References: A. CATO 13-28, *Advanced Training Staff Cadets*

B. CATO 13-28, Annex B *Advanced Training Staff Cadets*

C. CATO 13-02, *Merit Based Cadet Rank Promotions*

D. CRCO 1845, *Merit Review Boards for Selection of Cadets to CPO1/CWO/WO1 – CPO2/MWO/WO2*

**2022 CADET TRAINING CENTRES CPO1/CWO/WO1 POSITIONS**

1. RCSU Central has senior Staff Cadet (S/Cdt) advanced training positions available at Cadet Training Centres (CTCs) during the training period of June to August 2022.
2. CTC S/Cdt COXN/RSM/WO1’s are responsible to the CTC Adult Advisors COXN/RSM/CWO. S/Cdt CPO1/CWO/WO1s as part of the CTCs command team, assist and make recommendations for all matters pertaining to dress, drill, deportment, moral / esprit de corps, discipline and general welfare of all course and S/Cdts.

3. All senior cadet advanced training positions are listed in the table at the end of this message.

1. CTC Cadet COXN/RSM/WO1 applicants must meet the following essential requirements:
2. minimum 17 years old at time of application;
3. currently in or completed Phase 5 / Master Cadet / Proficiency Level 5 training program at the local corps / squadron;
4. have successfully completed a local corps / squadron Merit Review Board (MRB) for CPO1 / CWO / WO1;
5. previous experience as a Staff Cadet at a CTC is preferred;
6. experience preferred as a Chief of Department/Company Sergeant Major/Course Warrant Officer; and
7. no disciplinary return to unit (RTU) or adverse written warnings on file.
8. Initial vetting process shall be conducted at the corps / squadron level and only those applicants whose files meet the criteria are to be forwarded to RCSU Central, J35 Operations and Plans CSM, MWO Omar Boswell, [Omar.Boswell@forces.gc.ca](mailto:Omar.Boswell@forces.gc.ca) for furtherance to the CTCs.

**CADET TRAINING CENTRES CPO2/MWO/WO2 POSITIONS**

1. CTC S/Cdt CPO2 / MWO / WO2’s as part of the CTCs training and support teams assist and make recommendations for all matters pertaining to dress, drill, deportment, moral / esprit de corps, discipline and general welfare of all course cadets and subordinate S/Cdts.
2. CTC S/Cdt CPO2 / MWO / WO2’s positions are listed in the table at the end of this message.
3. CTC S/Cdt CPO2 / MWO / WO2 applicants must meet the following essential requirements:
4. currently in or completed Phase 5/Master Cadet/Proficiency Level 5 training program at the local corps / squadron;
5. have successfully completed a local corps / squadron Merit Review Board (MRB) for a minimum CPO2 / MWO / WO2;
6. previous experience as a Staff Cadet at a CTC is preferred;
7. experience preferred as a Chief of Department/Company Sergeant Major/Course Warrant Officer; and
8. no disciplinary return to Unit (RTU) or adverse written warnings on file.
9. Initial vetting process shall be conducted at the corps / squadron level and only those applicant’s files that meet the criteria are to be forwarded to RCSU(C) J35 Operations and Plans CSM, MWO Omar Boswell, [Omar.Boswell@forces.gc.ca](mailto:Omar.Boswell@forces.gc.ca) for furtherance to the CTCs.

**SUBMISSIONS, SCREENING & EVALUATION (All Positions)**

1. Applicants wishing to be considered for a senior cadet appointment shall submit their application (PDF format is recommended) via e-mail NLT 29 April 2022 with the following:
   1. staff cadet participation application submitted through Fortress at the local corps / squadron clearly indicating positions requested;
   2. copy of the Cadet Information Card printed from Fortress;
   3. covering letter outlining why the cadet want’s to serve in a senior staff cadet position and why they feel they are the best candidate;
   4. personal resume;
   5. a 500 word maximum two page essay outlining the following;
2. volunteer work, additional sports and clubs the applicant participates in outside of cadets,
3. leadership roles held within their community (outside of the cadet program),
4. the cadet’s career aspirations, and
5. what they hope to achieve in the sought leadership role and how it wold benefit them and the cadet program.
   1. two (2) letters of reference:
6. one from the corps / squadron Commanding Officer, highlighting leadership, community involvement, concern for others, interest in physical fitness/sports and organizational and administrative abilities; and
7. a second letter from an outside observer (precludes an officer or an affiliated branch/sponsor member) outlining the same. (PDF format is recommended)
8. Submissions received after 29 April or files that are missing/lacking the required information shall receive lower priority may not be considered for the selection process.
9. The final selection authority for senior SCdt positions will be the CTC Commanding Officer.
10. A reply email shall be sent confirming receipt of the submission. Questions may also be sent to the J5 Plans officers.

**SENIOR CADET ADVANCED TRAINING POSITIONS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Serial** | **Fortress Serial** | **Sub-Group** | **Position** | **Source** | **High Rank** | **Start Date** | **End Date** | **# days** |
| 1 | SC/CC-Connaught | Command | Cadet TC CWO | SCdt | C-CWO | 03-Jul-22 | 06-Aug-22 | 35 |
| 2 | SC/CC-Connaught | Training ARMI | Cadet Sgt Major 1 ARMI 1 | SCdt | C-MWO | 03-Jul-22 | 06-Aug-22 | 35 |
| 3 | SC/CC-Connaught | Training ARMI | Cadet Sgt Major 2 ARMI 2 | SCdt | C-MWO | 03-Jul-22 | 06-Aug-22 | 35 |
| 4 | SC/CC-Connaught | Ops O | Cadet CSM Operations | SCdt | C-MWO | 03-Jul-22 | 06-Aug-22 | 35 |
| 5 | SC/CC-Connaught | Training | Cadet Sgt Major FB1 Course | SCdt | C-MWO | 03-Jul-22 | 06-Aug-22 | 35 |
| 6 | SC/CC-Connaught | Training Support | Cadet CSM Training Support | SCdt | C-MWO | 03-Jul-22 | 06-Aug-22 | 35 |
| 7 | SC/CC - Blackdown | Command | CTC CDT CWO | SCdt | C-CWO | 02-Jul-22 | 21-Aug-22 | 52 |
| 8 | SC/CC - Blackdown | Training | Trg Gp MWO | SCdt | C-MWO | 30-Jun-22 | 21-Aug-22 | 52 |
| 9 | SC/CC - Blackdown | Training | Crse MWO CASA | SCdt | C-MWO | 30-Jun-22 | 20-Aug-22 | 52 |
| 10 | SC/CC - Blackdown | Training | Trg Gp MWO | SCdt | C-MWO | 30-Jun-22 | 20-Aug-22 | 52 |
| 11 | SC/CC - Blackdown | Training | Crse MWO | SCdt | C-MWO | 30-Jun-22 | 20-Aug-22 | 57 |
| 12 | SC/CC - Blackdown | Training | Trg Gp MWO | SCdt | C-MWO | 30-Jun-22 | 20-Aug-22 | 52 |
| 13 | SC/CC - Blackdown | Training | Crse MWO | SCdt | C-MWO | 30-Jun-22 | 20-Aug-22 | 57 |
| 14 | SC/CC - Blackdown | Training | Crse MWO PB | SCdt | C-MWO | 30-Jun-22 | 20-Aug-22 | 57 |
| 15 | SC/CC - Blackdown | Training | Crse MWO FSIC | SCdt | C-MWO | 30-Jun-22 | 20-Aug-22 | 57 |
| 16 | SC/CC - Blackdown | Training | Trg Gp MWO | SCdt | C-MWO | 30-Jun-22 | 20-Aug-22 | 52 |
| 17 | SC/CC - Blackdown | Training | Crse MWO EMC | SCdt | C-MWO | 30-Jun-22 | 20-Aug-22 | 52 |
| 18 | SC/CC - Blackdown | Training | Crse MWO EIC | SCdt | C-MWO | 30-Jun-22 | 06-Aug-22 | 43 |
| 19 | SC/CC - Blackdown | Training | Crse WO2 | SCdt | C-MWO | 30-Jun-22 | 06-Aug-22 | 43 |
| 20 | SC/CC - Trenton | Command | CTC CDT CWO (Trenton) | SCdt | C-CWO | 03-Jul-22 | 20-Aug-22 | 49 |
| 21 | SC/CC - Trenton | Training | Trg Gp CPO2 - Sea Ops (Kingston) | SCdt | C-MWO | 03-Jul-22 | 20-Aug-22 | 49 |
| 22 | SC/CC - Trenton | Training | Seamanship CPO2 (Trenton) | SCdt | C-MWO | 03-Jul-22 | 20-Aug-22 | 49 |
| 23 | SC/CC - Trenton | Training | Sail CPO2 (Kingston) | SCdt | C-MWO | 03-Jul-22 | 20-Aug-22 | 49 |