



# Joining Instructions

For staff employed at

## Central Region Cadet Training Centres

### INTRODUCTION

- Purpose
- Reporting in

### GETTING READY

- Clothing and Equipment Requirements
- Medical and Dental Information

### GETTING THERE

- Transportation Arrangements
- In-Clearance (Arrival)

### BEING THERE

- Training Centre Services and Facilities
- Medical and Dental Care
- Telephones
- Postal Services
- Laundry
- Canteen
- Worship Services and Spiritual Guidance
- Banking
- Pay
- Hair Style – Males
- Hair Style – Females
- Jewelry
- Leave and Passes
- Smoking
- Controlled Substances (Drugs and Alcohol)
- Fraternalization
- Return to Unit (RTU)

### COMING HOME

- Graduation and Returning Home

### ANNEXES

- Annex A - Training Centre specific information
- Annex B - Kit List
- Annex C - Personal Articles/Attractive Items Log
- Annex D - Over the Counter (OTC)/Prescribed Medication
- Annex E - Transportation
- Annex F - Leave Consent and Parental Direction (Staff Cadets)
- Annex G - Code of Conduct – Staff Cadets

## INTRODUCTION

### PURPOSE

1. The purpose of these joining instructions is to provide staff, and parents of staff cadets, with the necessary information for employment. They must be read in full.

### REPORTING IN

2. ALL staff are expected to report in uniform (or business casual for Civilian Instructors). CAF members will report in CADPAT/NCDs. Air Cadets will report in C-7 dress, Army Cadets will report in C-2A dress, Sea Cadets will report in C-3A dress. ALL staff cadets shall bring their full ceremonial uniform with authorized accoutrements.

## GETTING READY

### CLOTHING AND EQUIPMENT REQUIREMENTS

3. Military and civilian clothing and equipment requirements are detailed in the joining instructions [Kit List \(Annex B\)](#).



4. Staff MUST ensure that all DND-issued items of clothing, especially footwear, fit properly before departing for training. There are very limited facilities for clothing exchange at CTCs. Any necessary clothing exchanges must be completed at the local corps/squadron for cadets and local support base for CAF members. Staff Cadets will be issued FTUs upon arrival.
5. Civilian clothing may be worn off duty. Jeans must not be defaced, cut, ripped, or have drawings, lettering or other adornment on them. Your civilian attire should be in good order and good taste, remember your conduct and deportment both on and off duty must always be beyond reproach.
6. Personal storage space within staff accommodations tends to be limited. Staff are thus discouraged from bringing any items not specifically described in the relevant [Kit List \(Annex B\)](#). Bringing valuables of any sort (personal electronics, cameras, jewelry, cell phones, etc.) is done so entirely at the member's risk. Staff are responsible for securing their own possessions and the CAF/DND accepts no responsibility for personal property. All personal items should be documented on a [Personal Articles Log \(Annex C\)](#) which should accompany the member.
7. Army Cadets shall bring with them corps-issued Field Training Uniform (FTU) for use at CTCs
8. All staff must bring an un-marked (no other colours or logos) black ball cap and pair of black shorts for wear with sports dress. Civilian Instructors and Staff Cadets at Blackdown will be issued FTU.

## **MEDICAL AND DENTAL INFORMATION**

### **Provincial Health Cards**

9. All staff must have their valid provincial health card in their possession and be prepared to show it upon arrival. In the event the member is awaiting a new or replacement card, the Ontario Ministry of Health receipt (or other provincial equivalent) may be shown instead. If the card's expiry date falls within the employment dates, it must be renewed prior to departure.

### **Prescription Medication**

10. Staff requiring prescription medication must bring sufficient medication to last for their entire stay at the training centre. Staff are expected to be aware of, and understand, their own medication requirements. If prescription replenishment is likely to be required during employment, staff must have in their possession the medication renewal prescription, the dosage, and sufficient funds to cover the cost of acquiring the medication. Canadian Forces Health Services will not pay for refilling prescriptions.

### **Anaphylaxis Protocol**

11. Anaphylaxis is defined as a serious allergic reaction that can be rapid in onset and may cause death. It affects about 2% of the Canadian population, with the most common allergens being food and insect stings. Medical attention is needed right away as this type of reaction can be life-threatening. Cadets with serious allergies to insect stings or food must bring two prescribed Anakit/Epi-pen/Allerject with them to the CTC. Also, they must hand carry the Anaphylaxis Emergency Plan completed during their annual medical validation to the CTC and keep this copy on their person (with their epi-pen) at all times.

### **Over-the-Counter and Patient Medicines**

12. Members allergic to insect stings or who may be prone to severe allergic reactions/anaphylaxis must bring their prescribed Anakit/Epi-pen/Allerject with them.

### **Medic-Alert Bracelets**

13. Members with known medical conditions (diabetes, allergies etc.) should wear a Medic-Alert bracelet while employed.

### **Eyeglasses**

14. Lenses and frames are the personal property of the cadet. The Canadian Forces will not replace or repair lost or broken glasses. It is strongly recommended that the member have insurance coverage for repair/replacement of eyeglasses. In addition, staff requiring eyeglasses shall have in their possession, two pairs of glasses and a copy of the prescription. Members are responsible for the safety of their eyeglasses and must exercise all due diligence in preventing loss or damage (wearing retaining straps etc.). If it is determined that the cadet was on duty and all due diligence was exercised by the member to prevent loss/damage, a claim against the crown may be submitted.

### **Immunization**

15. It is important that staff attending CTCs have up-to-date immunization for age, in accordance with their provincial standards, as well as meningococcal immunization. It is advised that members bring immunization records with them to CTCs.

16. Immunizations will not be provided by Canadian Forces Health Services.

17. Staff could be excluded from training during certain infectious disease outbreaks if the staff member is not immunized against that communicable disease.

18. For more information on Immunization in Ontario, please visit the website for Ontario's Ministry of [Health and Long-Term Care](#).

## GETTING THERE

### TRANSPORTATION ARRANGEMENTS

19. Transportation to and from the CTC is provided at no expense to the member or family and is generally via charter motor coach. Out-of-region travel may be provided by rail or by military or commercial air transport. The Movements Officer of the appropriate Regional Cadet Support Unit arranges all transportation for staff. Adult staff may elect to travel by Privately Owned Motor Vehicle if their place of residence is less than 500 Km from CTC; a cost comparison will be done for staff driving their own vehicles. Staff cadets may be driven by their parent or guardian. Staff Cadets are not permitted to bring their own vehicle to the CTC.



23. Staff travelling by rail or air **MUST** carry [government-issued identification](#). For air travel, as a minimum, staff must have either one piece of photo identification or two pieces of identification, one of which specifies gender and date of birth. Such documents as a health card or birth certificate satisfy this requirement.

24. Under the Government of Canada's [Passenger Protect](#) program, for all air travel, full legal names must be used. Members' names as registered with their home corps/squadron **MUST** match the identification being carried. Discrepancies such as short forms or nicknames, use of a middle name, surnames assumed by the cadet instead of their legal name, or spelling errors may result in denied boarding. Additional details about the [Passenger Protect](#) program are available from [Transport Canada](#).

20. Personal luggage must be clearly marked with a duplicate tag placed inside the container (duffle bag, suitcase, kit bag). Luggage restrictions may apply to members travelling by air. Please consult the travel order received and the transporting airline. Details regarding checked and carry-on luggage may be obtained from the [Canadian Air Transport Security Authority \(CATSA\)](#).

21. **Staff not taking pre-arranged commercial transport are EXPECTED to depart their place of residence at 0800 hrs on the day they are to report in, and should plan their journey to arrive at the CTC [Orderly Room/Duty Center](#) located in the Training Centre between 0800 –1700hrs of the reporting-in day.**

22. Meals appropriate to the time of day are normally provided on route if members' travel extends over a meal period. In the event members are required to purchase a meal if approved in advance through the Training Centre Orderly Room, receipts must be obtained for reimbursement purposes upon arrival at the training centre.

23. All staff must complete a [Transportation Form \(Annex E\)](#) to assist Movements staff in planning return transportation. The form should accompany the member to the Training Centre. Parents/Guardians of Staff Cadets intending to retrieve their son/daughter/ward at the completion of employment **MUST** inform the training centre in advance to prevent unnecessary transportation arrangements for their son/daughter/ward.
24. Staff Cadets are not permitted to bring private motor vehicles of any type to the training centre.

### PRE-DEPARTURE CHECK

25. In preparing for departure, all staff must assemble the following items to bring with them.
- Provincial Health Card. (see [para 11](#));
  - Personal identification (see [para 23](#));
  - Completed **Personal Articles Log** (as required) ([Annex C](#));
  - Prescriptions for eyeglasses (see [para 17](#));
  - Prescribed medications (see [para 12](#));
  - Completed **Transportation Form** ([Annex E](#));
  - Completed **Leave/Pass Authorization Form** (Staff Cadets ONLY) ([Annex F](#));
  - Completed Code of Conduct – Staff Cadets and Adult Staff ([Annex G](#));

## TRAINING CENTRE ROUTINES

### INTRAINING CENTRE SERVICES AND FACILITIES

26. Staff accommodations are multi-occupant, gender-specific and access-restricted. All bedding (sheets, blankets, pillows) is provided. However, staff may bring their own linens if they wish.
27. Meals are served to staff in a cafeteria style mess-hall environment three times daily. CF facilities do not offer allergen-free foods or food preparation conditions, and cannot ensure avoidance of certain ingredients in food preparation. Whenever possible, foods containing or prepared with identified possible allergens (e.g. nuts, dairy, shellfish) are so identified when served; however, under Director Food Services policy, it remains the individual's responsibility to monitor their own food intake to avoid an allergen.



## MEDICAL AND DENTAL CARE

### Medical Services

28. The CTCs (excluding AATC Canadore) support a Medical Inspection Room (MIR) for Staff Cadets. CAF members may use the on-base CAF medical facilities (for Connaught it is the CF Health Clinic Ottawa, located at the Montford Hospital). Civilian Instructors must use civilian medical facilities. When necessary, individuals may be referred to local civilian medical facilities for more comprehensive diagnosis and/or treatment.



### Dental Services

29. Emergency dental care is available in the event of accident or injury. No dental care beyond the emergency level is provided.

### POSTAL SERVICES

30. Postal deliveries and pickups occur daily at the Training Centres. Members desiring to mail letters should bring a supply of postage stamps. Additional stamps are available for purchase at the cadet canteen.

### LAUNDRY

31. Fully equipped laundry facilities are available.

## MESS DINNERS AND MESS DUES

32. (a) Trenton CTC, Connaught CTC and HMCS ONTARIO hold a mess dinner attended by staff. In addition, staff must bring appropriate attire for mess dinners in accordance with Mess Dinner protocols. Thus, CAF members must have Mess Dress or 2B Mess Service; civilians are expected to wear formal attire.

(b) All CTC (except Canadore AATC) require Adult staff to pay mess dues to the corresponding Mess. In additions, Staff cadet pay into the Staff Cadet fund.

## WORSHIP SERVICES AND SPIRITUAL GUIDANCE

33. The Training Centres (other than AATC Canadore) maintain a multi-denominational staff of chaplains in making every effort to meet the needs of all religious denominations. The Training Centres provide both Protestant and Roman Catholic services for those wishing to attend. Those members seeking a service within their own faith are encouraged to approach the Training Centre chaplains for assistance.

## BANKING

34. There are ATMs (commercial banks' Automated Teller Machines) located within Blackdown CTC and Connaught CTC (at HMCS ONATARIO and Canadore AATC, ATMs are located on campus). Otherwise, members holding their own personal banking or ATM cards may access an ATM at nearby commercial or on-base locations.



## VISITS, LEAVE AND PASSES

35. For Staff Cadets under 18, if there are special restrictions (e.g. due to court orders, custody issues, etc.) or changes in authorization of who may take a cadet on leave, this information must be documented in FORTRESS through the home corps/squadron. If circumstances change during employment, the Training Centre should be contacted directly. **STAFF CADETS UNDER 18 MUST COMPLETE AND BRING THE LEAVE AUTHORIZATION SIGNED BY THEIR PARENT OR GUARDIAN WHEN REPORTING IN.**

36. CAF members must submit a CF100 CF Leave Request/Authorization form. Leave periods vary according to the operational requirements at the Training centre.

## PERSONAL APPEARANCE

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

### Hair Style – Male Personnel

38. As guidelines, hair shall be:

- a. neatly groomed;
- b. taper-trimmed at the back, the sides, and above the ears, to blend with the hairstyle. A straight cut at the neck is permissible when the tapered appearance is maintained;
- c. not more than 15 centimetres (6 inches) in length and short enough so that when hair is groomed and headdress removed, no hair touches the ears or collar, or falls below the top of the eyebrows. The distance of the hair from the collar for the average man should be 2.5 centimetres (1 inch) but this may vary according to whether the individual has a short or long neck; and
- d. not greater than 4 centimetres (1½ inches) in bulk at the top of the head with the bulk gradually decreasing from the top to blend with the tapered trimmed sides and back; and does not interfere with the proper wearing of any military headdress.



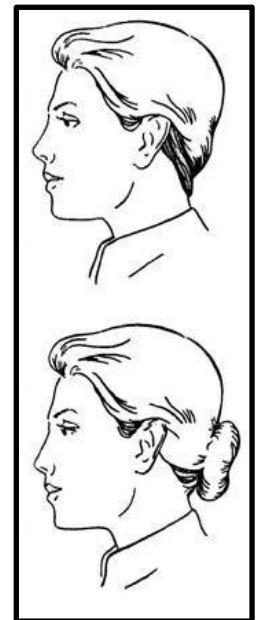
39. Males are expected to be clean-shaven. Reasonable medical or religious considerations will be accommodated. Sideburns shall:

- a. not extend below the point where the top of the ear lobe joins the face;
- b. be squared off in a horizontal line at the bottom edge; and
- c. be taper-trimmed to conform to the overall hairstyle and of even width.

## Hair Style – Female Personnel

40. Hair shall be kept neat and well-groomed and shall not extend below the lower edge of the jacket collar. Varying hairstyles, straight or curled are permitted within these limits but exaggerated or bizarre styles including those with excessive fullness or extreme height are not authorized. In no case shall the bulk of the hair interfere with the proper wearing of military headdress. Hair ornaments shall not be worn. Bobby pins, hairpins and similar items used to secure the hair shall not be visible.

41. Braids, if worn, shall be styled conservatively and tied tightly, secured at the end by a knot or a small-unadorned fastener. A single braid shall be worn in the centre of the back. Double braids shall be worn behind the shoulders. Hair shall be a maximum length when gathered behind the head and braided which does not extend below the top of the armpit. Multiple braids and/or cornrows shall be directed toward the back of the head, pulled tight to the head and secured at the end by a knot or a small-unadorned fastener. Multiple braids extending below the lower edge of the collar are to be gathered in a bun.



## Make-Up – Female Personnel

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

## Jewelry

44. The wearing of jewelry by personnel in uniform is restricted. Wrist watches, ID or Medic Alert bracelets are permitted. A maximum of two rings may be worn provided that they are not of a gaudy or costume nature. Personnel in uniform shall not wear necklaces or chains about the neck. Females may wear only a single pair of plain gold, silver stud or white pearl earrings in pierced ears. A healing device of similar size not to exceed 0.6 cm. in diameter and spherical in shape may be worn while ears are healing after piercing. Only a single earring or healing device, worn in the centre of each ear, may be worn at a time.

## DISCIPLINE AND DEPARTMENT



58. Regulations and standards have been developed to ensure the safety, efficiency and well-being of everyone. These requirements are not difficult to meet, and a willingness to abide by the rules will contribute greatly towards an enjoyable summer for all. When regulations are ignored, it causes unreasonable hardship for both cadets and staff, and must be addressed through remedial or disciplinary action.

59. Upon arrival at the Training Centre, staff cadets are required to sign a Cadet Code of Conduct, and adult staff must sign an Adult Staff Code of Conduct declaration in which they acknowledge the standards of conduct and behaviour expected of them while employed.

## SMOKING

45. Central Region Cadet Training Centres are smoke-free environments. Government policy forbids smoking inside DND buildings or while riding in any DND vehicles or aircraft.

## CONTROLLED SUBSTANCES (DRUGS AND ALCOHOL)

46. Cadets are prohibited from buying, consuming, or having in their possession alcoholic beverage of any sort. All staff are prohibited from buying, selling, using or being in possession of any narcotic or hallucinogenic





substance. Anyone suspecting another of using or being in possession of drugs or alcohol is obliged to advise their supervisor immediately. Central Region adheres to a zero-tolerance policy with regard to the misuse of controlled substances, and any staff member so involved may be subject to immediate RTU and possible criminal investigation/charges.

### **FRATERNIZATION**

47. Cadet Training Centres embody three groups of individuals: course cadets, staff cadets, and adult staff (including Officers, Civilian Instructors and non-commissioned members of the Regular Force, Primary Reserve and/or COATS.) Fraternization, that is, inappropriate interactions as defined in CATO 15-22, among any of these categories is not permitted. Living quarters are gender-exclusive and are off limits to members of the opposite sex. Failure to comply will not be tolerated and may result in personnel being RTU.

### **RETURN TO UNIT (RTU)**

48. A staff member may be Returned to Unit (RTU) for serious disciplinary problems, medical reasons, upon parental request, as a training failure or when determined by the Commanding Officer to be in the best interest of the member. The RTU procedure may commence on very short notice. It is also important that parent/guardians have accurately specified contact numbers including their alternate contact. Undue delay in returning home may place unnecessary stress on the member.

## **ANNEXES**

- Annex A - Training Centre Contact Information and Driving Directions
- Annex B - Kit List
- Annex C - Personal Articles/Attractive Items Log
- Annex D - Transportation Form
- Annex E - Leave Consent and Parental Direction (Staff Cadets)
- Annex F - Code of Conduct – Staff Cadets

## **TRAINING CENTRE CONTACT INFORMATION AND DRIVING INSTRUCTIONS**

### **TRENTON CADET TRAINING CENTRE**

- a. Telephone
- (1) Summer Hours:  
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: 613-392-2811  
ext. 3694  
(0730-1600 hrs, Monday-Friday)  
Fax: 613-965-7359  
Email: [TACSTC@forces.gc.ca](mailto:TACSTC@forces.gc.ca)
- b. Mail – Headquarters:  
Commanding Officer  
Trenton Cadet Training Centre  
105 Yukon St  
PO Box 1000 Station Forces  
Astra ON K0K 3W0
- c. Mail – staff  
*Staff member's Given Name/Initials and Surname*  
Trenton Cadet Training Centre  
105 Yukon St  
PO Box 1000 Station Forces  
Astra ON K0K 3W0
- d. Facebook and Messenger: <https://www.facebook.com/TrentonCadets/>  
Twitter: @TrentonCadets

### **BLACKDOWN CADET SUMMER TRAINING CENTRE**

- a. Duty Centre: 705-423-3602 (during CTC period 1 July to 20 August only)  
CTC Coordinator: 705-424-1200 ext 1322 (outside CTC period)  
Email: [Melissa.Wordragen@forces.gc.ca](mailto:Melissa.Wordragen@forces.gc.ca)  
Fax: 705-423-3741
- b. For the following Company Administration Officers, dial 705-424-1200 and the extension indicated:

- Alpha Company (Drill & Ceremonial Instructor) Ext. 2978
  - Bravo Squadron (Survival Instructor) Ext. 2981
  - Charlie Company (Expedition Instructor) Ext. 1863
  - Delta Squadron (Basic Leadership - Air) Ext. 2980
  - Echo Company (Basic Leadership - Army) Ext. 2980
  - Foxtrot Company (Basic Fitness & Sports) Ext. 2974
  - Golf Squadron (Fitness & Sports Instructor) Ext. 2985
  - Hotel Company (General Training) Ext. 2983
  - India Company (General Training) Ext. 2975
  - Juliet Company (Military Band) Ext. 2984
  - Kilo Company (Pipes & Drums) Ext. 2976
  - Lima Squadron (Basic Survival) Ext. 2982
  - Mike Company (Basic Expedition) Ext. 1878
- c. Mail – Headquarters: Commanding Officer  
Blackdown Cadet Training Centre PO Box 1000 Stn Main  
Borden ON L0M 1C0
- d. Mail – Staff  
STAFF *Staff Initial(s) and Surname*  
\_\_\_\_Company/Squadron, \_\_\_\_Platoon/Flight  
Blackdown Cadet Training Centre PO Box 1000 Stn Main  
Borden ON L0M 1C0
- e. Facebook and Messenger <https://www.facebook.com/BlackdownCadets/>  
Twitter: @BlackdownCadets

### **CONNAUGHT CADET TRAINING CENTRE (CCTC)**

- a. **ORDERLY ROOM:** 613-991-429  
**OPS CENTER:** 613-998-9068

Fax: 613-998-9154  
Email: [ConnaughtCadets@forces.gc.ca](mailto:ConnaughtCadets@forces.gc.ca)  
[connaught@cadets.gc.ca](mailto:connaught@cadets.gc.ca)

#### **b. MAIL:**

- i. Mail – Headquarters  
*Commanding Officer  
Connaught CTC  
1 Lewis Gun Road  
Nepean, ON K2K 2W6*
- ii. Mail – Individual  
*LAST NAME, FIRST NAME  
Connaught CTC  
1 Lewis Gun Road  
Nepean, ON K2K 2W6*
- iii. Mail – Personal mail should not be sent after 4 Aug, as it will not likely be delivered before conclusion of the employment period.

#### **c. INTERNET:**

Facebook: <https://www.facebook.com/ConnaughtCadets/>  
Twitter: @ConnaughtCadets  
WiFi is available for use by staff and staff cadets for a \$5.00/month fee.

## **HMCS ONTARIO CADET TRAINING CENTRE**

### **CONTACT INFORMATION**

Ship's Office (non-CTC season): (613) 541-5010 extension 4681 (Mon-Fri – 0730-1600)  
Ship's Operations Centre and After Hours: (613) 541-5010 extension 6063

Fax: (613) 541-5013

Email: [HMCSOntario@cadets.gc.ca](mailto:HMCSOntario@cadets.gc.ca)

Mailing Address for Course & Staff Cadets Staff at HMCS ONTARIO:

First name/initials and Surname  
HMCS ONTARIO  
CFB Kingston  
PO Box 17000 STN Forces  
Kingston, ON K7K 7B4

Facebook and Messenger: <https://www.facebook.com/HMCSOntarioCadets/>  
Twitter: @HMCSOntarioCdts

## **ADVANCED AVIATION TECHNOLOGY COURSES: AIRCRAFT MAINTENANCE & AIRPORT OPERATIONS**

### **CONTACT INFORMATION**

a. Telephone:

Duty Officer: 705-845-5721  
Secondary: 705-790-8961  
Fax: 705-303-4343  
Email: [AATC-CTAA@cadets.gc.ca](mailto:AATC-CTAA@cadets.gc.ca)

b. Mail – Headquarters:

*Addressee*  
Advanced Aviation Training Course  
c/o Canadore College Residence  
100 College Dr  
North Bay ON P1B 8K9

c. Mail – Personal

STAFF *Given Name/Initials and Surname*  
Advanced Aviation Training Course  
c/o Canadore College Residence  
100 College Dr  
North Bay ON P1B 8K9

d. Facebook and Messenger: <https://www.facebook.com/AATCCadets/>

Twitter: @AATCCadets

WiFi and Ethernet is available for use by staff and staff cadets.

## **MOUNTAIN VIEW CADET FLYING TRAINING CENTRE**

### **CONTACT INFO**

- (1) Administration: 613-392-2811 Ext 8206 (or Ext 8216) 0800-1600 hrs (Mon-Fri) Fax: 613-392-2811 Ext 8217  
Email: MountainViewCFTC\_GPS@cadets.gc.ca
- (2) Commanding Officer: LCol R. Burns, CD  
Tel. 613-392-2811 Ext-8213
- (3) Deputy Commanding Officer: Major M. Menegazzo, CD  
Tel. 613-392-2811 Ext 8202
- b. Mail – Headquarters:  
  
Commanding Officer  
Mountain View Cadet Flying Training Centre  
CFB Trenton  
PO Box 1000 Stn Forces  
Astra ON K0K 3W0
- c. Mail – Personal  
  
*Rank Surname, Given name and initials*  
Mountain View Cadet Flying Training Centre  
CFB Trenton  
PO Box 1000 Stn Forces  
Astra ON K0K 3W0
- (4) Facebook and Messenger: <https://www.facebook.com/MountainviewCdt/>  
Twitter: @MountainViewCdt

### **DRIVING DIRECTIONS TO THE TRENTON CADET TRAINING CENTRE (DUTY CENTRE)**

[Map](#)

- ↓ 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.
- ↓ Proceed through traffic signal and park in the parking lot to the right. Proceed on foot to TCTC gate across the road.

### **MOUNTAIN VIEW CADET FLYING TRAINING CENTRE**

Staff are accommodated at Trenton Cadet Training Centre (TCTC), 8 Wing, Trenton, in the City of Quinte West (see above).



**DRIVING DIRECTIONS TO THE BLACKDOWN CADET TRAINING CENTRE**

- ➔ Route to the Barrie area via Highway 400 and Exit 96 West (Hwy 90 / Dunlop St.)
- ➔ Turn West and proceed 16.2 km into Angus; Hwy 90 becomes Mill St.
- ➔ Continue through Angus, bearing right through CFB Borden North Gate; Mill St. becomes Cambrai Rd.
- ➔ Continue through CFB Borden on Cambrai Rd. to Falaise Rd.
- ➔ Turn West (right) and proceed past Ortona Rd., passing Fire Hall (on Right); Ortona Rd. becomes Range Rd.
- ➔ Continue 3.2 km to Blackdown gate on left.

[Map](#)

**DRIVING DIRECTIONS TO CONNAUGHT CADET TRAINING CENTRE**

CCTC is located on the Connaught Range and Primary Training Centre military facility, west of Ottawa, Ontario.

Coming West (via Hwy 17/417)	Coming East (via Hwy 417)	Coming North (via Hwy 416)
<ul style="list-style-type: none"> <li>• Route to Ottawa</li> <li>• via Hwy 417 and exit 134 (Moodie Drive).</li> <li>• Take exit 134 for Moodie</li> <li>• Drive North</li> <li>• Turn left onto Moodie Dr</li> </ul>	<ul style="list-style-type: none"> <li>• Route to Ottawa via Hwy 417 and take Moodie Drive North exit 134 (it will form a T- junction with Carling)</li> </ul>	<ul style="list-style-type: none"> <li>• Head northwest on Hwy 416 North toward Exit 75A</li> <li>• Take exit 75B for Hwy 417 E toward Ottawa</li> <li>• Take exit 75C toward Chemin Acres Road /Chemin Richmond Road</li> <li>• Turn left onto Holly Acres Rd /Ottawa Road 16W</li> <li>• Continue north to Carling Avenue</li> </ul>
<p>Turn left onto Carling Avenue and continue to Rifle Road. There will be a government sign on the right side saying "Connaught Range &amp; Primary Training Centre"</p> <ul style="list-style-type: none"> <li>• Turn right onto Rifle Road.</li> <li>• Continue down Rifle Road veer left onto Shirley Boulevard. The road makes a left turn at Shirley's Bay.</li> <li>• Continue straight passing the guard shack. At this point the road turns into Malibar Road.</li> <li>• Turn right on Perimeter Road.</li> <li>• Turn right onto Shirley Boulevard.</li> <li>• The cadet drop off is at the big white sprung shelter (Air 1).</li> </ul>		

**DRIVING DIRECTIONS TO HMCS ONTARIO**

- ➔ Route to the Kingston Area Via Highway 401 (MacDonald-Cartier Freeway); Exit 623 at Highway 15 (Kingston/Smiths Falls/CFB Kingston/Ft. Henry);
- ➔ Turn South and proceed 6.6 km to Highway 2;
- ➔ Turn West (right) and proceed 0.7 km to Fort Henry Drive;
- ➔ Turn South (left) onto Fort Henry Drive for approx. 100 m to Precision Drive , the main entrance to the Royal Military College of Canada and turn right;
- ➔ Turn onto Precision Dr. and follow it for 550 m until you come to a T-section;
- ➔ Turn Left at the T-section onto General Crerar Crescent and follow it for 400 m;
- ➔ Turn Right onto Valour Dr. (up a small hill) for 40 m;
- ➔ Turn left on to Point Frederick Dr. and proceed 40 m to signs outside the building with HMCS ONTARIO Ship's Office.

## **DRIVING DIRECTIONS TO AATC CANADORE**

Staff, Staff Cadets, and Course Cadets are accommodated in the student residences at Canadore College.

### [MAP](#)

#### **Route from the south**

- Route via Highway 400 North through Barrie.
- At approx. distance marker 104, follow ramp to Highway 11 North. (Orillia/North Bay)
- Proceed North 239 km to North Bay, and merge onto Hwy. 17 West.
- Continue West 6.1 km on Hwy. 17 to Gormanville Rd.
- Turn North (left) and proceed 300 m to College Dr.
- Turn West (left) and proceed 1.6 km to Monastery Rd.
- Turn left onto the campus and proceed approx 300 m.

#### **Route from the EAST**

- Route via Highway 17 (Trans Canada Highway) West to North Bay.
- At Twin Lake Rd., proceed through exit 344 diverging right and continue on Hwy 11/17 West (Sudbury) for 6.1 km to Gormanville Rd.
- Turn North (left) and proceed 300 m to College Dr.
- Turn West (left) and proceed 150 m on College Drive.
- Turn right into laneway between 1<sup>st</sup> and 2<sup>nd</sup> residence building.
- Continue straight on the laneway between the two buildings and turn left after passing the left hand building. Park in the
- Park in the lot and walk on foot to the front of 17 College Drive, the white 6 story residence.

#### **Route from the WEST**

- Route via Highway 17 East to North Bay.
- Approaching Highway 17B/Main St., continue 2.7 km east on Hwy 17 to Gormanville Rd.
- Turn North (left) and proceed 300 m to College Dr.
- Turn West (left) and proceed 150 m on College Drive.
- Turn right into laneway between 1<sup>st</sup> and 2<sup>nd</sup> residence building.
- Continue straight on the laneway between the two buildings and turn left after passing the left hand building. Park in the
- Park in the lot and walk on foot to the front of 17 College Drive, the white 6 story residence



**KIT LIST**

**PROHIBITED AND NOT ALLOWED ITEMS**

The following table describes items which should NOT accompany members to the Training Centre. Any such items discovered during routine in-clearance or during a member's employment are subject to confiscation by training centre staff and could result in disciplinary or legal action.

Handling of prohibited and not allowed items:

PROHIBITED by law – items will be handed over to the Military or civilian police.

PROHIBITED by the CCO – items will be confiscated by staff upon discovery and disposed of.

NOT ALLOWED – items will be returned home at the member's expense or held by the Training Centre until the member departs.

List of items PROHIBITED by law at Cadet Training Centres	List of items PROHIBITED by the CCO at Cadet Training Centres	List of items NOT ALLOWED at Cadet Training Centres
<ul style="list-style-type: none"> <li>• Firearms (any kind)                Note: For Connaught CTC  <i>Any staff wishing to bring a competition rifle to the CTC must seek approval in writing from the Commanding Officer prior to arrival.</i></li> <li>• Non-prescribed and illicit drugs</li> <li>• Controlled substances</li> <li>• Alcoholic beverages</li> <li>• Explosives</li> <li>• Weapons (Brass Knuckles, Ninja Stars etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Daggers</li> <li>• Straight razor blades</li> <li>• Pornographic materials</li> <li>• Flammables</li> </ul>	<ul style="list-style-type: none"> <li>• Altered Parade boots</li> <li>• Motor vehicles (staff cadets)</li> <li>• Pets</li> </ul>

**MILITARY CLOTHING LIST**

Beret (All)
CADPAT Tilly or NCD Ball Cap (Seasonal)
CADPAT or NCD Shirt
CADPAT or NCD Pants
CADPAT or NCD T-Shirt (1 per day)
CADPAT or NCD Boots
CADPAT or NCD Rain Coat / Pants (Weather Dependant)
CADPAT or NCD Rank Slip-ons
CADPAT or NCD Name Tape
CADPAT or NCD Sock System (1 pair per day)
DEU 1A uniform (Oxfords, Trousers, Shirt, Belt, Tie, Headdress (Forage Cap (Navy), Beret (Army), Wedge (Air)) and Tunic complete with medals, name tag and all accoutrements) ( <b>TRENTON &amp; HMCS ONTARIO ONLY</b> )
Mess Dress (or No 2B Mess Service) (includes plain white dress shirt & black bow tie) ( <b>TRENTON CTC, CONNAUGHT CTC &amp; HMCS ONTARIO ONLY</b> )
\$30 per week for mess dues; a one-time payment of \$50 for mess dinner fee ( <b>TRENTON CTC, CONNAUGHT CTC &amp; HMCS ONTARIO ONLY</b> )



DEU 3B (short sleeved shirt) (Summer white and Black Trousers for HMCS ONTARIO)
Black issued oxfords (White issued oxfords for HMCS ONTARIO)

**CIVILIAN CLOTHING LIST**

Athletic or outdoor Shorts / Pants
Athletic or outdoor Shirt
Athletic Shoes
Water Shoes / Sandals
Athletic Socks
Underwear
Sleepwear
Casual Civilian Collared Shirt
Casual Slacks (note: smart Jeans are acceptable in some Messes)
Casual Shoes
Casual Socks
Casual Jacket or Sweater (if appropriate)
Formal Attire for Mess Dinners ( <b>Civilians at TRENTON CTC, CONNAUGHT CTC and HMCS ONTARIO only</b> )
Eyeglasses, prescription (as required)
Eyeglasses/sunglasses retaining strap (as required)
Sunglasses, (as required)
Hat, civilian
Rain gear, civilian
Bug Jacket or Bug Hat, civilian
Boot Maintenance Kit (Shoe Polish, Cloth, Brush, etc)
Stationary Supplies (Pens, pencil, Paper, etc)
Lock, Combination or Keyed
Sport Water Bottle
Laundry Detergent, if desired
Kit Bag
Gym Bag

**STAFF CADET KIT LIST**

C1A (Ceremonial Dress)	Sunscreen
C2A (Short Sleeve)	Parade Boots
FTU	Combat Boots
Head dress	Elemental Undershirts
Socks	Tilley Hat
Sneakers	Underwear
PT Shirts	PT Shorts
Padlock	Hat / Tilley Hat (Civ)
Suit / Dress for Dinner	Laundry Soap (HE)
Clothes Hangers	Dress Shoes (Civ)
Towels	Shine Kit
Facecloth	Toiletries
Sweater / Jacket	Shower Shoes



Sunglasses (Optional)	Swimsuit
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**PERSONAL ARTICLES LOG**

This page may be completed for identification purposes only.

DND accepts no responsibility for personal property.

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SURNAME

GIVEN NAMES

CORPS/SQN NUMBER

SEA    ARMY    AIR

ITEM DESCRIPTION	SERIAL NUMBER

Use additional pages if required



**TRANSPORTATION FORM**

---

NAME OF STAFF CADET BEING PICKED UP (PLEASE PRINT SURNAME, GIVEN NAMES)

---

COURSE TITLE

---

CORPS/SQUADRON NUMBER

---

CORPS/SQUADRON LOCATION

WILL REQUIRE TRANSPORTATION HOME

WILL NOT REQUIRE TRANSPORTATION HOME   
(THEY WILL BE PICKED UP FROM CTC)

PICKUP DATE:

---

NAME OF PERSON PICKING UP THE CADET

---

RELATIONSHIP TO THE CADET

---

STREET ADDRESS

---

CITY, PROVINCE & POSTAL CODE

---

TELEPHONE NUMBER (     )

---

SIGNATURE OF PARENT/GUARDIAN

---

PLEASE PRINT NAME

---

DATE



## **CODE OF CONDUCT – STAFF CADETS**

While employed at \_\_\_\_\_ Cadet Training Centre

I, Cadet \_\_\_\_\_

PRINT SURNAME AND GIVEN NAMES

Hereby undertake to carry out my duties to the best of my ability, and agree to abide by the following rules:

1. **I will** be loyal, fair, honest, courageous, diligent, fair and responsible;
2. **I will** maintain a high standard of personal appearance and conduct myself in a dignified manner, so as to reflect credit upon the Canadian Cadet Organizations and myself;
3. **I will** respect the people around me, my environment and the belongings of others;
4. **I will** take good care of all articles of dress and any and all DND equipment placed at my disposal, and I will use them responsibly;
5. **I will not** commit theft, nor will I borrow the belongings of others without first having been authorized to do so by the owners of those belongings;
6. **I will not** sell any items of property belonging to the Government of Canada;
7. **I will not** sell, consume and/or distribute alcohol, drugs, narcotics, tobacco products, pornographic materials or any other controlled substances, nor will I participate in any gambling activity;
8. **I will not** consume any prescription or non-prescription medications for any reasons not directly relating to my actual medical condition;
9. **I will** obey the rules that apply at the Cadet Summer Training Centres/Schools during cadet activities, and will respect and obey the orders, directives and instructions issued by persons in authority over me;
10. **I will** obey the policies regarding personal relations and harassment;
11. **I will not** engage in any inappropriate interactions (as defined in CATO 15-22) with any person in a position of authority within the unit;
12. **I will** respect my peers and superiors and will utter no unpleasant, demeaning or disparaging remarks concerning anyone's ethnic origin, religion, colour, race, age, sexual orientation, matrimonial status, family situation or physical challenge of any sort;
13. **I will** not condone or participate in any rites of initiation that offend, demean, belittle or humiliate their participants;
14. **I will** advise duly appointed authorities of any breach of these rules I observe or of which become aware;
15. **I will** do nothing to endanger the safety or property of other cadets or any personnel around me.

I understand that these rules also apply in the context of activities taking place at any Cadet Corps/ Squadron/ CTC/ School I may be attending, both on and off the unit.



I understand that any breach of any one or more of these rules could result in either or both administrative or disciplinary measures, including termination of membership.

In signing this document, I acknowledge that I have been informed of these rules and that, if I did not understand any of them, they have been explained to me in full.

\_\_\_\_\_  
SIGNATURE OF CADET

\_\_\_\_\_  
PLEASE PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF CLEARING IN OFFICER

\_\_\_\_\_  
PLEASE PRINT NAME

\_\_\_\_\_  
DATE



## **Regional Cadet Support Unit (Central)**

### **Code of Conduct for Adult Staff and Volunteers**

SN \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ Init \_\_\_\_\_

1. As Canadian Armed Forces (CAF) members, Civilian Instructors, and Volunteers entrusted with the responsibility of supervising, training and developing youth, it is critical that we conduct ourselves at all times in a manner that is beyond reproach. 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 adult staff member and volunteer within the Canadian Cadet Organizations (CCO). 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 / volunteer of \_\_\_\_\_ (insert unit), I understand that I must adhere to all rules and regulations applicable within my area of responsibility. In particular, I acknowledge that I will:

- a. read and abide by all 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), as well as Regional orders (CRCI, CRCO, ROs) and local orders (Base, Area Trg Office, CTC, Corps/Sqn: Standing Orders, ROs, Range Safety Orders, etc);
- 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 RCSU Central and local general safety programs;
- d. ensure that environmental stewardship is incorporated in all aspects of my job and support the RCSU Central and local environmental policies;
- 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 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 receive from the cadet 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 (except in the case of a cadet who is an immediate family member):
  - (1) writing personal letters / cards, 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 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 prescription drugs, except as legally prescribed by a health care professional);
- t. I will not use prescription or non-prescription drugs that would alter my behaviour or impair my ability to function at any time I am in the presence of cadets or while I am responsible for their direct supervision;
- u. not consume alcoholic beverages nor be under the influence of alcohol when in direct supervision or contact with cadets;
- v. not use tobacco products in the presence of cadets;
- w. not provide tobacco products, alcohol, drugs or other prohibited items to cadets;
- x. not have knives, guns or weapons in my possession in the presence of cadets, unless required in the performance of my duties;
- y. not use DND vehicles or other equipment for other than approved, official duty purposes;



- z. not use DND computers to access or distribute pornographic or sexually explicit materials; and
- aa. 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 both 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 (dd/mmm/yy)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness (Print Name)

\_\_\_\_\_  
Witness (Signature)