

REGIONAL CADET SUPPORT UNIT (PACIFIC)

CADET TRAINING CENTRE

JOINING INSTRUCTIONS 2018



OFFICERS, NON-COMMISSIONED MEMBERS

AND CIVILIAN INSTRUCTORS



Table of Contents

INTRODUCTION	1
CODE OF CONDUCT	2
TRANSPORTATION - GENERAL.....	4
BAGGAGE.....	6
REPORTING IN / OUT.....	7
DRESS	7
ADMINISTRATION AND PAY	9
ACCOMMODATION, MESSSES AND RELIGIOUS SERVICES.....	9
MEDICAL AND DENTAL.....	10
FORCE FITNESS EVALUATION	11
DISCIPLINE.....	11
SMOKING, ALCOHOL AND DRUGS.....	12
DAILY ROUTINE.....	12
SOCIAL MEDIA & PHOTOS	13
Annex A – HMCS QUADRA CADET TRAINING CENTRE.....	1
Annex B – VERNON CADET TRAINING CENTRE.....	1
Annex C – ALBERT HEAD CADET TRAINING CENTRE.....	1
Annex D – COMOX CADET FLYING TRAINING CENTRE	1
Annex E – ENHANCED BAGGAGE ALLOWANCE.....	1
Annex F – CTC ADULT STAFF CODE OF CONDUCT	1

INTRODUCTION

1. Congratulations on your selection as a staff member at a Regional Cadet Support Unit (Pacific) (RCSU (Pac)) Cadet Training Centre (CTC). The four regional CTCs have consistently provided high calibre training to cadets selected to attend one of the courses offered. Every staff member has a critical role in maintaining this high level of training through leadership, instructional skill, environmental knowledge and professional ethics required of officers and non-commissioned members of the Canadian Armed Forces and civilian instructors. This is a demanding task and it requires competent and dedicated adult staff.
2. By accepting an appointment, you must be prepared to work long hours throughout the summer period. Those who feel that this routine might be too strenuous and demanding should carefully consider their decision, as once the CTC is functioning, even one person returning home puts an increased burden on the remainder, as each and every position is important. On the other hand, if you approach your duties and responsibilities in a positive manner, you will experience a most rewarding summer.
3. Whether you are tasked in a training or support role at the CTC, each staff member has the opportunity to have a positive impact on the cadets' summer experience. When selecting members, we consider their training, experience, and leadership potential. Having been offered a position is a strong indication that we believe you have the ability and potential to help shape and guide each cadet while they participate in training.
4. Parents and Guardians place a tremendous amount of trust in each of us when they allow their cadet to participate in summer training. That's why it's important that we always work to ensure the health and safety of the cadets under our care and ensure that their needs regarding their training and personal safety is everyone's priority.
5. After arriving at the CTC you will participate in orientation training. Adjustments to the initial appointments may be made at this time. As well, due to operational requirements during the summer, your appointment may need to change in order to meet command priorities.
6. At the end of orientation training, you will be briefed on your duties and responsibilities. While most duties are scheduled, the CTC routine operates 24 hours a day; therefore, all staff must be prepared to work irregular hours.

CODE OF CONDUCT

7. All staff and cadets involved in any aspect of the Canadian Cadet Organization is expected to support and foster a workplace and a training environment that is harassment free, respectful, and safe for everyone. To that end, all staff working at a CTC will be expected to read, understand and implement all aspects of the Code of Conduct. Staff will be required to read and sign the Adult Staff Code of Conduct found at annex F.

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. intervene upon seeing any type of misconduct, and when necessary, report the misconduct to my superiors;
- b. ensure that safety is incorporated in all aspects of my job and support the unit general safety program;
- c. ensure that environmental stewardship is incorporated in all aspects of my job and support the unit environmental policy;
- d. 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;
- e. ensure that ethics is incorporated in all aspects of my;
- f. ensure that all activities/duties for which I am responsible are conducted efficiently, effectively, economically and ethically;
- g. lead assigned officers, NCMs, civilian staff, staff cadets and course cadets as applicable and manage allocated resources in the most efficient, effective, economical and ethical manner that will optimize the direct or indirect benefit that the cadets receive from the CCOs program;
- h. set a good example of dress, deportment and professional conduct;

- i. use a calm, firm and reasonable tone of voice when giving instruction or addressing deficiencies with subordinates, avoiding yelling or swearing;
- j. not abuse my authority;
- k. 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.),
 - (2) having a 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;
- l. 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;
- m. 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;
- n. not touch cadets or other staff members without their permission except when absolutely necessary in an emergency situation;
- o. not engage in personal or in intimate relationships with course cadets or staff cadets;
- p. notify the chain of command of any personal relationship that either pre-exists or is formed with another staff member;
- q. not disclose any personal or protected information by any means without authorization,
- r. not use or possess illegal drugs (including non-prescription drugs that would alter my behaviour) at or off the CTC;

- s. not consume alcoholic beverages nor be under the influence of alcohol when in direct supervision or contact with cadets;
 - t. not use tobacco products or vaporizers in the presence of cadets;
 - u. not provide tobacco products, alcohol, drugs or other prohibited items such as vaporizers, or prescription drugs to cadets;
 - v. not have knives, guns or weapons in my possession in the presence of cadets that are not required in the performance of my duties;
 - w. not use DND vehicles or other equipment for other than approved, official duty purposes;
 - x. not use DND computers to access or distribute pornographic or sexually explicit materials; and
 - y. act in such a way as to bring credit to the Department of National Defence/Canadian Armed Forces and the CCO.
3. I acknowledge that failure to comply with this Code of Conduct may result in administrative and/or disciplinary action including dismissal taken as applicable.
4. 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.

TRANSPORTATION - GENERAL

12. Depending on when you need to arrive at your CTC and where you come from, you will be authorized one of the following modes of transportation (MOT):
- a. Private Motor Vehicle (PMV). PMV for personnel attending a CTC may be authorized in accordance with the Canadian Forces Temporary Duty Travel Instruction (CFTDTI). If travel to the CTC from the member's principal residence is 500 km or less, PMV may be authorized if requested by the member. If travel to the CTC exceeds 500 km and the member declines the method of transport selected by the CAF, they may elect to travel PMV. Members who choose to travel PMV instead of accepting the authorised MOT shall not be entitled to any benefits as highlighted in the CFTDTI and shall not be considered "on duty" for their period of travel to the CTC.
 - b. Commercial Bus (Greyhound, Pacific Coach Lines). If authorized to travel by commercial bus, tickets should be purchased in advance by you and reimbursement requested on your travel claim. In the event that you are unable to purchase your own ticket, please contact RCSU (Pac) Movements section at RCSUPTransportation@forces.gc.ca. RCSU (Pac) will not purchase your bus ticket unless specifically requested. You should be at the bus depot for check-in

no less than one hour prior to your departure. Phone the bus company prior to the day of travel to confirm departure times. This is necessary as some bus schedules change after the itinerary has been confirmed. Upon arrival at the depot, report to the ticket counter to obtain baggage tags and check the departure gates (if appropriate).

- c. Chartered Bus. You may be assigned to be the Escort Officer on chartered modes of transport. If this is the case, you will be advised on your original travel order. Duties and responsibilities of an escort officer will be sent to you at that time.
- d. Air Travel. Staff may be booked on a variety of aircraft including commercial carriers, military, or chartered planes. Reporting time for air travel is two hours prior to flight time, regardless of aircraft, whether it is commercial, military, or chartered. The RCSU (Pac) J8 Section will arrange air travel for adults who belong to RCSU (Pac).

13. It is the member's responsibility to arrange travel to and from the airport or bus depot. The CTC movements staff may be able to assist with transportation if arrangements are made in advance and if there are sufficient resources.

14. Officers and NCMs from outside RCSU (Pac) will have their transportation arranged by their parent unit.

12. For Officers and NCMs with RCSU (Pac), you will have received or will soon receive travel orders by the staffing officer. Your travel claim will be presented to you for signature at the CTC Finance Room. If you are travelling by Commercial Air, a travel clerk will personally contact you to arrange your flights and you will receive your airline itinerary via email. Regardless of your method of travel, should you have any problems during your travel to and from the CTC, your first point of contact is the adult staff travel duty cell phone 250-208-2784. Travel orders must be followed to ensure that connecting busses/aircraft are not missed. Your travel order will advise you of the check in time and you are expected to begin travel at the time indicated. If you do not receive your travel orders a minimum two weeks prior to scheduled departure for employment, you must contact:

- a. rcsupacstaffing@forces.gc.ca; and
- b. for Out-Of-Region personnel attending a Pacific Region CTC, contact your applicable regional transport staff/Orderly Room.

13. If you are planning to move, or need to change your travel arrangements in any way, your applicable RCSU must be contacted as soon as possible. All travel arrangements must be strictly followed. No changes can be made without the authority of RCSU (Pac). If you are delayed or unable to report as ordered, you should contact RCSU (Pac) staffing at:

- a. rcsupacstaffing@forces.gc.ca;

- b. for Out-Of-Region personnel attending a Pacific Region CTC, contact your applicable unit transport staff; and

BAGGAGE

14. Canadian Armed Forces members now benefit from an enhanced baggage allowance when they travel on WestJet and Air Canada airlines and will not be reimbursed for any excess baggage costs. Enhanced baggage allowance details are found in Annex E.
15. With appropriate pre-approval, Civilian Instructors may be granted excess baggage fees.
16. The following are some general guidelines for baggage:
 - a. baggage must be tagged with identification tags displaying your name, address, telephone number and corps/squadron number;
 - b. garbage bags, pillowcases, and bags with broken zippers are not acceptable as baggage;
 - c. do not take ironing boards to training centres with you;
 - d. do not carry breakables in your baggage as we cannot guarantee they will arrive undamaged; and
 - e. all aerosol cans should be placed in your checked luggage. Some airlines do not allow any aerosol cans on board (checked or carry on) without a pressure release valve.
17. The Department of National Defence is not financially responsible for lost or damaged baggage on carriers other than actual DND aircraft. In the event of lost baggage while travelling on a commercial carrier (Air Canada, WestJet, etc) it is the travelling individual's responsibility to report the loss to the applicable carrier as the financial responsibility rests with the carrier.
18. Always make a checklist of everything in your checked baggage and your carry-on. This will assist you in filing a claim should it become lost. It will also assist you in your packing considerations for your next experience at a CTC.
19. Always have your travel orders and identification available.
20. You must have a valid Government issued photo identification card which includes your birthdate prior to your departure from home to the CTC.

REPORTING IN / OUT

21. Members entitled to a travel day will be expected to report in no later than 1600 hours on their travel day unless travel arrangements will not permit this. Members not entitled to a travel day will be required to report in at 0800 hrs on the first day of their period of service and are not entitled to rations and quarters prior to this.

22. Clearing In. Members will report to the CTC Orderly Room upon arrival to start their in-clearance. Refer to the applicable Annex for more instructions or information specific to that CTC. During the in-routine process, members will be provided details regarding accommodation and parking assignments along with other documentation which may include:

- a. CTC Welcome Package;
- b. Staff Professional Development and mandatory briefing schedule;
- c. Terms of Reference;
- d. access to Standard Operating Procedures (SOPs);
- e. Standing Orders;
- f. Code of Conduct; and
- g. In-routine checklist.

23. Clearing Out. Members will familiarize themselves with the out-routine procedures for the CTC they are serving at. This will include scheduling sufficient time to complete all out-routine requirements prior to departure. The out-routine procedures will likely include:

- a. a march-out or inspection of quarters and work spaces;
- b. return of issued kit; and
- c. clearing of Mess and Accounts.

24. Members are reminded to complete the travel claim worksheet and submit with all receipts immediately upon their return home.

DRESS

25. Dress for members of the Canadian Armed Forces (CAF) will be in accordance with CF Dress Instruction (A-DH-265-000-AG-001). The CTCs do not possess or maintain uniforms for CAF personnel. CIC/COATS Officers and NCMs are to ensure that they have been issued all clothing in accordance with the applicable clothing scale prior to departure. The following orders of dress will be required:

- a. DEU 1A;
- b. DEU 2 (Mess Dress);

- c. all orders of DEU 3, which includes slacks and oxfords or parade boots (as applicable) for female members. Skirts and pumps shall not be worn on parade; and
- d. CADPAT, NCDs, or flights suits as applicable.

26. Members are responsible for ensuring all required orders of dress are in their possession and fit properly. Sufficient time should be allotted to order in replacement parts from Logistik prior to the CTC period of service. If required, members can order and arrange for delivery of items to the CTC. Mailing addresses can be found at the end of these Joining Instructions.

27. CIC officers travelling on cadet chartered aircraft will wear the appropriate military dress of the day.

28. Civilian Instructors will wear appropriate civilian clothing while traveling to and from, and while employed at a CTC. Civilian Instructors will be issued an environmental uniform if required. If an environmental uniform is not issued, the clothing described below is acceptable for the CTC:

- a. Daily routine:
 - (1) males:
 - (a) short or long sleeve dress shirt/golf shirt;
 - (b) tie (optional);
 - (c) lightweight dress pants and belt;
 - (d) dress socks; and
 - (e) dress shoes;
 - (2) females:
 - (a) blouse or sweater;
 - (b) dress slacks or skirt;
 - (c) dress socks or pantyhose; and
 - (d) dress shoes. Confirm if there's a policy that doesn't permit open toed shoes in the galley/mess/kitchen.
- b. Graduation parades, mess dinners and formal functions:

- (1) males:
 - (a) blazer, tie and slacks or business suit; and
 - (b) appropriate accessories;
- (2) females:
 - (a) dress; or
 - (b) dress blouse or sweater with skirt or dress slacks.

29. There are occasions over the summer when appropriate Mess Kit may be worn. Staff that have Mess Kit are encouraged to bring it to the CTC. All staff should be in possession of clothing suitable for formal and social occasions.

30. All staff must also bring appropriate/conservative clothing for sports and physical training. Clothing with inappropriate or offensive logos and/or wording are not permitted.

ADMINISTRATION AND PAY

31. Reserve Force members and CI's will be paid twice monthly, normally the fifteenth and the last day of the month. All staff will be paid by direct deposit. The direct deposit form included in your Offer of Employment must be completed and submitted to RCSU (Pac).

32. Staff who require an exemption from deductions for income tax purposes shall submit a TD1 Tax Exemption Return. This form was included in your Offer of Employment and must be completed and submitted to RCSU (Pac).

33. A Record of Employment for the purpose of Employment Insurance must be requested in writing from the CTC Personnel Administration Officer before the end of the CTC.

34. CAF personnel on Class B Reserve Service and civilian instructors are entitled to annual leave of one working day for each completed period of 15 consecutive days during a period of service of at least 30 consecutive days in accordance with para 9 of QR&O 16.14. All leave entitlements must be taken within the period of service or employment and shall not be paid out or carried forward into another period of consecutive service.

ACCOMMODATION, MESSES AND RELIGIOUS SERVICES

35. All CAF members and civilian instructors shall become a member of the applicable CTC mess and must pay mess dues. If already part of a CAF mess, members are advised to consult with their home mess prior to departing for the CTC on how to obtain reimbursement for mess dues. Reimbursement for dues paid at CTC upon return to your unit is the responsibility of the member.

36. The CTC canteen will have a limited variety of sweets, chips, soft drinks and personal necessities available for purchase by CTC personnel.
37. Sports equipment and recreational areas are available for use during free time for all staff members.
38. Personnel living at the CTC will be housed in shared quarters. Ablution (washroom) and laundry facilities are also shared so please bring appropriate clothing to travel to and from.
39. No facilities exist within the CTC to accommodate visitors or overnight guests. Visitors must make use of local lodging and dining facilities at their own expense.
40. A barber will be available to staff who require a haircut. As barber facilities are limited, staff must arrive at CTC with regulation haircuts. If a haircut is required, the cost is the responsibility of the staff member.
41. Staff are reminded that they are solely responsible for all personal belongings including their cellular phone. Training Centres will not be held liable for loss or damage. Staff who do bring a cellular phone to the CTC will be subject to the following direction:
- a. may be used during working hours in the performance of their duties, only in designated areas;
 - b. use in washrooms and cadet quarters for photography, recording or video function, are strictly prohibited; and
 - c. any use of a cell phone for communication with a cadet must conform with the expectations detailed in the CTC Adult Code of Conduct as per annex F.
42. Not all the CTCs have chapels or religious facilities. Where onsite facilities do not exist, arrangements can be made for staff who wish to attend religious services at local places of worship upon request. CTC Chaplains will be available for counselling or spiritual guidance if requested. Time will be allocated for personal reflection in a private setting if requested.

MEDICAL AND DENTAL

43. Members of the Canadian Armed Forces (CAF) are entitled to medical services to be provided by the military at a level that is dependant on the type of service that they are on. For members on Class A or B Reserve Service (less than 180 days), only emergency care will be provided. There is no entitlement to chronic care or prescription refills. For those Reg F or reservists on a period of service greater than 180 days, you are entitled to full spectrum care at the CTC Medical Inspection Room (MIR). All military staff are entitled to emergency medical and dental treatment, and may be treated at the CTC medical facilities or the nearest civilian medical facilities as determined most suitable by the CTC Medical staff. All staff taking prescription medication under the direction of a physician must bring sufficient prescribed medication for the duration of service at the CTC.

44. CAF members injured on duty (attributable to service) are required to report that injury ASAP to the nearest Military Medical facility to ensure that the injury is documented and that appropriate follow on care is arranged. Failure to report an injury when it occurs could result in loss of benefits. Staff are reminded not to begin treatment of any duty related injury without speaking to the Regional Medial Liaison Officer to ensure that appropriate care is received.

45. CIs and civilian staff requiring non-emergency medical care shall access services in the local community through their provincial or private medical plan.

46. Routine dental services are not provided at the CTCs; however, emergency dental treatment is arranged through the MIR for CAF members.

47. Staff who wear eyeglasses are requested 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 or expedition activities, staff must wear sport eyeglasses or security straps. Staff will assume all related expenses arising from the loss, accident, damage or illness due to contact lens wear.

FORCE FITNESS EVALUATION

48. All members of COATS who have not participated in the Force Fitness Evaluation since 1 April of the same year are required to participate in the Force Fitness Evaluation at the CTC, unless medically excused. Those who have participated in the Force Fitness Evaluation since 1 April will bring a copy of their completed evaluation form to the CTC to be exempt. Regular Force, Primary Reserve and CIs are not required to partake in the Force Fitness Evaluation at a CTC. Those with medical categories preventing them from participating should let this be known to the coordinator of the Force Fitness Evaluation.

DISCIPLINE

49. By accepting service/employment at a CTC, you will:
- a. have accepted the limitations and requirements placed on you in accordance with the Cadet Administrative and Training Orders, Pacific Region Cadet Instructions, CTC Standing Orders, Pacific Region Flying Orders and the lawful orders and directions of superior officers;
 - b. be aware of special responsibilities in supervising cadets; and
 - c. serve as an example to cadets with respect to:
 - (1) attention to duty;
 - (2) appearance on and off duty; and

- (3) conduct on and off duty.

50. All CAF members are subject to the Code of Service Discipline when employed via reserve service or on DND property. Civilian Instructors shall be held to a similar standard and expectations as described in the CTC Adult Code of Conduct as per annex F. As a staff member, you are responsible for providing a challenging and enriching summer. It is important that staff maintain a high standard for ourselves so the cadets under our instruction and supervision can have a beneficial, challenging, and fulfilling summer training experience.

51. Staff members may be returned home if they:

- a. cannot adapt to CTC life;
- b. are declared physically or medically unfit;
- c. are a discipline problem; or
- d. request to be returned home.

SMOKING, ALCOHOL AND DRUGS

52. The following rules in regard to the possession and use of tobacco products, alcohol, and drugs by staff shall apply at the CTCs:

- a. drugs, other than prescription medication for that individual, are forbidden as defined in the *Narcotics Control Act*, and in Parts 3 and 4 of the *Food and Drug Act*. This includes 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;
- b. CTC staff will be briefed on the regulations in regard to the consumption of alcoholic beverages. Adult staff shall not be under the influence of alcohol when in contact with cadets;
- c. over-drinking will not be tolerated as all staff are expected to respond and ensure the safety of cadets in an emergency situation; and
- d. adult staff shall not use any tobacco products or e-cigarettes in the presence of cadets. Smoking will be permitted in designated areas only.

DAILY ROUTINE

53. Commanding Officers will publish the daily routine in CTC Routine Orders. A typical duty day at a CTC is as follows:

0600 hrs – Wake up

0700 hrs – Breakfast
0800 hrs – Morning training commences
1000 hrs – Morning break
1200 hrs – Lunch
1300 hrs – Afternoon training commences
1500 hrs – Afternoon break
1700 hrs – Supper
1830 hrs – Evening training begins (only when required)
2000 hrs – Evening training ceases (only when required)
2200 hrs – Course Cadets lights out
2230 hrs – Staff Cadets return to quarters
2300 hrs – Staff Cadets lights out

54. Sunday Routine varies from CTC and will be promulgated at the CTC.

SOCIAL MEDIA & PHOTOS

55. The following social media streams are used to post daily activities and imagery from the Cadet Training Centres and the Cadet Program in BC. Please note that we will not be able to accommodate parent requests to see individual cadets on the social media streams.

a. Facebook Pages:

- (1) National: @Cadets Canada
- (2) BC Sea Army Air Cadets: @British Columbia Cadets
- (3) Albert Head Cadet Training Centre: @Albert Head Cadets
- (4) Vernon Cadet Training Centre: @Vernon Cadets
- (5) HMCS Quadra Cadet Training Centre: @HMCS Quadra Cadets
- (6) Comox Cadet Flying Training Centre: @Comox Cadets

b. Twitter Feeds:

- (1) National: @Cadetsca
- (2) BC Sea Army Air Cadets: @BCCadets
- (3) Albert Head Cadet Training Centre: @AlbertheadCdts
- (4) Vernon Cadet Training Centre: @VernonCadets
- (5) HMCS Quadra Cadet Training Centre: @HMCSQuadraCdts
- (6) Comox Cadet Flying Training Centre: @ComoxCadets

c. Instagram: @cadetsca

Annex A – HMCS QUADRA CADET TRAINING CENTRE

1. HMCS QUADRA Cadet Training Centre is situated on Department of National Defence property at Comox Harbour called “Goose Spit” and is approximately 230 kilometres north of Victoria on Vancouver Island.

2. HMCS QUADRA is primarily focused on training Royal Canadian Sea Cadets. During the summer months, about 900 cadets from every region of Canada attend HMCS QUADRA. Based on age, experience and personal choice of subject matter focus, cadets participate in training courses of 2, 3 or 6 weeks in length. The following training courses are provided during its summer operation:

- a. General Training;
- b. Basic Seamanship;
- c. Ship’s Boat Operator;
- d. Boatswain’s Mate;
- e. Basic Drill & Ceremonial;
- f. Drill & Ceremonial Instructor;
- g. Basic Sail;
- h. Intermediate Sail;
- i. Senior Sail;
- j. Military Band – Basic Musician, for Sea and Air cadets;
- k. Military Band – Intermediate Musician;
- l. Military Band – Advanced Musician; and
- m. Shipwright.

3. In addition to the 900 cadets, HMCS QUADRA staff includes over 300 COATS personnel, Regular Force personnel, Reserve Force personnel, civilian instructors, DND public servants and staff cadets.

4. The CTC hosts select international sea cadets for a two week period at the end of July/beginning of August. All participating countries are part of the International Sea Cadet Association (ISCA) and some of the countries that have sent cadets in recent years are Australia, Bermuda, Hong Kong, Japan, South Korea, Netherlands, Sweden, United Kingdom and the United States of America.

5. The following Graduation Parades and Ceremonies will take place on either HMCS QUADRA Parade Square or the location noted, on the dates and times shown below:

<u>DATE</u>	<u>TIME</u>	<u>COURSE</u>
20 July 2018	1000 hours	General Training 1 st Intake
27 July 2018	1000 hours	Basic Courses 1 st Intake
3 August 2018	1000 hours	General Training 2 nd Intake
4 August 2018	1930 hours	Ceremony of the Flags BC Legislative Lawn, Victoria
6 August 2018	2000 hours	Ceremony of the Flags Marina Park, Comox
16 August 2018	1330 hours	Final Graduation Parade (Basic Courses 2 nd Intake & 6 wk courses)
17 August 2018	1000 hours	General Training 3 rd Intake

6. All mail to the Training Centres should be annotated with the member's rank, name and annotated "Adult Staff".

7. Mailing Address.

HMCS QUADRA
RANK, FULL NAME, INITIAL
PO Box 1000 Station Main
Lazo, BC V0R 2K0

8. Phone number. To contact the staff of HMCS QUADRA, please call 1-844-592-2772 or (250) 890-3500 or email quadra@cadets.gc.ca.

HMCS QUADRA
COMOX, BC

MAP OF CADET FACILITIES

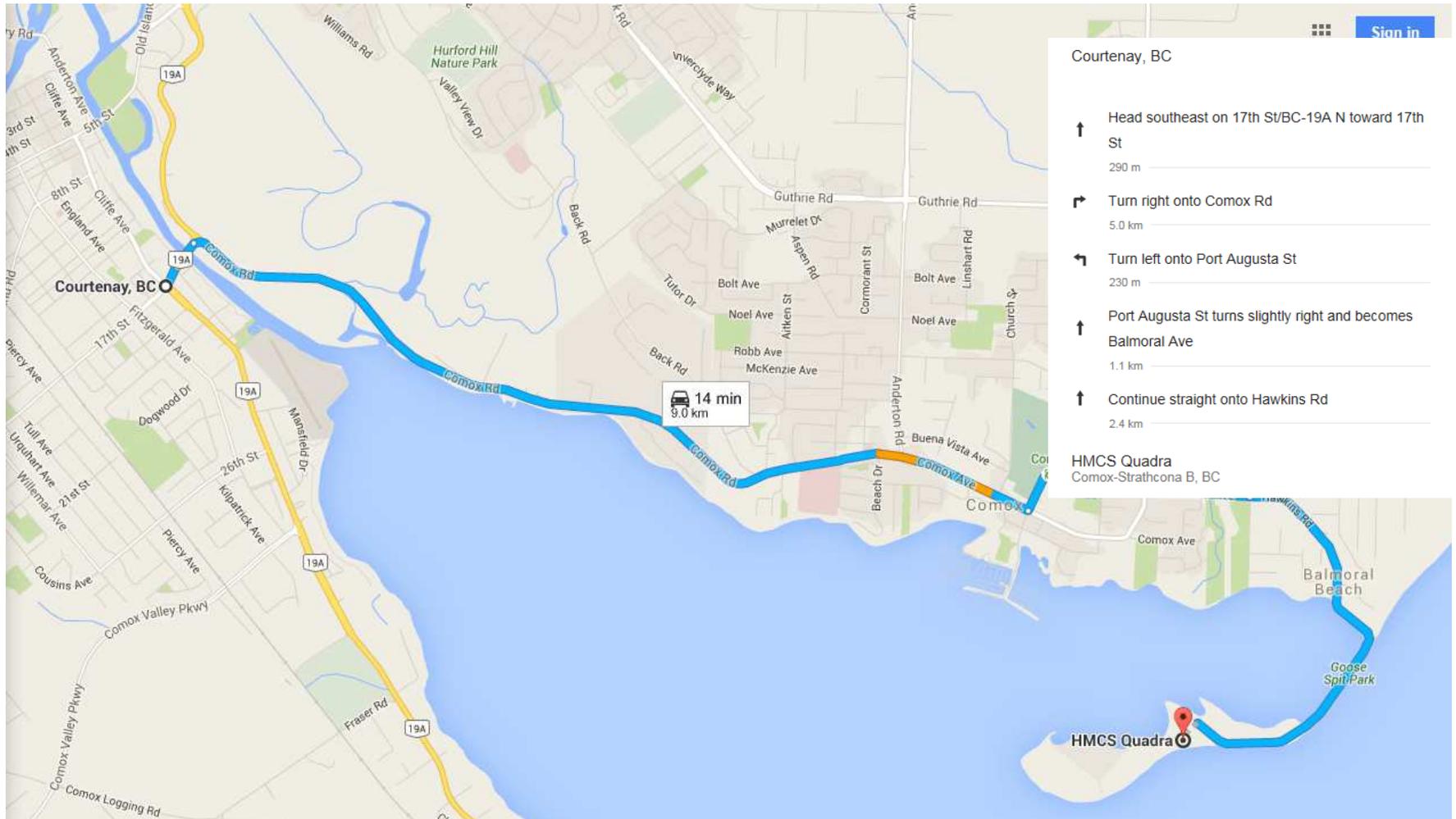


BLDG #	BUILDING
Q20	Operations
Q22	Breezeway
Q33	Female Cadet Barracks
Q34	Male Cadet Barracks
Q35	Male Cadet Barracks
Q38	Sea Survival School
Q46	Female Cadet Barracks
Q52	Ship's Office
Q53	Supply
Q67	Male Cadet Barracks
Q70	Galley and Dining Halls
Q71	Boat Storage
Q73	Training Office
Q91	Officer Accommodation and Executive Offices



HMCS QUADRA

Goose Spit (end of Hawkins Rd)



Annex B – VERNON CADET TRAINING CENTRE

1. Vernon Cadet Training Centre is located on the southern outskirts of the City of Vernon in the North Okanagan.
2. Vernon is primarily focused on training Royal Canadian Army Cadets; however does train some Sea and Air Cadets. During the summer months over 1500 cadets from Northwest and Pacific Regions attend Vernon. Based on age, experience and personal choice of subject matter, cadets participate in training courses of 2, 3 or 6 weeks in length. The following training courses are provided during its summer operation:
 - a. General Training;
 - b. Basic Marksman;
 - c. Basic Drill & Ceremonial for Air Cadets;
 - d. Drill & Ceremonial Instructor for Army and Air Cadets;
 - e. Basic Expedition;
 - f. Expedition Instructor;
 - g. Military Band – Basic Musician;
 - h. Military Band – Intermediate Musician;
 - i. Military Band – Advanced Musician;
 - j. Basic Fitness and Sports; and
 - k. Air Rifle Marksmanship Instructor for Sea, Army and Air Cadets.
3. In addition to the 1500 cadets, Vernon staff includes over 375 COATS personnel, Regular Force personnel, Reserve Force personnel, civilian instructors, DND public servants and staff cadets.
4. The following Graduation Parades will take place on either Sicily or Dieppe Parade Squares at Vernon Cadet Training Centre, on the dates and times shown below:

<u>DATE</u>	<u>TIME</u>	<u>COURSE</u>
20 July 2018	0815 hours	General Training 1 st Intake
27 July 2018	0815 hours	Basic Courses 1 st Intake

<u>DATE</u>	<u>TIME</u>	<u>COURSE</u>
3 August 2018	0815 hours	General Training 2 nd Intake
16 Aug 2018	1800 hours	Sunset Parade / Final Graduation Parade Basic courses 2 nd Intake and 6 Week courses
17 August 2018	0815 hours	General Training 3 rd Intake

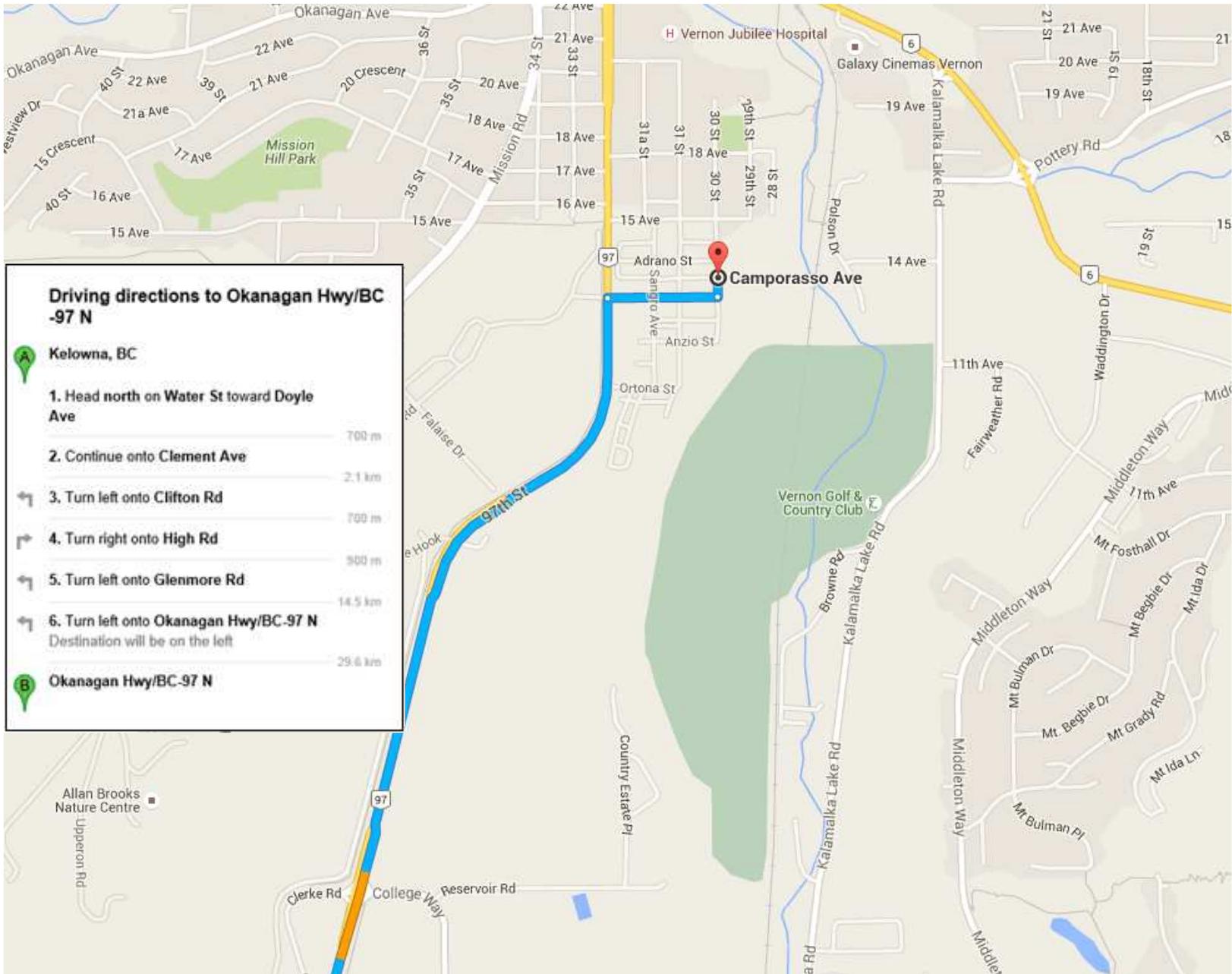
5. All visitors must report to the Reception Centre in building B-35.
6. Adequate hotel and motel accommodation is available in Vernon; however, due to several major events conducted in Vernon during the summer, it is recommended that reservations be made in advance.
7. Access for visitors will be on foot only, through the tunnel. Parking will be available in the lot located west of highway 97 and south of 15th Avenue. Guests are directed to the reception centre located immediately to the right in building B35. Guests will NOT be permitted vehicle access.
8. All mail to the Training Centres should be annotated with the member's rank, name and annotated "Adult Staff".
9. Mailing Address.
Vernon Cadet Training Centre
RANK, FULL NAME, INITIAL
3100 15th Ave, Bldg B3
Vernon, BC V1T 0A6
10. Phone Number. The telephone number to contact staff at Vernon is 1-888-530-2288 or (250) 549-5800 or email vernon@cadets.gc.ca.

Vernon

I



Vernon



Annex C – ALBERT HEAD CADET TRAINING CENTRE

1. Albert Head Cadet Training Centre is a multi-faceted training facility which is detached from CFB Esquimalt and is located approximately 30 km southwest of downtown Victoria. The training centre is bounded on three sides by the Strait of Juan de Fuca and occupies about 220 acres, 10 of which are developed as training facilities.

2. During the summer months, over 850 air cadets from Northwest and Pacific Regions attend Albert Head. Based on age, experience and personal choice of subject matter, cadets participate in training courses of 2, 3 or 6 weeks in length. The following training courses are provided during its summer operation:

- a. General Training;
- b. Basic Aviation Technology & Aerospace;
- c. Basic Survival;
- d. Military Band – Intermediate Musician;
- e. Military Band – Advanced Musician; and
- f. Fitness and Sports Instructor.

3. In addition to the 850 cadets, Albert Head staff includes over 185 COATS personnel, Regular Force personnel, Reserve Force personnel, civilian instructors, DND public servants and staff cadets.

4. Relatives and friends of cadets are invited to attend course graduation parades. Guests should arrive half an hour prior to the scheduled start time for the parade. Parking is limited at the CTC so there may be a distance to walk to the parade location. Graduation parades will be held on the dates and times shown below.

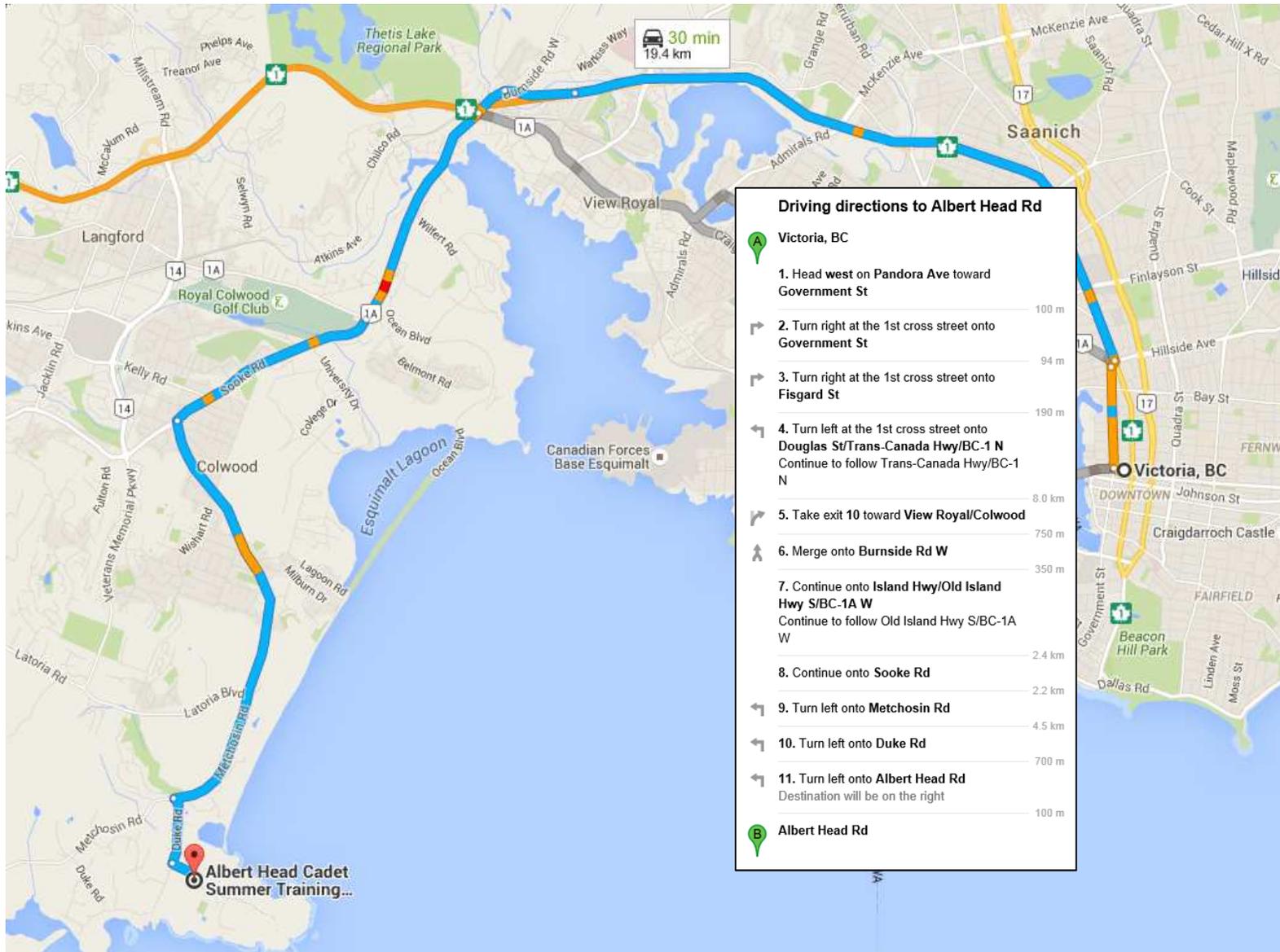
<u>DATE</u>	<u>TIME</u>	<u>COURSE</u>
20 July 2018	1000 hours	General Training 1 st Intake
27 July 2018	1000 hours	Basic Courses 1 st Intake
3 August 2018	1000 hours	General Training 2 nd Intake
16 August 2018	1000 hours	General Training 3 rd Intake
17 August 2018	1000 hours	Basic Courses 2 nd Intake & 6 week courses

11. Mailing Address.

Albert Head Cadet Training Centre
RANK, FULL NAME, INITIAL
PO Box 27045
Victoria, BC V9B 5S4

12. Phone number. The AHCTC Orderly Room may be contacted at (250) 391-4104 or 1-866-391-4104 or email alberthead@cadets.gc.ca.

Albert Head



Annex D – COMOX CADET FLYING TRAINING CENTRE

1. The Comox Cadet Flying Training Centre (Comox CFTC) is located at 19 Wing Comox and cadets are on an active Air Force Base. Many cadets will have the opportunity to see many of the military aircraft and will have opportunity to have some interactions with members of the Regular Force including a Search and Rescue Squadron. Comox is approximately 230 kilometres north of Victoria on Vancouver Island.
2. During the summer months, 175 air cadets from Northwest and Pacific Regions attend Comox CFTC. Based on age, experience and personal choice of subject matter focus cadets participate in training courses of 3, 6 or 7 weeks in length. The following training courses are provided during its summer operation:
 - a. Advanced Aviation Course;
 - b. Glider Pilot Scholarship; and
 - c. Power Pilot Scholarship.
3. In addition to the 175 cadets, Comox CFTC staff includes 95 COATS personnel, Regular Force personnel, Reserve Force personnel, civilian instructors, DND public servants and staff cadets.
4. Relatives and friends of cadets are invited to attend the Graduation Parades. Guests should arrive at least half an hour prior to the scheduled start time for each parade as seating is limited.
5. Guests interested in attending these parades, must advise the Comox CFTC with the names of each member. This information is to be completed and can be faxed to 250-339-8137 or e-mailed to 19WRCAOps@forces.gc.ca in Comox. Guest lists must reach the training centre **NO LATER THAN 3 FULL WORKING DAYS PRIOR TO THE PARADE**. As the parades take place within a secure military facility, guest names are subject to security screening, and a minimum of 3 complete working days is required to screen all potential guests.
6. The Graduation Parades will be held at 19 Wing Comox at RGS (Pac), except for the Power Pilot Scholarship course, which will be held at Boundary Bay:

<u>DATE</u>	<u>TIME</u>	<u>COURSE</u>
20 July 2018	1300 hours	Advanced Aviation 1st Intake
17 August 2018	1300 hours	Glider Pilot Scholarship Advanced Aviation 2nd Intake
17 August 2018	1300 hours	Power Pilot Scholarship (Location: Boundary Bay)

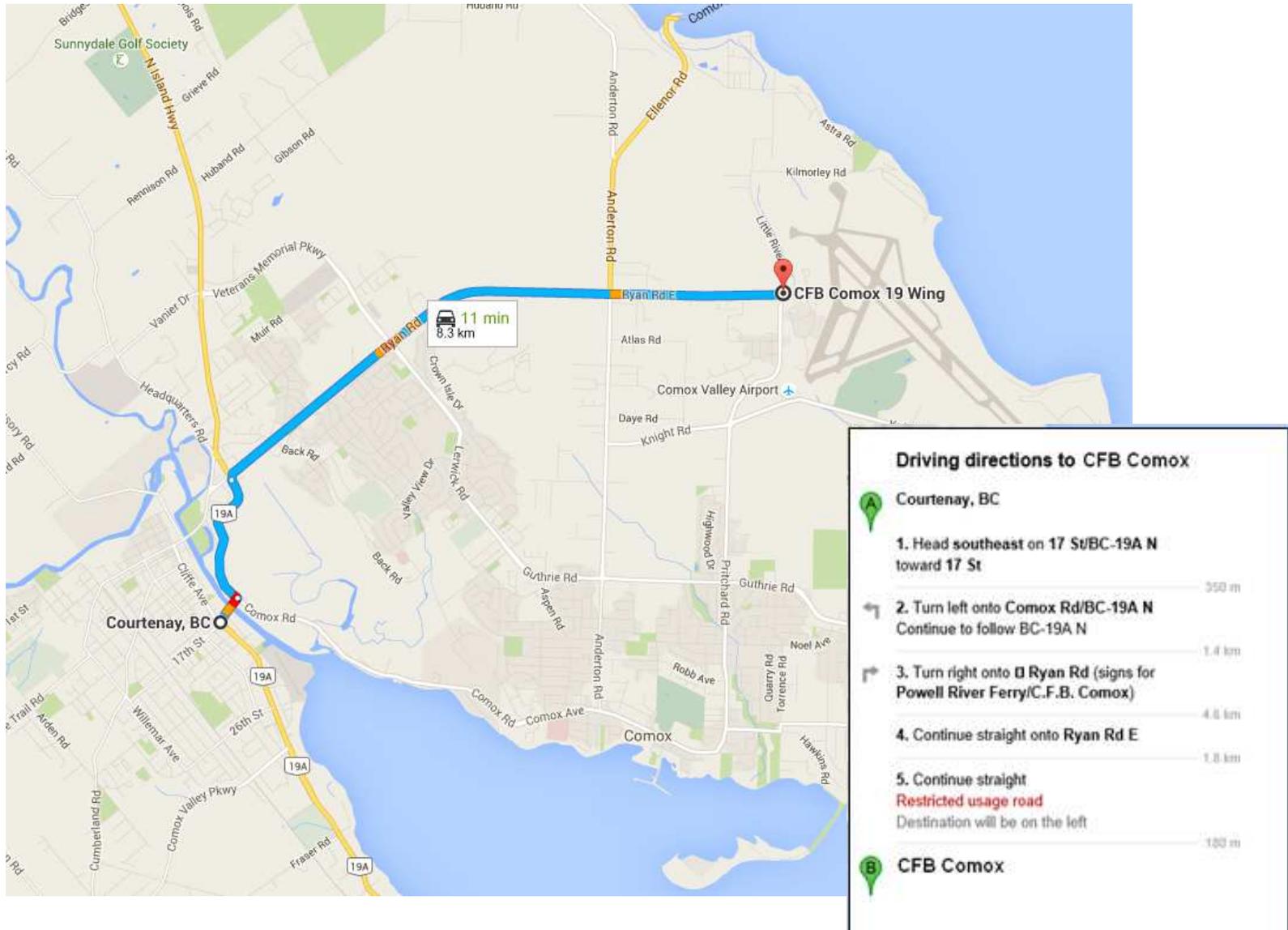
13. All mail to the Training Centres should be annotated with the member's rank, name and annotated "Adult Staff".

14. Mailing Address.

Comox Cadet Flying Training Centre
RANK, FULL NAME, INITIAL
Canadian Forces Base Comox
PO Box 1000 Station Main
Lazo, BC V0R 2K0

15. Phone Number. The emergency contact number for the Comox CFTC is (250) 339-8211 ext 8738 or ext 6968 or email comox@cadets.gc.ca.

CFB COMOX



Annex E – ENHANCED BAGGAGE ALLOWANCE

Reference: CANFORGEN 110/14 CMP 047/14 071213Z JUL 14

WESTJET AND AIR CANADA ENHANCED BAGGAGE ALLOWANCE

1. Currently serving and former members of the Canadian Armed Forces (CAF) now benefit from an enhanced baggage allowance when they travel on a WestJet, Air Canada, Air Canada Rouge or Air Canada Express Flight. These offers apply to both duty and leisure travel.
2. Through WestJet, all currently serving and former members of the CAF can check four pieces of luggage free of charge.
3. Through Air Canada, all currently serving and former members can check three pieces of luggage free of charge, each weighing up to 32 kg (70 lbs).
4. Members should see an airport agent to have their baggage fee waived, upon presentation of military identification.
5. Acceptable forms of Canadian military identification are:
 - a. Canadian Forces Members or Veteran CFONE Card (with photo ID);
 - b. Canadian Forces Identification Card (NDI 20);
 - c. Canadian Forces Temporary Identification Card (NDI 10);
 - d. Record of Service Card (NDI 75); and
 - e. Certificate of Service (CF 54) or the Identification Card (CF 75), both available from Director Military Careers and Administration.
6. As the official discount program for the CAF, the CF Appreciation program offers members of the CAF community access to goods and services at discounted rates. The CF Appreciation Program is pleased to include Air Canada and WestJet among its industry partners.

Annex F – 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. intervene upon seeing any type of misconduct, and when necessary, report the misconduct to my superiors;
- b. ensure that safety is incorporated in all aspects of my job and support the unit general safety program;
- c. ensure that environmental stewardship is incorporated in all aspects of my job and support the unit environmental policy;
- d. 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;
- e. ensure that ethics is incorporated in all aspects of my;
- f. ensure that all activities/duties for which I am responsible are conducted efficiently, effectively, economically and ethically;
- g. lead assigned officers, NCMs, civilian staff, staff cadets and course cadets as applicable and manage allocated resources in the most efficient, effective, economical and ethical manner that will optimize the direct or indirect benefit that the cadets receive from the CCOs program;
- h. set a good example of dress, deportment and professional conduct;

- i. use a calm, firm and reasonable tone of voice when giving instruction or addressing deficiencies with subordinates, avoiding yelling or swearing;
- j. not abuse my authority;
- k. 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:
 - (4) writing personal letters, or sending personal text messages, emails or other electronic communications (i.e. via social media, etc.),
 - (5) having a conversation with a cadet that extends beyond what is appropriate as Cadet Instructor/youth leader, and
 - (6) spending time with a cadet outside of designated work times and/or authorized activities;
- l. 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:
 - (3) my online communications will reflect the principles of respect, responsibility and consideration of others, and
 - (4) I will not request or accept any cadets as “friends” on personal social networking sites;
- m. 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;
- n. not touch cadets or other staff members without their permission except when absolutely necessary in an emergency situation;
- o. not engage in personal or in intimate relationships with course cadets or staff cadets;
- p. notify the chain of command of any personal relationship that either pre-exists or is formed with another staff member;
- q. not disclose any personal or protected information by any means without authorization,
- r. not use or possess illegal drugs (including non-prescription drugs that would alter my behaviour) at or off the CTC;

- s. not consume alcoholic beverages nor be under the influence of alcohol when in direct supervision or contact with cadets;
- t. not use tobacco products or vaporizers in the presence of cadets;
- u. not provide tobacco products, alcohol, drugs or other prohibited items such as vaporizers, or prescription drugs to cadets;
- v. not have knives, guns or weapons in my possession in the presence of cadets that are not required in the performance of my duties;
- w. not use DND vehicles or other equipment for other than approved, official duty purposes;
- x. not use DND computers to access or distribute pornographic or sexually explicit materials; and
- y. act in such a way as to bring credit to the Department of National Defence/Canadian Armed Forces and the CCO.

3. I acknowledge that failure to comply with this Code of Conduct may result in administrative and/or disciplinary action including dismissal taken as applicable.

4. 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.

5. I have read the above and by signing below, I agree to adhere to this Code of Conduct.

Date

Signature

Witness (Print Name & Sign)