTIONS & OFFERS OF PARTICIPATION

15. Selections will be finalized by the RCSU (Pac) and offers of participation for courses will be available in Fortress on or before 2 Mar 18. The offers should be printed and given to the cadet and parent/guardian for signature. The cadet retains page 1 and page 2 is to be retained at the corps/squadron. The Cadet must hand carry the original signed copy of Pg. 1 with them to the CTC. To finalize the selections, corps/sqns must answer the offers of participation in Fortress NLT 30 Mar 18.

CHANGES TO A CADET'S AVAILABILITY

16. If at any time a cadet is no longer available to attend summer training, and they have a submitted Participation Application, the RCSU (Pac) must be informed ASAP. If the Participation Application has not yet been accepted, it must be rejected by the corps/squadron in Fortress. This will identify the withdrawal to the RCSU (Pac).

17. If the cadet is no longer available and the Participation Application has been accepted or if an Offer has not yet been published, the Participation Application must be cancelled by the corps/squadron in Fortress. Corps/Squadron must ensure that a reason is identified in the cancellation box in Fortress.

SELECTION OF SPARES

18. When vacancies become available, the RCSU (Pac) will select and fill based on the CTC Priority List, in conjunction with monitoring the overall course load for the corps/squadron.

19. When selected cadets withdrawal, every attempt will be made to assign the vacancy back to the corps/squadron; however this cannot be guaranteed. It is important that when a cadet withdraws, the corps/squadron take the appropriate action in Fortress (as per paras 16 and 17).

MOVEMENT ORDERS

20. Travel Instructions (Individual Itineraries) for both course and staff cadets will be distributed via Fortress and available starting in May.

21. To arrange for parental drop off (PDO) or parental pick-up (PPU), a Cdt #118 Request for Parental/Guardian Pick Up/Drop Off of Cadets form must be completed, then scanned and e-mailed to the RCSU at J5Plans@cadets.gc.ca. This must be planned well in advanced; if the request is received after travel arrangements are made the parent/guardian may be responsible for travel cost recovery.

JOINING INSTRUCTIONS

22. CTC Joining Instructions, along with all bulk documents identified in para 3, will be available in the File Repository under Pacific > Cadet Training Centre (CTC).

23. Course loading success relies on good communication between RCSU (Pac), corps/squadrons, and cadets/parents. Should you have any questions about the course loading process please contact J5 CTC Plans via CCONet e-mail (J5Plans@cadets.gc.ca) or at 250-363-0864.

//ORIGINAL SIGNED//

B. Deck

Maj

D/C Trg O

Annexes

Annex A – Summer Course Billet Forecast – Sea Cadets
Annex B – Summer Course Billet Forecast – Army Cadets
Annex C – Summer Course Billet Forecast – Air Cadets
Annex D – CTC Priority List – Sea Cadets
Annex E – CTC Priority List – Army Cadets
Annex F – CTC Priority List – Air Cadets
Annex G – Staff Cadet Flyer
Annex H – Sea Cadet Course Flyer
Annex I – Army Cadet Course Flyer
Annex J – Air Cadet Course Flyer
Annex K – CTC Locations and Dates matrix
Annex L – Fortress Participation Application Aide Memoire

Dist List

Action

List D
List E
List F

Info

J35 C Trg O
J3 OIC Vancouver Island
J3 OIC Lower Mainland
J3 OIC Interior
Vancouver Island Zone Trg O x 2
Lower Mainland Zone Trg O x 5
Interior Zone Trg O x 5
Training Support Coordinators x 7
J5 Sea Plans O
J5 Army Plans O
J5 Air Plans O
J5 CTC Plans O