

## TRENTON AIR CADET SUMMER TRAINING CENTRE

### 1. CONTACT INFORMATION

- a. Telephone/E-mail
- (1) 29 Jun 2013 – 19 Aug 2013:  
Duty Centre: 613-392-2811 Ext. 3219 or 2537(staffed 24/7)  
Fax: 613-965-7724  
Email: TACSTC@forces.gc.ca
- (2) Year round:  
Administration Office: 613-965-2835  
(0730-1600 hrs, Monday-Friday)  
Fax: 613-965-7359  
Email: TACSTC@forces.gc.ca
- b. Mail – Headquarters:  
Commanding Officer  
Trenton Air Cadet Summer Training Centre  
32 Buffalo Ave  
PO Box 1000 Station Forces  
Astra ON K0K 3W0
- c. Mail – Personal  
*Rank, Given Name/Initials and Surname*  
Trenton Air Cadet Summer Training Centre  
32 Buffalo Ave.  
PO Box 1000 Station Forces  
Astra ON K0K 3W0

### 2. LOCATION AND DRIVING DIRECTIONS

- ➔ Route to the Trenton/Quinte West area via Highway 401 (MacDonald-Cartier Freeway); Exit 526 at Glen Miller Rd./Sidney St.
- ➔ Turn South on Sidney St. and proceed 0.5 km to Hamilton Rd. (County Rd. 22)
- ➔ Turn East (left) and proceed 1.7 km to RCAF Road. (County Rd. 21)
- ➔ Turn South (right) and proceed 3.2 km to Highway 2.
- ➔ Turn East (left) onto Hwy 2, proceed 2 km to CFB Trenton south side gate
- ➔ Turn south (right) onto Anson Ave, proceed through gate to first intersection (Yukon St.)
- ➔ Turn East (left) onto Yukon St, proceed past Wing Headquarters to buffalo Ave.
- ➔ Turn South (right) onto Buffalo Ave.
- ➔ TACSTC HQ is located on the right at 32 Buffalo Ave in the same building as the Canadian Forces Aircrew Selection Centre, at the south east door.

[Map](#)

### 3 REPORTING-IN

Staff arriving in Trenton or Belleville by bus or train: call 613 392 2811 ext 3435 or ext 2944 for transportation before taking a taxi. In the event that these cannot be reached, the alternate number is 613 965 2835. Personnel travelling by POMV are expected to depart their residence at 0800 hrs on their travel day to arrive in Trenton in a timely fashion.

Reporting-in dress orders are:

Officers: 3B or CADPAT

Staff Cadets: C-2A (Sea), C2A (Army), C7 (Air)  
**NO WHITE BELTS, LANYARDS OR OTHER CEREMONIAL  
ACCOUTRMENTS**

Civilian: Smart Casual

#### **4 KIT LIST ADDENDA**

All staff **MUST** ensure that all CF issued items of clothing and footwear fit properly prior to proceeding to employment. Due to operational tempo, 8 Wing/CFB Trenton **WILL NOT** issue kit to personnel not assigned to 8 Wing/CFB Trenton's geographical area.

TACSTC staff cadets usually attend a "semi-formal" function during which formal attire is the preferred dress standard.

Civilian Instructors will be required to purchase a staff golf shirt (if not already in possession) as part of their daily dress at a cost of approximately \$25.

All staff is required to bring a black ball cap (**no logos**) and black shorts (**no logos**) as part of their sports dress.

All Officers and Civilian Instructors will be required to attend the staff mess dinner prior to the arrival of the course cadets. As such, all Officers must bring their mess kit or mess service dress, Civilian instructors must bring suitable equivalent civilian attire. Approximate cost of the mess dinner will be \$35.

Staff Cadets must also be prepared to participate in Mess Dinner functions and Ceremonial events and must bring their tunic, dress white shirt - long sleeved with standard cuff design and black bow tie. Staff Cadets must bring awarded ribbons and Medals.

#### **AMPLIFICATIONS AND ADDENDA**

##### **5 WORK SCHEDULE, TIME OFF AND LEAVE**

Staff can expect a scheduled full day off per week in addition to leave. One Leave day is granted for every 15 days of employment. Leave will not normally be granted in the last week of CSTC operations.