

**CENTRAL REGION  
CADET SUMMER TRAINING CENTRES  
JOINING INSTRUCTIONS – STAFF**

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## **PURPOSE**

1. The purpose of these joining instructions is to provide personnel selected as Cadet Summer Training Centre (CSTC) Staff with the necessary information for employment. They must be read in full, together with the annexes specific to the employment appointment and location. All staff personnel are required to provide a written declaration acknowledging that these joining instructions have been read and understood.
2. Definitions: For the purpose of these instructions:
  - a. the terms “member(s)” or “staff” shall be taken to be all-inclusive of CSTC employees, being CIC Officers, other Military Members, Civilian Instructors (CIs) and Staff Cadets;
  - b. the terms “adult member(s)” or “adult staff” shall be taken to include all CSTC employees excluding Staff Cadets; and,
  - c. “OR” means the CSTC Headquarters Orderly Room, the principal administrative focal point of each training centre or establishment.

## **APPOINTMENT DETAIL**

3. Employment appointment, location and duty dates are specified in the Offer of Employment letter generated by the Regional Staffing Officer. Duty dates are generally arranged to include transportation for arrival one day prior to, and departure one day following completion of, employment or appointment.

## **PREPARATION**

4. All personnel must ensure that their acceptance response to their Offer of Employment be returned to RCSU Central in timely fashion, together with the required informational attachments. Of the latter, valid and current banking information is vital in order to effect pay and travel claim(s) deposits efficiently.

## **CLOTHING AND EQUIPMENT REQUIREMENTS**

5. Military and civilian clothing and equipment requirements are detailed in the joining instruction Kit List. All items should be clearly marked with name and initials in indelible ink.
6. All staff **MUST** ensure that all DND-issued items of clothing, especially footwear, fit properly and are in good repair. There are no facilities for clothing exchange at the CSTCs and hosting Base/Wing Supply Sections may not be able to react to clothing requirements in timely fashion to assure proper kitting-out within the employment period. Thus, it is recommended that any necessary clothing exchanges be completed at the local level prior to departure.
7. Military personnel anticipating a possible exchange of equipment or clothing must provide a “Certified True Copy” of their clothing documents in order to draw kit from Base/Wing Supply.
8. Staff Cadet and civilian (CI) personnel will be issued appropriate supplemental working dress at the CSTC, to be returned at the conclusion of employment.
9. It is expected of all staff that civilian clothing generally be of a “smart casual” description. Jeans are permitted in specific circumstances but must not be defaced, cut, ripped, or have drawings, lettering or other adornment on them. They may be worn during non-training activities such as dances and relaxed periods.
10. Valuable items such as radios, personal computers, personal recording/playback devices (e.g. I-pods), cellular telephones, expensive cameras, jewelry, and civilian clothing taken to a CSTC is done

so at the individual's risk. DND accepts no responsibility for personal property, nor liability for the loss thereof. It is recommended that all personal items be documented on a Personal Articles Log and that individuals purchase or provide for sufficient household or renter insurance to cover the loss of any personal property.

## MEDICAL AND DENTAL INFORMATION

11. Provincial Health Cards: All personnel must have their valid provincial health card in their possession. If the card's expiry date falls within the employment period, it must be renewed prior to departure. Personnel residing outside of Ontario must have in their possession a legible photocopy of their personal or family health card issued by the respective province.
12. Prescription Medication: Staff requiring prescription medication should bring sufficient quantities to last for their entire stay at the training centre. If prescription replenishment is likely to be required during the employment period, the medication renewal prescription, together with sufficient funds for purchase, must be readily available. Canadian Forces Health Services will not provide, nor reimburse for, prescriptions to non-military personnel. Staff members are expected to be aware of, and understand, their own medication requirements.
13. Personnel allergic to bee and wasp stings must bring their prescribed Anakit/Epi-pen with them.
14. Medic-Alert Bracelets: Personnel with known medical conditions (diabetes, allergies etc.) should wear a Medic-Alert bracelet.
15. Eyeglasses: Lenses and frames are the personal property of the individual. The Canadian Forces will not replace or repair lost or broken glasses. It is strongly recommended that all staff initiate insurance coverage for repair/replacement of eyeglasses. It is recommended that two pairs of glasses and a copy of the prescription be readily available. The individual is responsible for the safety of eyeglasses and must exercise all due diligence in preventing loss or damage (wearing retaining straps etc.). If it is determined that the individual was on duty and all due diligence was exercised to prevent loss/damage, a claim against the crown may be submitted.  
Note: Cadets are NOT permitted to wear contact lenses if attending the International Exchanges, Parachute or Marksmanship courses conducted at Connaught NACSTC.
16. Photo chromatic Lenses: Staff members should be advised that wearing of photo chromatic lenses is not permitted while operating DND MSE.

## TRANSPORTATION ARRANGEMENTS

17. Personnel will be authorized to travel by the most economical means, either commercial (bus/rail/air) or by Private Motor Vehicle (PMV) IAW CBI 209.30 and the Treasury Board of Canada Travel Directive.
18. Adult staff within Central Region requiring commercial transportation will make their own travel arrangements and submit receipts for reimbursement via Travel Claim upon arrival at their CSTC employment location. Persons requiring guidance or assistance, including verification of acceptable/appropriate rates and itineraries, may contact their nearest area Detachment Mov O. Adult staff travelling from out-of-region should coordinate with their respective RCSU.
19. Staff Cadets requiring commercial transportation will be sent the appropriate tickets by the nearest detachment Movements Officer (Mov O) complete with a travel itinerary. Unless otherwise directed by higher authority, Staff Cadets will **not purchase tickets**.
20. Personnel travelling by rail or air, including Staff Cadets, **MUST** carry government-issued identification with photo. Such documents as a military I.D., driver's licence or passport satisfy this requirement. Employer or school identification or corps/squadron I.D. cards are not accepted.

21. Under the Government of Canada's Passenger Protect program, for all air travel, full legal names must be used. Persons' names as shown on Offers of Employment MUST match the identification being carried. Discrepancies such as short forms or nicknames, use of a middle name, surnames assumed by the individual 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.
22. Personal luggage must be clearly marked with a duplicate tag placed inside the container (duffle bag, suitcase, kit bag). Luggage restrictions may apply to individuals travelling by commercial means. Details regarding checked and carry-on luggage may be obtained from the Canadian Air Transport Security Authority (CATSA).
23. Upon arrival, if connecting commercial transportation (bus/taxi) is required to complete a journey to the CSTC, unless otherwise directed in advance, all personnel should first contact their CSTC Orderly Room or Duty Centre as detailed in the appropriate annex below. Use of commercial transportation (bus/taxi) will require that a receipt be obtained for reimbursement, to be filed as part of the Travel Claim.
24. Adult staff travelling by PMV will be required to submit appropriate Travel Claim documentation in order to be reimbursed IAW CBI 209.14. If maintaining PMV upon DND property during their period of employment, members must be familiar with the restrictions and responsibilities detailed at Annex A, Appendix 2.
25. **Staff Cadets MAY NOT** bring any type of private motor vehicle (PMV) to the Training Centre. They may, however, be driven to and from the Training Centre by their parent or guardian, and must so advise their area detachment sufficiently in advance to prevent redundant commercial travel arrangements from being made in their behalf.
26. Travel from the place of residence will be deemed to commence at 0800 hours. This allows sufficient time, under normal circumstances, to arrive at the CSTC in time for the midday meal, which extends from 1130 hours to 1300 hours.
27. Individuals whose travelling time exceed five hours' duration would normally incur enroute meal entitlements depending on departure / arrival timings.
28. Enroute Meals: Costs of meals appropriate to the time of day are reimbursed if travel extends over a meal period and receipts must be obtained for reimbursement purposes. However, travelling over a meal hour for personal reasons does not generate entitlement to meal allowances.

### **PRE-DEPARTURE CHECK**

29. In preparing for departure, all personnel should assemble the following items:
- a. Originals of all current licences, permits and/or certificates of qualification (e.g. Driver's licence, DND 404, First Aid, etc.) noted on initial Application for Employment;
  - b. Current Military I.D. (military personnel);
  - c. "Certified True Copy" of clothing documents (military personnel, if anticipating clothing/equipment exchange where available);
  - d. Provincial Health Card. (see para. 11);
  - e. Prescriptions for eyeglasses (see para. 15) and/or medications see (para. 12);

- f. Prescribed medications (see [para. 12](#)); and,
- g. Long-distance calling card (suggested, for personal long-distance telephone calls as required).
- h. Completed Staff Transportation Form; and,
- i. For certain personnel who may not have initially provided a "Certified True Copy" of the following documents, the original issues will be required of:
  - (1) Birth Certificate;
  - (2) Social Insurance Number card; and
  - (3) For personnel not born in Canada,
    - (a) Certificate of Canadian Citizenship; or
    - (b) IMM-5292 (Confirmation of Permanent Residence); or
    - (c) IMM-1000 (Record of Landing).

### **ARRIVAL DATES**

- 30. Individual arrival dates will be received from CSTC Staffing as part of the Offer of Employment.
- 31. If travel durations are unduly lengthy, or enroute delays are incurred, so as to generate an arrival later than 1600 hours on the stipulated arrival day, the individual should so advise the CSTC as per the appropriate annexes following.

### **IN-CLEARANCE**

- 32. All personnel will report to the CSTC OR upon arrival, properly groomed and suitably attired. Subject to specific directives detailed in [Annexes B through H](#).-
- 33. Documentation to be available for presentation during in-clearance includes:
  - a. Receipts in support of Travel Claim;
  - b. Completed Transportation Form required of all members, indicating return-to-home travel requirements;
  - c. Completed Parental Permission for Tobacco Use if applicable (Staff Cadets), reference CATO 13-22;
  - d. Proof of PL & PD insurance coverage if bringing PMV onto DND property;
  - e. All documentation described in [para. 27](#);
  - f. Completed Form [TD1](#), available from [Canada Revenue Agency](#) or Canada Post outlet, if not previously filed with RCSU Central, or if changing a currently filed TD1;
  - g. If drawing Canada Pension Plan benefit, a Retirement Pension Notice of Entitlement (original or Certified True Copy) issued by Director, CPP; and
  - h. Joining instructions acknowledgement form.
- 34. Unless completed beforehand and accompanying the traveller, all personnel will be required to complete form CF 742 (Personal Emergency Notification) upon arrival, and so should ensure that the

correct names, addresses, telephone numbers, language preferences and work information for both primary and secondary contact persons are readily available.

35. All personnel will be directed to report to their respective section supervisors immediately following in-clearance.

### **PAY AND BANKING**

36. Pay is by direct-deposit to individuals' bank accounts and is generally deposited on the 15th and last days of each month. If those days fall on a weekend or statutory holiday, pay is actioned on the preceding business day.

37. A completed banking information form and personal cheque marked "VOID" should have accompanied each person's employment acceptance response to CSTC Staffing. Any changes or discrepancies in banking information must be reported to the CSTC Fin O without delay. Failure to do so will result in processing delays of pay and travel claims.

38. Deductions: All pay is subject to the following deductions at source:

- a. Income Tax; as calculated according to the member's Form TD1 (see para. 34.f. above);
- b. Canada Pension Plan, except:
  - (1) for persons under 18 years of age; or,
  - (2) if employment is of less than 31 days' duration; or
  - (3) If member is currently drawing CPP benefit as declared in documentation provided by Director, CPP (see also para. 34.g. above).
- c. Employment Insurance, except when employment is of less than 31 days' duration.

39. QR&O 203.04 requires every officer and non-commissioned member to be acquainted with the rates of pay, allowances and other financial benefits and expenses to which they may be entitled, and with the conditions governing their issue. A member suspecting that the rate of pay or allowance being received is incorrect shall request verification of entitlements through the appropriate OR.

40. Notwithstanding that the member has taken adequate measures to verify entitlements, the member remains responsible for any overpayment in the pay account.

41. Statements of Earnings and Record of Employment certificates are issued automatically by RCSU Central through the RPSR pay system.

42. Statements of Remuneration Paid (T4) will generally be issued at the end of February of the year following employment. Members having not received a T4 by mid-March should contact their Regional Pay Office.

43. There are no ATMs (commercial banks' Automated Teller Machines) located within most Training Centres. Periodic opportunities to access an ATM at nearby commercial or on-base locations will be provided. HMCS ONTARIO, located on the campus of RMCC, has ATM service available onsite.

## **TRAINING CENTRE SERVICES AND INFRASTRUCTURE**

### **ACCOMMODATIONS**

44. Central Region CSTCs utilize a mix of permanent structures for sleeping accommodation, instructional and administrative functions. Blackdown and Connaught ACSTCs employ semi-permanent softwall shelters for instructional and sleeping quarters. Trenton ACSTC and CRGS employ permanently erected single-storey modular quarters. Advanced Aviation Technology Course cadets and staff are housed in community college student residences, and HMCS ONTARIO personnel occupy student quarters at the Royal Military College of Canada.

45. Accommodations assigned during in-clearance are multi-occupant, gender-specific and access-restricted. Sleeping equipment consists generally of single beds for adult staff and two-tier bunk beds for Staff Cadets. All bedding (sheets, blankets, pillows) is provided. Storage space is limited and security for personal belongings is provided by "barracks boxes" or steel lockers. All personnel are expected to bring their own padlocks.

46. All members are expected to maintain quarters, including common areas and external grounds, in a tidy and hygienic manner. Civilian cleaners will assist with hygienic maintenance of washrooms and halls only.

47. Barrack cleanliness and bed making standards are readily available onsite. All Staff quarters are subject to unannounced periodic inspections at the Commanding Officer's discretion. Failure to maintain established standards has the potential to result in additional duty or administrative and/or disciplinary action.

### **MESSING**

48. Meals are served 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 individuals' responsibilities to monitor their own food intake to avoid an allergen.

49. Personal stocks of foodstuffs (snacks, confections, beverages) are discouraged in living quarters unless appropriate refrigeration and/or storage amenities are provided. Prevailing seasonal weather conditions promote early spoilage and the presence of foodstuffs tends to attract vermin and insect pests.

### **MEDICAL AND DENTAL CARE**

50. Medical Services: Each CSTC is staffed with medical personnel, including a physician during training hours, to provide a first-response level of medical services intended to deal with minor injuries and routine medical conditions. When necessary, individuals may be referred to local civilian medical facilities for more comprehensive diagnosis and/or treatment. Military members may qualify for subsequent access to CF medical care, to be assessed on an individual case basis.

51. Dental Services: Emergency dental care is available in the event of accident or injury. No dental care beyond the emergency level is provided.

### **TELEPHONES**

52. Personal calls may not be made from DND telephones. Commercial pay telephones are conveniently located in the common areas of each Training Centre. The use of a Calling Card, Prepaid Phone Card, etc., to make personal telephone calls at non-public expense is recommended.

53. In emergency circumstances, CSTC staff will initiate telephone calls to PEN-directed contacts at government expense. In the event of urgent or emergency personal circumstances requiring staff to be contacted by family members, they may do so by calling the appropriate CSTC duty centres as listed in each of the Training Centre Annexes.

### **POSTAL SERVICES**

54. Postage deliveries and pickups occur daily at the Training Centres. Individuals desiring to mail letters should bring a supply of postage stamps. Additional stamps are available for purchase at CSTC canteens and on-base retail establishments. Individuals desiring to receive mail should refer correspondents to the address instructions in the Training Centre Annex specific to the one at which they are employed.

### **LAUNDRY**

55. Laundry services vary from centre to centre. Fully equipped laundry facilities are available. In the case of HMCS Ontario, Blackdown, and Connaught laundry attendants are employed to perform some laundry services. Pressing facilities (irons provided) are available on a "do-it-yourself" basis or local retail establishments may be used.

### **CANTEEN**

56. Canteen with snack bar and retail outlet are available for the purchase of soft drinks, confections, hygiene items, shoe polish, souvenirs and items of clothing such as Training Centre T-shirts. All merchandise is modestly priced and the profits are devoted to providing amenities for the cadets.

### **PERSONAL CONVEYANCES**

57. Possession and use of such personal conveyances as bicycles or PMV are permitted under specific conditions and circumstances described in Annex A. Appendix 2. In all circumstances, provisions of the Government Property Traffic Regulations will apply and are strictly enforced on DND property.

58. The practice of hitch-hiking is prohibited.

### **MESSES, CLUBS AND SOCIAL INSTITUTES**

59. For the duration of employment, adult staff personnel are members of a Mess appropriate to rank. CIs are afforded membership privilege in the Officers' Mess. Modest dues are assessed.

60. Staff Cadets are afforded the opportunity to form their own Staff Cadet Canteen and to be assessed a modest activity fee.

61. All mess dues and canteen assessments must be settled prior to out-clearance.

62. Mess Dinner: CTSCs generally conduct a formal Mess Dinner or Dining-In for all adult staff during, or at the conclusion of, summer employment. The mess dinner is one of the most important traditions of the Canadian Forces. Members of the CIC and Civilian Staff have few opportunities to participate in a formal mess dinner and tradition dictates that it is a parade: an official Canadian Forces function at which dress, time of assembly, attendance, and other details shall be specified and have the legal standing of Orders.

63. Dates and costs of each CSTC's mess dinner will be promulgated through individual Routine Orders. Dress Orders for military personnel will be either No. 2 (Mess Standard), No. 2A (Mess White) No. 2B (Mess Service Dress; i.e. No. 3 Service Dress with white shirt and black bow tie, with females having the option to substitute Naval cross-tie or mess kit blouse). Appropriate dress for civilian personnel consists of formal or business attire (business suit or sport coat with dress slacks, dress shirt



and tie for men, and female equivalent for ladies.)

## **WORSHIP SERVICES AND SPIRITUAL GUIDANCE**

64. Each Training Centre maintains a multi-denominational staff of chaplains in making every effort to meet the needs of all religious denominations. The centres provide both Protestant and Roman Catholic services for those wishing to attend. Personnel seeking a service within their own faith are encouraged to approach the Training Centre chaplains for assistance.

## **PRE-EMPLOYMENT ORIENTATION AND ASSESSMENT**

65. The initial employment period, generally the first week, occupies all staff in an intensive period of orientation, familiarization and pre-employment assessment.

66. For adult staff, the orientation period includes a series of mandatory briefings and job-specific functional familiarization. During this period, circumstances may arise relating either to employee competence or operational requirements, requiring re-assignment to a position other than that initially offered. In such circumstances, the member would be formally offered the option of either accepting the alternative position or returning home at government expense without prejudice.

67. Staff Cadet employment is, from the CCO perspective, a senior-level course designed to enhance leadership skills. Staff Cadets do not wear rank, and all will receive pay at the rate for Cadet Corporal, during the orientation and assessment period. Upon completion of assessment and assignment to specific positions, ranks and pay rates are adjusted appropriately for the remainder of the employment period. Upon completion of employment, each Staff Cadet will receive a performance evaluation in the form of a Course Report.

68. Whenever possible during the initial assessment and selection process, priority is given to a cadet's first choice of position. To fill the initial establishment with the best person in each area, CSTC senior staff may, after due deliberation and consultation, be forced to decide what is best for the cadet, students, and the Training Centre. Thus, in some cases, the preferred position may not be available and the cadet will be offered an alternative. Ultimate employment will be dependent upon the successful completion of pre-employment evaluation.

69. If not selected for employment, unsuccessful candidates will, without prejudice, be provided with return transportation to their point of departure.

## **LEAVE**

70. The principal mission of Central Region CSTCs is to deliver the required training while ensuring that cadets (both course and staff) have an enjoyable experience in a safe and healthy environment twenty-four hours a day. In this regard, staff at a CSTC can expect an intense period of employment where the workday can be long and stressful with minimal time off. Supervisors will endeavour to schedule work in such manner that individuals get the required rest to perform their jobs efficiently; however, a normal 40-hour Monday-Friday work week should not be anticipated. For the purpose of scheduling leave, Saturday is considered a normal workday and Sunday is generally considered a rest and relaxation day.

71. Individual adult staff must be granted and are obliged to take their leave entitlement of one day for every fifteen days, service at some point(s) during their Class "B" contract.

72. Staff Cadets may request weekend and weekday evening leave, subject to the following limitations:

- a. STAFF CADETS AGE 18, having attained the age of majority in Ontario, may be granted a pass to leave the Training Centre unaccompanied and without parental

permission; and

- b. STAFF CADETS UNDER AGE 18, may request pass privileges for evening and / or weekend periods in accordance with parental direction as stipulated in a completed parental Consent for Leave form. The cadet must be accompanied by a responsible individual, as noted in Section D of the Application for Training (CF51) and the Central Region CSTC Course Cadet Joining Instructions, para. 47.

73. Staff Cadets on evening leave are obliged to return to the CSTC no later than 2359 hours, unless otherwise dictated by individual CSTC Standing or Routine Orders, and must sign in personally.

74. No Staff Cadet has authority to approve any leave for another cadet.

### **PERSONAL APPEARANCE**

75. The following regulations are extracted from Canadian Forces Dress Regulations. They are not intended to be overly restrictive, but to ensure the maintenance of high 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.

76. All staff personnel are expected to report for duty maintaining high standards of personal dress, appearance and grooming, so as to reflect credit on the individual and on the Canadian Cadet Organization as a whole, as well as to provide an example to subordinates and Course Cadets.

77. Military personnel will report for duty wearing appropriate Dress of the Day as mandated by CSTC Routine Orders.

78. CI personnel will be issued with appropriate working dress on a temporary-issue basis, to be worn during on-duty periods and returned at the conclusion of the employment period.

79. Staff Cadets will be issued with appropriate uniform items on a temporary-issue basis, to supplement attire issued at the home corps.

### **HAIR STYLE – MALE PERSONNEL**

80. 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 centimeters (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 centimeters (1 inch) but this may vary according to whether the individual has a short or long neck; and,
- d. not greater than 4 centimeters (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.



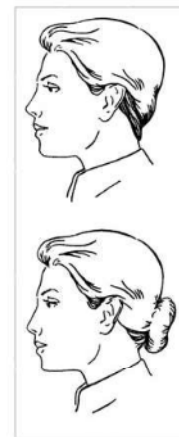
81. Sideburns shall:
- not extend below the point where the top of the ear lobe joins the face;
  - be squared off in a horizontal line at the bottom edge; and,
  - be taper-trimmed to conform to the overall hairstyle and of even width.

82. Moustaches are permitted but shall be neatly trimmed and not extend below or beyond the corners of the mouth. Naval personnel are permitted to wear beards in accordance with established tradition and CF regulation; however the beard must be fully established prior to reporting for duty and may not be commenced during the period of employment. Otherwise the face shall be clean-shaven.

### **HAIR STYLE – FEMALE PERSONNEL**

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83. 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.



84. 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**

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

### **JEWELRY**

86. 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 DEPORTMENT**

87. 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. It is hoped and intended that sound judgment and common sense will prevail in all circumstances.

88. Staff Cadets are required to sign the 'Rules of Conduct' declaration in which they acknowledge

the standards of conduct and behavior expected of them during their CSTC Staff appointment..

89. A Staff Cadet 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 cadet. The RTU procedure may commence on very short notice. It is imperative, therefore, that the parent/guardian's whereabouts are known by CSTC staff at all times. It is also important that parent/guardians have accurately specified (on the initial Application for Training contact numbers including their alternate contact. Undue delay in returning home may place unnecessary stress on the cadet.

90. Adult members are subject to and will be governed by the National Defence Act, Part III (Code of Service Discipline) as a condition of employment.

91. Any member arrested by a Civil Power for any reason is obliged to report the arrest to the CO.

### **ORDERS AND REGULATIONS**

92. As military organizations, CSTCs periodically issue such operational documents as Standing Orders, Routine Orders, Fire Orders and Emergency Response Plans. All staff members are expected to familiarize themselves with these documents upon arrival, together with their employment Terms of Reference (primary and secondary duties), Standard Operating Procedures, and such other orders, instructions and procedures issued, specific to their job and/or CSTC environment.

### **PAYING OF COMPLIMENTS**

93. All ranks will treat subordinates, peers and superiors with proper and appropriate respect.

94. Appropriate exchanges of salute will be extended at all times. CI personnel are neither entitled to receive, nor obliged to extend, a salute.

### **HARASSMENT AND ABUSE PREVENTION**

95. All staff must complete mandatory Positive Social Relations for Youth (PSRY) training prior to arrival at their place of duty. Those who have not had the appropriate training will report the discrepancy immediately on arrival to the CSTC Unit Cadet Conflict Management Advisor (UCCMA).

96. Required PSRY refresher training will be conducted during pre-course indoctrination.

97. Additionally, adult staff is expected to complete CF Ethics training prior to the arrival of Course Cadets.

### **SMOKING**

98. Central Region Cadet Summer Training Centres are a preferred Smoke Free Environment. Therefore, smoking is strongly discouraged at ALL CSTCS. Government policy forbids smoking inside buildings or any roofed enclosures with more than two sides covered, or while riding in any DND vehicles or aircraft. Tobacco products will not be available for sale at Training Centres.

99. Staff will set the example by refraining from smoking in view of cadets.

100. It is a violation of the Ontario Tobacco Control Act to sell or provide tobacco products to anyone under the age of 19. Therefore, the provincial Age of Majority notwithstanding, no Staff Cadet will be permitted to use tobacco in any form without **written authorization** from their parent/guardian.

## **CONTROLLED SUBSTANCES (INTOXICANTS, HALLUCINOGENS, NARCOTICS)**

101. All cadets are prohibited from buying, consuming, or having in their possession any alcoholic beverage of any sort. Central Region adheres to a zero-tolerance policy with regard to the misuse of controlled substances, and any cadet so involved may be subject to immediate administrative, disciplinary and/or legal action.

102. No adult staff shall introduce, possess or consume any intoxicant except:

- a. In a mess or institute with respect to which a general authority has been granted to possess or consume an intoxicant during specific hours; or
- b. In such other place and at such times as may be approved by the Commanding Officer.

103. Consumption of intoxicants in any locations other than those approved by the Commanding Officer is not permitted and may be subject to immediate administrative, disciplinary and/or legal action.

104. All staff members are prohibited from buying, selling, using or being in possession of any narcotic, hallucinogenic or other controlled substance as defined by the Controlled Drugs and Substances Act. Anyone suspecting another of using or being in possession of such material is obliged to so advise their supervisor immediately. Central Region adheres to a zero-tolerance policy with regard to the misuse of controlled substances, and any member so involved will be subject to immediate administrative, disciplinary and/or legal action.

## **FRATERNIZATION AND INTER-PERSONAL CONDUCT**

105. CSTCs embody three groups of individuals: course cadets, Staff Cadets, and adult members. Fraternization, that is, inappropriate interactions as defined in CATO 15-22, among any of these categories is not permitted. Where gender-exclusive living quarters exist, they are off-limits to members of the opposite sex. Any failure to comply may result in administrative and/or disciplinary action.

106. CATO 15-22 together with DAOD 5019-1 for adult staff, defines the policy regarding personal relationships within the Canadian Cadet Organization (CCO) and should be clearly understood by all staff. When a pre-existing personal relationship (i.e. familial) exists between two staff members, or a staff member and a course cadet, it must be declared to the members' supervisors.

107. Staff members or cadets possibly engaged in an otherwise acceptable personal relationship prior to CSTC duty shall refrain from conduct that may be considered inappropriate in a military context. Overt public displays of affection are to be avoided at all times, particularly among members of different ranks.

## **UNAUTHORIZED ACTIVITIES**

108. Gambling: No gambling of any sort is permitted at a CSTC.

109. Re-Sale Activities: Sale of items is restricted to approved messes and canteens. Any person desiring to conduct private business within a CSTC may do so only with the permission and approval of the CO.

## **VISITOR CONDUCT**

110. Any CSTC staff member inviting a guest to the premises will be responsible for any and all actions of that guest while at the CSTC..

111. CSTCs have no accommodation capacity to entertain overnight guests of staff members. Any overnight guest accommodations require must be secured at neighboring commercial establishments at

the member's or guest's own cost.

112. The staff member will ensure that no guest achieves a state of intoxication that may preclude a timely departure at curfew or as requested. The staff member will also ensure the safety of that guest at all times.

### **END OF CAMP, RAMP-DOWN AND RETURNING HOME**

113. Each Training Centre conducts a full ceremonial review Graduation Parade at the conclusion of each two-, three- and six-week training serial. All staff are expected to attend, properly groomed and in prescribed Dress of the Day, unless precluded by other duty. Dates are course-specific and individual parade schedules and locations are detailed in each of the CTSC Course Cadet Joining Instructions individual annexes.

114. Individuals in command and/or supervisory positions will generate written assessments of their immediate subordinates at the end of the employment period. Designated officers will complete Performance Evaluation Reports (PERs) and cadet course reports in accordance IAW CATO 22-15 and CRCO 1518.

### **END OF CAMP CRITIQUE**

115. Staff will be asked to contribute constructive critiques during the last week(s) of training, detailing identified shortcomings or positive experiences, to be forwarded through the normal chain of command in a manner to be specified during the employment period.

### **OUT-CLEARANCE**

116. All members will follow out-clearance procedures to be detailed by their respective CSTC ORs. All temporary-issue clothing and equipment must be returned and accounted for, and all mess bills and/or canteen chits must be settled before departure.

### **TRANSPORTATION**

117. Return-to-home commercial transportation will be coordinated by each CSTC Mov O, the details of which will be communicated homeward by individual members. Transportation generally terminates at the same location outbound transport originated. Officers should be aware that return transportation may include escort duty.

118. Adult members having arrived via PMV will generate appropriate travel claims, for fulfillment through their home Detachments. The same documentation processes required for inbound travel will apply to the homeward journey.

119. Parents, or those adults designated by parents as the person authorized by them to transport a Staff Cadet home, are obliged to ensure they have adequate identification on their person and that they are indeed the parent or individual identified on the cadet's original Application for Training (Form CF51) or Transportation Form. CSTC staff is obliged to exercise due diligence and not release a cadet to anyone's custody without the proper parental authorization and confirmation of identity.

### **ANNEXES**

- Annex A - [Amplifying Information and Forms](#)
- Annex B - [Blackdown Army Cadet Summer Training Centre](#)
- Annex C - [Connaught National Army Cadet Summer Training Centre](#)
- Annex D - [HMCS Ontario Sea Cadet Summer Training Centre](#)

Central Region  
Cadet Summer Training Centres  
Staff Joining Instructions

Région du Centre  
Centres d'instruction d'été des cadets  
Instructions de rattachement du personnel

- Annex E - [Trenton Air Cadet Summer Training Centre](#)
- Annex F - [Regional Gliding School \(Central\)](#)
- Annex G - [Advanced Aviation Technology Courses](#)
- Annex H - [Power Pilot Scholarship Course](#)